

## SFSP Record Keeping Q&A

1. Q: What documentation do I need to maintain for the SFSP?

A: Refer to the [SFSP attachments manual](#) to see the checklist of documents that are needed for the site review and administrative review. All SFSP related documentation needs to be maintained for three years plus the current year. These records need to be readily available for review. Meals that lack documentation to demonstrate meal pattern compliance are subject to fiscal action.

2. Q: Under the current nationwide waivers allowing non-congregate feeding and no meal time restrictions due to COVID-19, may Child Nutrition Program operators provide food items in bulk, either through pick up or home delivery, without additional waivers?

A: Under current statutory and regulatory authority and in conjunction with recent COVID-19 waivers allowing non-congregate feeding and no meal time restrictions, when providing multiple meals at one time, Program operators may provide bulk items as long as individual meals are easily identifiable as a reimbursable meal. When implementing such a delivery mechanism, Program operators:

- Must include the required food components in the proper minimum amounts for each reimbursable meal being claimed;
- Must ensure that food items are clearly identifiable as making up reimbursable meals;
- Are strongly encouraged to provide menus with directions indicating which items are to be used for each meal and the portion sizes;
- Should consider whether households have access to refrigeration, stoves, microwaves, etc., when providing food that requires refrigeration or further preparation, such as reheating; and
- Should ensure that only minimal preparation is required and that food is not provided as ingredients for recipes that require chopping, mixing, baking, etc.

3. Q: If I have a site that is providing multiple meals at a time, do I have to record the numbers of total meals for each day ?

A: You must record the daily meal count for each meal type, on the day that meal is intended for. Meals that lack documentation to demonstrate meal pattern compliance are subject to fiscal action.

4. Q: What is the monitoring process?

A: All SFSP sponsors must have a system to monitor SFSP sites. If you are not able to visit the sites in person, you must still plan to monitor your SFSP feeding sites within the

first four weeks of operation. You may have a system for reviewing site operations off site, such as evaluating meal counts and production records daily to ensure accuracy.

5. Q: If sending 7 days of breakfasts and lunches on 1 day, do I have to send a menu home explaining what a meal looks like?

A: Yes. You must include information for the families that explains what items and portion sizes make up each meal.

6. Q: Why is renewal application still "pending approval"?

A: The SFSP program staff are still processing applications and renewals. You can check the status of your application or renewal on CNMS.

7. Q: When we provide breakfast and lunch together, do I need to maintain two production records, or is one sufficient?

A: You must maintain an accurate production record for each meal claimed. Meals that do not meet meal pattern requirements or lack documentation to demonstrate meal pattern compliance are subject to fiscal action.

8. Q: At an open site, should you verify the number of children a parent is saying is in the household?

A: When sponsors applied for the parent/guardian pick up waiver, they agreed to ensure SED they had a process at the sites to ensure that only one meal per child is provided only to parents/guardians of children. Some sponsors are maintaining a log of family requests for meals, sharing google docs among all sites so they know what families have already been provided meals, etc.

9. Q: If I am sending home a loaf bread, do I have to explain on the menu they should take 1 slice for breakfast, for example "that equals 1oz?"

A: When providing bulk meals, you must explain what portion sizes and items make up each reimbursable meals. Meals that do not meet meal pattern requirements or lack documentation to demonstrate meal pattern compliance are subject to fiscal action. Please refer to the guidance on bulk meals posted on our website: <https://fns-prod.azureedge.net/sites/default/files/resource-files/SFSP%20Bulk%20Foods%20Tip%20Sheet.pdf>

10. Q: Could you please share the link to receive a banner promoting the availability of free meals?

A: The SFSP banners can be ordered through the resource order form:  
<http://www.cn.nysed.gov/form/resource-order-form>

11. Q: Can I use the offer vs serve for grab and go meal service? Parent are complaining that they do not have room to store so many bottles of milk for 7 days.

A: When implementing offer versus serve, all meal components must be offered, and then the participants can decide which to take. Offer versus serve does not work well with grab and go meal service styles, and increase exposure for participants. Please re-evaluate your days of service. If families do not have enough storage space for all items you are providing, you may need to offer meal pick up every other day.

12. Q: Where do I submit my expenses when the program ends?

A: You do not need to submit your expenses when the program ends. You must maintain all cost documentation for review. You may adjust your SFSP budget prior to submitting your final claim for reimbursement, if it has changed since you have been approved.

13. Q: How do we adjust the cap for a site?

A: Email your Child Nutrition program representative for assistance.

14. Q: Can I extend the program end date?

A: Yes. Notify SED of any changes to your Program operating dates. You may operate the SFSP until school begins. Email your Child Nutrition program representative for assistance.

15. Q: What are the requirements for operating an open site?

A: You must serve all children at no charge on a first come, first serve basis. There are no restrictions and the site must be easy for children to access, have clear signage, or staff directing children on where to go

16. Q: If I provide a box with four meals in it to a family that has three children, can the fourth meal be claimed? Is it an allowable cost?

A: An extra meal cannot be claimed, and the cost is not an allowable SFSP expense. You must plan, prepare, package and claim meals to meet the objective of serving one meal per child per meal service. If you are packaging bulk meals, you must ensure that you are packaging all required components for each meal for the number of children meals are being provided to. You need to re-evaluate how meals are packaged.