

Summer Food Service Program and Seamless Summer Option Bulk Meals Election Form
New York State Education Department, Child Nutrition Program Administration

SFA/Sponsor Name:

SFA/Sponsor LEA Code:

Contact E-mail:

SFA/Sponsor Contact Name:

Contact Phone:

Please note: SFA's and SFSP sponsors must submit this form and required additional documentation for New York State Education Department (SED) approval to CNCOVID@nysed.gov.

SFAs and Sponsors must receive SED approval prior to implementing waivers.

Waiver Approvals are contingent on meeting the following requirements to the satisfaction of SED:

SFA/Sponsor must be in Good Standing

The SFA/sponsor is in good standing with SED in its operation of Child Nutrition Programs. SFAs/Sponsors must demonstrate/provide sufficient documentation to SED that any issues and findings from SED's monitoring of SFA/sponsor operations under previous waiver elections have been corrected.

SFA/Sponsor can maintain accountability and program integrity. Please provide the SFA's/sponsor's plan by answering the following questions.

List each site and LEA code the SFA/sponsor is requesting to implement the waivers. Use additional paper if necessary.

Site Name	LEA Code

1. Describe the Distribution/Delivery Plan. Include the following:

- Processes that will be implemented to ensure meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed for any child. If serving meals for more than one day, describe the registration/sign-up system.
- Distribution/delivery days/times. If distribution days or times will be different for each site, please indicate that in this response.
- How many days of meals will be distributed at the same time for each child (for example, 3 days of breakfast and 3 days of lunch are distributed each week).
- Plan for ensuring food safety requirements are met during preparation, storage, and distribution/delivery.

No more than 7 days may be distributed at a time. SED may limit the number of meals that may be distributed at one time based on the SFA's/sponsor's capacity.

2. How and when will the SFA/sponsor communicate the Distribution/Delivery Plan to households including:

- [Parent Letter](#)
- Distribution/delivery days/times
- How to register/sign-up to receive meals
- The list of food items households are receiving
- Menus showing which foods, and how much of each food, should be served at each meal
- Which foods require refrigeration or heating for food safety

Submit the following additional documentation with this form:

- ✓ Copies of communications to household demonstrating all of the above
- ✓ [Menu Tool](#)- only applicable if providing non-unitized meals for multiple days

3. Describe the system that will be implemented to ensure one meal per child per meal service is provided, counted, and claimed. For example, if the operator boxed meals for 4 children together, how will the SFA/sponsor accommodate families with 3 children? How will the SFA/sponsor count and claim for these situations? *SED requires SFAs/sponsors have at a minimum, meal boxes for one child.*

4. Will you serve meals to infants? YES NO
SFAs/Sponsor must receive State agency approval prior to serving meals to infants (birth through 11 months of age).

5. If the SFA/sponsor will be delivering meals, please explain your process for ensuring parent consent was received prior to delivery and if using a 3rd party service to deliver meals, that a Memorandum of Understanding (MOU) was obtained.

- The MOU should include information such as what will be disclosed, how the information will be used, how the information will be protected from unauthorized uses and disclosures, and penalties for unauthorized disclosure, and the school must ensure data is always handled appropriately and by all organizations involved with meal delivery to safeguard household confidentiality.

6. What Considerations Were Used to Determine the Number of Days Meals Would be Provided?

- How long foods may be safely stored before eating.
- How long foods can be stored before food quality suffers.
- How much space do families have to store food that meets meal pattern requirements, for multiple children for multiple days.
- Participants' access to refrigeration and freezer space for the amounts of food and milk provided.
- Food storage space at the summer site and on meal delivery vehicles (such as buses or food trucks).
- Whether fewer pick-up days and times will decrease access to meals for some children.

7. Geographic area of distribution/delivery that the site will draw its participants from:

- a. In the box below, provide a description defining the specific geographic area the delivery will draw its participants from -**OR**
- b. Provide a map to CNCOVID@nysed.gov with the area designated and/or information to define the specific physical locations where families are residing, even if temporary, who will be able to register for the meal distribution/delivery. For instruction on how to create a map, click [here](#).

Some Examples:

- Families living along East Lake Street between South Street and North Street
- Families living in the Town of Thomas in the Winslow Bungalow at 1450 S. Main St, Spring Gardens at 52 Ridge St, and Glass Lake Bungalows at 407 Mount Calm St

N/A: Map provided to CNCOVID@nysed.gov

Additional Requirements:

If a site chooses to purchase additional food with Child Nutrition funds, the food must be creditable under the meal pattern requirements. Condiments, such as ketchup or jam, that are served with creditable food are exempt from this restriction and can be purchased with Program funds. If a site wishes to serve additional foods that do not meet SFSP meal pattern requirements, the site must use non-Program funds to purchase foods.

Meal Modifications: Program operators are required to make reasonable modifications to the meals and snacks they serve, or to the meal service, to accommodate children with disabilities.

I CERTIFY this site has the capability and facilities for the meal service planned for the number of children anticipated to be served; that the information on this form is true and correct; that the program operator is aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal criminal statutes; and that this program will be available to all children regardless of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Authorized Official Name:

Authorized Official Signature:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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