

Checklist for Sponsors Intending to Operate SFSP or SSO in Summer 2021

Sponsors Who Plan to Operate SSO/SFSP During Summer 2021

This checklist is a guide to completing your application and survey – you do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) application or Meal Distribution Plan (MDP) Survey.

Requirements

Sponsors who wish to participate in the Summer Food Service Program (SFSP) or Seamless Summer Option (SSO) during Summer 2021 must:

- Coordinate with other sponsors in their community to ensure efforts are not duplicated. To learn who also operates in your community, please reference the [USDA's Capacity Builder](#) or email your Program Specialist.
- Submit a SFSP/SSO WINS application.
- Submit the [Summer 20-21 SFSP & SSO Meal Distribution Plan](#).
- Email Required Documentation for SFSP to summermeals@k12.wa.us
- Fulfill Training Requirements
- New sponsors only-** Complete Preapproval Requirements.

It can take up to 30 days to process a complete application – please submit your application at least 30 days prior to your planned start date.

Definitions

- **New Sponsors:** Organizations who did not operate SFSP or SSO during School Year 19–20, Summer 2020, or during School Year 20-21.
 - **Complete steps: 1, 2, 3a, 4a, 5, 6a, 7**
- **Returning Sponsors:** Organizations who operated SFSP or SSO during School Year 19–20 or Summer 2020.
 - **Complete steps: 1, 2, 3a, 4b, 6b, 7**



- **Continuing Sponsors-** Organizations that operated during School Year 20-21.
 - **Complete steps: 2, 3b, 4c, 7**

Disclaimer: Due to the public health crisis, USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please refer to the [SFSP Communications and Updates webpage](#) as well as [OSPI's Nutrition and Meals Guidance webpage](#) for important updates.

Checklist

- Step 1:** Notify OSPI Child Nutrition at summermeals@k12.wa.us of intent to operate a Summer Meal Program (SFSP or SSO).

- Step 2:** Submit the [Summer 20-21 SFSP & SSO Meal Distribution Plan](#) prior to beginning operation.
 - Within the survey, you will opt-in to specific waivers you plan to implement:
 - [Non-congregate Feeding](#) (SFSP & SSO)
 - [Meal Service Time Flexibility](#) (SFSP & SSO)
 - [Parent/Guardian Pick Up of Meals for Children](#) (SFSP & SSO)
 - [On-site Monitoring Requirements](#) (SSO)
 - [Meal Pattern Flexibility](#) (SSO)
 - Age-Grade Groups & Dietary Specifications
 - Vegetable Subgroups
 - Milk Variety
 - [Offer vs Serve Flexibility](#) (SFSP)
 - [First Week Visit & On-site Monitoring Requirements](#) (SFSP)
 - [Area Eligibility for Closed Enrolled Sites in the SFSP and SSO](#)
 - [Fluid Milk Substitution Request](#) (SFSP)

 - With these waivers, you will have multiple options for meal distribution and point-of-service meal counting. When making these plans and reporting in your survey, please consider the following:
 - How will program meals be distributed?
 - How will you ensure information about your meal service operation is provided equitably to families in your community that do not speak English fluently?

- How will you ensure equitable access to meals provided by your program?
- How will you coordinate with other program sponsors to ensure duplicate meals are not served?
- Will multiple program meals or multiple days' worth of program meals be served at one time?
- Will parents or guardians be allowed to pick up program meals on behalf of students?
- What are your plans for documenting and retaining parental consent for home delivered meals?
- How will you ensure confidentiality of household data for home deliveries?
- How will special dietary needs be accommodated?
- How will you ensure accurate counting and claiming of meals served?

Communicate details of your meal distribution plan with your local Health Department.

Step 3: Apply for SFSP or SSO prior to beginning operation

a. New & Returning Sponsors - Submit the following in WINS:

- Sponsor Application
- Site Application(s)
- Site Calendar(s)
 - Site schedules should extend through the last day of planned operation.
 - WINS meal service times should accurately reflect the meal service operation. If several meal service models are being conducted, a broad time **range** reflecting all meal service timeframes offered at each site may be entered.
 - Note – the community should be kept up to date on changes through communication platforms such as district websites, social media or other means.
- Sponsor Budget (NSLP Sponsors are exempt from this requirement)

b. Continuing Sponsors ONLY - Submit the following **revisions** in WINS:

- Site Application(s)-*if changes in operation are made*
- Site Calendar(s)
 - Create a new calendar to begin the first day of your traditional summer meal service operation.

- Site schedules should extend through the last day of planned operation.
 - WINS meal service times should accurately reflect the meal service operation. If several meal service models are being conducted, a broad time **range** reflecting all meal service timeframes offered at each site may be entered.
 - Note – the community should be kept up to date on changes through communication platforms such as district websites, social media or other means.
- Sponsor Budget (NSLP Sponsors are exempt from this requirement)
- Revisions must include estimated expenses for operating during the Traditional Summer Food Service Program

Under Summer Meal Programs, meals can be provided for weekends and/or holidays. If your organization plans to serve on weekends or holidays, please ensure they are included as operating days in your calendar.

Step 4: Complete Training Requirements (SFSP only)

a. New Sponsors

Complete the [SFSP New Sponsor Trainings](#):

- Intro to SFSP
- New Sponsor Webinar – Contact summermeals@k12.wa.us for this training.
- Civil Rights Training*
- What's This Procurement Thing?*
- Train all staff** on Civil Rights and responsibilities specific to their role within the program.

b. Returning Sponsors

Complete the [SFSP Returning Sponsor Trainings](#):

- Returning Sponsor Webinar
- SFSP Program Updates Webinar - this will be posted after May 10, 2021.
- Civil Rights Training*
- What's This Procurement Thing?*
- Train all staff** on Civil Rights and responsibilities specific to their role within the program.

*Important Note: If your organization has been operating another federal Child Nutrition Program and the lead program administrator for the SFSP has already

completed Civil Rights or Procurement training this school year, then you do not need to complete this training. Please maintain documentation of the alternative trainings completed.

c. Continuing Sponsors

- SFSP Program Update Webinar - this will be posted to the [SFSP Training webpage](#) under the 'Continuing Sponsor Training' dropdown after May 10, 2021.

Step 5: NEW sponsors ONLY- Complete Preapproval Visit (SFSP only)

- Watch the [Preapproval Webinar](#)
- Prepare to upload menu into Preapproval Survey
- Submit [Preapproval Survey](#)

Step 6: Required Documentation (SFSP only)

a) New Sponsors- Email the following documents to your Program Specialist:

- [Health Department Notification Letter](#)
- [Lobbying Agreement](#)
- [Free Meal Policy Statement for Open Sites](#)
- [Free Meal Policy Statement for Closed-Enrolled Sites & Camps](#)
- [Media Release for Closed enrolled & Camp sites-](#) Only required for sponsors that collect income applications

b) Returning Sponsors

- [Health Department Notification Letter](#)
- [Free Meal Policy Statement for Open Sites](#)
- [Free Meal Policy Statement for Closed-Enrolled Sites & Camps](#)
- [Media Release for Closed enrolled & Camp sites-](#) required for sponsors that collect income applications only

Step 7: Complete Monitoring Requirements for SFSP

All sponsors must complete a site review within the first four weeks of operations (starting October 1). Under Child Nutrition Response #42, site review may be conducted off-site. ***For continuing sponsors, site reviews are not required for continuing sites if monitoring requirements have already been fulfilled.***

- [Desk Audit Site Review Form](#)

□ [Monitoring Visits During Unanticipated School Closure Reference Sheet](#)

SFSP Resources

- [Part 1: Sponsor Application and Site Application](#)
- [Part 2: Site Calendar and Budget](#) (note: the budget is no longer a requirement for NSLP sponsors)
- [Budget Reference Sheet](#)
- [Race & Ethnicity Reference Sheet](#)

SSO Resources

- [Seamless Summer Option Webpage](#)
- [Program Materials & Required Documents](#)
- [Menu Planning & Meal Pattern](#)

Acronym Reference

- CNS - Child Nutrition Services
- MDP - Meal Distribution Plan
- NSLP - National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- SFSP - Summer Food Service Program
- SSO - Seamless Summer Option
- USDA - United States Department of Agriculture
- WINS - Washington Integrated Nutrition System