



Office of P-20 Education Policy  
Child Nutrition Program Administration  
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<http://www.cn.nysed.gov/>

**Addendum to the SFSP Sponsor Agreement: Participation in the Demonstration Project for Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat**

**Name of Sponsoring Organization:**

**LEA Code:**

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**Outdoor sites that lack temperature-controlled alternative sites to be considered:**

Site Name:

LEA Code:

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Site Name:

LEA Code:

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Site Name:

LEA Code:

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Site Name:

LEA Code:

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Site Name:

LEA Code:

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Site Name:

LEA Code:

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**By signing this application the sponsor agrees to comply with the following:**

1. Sponsors must be otherwise eligible to participate in SFSP or SSO and properly approved by the State agency in order to participate.
2. Approved outdoor sites must comply with the congregate meal requirements on all other days of operation. Requirements pertaining to the number and type of meals that may be served each day continue to apply and sponsors must continue to provide all required components of a reimbursable meal. Because meals served will be consumed off site sponsors should carefully consider all food safety issues and risks. Only one meal may be provided to each child present at the meal site for each meal service. Meals may not be provided to adults or other children to take to children not present at the site. All meal counting, claiming, and State and sponsor monitoring and oversight requirements continue to apply.
3. Sponsors approved to participate in the demonstration project must submit the attached form with their monthly claims for reimbursement the following information:
  - The specific dates on which participants were permitted to take meals off site; and
  - The number of meals claimed that were taken off site by participants.
4. Non-congregate meal service shall be permitted only on days when the National Weather Service (NWS) has issued a Heat Advisory, an Excessive Heat Warning, or an Excessive Heat Watch for the area in which an approved outdoor feeding site is located. Sponsor must maintain records on file for review. Sponsors must print or obtain an electronic copy of the NWS notice on the public web found at <http://www.weather.gov/> on the day the Excessive Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch is issued. Please be aware, this notice is only posted on this site on the day on which the area experienced extreme heat, so if this is not documented on the day of extreme heat, it cannot be verified later.
5. Sponsors participating in the demonstration project should prepare a food safety plan or alternate menu using non-perishable foods specifically for days when non-congregate meal service takes place, to ensure the meal service will be conducted safely.
6. Existing site caps must remain.
7. Meal times approved by the State for each site must remain.
8. No second meals are allowed on days the area is experiencing excessive heat.

Sponsor  
Representative Name:

Signature:

Date:

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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