



Staying on Track

WEBINAR SERIES: **SUMMER EDITION**

Date: April 4, 2023

FOR SCHOOL FOOD AUTHORITIES
AND COMMUNITY ORGANIZATIONS!





This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for School Food Authorities (SFAs) and Community Organizations (COs)* wishing to serve meals in summer 2023. All regulations are specific to operating the programs under the direction of ADE.

We're switching this month's Staying on Track Webinar up to review new HNS guidance for summer 2023 applications. The monthly webinar will:

- Ensure vital information is understood
- Give HNS an opportunity to provide detailed training on important topics related to applying for summer meal service
- Provide program operators an opportunity to ask for clarifications

You may have questions...

- Questions can be asked at any time during the webinar in the Q&A.
- All questions will be addressed in the Event Follow-up Communication that will be released by the end of the week.
- Any questions that are specific to a particular operation should be directed to your HNS Specialist.





Section 1: Review of Application and Eligibility Requirements



Section 2: Streamlined Regulations of Final Rule



Section 3: Increasing Summer Meal Service Accessibility in Rural Areas



Section 4: Nutrition Promotion during Summer Meal Service

SECTION 1:

Review of Application and Eligibility Requirements



Memorandum HNS 03-2023

This memorandum will provide the deadline and application requirements for the Summer Food Service Program (SFSP) as well as remind School Food Authorities (SFAs) of their eligibility to apply for the NSLP Seamless Summer Option (SSO) or to extend the NSLP for any school that is hosting academic summer school.

On September 19, 2022, the United States Department of Agriculture (USDA) published Final Rule: Streamlining Program Requirements and Improving Integrity in the SFSP. This final rule has allowed for provisions to assist in streamlining the SFSP. Many of these provisions are currently allowed as program flexibilities and have already been implemented in Arizona. Guidance specific to the simplification of the management plan is currently being clarified and will be released with this memo. The remaining application requirements will be consistent with previous program years.

- It is encouraged for all entities interested in serving summer meals to read this memorandum upon release, including the questions and answers, in addition to attending today's webinar.

Applying

Applying to be a Sponsor in Summer 2023

SFAs and new or returning COs applying to be a sponsor of SFSP must have all application requirements submitted to HNS by **May 30, 2023**.

- Any applications received after May 30, 2023, will **not** be considered for SFSP sponsorship but may be considered as an SFSP site.


Prospective COs applying to operate for the first time must complete the pre-approval process and enter into an agreement with ADE. Entities will achieve this through the [SFSP Prospective Entity Form](#).


All applications must be submitted and approved by HNS before meal service begins.

Applying

Summer Feeding Options for Schools

- Seamless Summer Option (SSO)
 - For SFAs participating in NSLP/SBP
 - Requires submission and approval of a CNPWeb site and sponsor application
 - Serves meals free of charge to children, including teenagers through age 18, under the school meal program rules.

**Arizona Department of Education | Health and Nutrition Services**



**SUMMER FEEDING
OPTIONS FOR SCHOOLS**

Summer break is here, but hunger doesn't take a vacation. Children need good nutrition, all year long. The Summer Food Service Program, National School Lunch and Breakfast Programs, and the Seamless Summer Option make it possible for schools to provide nutritious meals, after the regular school year ends.

Seamless Summer Option	Summer Food Service Program	School Lunch & Breakfast
<p>Schools participating in the National School Lunch or School Breakfast Program are eligible to apply for the Seamless Summer Option.</p> <p>Seamless Summer has less paperwork, making it easier for schools to feed children during the traditional summer vacation periods and, for year-round schools, long school vacation periods.</p> <p>Once approved by the State agency, the school serves meals free of charge to children, including teenagers through age 18, under the school meal program rules.</p> <p>Meals are reimbursed at the free rates for school lunches, school breakfasts, and afterschool snacks, which are slightly lower than the Summer Food Service Program rates.</p>	<p>The Summer Food Service Program (SFSP) is ideal if you sponsor enrichment, recreational, or activity programs over the summer. The State agency reimburses sponsors for free meals served to children, including teenagers through age 18, at approved meal sites in low-income areas.</p> <p>Simplified rules allow sponsors to earn the maximum rates of reimbursement for the meals served and use the money as needed to enhance the food program for children.</p>	<p>The National School Lunch and School Breakfast Programs are available for any school that is hosting an academic summer school.</p> <p>Academic summer schools that intend to serve meals only to enrolled students follow the same rules and claiming procedures for free, reduced-price, and paid meals that they follow during the regular school year.</p>

For more information and assistance selecting the right option for your school, please visit www.azed.gov/hns/sfsp.

This institution is an equal opportunity provider.

Applying

Summer Feeding Options for Schools

- Seamless Summer Option (SSO)
 - For SFAs participating in NSLP/SBP
 - Requires submission and approval of a CNPWeb site and sponsor application
 - Serves meals free of charge to children, including teenagers through age 18, under the school meal program rules.
- Summer Food Service Program (SFSP)
 - Ideal for sponsoring enrichment, recreational, or activity programs over the summer.
 - Requires submission and approval of a management plan* and a CNPWeb site and sponsor application.
 - Reimburses sponsors for free meals served to children, including teenagers through age 18, at approved meal sites in low-income areas.

*Operators in good standing may have a modified requirement in demonstrating compliance with performance standards.

Reference HNS 03-2023 upon release.

Applying

Summer Feeding Options for Schools

- Seamless Summer Option (SSO)
 - For SFAs participating in NSLP/SBP
 - Requires submission and approval of a CNPWeb site and sponsor application
 - Serves meals free of charge to children, including teenagers through age 18, under the school meal program rules.
- Summer Food Service Program (SFSP)
 - Ideal for sponsoring enrichment, recreational, or activity programs over the summer.
 - Requires submission and approval of a management plan* and a CNPWeb site and sponsor application.
 - Reimburses sponsors for free meals served to children, including teenagers through age 18, at approved meal sites in low-income areas.
- School Lunch and Breakfast (NSLP/SBP)
 - Available for any school that is hosting an academic summer school.
 - Academic summer schools that intend to serve meals only to enrolled students follow the same rules and claiming procedures for free, reduced-price, and paid meals that they follow during the regular school year.

Applying

Operating NSLP in Summer Months

SFAs may choose to operate NSLP and claim reimbursement for meals (lunches under NSLP and breakfasts under the School Breakfast Program) served during the summer months to children enrolled in summer school.

SFAs also have the option to operate the Afterschool Care Snack Program through NSLP to provide snacks served in afterschool care programs used for children on days attending summer school.

- As a reminder, At-Risk Afterschool Meals may only be operated during the academic school year when school is in session. At-Risk Afterschool Meals cannot be operated during the summer months under any circumstance.

Applying

Required Application Documentation

Complete all fields in the Management Plan*, Budget, and CNPWeb Applications.

HNS may require the submission of additional documentation outside of the Management Plan and Budget to evaluate an applicant's ability and resources to operate the Program if HNS has reason to believe this would pose significant challenges for the applicant.

*Operators in good standing may have a modified requirement in demonstrating compliance with performance standards.
Reference HNS 03-2023 upon release.


Applying

Adding New Sites

New site approval begins with submitting the following:

- [Add/Change/Delete form](#)
- A copy of the site eligibility documentation
- Non-Associated Site agreement *(if applicable)*
- Pre-Operational Site Visit form *(if applicable)*

These documents must be emailed to ContactHNS@azed.gov.

		
Add/Change/Delete Form v4.4		
Sponsor Entity Form		
Required sections/fields are indicated with an asterisk (*).		
Select Applicable Program(s)*		
<input type="checkbox"/> National School Lunch Program (NSLP)	<input type="checkbox"/> Summer Food Service Program (SFSP)	<input type="checkbox"/> Child and Adult Care Food Program (CACFP)
<input type="checkbox"/> At-Risk Afterschool Meals <input type="checkbox"/> In CACFP CNPWeb <input type="checkbox"/> In NSLP CNPWeb		
Requested Action(s)*		
<input type="checkbox"/> Add New Sponsor	<input type="checkbox"/> Add a New Site	<input type="checkbox"/> Delete Sponsor
<input type="checkbox"/> Change Sponsor Entity Name	<input type="checkbox"/> Change Site Name	<input type="checkbox"/> Delete Site
<input type="checkbox"/> Change Sponsor Address	<input type="checkbox"/> Change Site Address	
Sponsor Entity Information		
*Sponsor Entity Name:		*Sponsor Entity CTDS #:
If requesting an entity name change, input the former entity name:		
*Physical Address:		
*City:	*State:	*Zip Code:
*Mailing Address: Same as physical address.		
*City:	*State:	*Zip Code:
If requesting a change to the sponsor address, input the former address: Change for physical <input type="checkbox"/> /Mailing <input type="checkbox"/>		
*Phone #:	Fax #:	
Website URL:		
Effective Start Date of Sponsor Entity Add/Change/Delete: (date of form completion or future date):		
New Sponsor Entities Only: Complete this section to tell Health and Nutrition Services more about the new entity.		
<input type="checkbox"/> Traditional Child Care	<input type="checkbox"/> Head Start	<input type="checkbox"/> BIE/Tribal Group
<input type="checkbox"/> Adult Care Center	<input type="checkbox"/> Outside of School Hours Care Center	<input type="checkbox"/> Residential Child Care Institution
<input type="checkbox"/> At-Risk Afterschool Care Center	<input type="checkbox"/> Private School	<input type="checkbox"/> Community Organization
<input type="checkbox"/> Emergency Shelter	<input type="checkbox"/> Faith Based Organization/School	<input type="checkbox"/> Other: <input type="text"/>
Additional Entity Details: <input type="checkbox"/> Public Organization <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private For-Profit		
Authorized Signer Information		
Printed Name:		Authorized Signature:
Phone #:	Email:	Date:
For Arizona Department of Education Health and Nutrition Services Staff Use Only		
Program Year:	Program Approval Signature:	Date:
Complete, sign, and email this form to: ContactHNS@azed.gov if submitted manually.		
June 2022 Health and Nutrition Services Arizona Department of Education This institution is an equal opportunity provider.		

Eligibility

Determining Eligibility

Sites may use any of the following to qualify for participation:

- School data
- Participant income application data
- Census data

If census data or school data does not support area eligibility, closed-enrolled sites may collect income applications for the enrolled students. If 50% or more of the enrolled students are free or reduced eligible the site may use this data to be considered eligible.

Eligibility

Duration of Eligibility

Current-year school data may be used to establish area eligibility for the SFSP and SSO, excluding camps. For a site to be determined area eligible, school data must indicate that the proposed meal site is located in the attendance area of an elementary, middle, or high school where at least 50 percent of the children are eligible for free or reduced-price school meals.

- Census data may be used if a site is not located within an eligible attendance area.


Area eligibility determinations made using school or census data must be re-determined every five years.

Example: School data from 2018-2019 through 2022-2023 may be used for eligibility determinations.

- Summer feeding sites previously determined as eligible in or after SY 2018-19 continue to be eligible under the five-year eligibility rule.
 - Please note, this does not apply to sites that were approved to operate under the COVID-19 area eligibility waivers.

Eligibility

Summer Site Types and Eligibility.

**Arizona Department of Education | Health and Nutrition Services**

SUMMER SITE TYPES & ELIGIBILITY

Sponsors may operate summer meal service at one or more sites as long as the site and meal services have been approved by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) prior to the start of the site operating.

Site Type	Description	Eligibility
Open Site	Meals are made available to all children in the area. Schools with academic summer school are required to be open to the community.	Must be located within the attendance area of a school with 50% or more free/reduced-price meals or within a census tract that qualifies.
Open Restricted Site	Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control.	Same as open site. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted.
Closed Enrolled Site	Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. This site type may be selected when the site is unable to accommodate additional children from the community.	Same as open or restricted open sites OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.
Camps	Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children.	Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and/or reduced-price eligibility standards.
Migrant Site	Serves primarily migrant children.	Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

SCHOOL DATA: Sponsors may use free and reduced data from elementary, middle or high schools to qualify SFSP sites. The site must be located within the attendance area of a school with at least 50% of its children eligible for free and reduced-price meals. School data is updated annually and posted on [Health and Nutrition Services webpage](#).

CENSUS DATA: If the site is not located within an eligible attendance area, sponsors may use census data to see if the potential site(s) fall within a tract that qualifies. The [USDA Capacity Builder Mapping Tool](#) can assist with making eligibility determinations and locating eligible areas within a community.

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Eligibility

Site Eligibility and Operating Requirements

Open Sites:

- Meals are made available to all children in the area.
- Schools with academic summer school are required to be open to the community.
- All children eat free in communities where at least 50% of the children are eligible for free/reduced-price school meals.
 - School or census data may be used to determine eligibility.
- Open sites operate on a first-come, first-served basis to all children 18 and under at an eligible location.
- Meals are reimbursed at the appropriate free rate for all participating children.

Eligibility

Site Eligibility and Operating Requirements

Restricted Open Sites:

- Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control.
- All children eat free in communities where at least 50% of the children are eligible for free/reduced-price school meals.
 - School or census data may be used to determine eligibility*.
- Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted.
- Restricted open sites operate on a first-come, first-served basis to all children 18 and under at an eligible location.
- Meals are reimbursed at the appropriate free rate for all participating children.

*Eligibility requirements are the same as open sites. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above.

Eligibility

Site Eligibility and Operating Requirements

Closed Enrolled Sites:

- Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. This site type may be selected when the site is unable to accommodate additional children from the community.
- Meals are reimbursed for all participating children at the appropriate free rates when:
 - at least 50 percent of the children enrolled at the site are approved for free or reduced-price school meals; or
 - documentation indicates that the site is located within the geographical boundaries of a school attendance area with at least 50 percent of its children approved for free or reduced-price school meals.
- Closed enrolled sites serve only an identified group of children through age 18 who are participating in a specific program or activity.
 - Summer school is not a closed enrolled site under the SFSP or SSO.

Please note, a closed enrolled site that does not meet one of the above criteria is not eligible to participate unless it is qualified to participate as a day camp.

Professional Development

Summer Training

Training is required only for new COs who intend to be an SFSP Sponsor in Summer 2023. Training will be completed during the prospective entity process.

- [Orientation for Sponsoring Organizations: SFSP](#)
- [Civil Rights Compliance for Child Nutrition Program Operators](#)

HNS encourages all new or returning SFSP operators to review the online training and register for summer webinars!

- Staying on Track Monthly Webinar Series - occurs on the first Tuesday of every month
- Summer upLIFT webinars - occurs on the third Tuesday of every month

USDA Foods in Schools Program

USDA Foods in the Summer

SFAs operating SSO or extended NSLP may use any remaining USDA Foods and DoD Fresh! SFAs operating SFSP will have access to additional SFSP entitlement through DoD Fresh from May until September and can use any remaining NSLP entitlement until June 30th.

- New operators may contact HNS when requiring access or a new site addition in FFAVORS.
- Existing operators may order in FFAVORS for the sites operating SFSP through the end of summer or until funds are gone.

SECTION 2:

Streamlined Regulations of Final Rule



Final Rule

Understanding the Final Rule

This final rule amends certain SFSP regulations with the intent to strengthen program integrity by clarifying, simplifying, and streamlining program administration.

Many of these provisions are currently allowed as program flexibilities and have already been implemented in Arizona. Guidance specific to the simplification of the management plan is currently being clarified and will be released with this memo. The remaining application requirements will be consistent with previous program years.



[Streamlining Requirements and Improving Integrity in the SFSP Final Rule - Comparison Table](#)



Final Rule

This training will focus on 5 of the 24 amended final rule provisions due to the direct impact on operators.

Application

- 6 new regulations

Operations

- 4 new regulations

Review

- 5 new regulations

Definition

- 6 new regulations

State Agency

- 3 new regulations

Final Rule

Application

- Eligibility for Closed Enrolled Sites
- Clarifying Performance Standards for Evaluating Sponsor Viability, Capability, and Accountability
- Application Procedures for New Sponsors
- Demonstration of Financial and Administrative Capability*
- Establishing the Initial Maximum Approved Level of Meals for sites of Vended Sponsors (Site Caps)
- Duration of Eligibility

Operations

- **Offer Versus Serve**
- **Meal Service Times**
- **Off-site Consumption of Food Items**
- **Meals Served Away from Approved Locations**

Final Rule

Review

- **First Week Site Visits**
- Meal Claim Validation
- Statistical Monitoring Procedures, Site Selection for Site Reviews
- Timeline for Reimbursements to Sponsors
- Meal Quality Facility Review

Definition

- Annual Verification of Tax-Exempt Status
- Self-Preparation versus Vended Sites
- Roles and Responsibilities of Site Supervisors
- Unaffiliated Sites
- Unanticipated School Closure
- Nonprofit Food Service, Nonprofit Food Service Account, Net Cash Resources

Review

First Week Site Visits

Previous Regulation

- Complete site visits within the first week of operation
- Complete the reviews of the food service within the first four weeks of operation

New Regulation

- Complete site visits within the first two weeks of operation for new sites, sites with operational problems in the prior year, and any site where the State agency determines a visit is needed*
- Foodservice reviews can occur at the same time as the site visit

**For sites that operate for a week or less, the site visit must be conducted during the period of operation*

Operations

Offer Versus Serve

Previous Regulation

- SFAs that followed the rules of the National School Lunch Program/ Seamless Summer Option could choose the "Offer Versus Serve (OVS)" service option

New Regulation

- Only SFA sponsors may utilize the OVS option
- SFA sponsors electing to use the SFSP meal pattern now can choose to utilize the OVS service option

Operations

Meal Service Times

Previous Regulation

- Three hours needed to elapse between the beginnings of one meal service to another
- Four hours must have lapsed between lunch and supper
- Supper could not begin later than 7 p.m. and not extend past 8 p.m.
- Two hours for lunch/supper and one hour for all other meals were allotted

New Regulation

- Revises to remove all existing meal service time restrictions
- Meals claimed as breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper
- A minimum of one hour must elapse between the end of one meal service and the beginning of another
- State agency approval is required for reimbursement of meals served outside of the approved meal service time if an unanticipated event, outside of the sponsor's control, occurs

Operations

Off-Site Consumption of Food Items

Previous Regulation

- Required children to be on site while meals are consumed

New Regulation

- Sponsors may allow a child to take one fruit, vegetable, or grain item off-site for later consumption without prior State agency approval
- All applicable State and local health, safety, and sanitation standards must be met to do this
- Sponsors should only allow an item to be taken off-site if the site has adequate staffing to properly administer and monitor the site
- The State agency may prohibit individual sponsors on a case-by-case basis from using this option

Operations

Meals Served Away from Approved Locations-Field Trips

Previous Regulation

- A site is “a physical location at which a sponsor provides a food service for children and at which children consume meals in a supervised setting.”

New Regulation

- Sponsors have the option to receive reimbursement for meals served away from the approved site when the following is met:
 - The sponsor must notify the State agency in advance that meals will be served away from the approved site
 - The State agency must determine that standards will be met (health, safety, sanitation)
 - Meals must be served at the approved meal service time
 - Open sites should continue to also serve at the approved location.

Operations

Meals Served Away from Approved Locations-Field Trips

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 - Open sites should continue to also serve at the approved location.



[Agreement to Serve Off-Site Meals to Accommodate Field Trips Form](#)





SECTION 3:

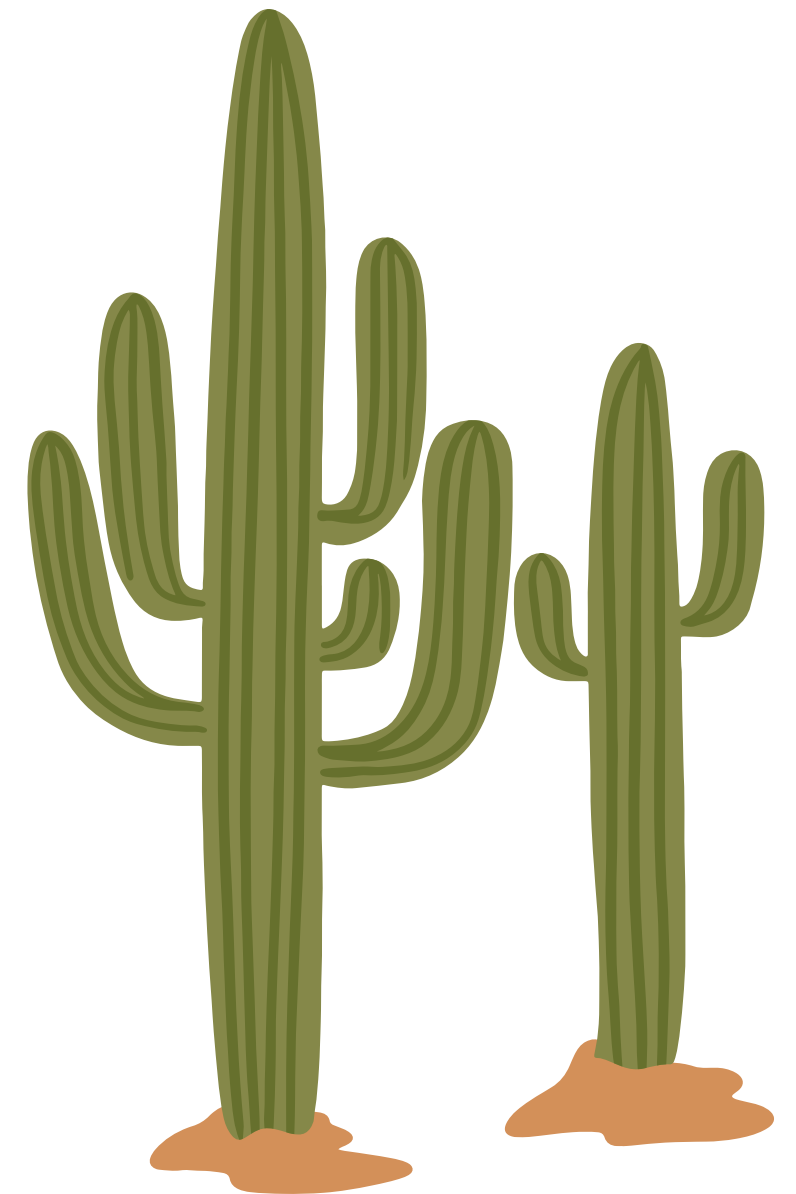
Increasing Summer Meal Service Accessibility in Rural Areas

Meal Service Accessibility

Non-Congregate Meal Service for Rural Areas

The Consolidated Appropriations Act established a permanent non-congregate meal service option for **rural areas** without congregate meal service.

- This non-congregate option intends to assist rural areas that struggle to reach their demographic and increase access to summer meals.



Meal Service Accessibility

Non-Congregate Meal Service for Rural Areas

Due to the intent of this option, USDA has made very clear guidance on what is considered "rural". All rural SFAs interested in serving non-congregate meal service are required to meet the definition of rural as defined by USDA.

Definition: Any area in a county that is not part of a Metropolitan Statistical Area or any “pocket” within a Metropolitan Statistical Area which is determined by the State agency to be geographically isolated from urban areas.

If interested in this option, SFAs are encouraged to read [USDAs guidance for operating non-congregate](#) meal services for rural areas to understand which areas meet the qualifications.

- Contact your assigned HNS Specialist for implementation if your area is considered rural.

SECTION 4:

Nutrition Promotion during Summer Meal Service



Farm to Summer Challenge

The Summer 2023 Farm Fresh Challenge

Looking ahead to summer we are excited about the Summer Farm Fresh Challenge again!

This challenge is an HNS initiative designed to empower summer program operators to cultivate excitement around fresh and locally sourced foods. Participating operators must complete a series of challenges that promote the tasting, teaching, and connection of participants to foods local to Arizona.



Turnip the Beet

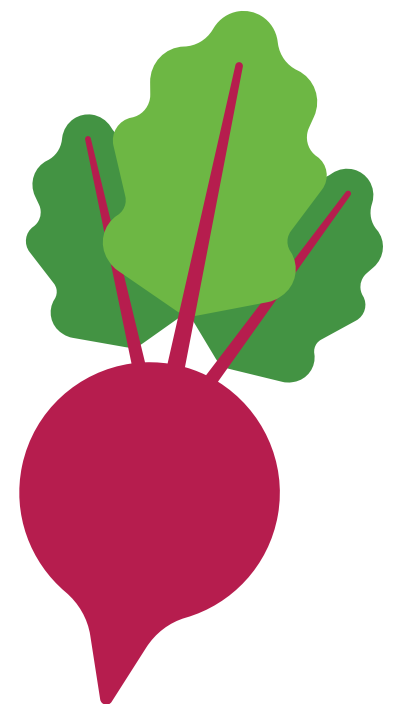
Award for High-Quality Summer Meals

USDA's Turnip the Beet Award recognizes outstanding Summer Meal Program sponsors who work hard to offer high-quality meals that are appetizing, appealing, and nutritious.

All Summer Meal Programs sponsors, including SFSP sponsors and NSLP SSO sponsors, may be eligible for a Turnip the Beet Award.

Sponsors may self-nominate or be nominated by another party.

Three award levels are available: gold; silver; and bronze. All winners will receive a certificate and will be nationally recognized and featured on the Turnip the Beet webpage.



upLIFT

upLIFT Webinar Series

The monthly webinar series focuses on sharing relevant nutrition knowledge as well as standout stories from the field on successful service models, inspiring menu ideas, and tips and tricks to implement nutrition initiatives in schools! These webinars are intended to provide you with real, applicable, and helpful information that you can use to operate the best school food service program possible at your sites this year!

Summer upLIFT webinars:

- **May 16, 2023: Coordinating DoD Fresh with Summer Menus**
- **June 20, 2023: Go Local - Farm to Summer Challenge**
- **July 18, 2023: Turnip the Beet - Award criteria and nominations**





Join Us Next Month!

Staying On Track: May

May 2, 2023

1:30-2:30 pm

We will be reviewing HNS Communications and policy memorandums released in the month of April, and key tasks, deadlines, and action items for the month of May.

Thank you!

Please type any questions into the Q&A.

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.





This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Congratulations!

You have completed the **Recorded Webinar: Staying on Track April 2 2023.**

To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Recorded Webinar: Staying on Track April 2023
- Length: 1 hour

Please Note: Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.



This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Congratulations!

Requesting a training certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title:** Recorded Webinar: Staying on Track April 2023