



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234
Office of P-20 Education Policy
Child Nutrition Program Administration / Summer Food Service Program
89 Washington Avenue-Room 375 EBA, Albany, NY 12234-0055
Tel (518) 486-1086 Fax (518) 474- 9920
Web address <http://www.cn.nysed.gov>

SFSP Sponsor Waiver Request Form

Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat

Name of Sponsoring Organization: _____

LEA Code: _____

Outdoor sites that lack indoor alternative sites to be considered:

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

Site Name: _____

LEA Code: _____

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

1. Sponsors must be otherwise eligible to participate in SFSP and properly approved by the State agency in order to participate. Sponsor must be in good standing with SED.
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. All meal counting, claiming, and State and sponsor monitoring and oversight requirements continue to apply.
3. Sponsors changing meal times will ensure the following:
 - a) Not change meal service times less than 24 hours in advance of the previously scheduled meal service time,
 - b) Put up a printed notice or poster at the site indicating the change in meal service times to attendees,
 - c) Alert the community through appropriate channels (such as school or neighborhood listservs), and
 - d) Comply with any additional requirement(s) requested by the State agency.
4. Sponsors must have a plan in place to ensure that meals are distributed only to parents or guardians of eligible children, and that duplicate meals are not distributed to any child.

- Sponsors approved for the Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat must submit the attached form to their designated SFSP representative within 10 days of the non-congregate meal service. It must include 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.

5. 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.
6. Sponsors 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.
7. Existing site caps must remain.
8. Meal times approved by the State for each site must remain.
9. No second meals are allowed on days the area is experiencing excessive heat.

Sponsor Representative Name: _____
 Signature: _____ Date: _____

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, audiotape, 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/ad-3027.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;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SED USE ONLY

SED Signature: _____

Date: _____

Sponsor is in good standing with SED Yes No Approved Denied



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SFSP Sponsor Reporting

Non-Congregate Feeding at Outdoor Sites Experiencing Excessive Heat

Sponsors approved for the Excessive Heat waiver must submit this completed form to SED within 10 days of the non-congregate meal service. Maintain copies 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 was issued and have readily available for review.

Sponsor Name: _____

Site Name	Date Participants Took Meals off the Site Due To Excessive Heat	Meal Type (B, L Sn, S)	Number of Claimed Meals Taken off the Site

*Please submit this form to your designated SFSP representative within 10 days of the non-congregate meal service.