

## Step for School Nutrition Program to Obtain Approval for a COVID-19

### Non-congregate Meals Service Waiver through the Summer Food Service Program

On March 11, 2020, the Wyoming Department of Education (WDE), Nutrition Section, received waiver approval from USDA that allows schools closed due to the coronavirus (COVID-19) to serve meals to students through the Summer Food Service Program (SFSP) in a non-congregate setting.

USDA has released the SP 08-2020, SFSP 04-2020, Child Nutrition Program Meal Service During Novel Coronavirus Outbreaks memo, dated March 6, 2020, which contains an initial question and answer document. This USDA memo is posted on CNP Download Forms, COVID-19 Section.

School Nutrition Program (SNP) Sponsors interested in utilizing non-congregate feeding in the event of a school closure through SFSP must obtain approval from WDE prior to serving any non-congregate meals during a school closure utilizing the following steps:

- 1. Determine areas that may qualify for area eligibility meal sites through the SFSP. Census bureau data can be found at: <https://bestpractices.nokidhungry.org/Averaged-Eligibility-Map>.

#### Existing SFSP sponsors

Schools or community organizations in qualifying eligible areas where schools are closed due to COVID-19 that were enrolled in SFSP for summer 2019 and would like to offer meals to students impacted by school closures from COVID-19 need to request permission from WDE to implement the waiver and complete minimal paperwork. Once approved, the 2019-2020 CNP Sponsor and Site Applications will need to be enrolled for the new SFSP program year, submitted, and approved by WDE. SFSP sites must meet area eligibility requirements per program regulations to qualify as an open meal site. Contact Amanda Anderson at [amanda.anderson@wyo.gov](mailto:amanda.anderson@wyo.gov) for additional information.

#### NSLP sponsors that were not previously enrolled in SFSP

Schools in qualifying eligible areas where schools are closed due to COVID-19 that did not previously participate in SFSP as a sponsor but would like to as a result of school closures due to COVID-19 must complete the entire application process.

To participate using SFSP, the LEA will need to complete the new sponsor process. Contact Amanda Anderson at [amanda.anderson@wyo.gov](mailto:amanda.anderson@wyo.gov) for additional information.

- 2. SFSP staff will provide a COVID-19 Waiver Request Form and necessary paperwork applicable to the program being selected (SFSP). This document is available on Google Docs.
- 3. The LEA submits the required paperwork, including a tentative list of meal service sites.
- 4. WDE activates any new sites in CNP. WDE will email the contact person listed on the waiver request with any questions or upon approval.
- 5. The LEA completes/updates CNP Sponsor and Site Applications.
- 6. WDE approves WDE Site Applications and Sponsor Application Packet.
- 7. The LEA is responsible for notifying WDE if and/or when non-congregate meal service was initiated.

#### **Additional Notes**

- All meals must be served unitized, with milk included.
- Offer versus serve (OVS) may not be utilized. All components must be provided.
- LEAs must complete and maintain menu and meal count documentation per program regulations.
- Meal count documentation will need to be submitted to WDE prior to the claim for reimbursement being submitted in CNP.

#### **Contact Information**

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