

# Child Nutrition Program Meal Service during Novel Coronavirus Outbreaks

## ALSDE How to Apply for SSO Operation Instructions

The instructions below outline how current sponsors under the National School Lunch Program (NSLP) may apply for a waiver to continue to provide reimbursable meals to low-income children during unanticipated school closures related to the novel coronavirus disease (COVID-19). These waivers are only for school closures related to COVID-19. This waiver will allow schools to serve meals in a non-congregate setting at school or non-school sites. Alabama has approved the distribution approach that includes providing meals for multiple days. Previous participation in SSO is not required. All sponsors electing to operate SSO are required to complete and submit a revised Online Application.

Schools are not required to provide meal service during school closure. However, Alabama State Department of Education (ALSDE) appreciates the willingness of schools to consider meal service operation to ensure children receive the meals they need during COVID-19 conditions.

Additional guidance will be coming from the Superintendent's Office soon and will include the USDA Memorandum SP 08-2020 with Questions and Answers.

\*If applying for SFSP, please contact the SFSP section of the Child Nutrition Program for assistance.

### Online Application

Go to <https://cnp.alsde.edu/CNP.aspx> and log in to the Online Application.

### NSLP

Select "NSLP"

Select "Forms"

Select "Schedule A"

Type "removing operating dates due to school closure for COVID-19"

Select "3/1/2020" for "Revision Effective Start Date:"

Select "Click Here to Create a Revision"

Select "Meal Charge Info" tab

Under #14 "Calendar", remove operating dates for days the district is experiencing school closures due to COVID-19.

Click the checkbox "Overwrite the calendars for all schools" in order to apply the same operating dates across all school sites.

*Double check in the "Review" tab that all school calendars are correct. If you see monthly days from a previous month highlighted in red, it means the overwrite has changed the operating days. If that occurs, go to the "Site Meal Info" tab and revise the individual site calendar back to its correct dates.*

Select "Save"

Select "Reports"

Check the box for "Schedule A"

Select "3/1/2020" for "Requested Effective Start Date"

Select "Submit"

## SSO

Select "SSO"

Select "Forms"

Select "Click Here to Create a Revision"

Check the box(es) under "Site Participation" for the sites that will be in operation under the USDA flexibility

Select "Edit" next to each operating site and complete the "Seamless Summer Option" tab

"Seamless Summer Option" tab Questions:

#1- select what school the meals are produced

#2- Select the dates under the USDA COVID-19 waiver the site will be serving meals

#3 select "Open"

#4a type the Free/Reduced-Price Eligibility as of Oct 1, 2019.

*If this site operates CEP, use the DC% for this individual site x 1.6 to determine this percentage. The DC% for this site can be found by selecting NSLP> Forms> CEP Form within the Online Application.*

#4b if the site is less than 50% free reduced eligibility %, state "operating under COVID-19 waiver"

4c select "School Data"

#5 type how the district will publicly notify households that meals will be available to all children 18 years of age or younger, where these sites are located, and what time these sites will be open (i.e. newspaper, emails, social media, etc.).

Also, if the site has less than 50% of free and reduced-price eligible students, state how the low-income students for this site will be directly targeted.

#6 uncheck all boxes; type "operating under USDA COVID-19 waiver" in "Other"

#7-9 are not applicable

#10 select a max of 2 meal services the site will be operating and the start/end time of the service.

Make sure your public notifications of mealtimes match your entries here.

Disregard the fact that the snack says, "After School Snack". A snack can be offered anytime during this flexibility.

Also, be aware that both meals or a meal and snack can be provided at the same time during this waiver. If you are providing two meals at the same time, the meal start/end times should be the same.

List 7:00 AM to 3:00 PM for "School Start/End Time" as this is not applicable during this waiver.

Add a "Sponsor Comments" – in this section, add the yellow highlighted numbers/questions below in the exact format and answer the questions:

**1. Satellite/Mobile feeding –**

*Indicate NA OR if meals will be transported to non-school sites, by bus, etc. If meals are being transported to a non-school site, indicate the name/address where the meals are being delivered.*

**2. School Dismissal Date:**

*When did the school closure/d dismissal begin?*

**3. Meal Distribution Method(s)-**

*Indicate how meals will be served to students (i.e. Grab and Go meals, multiple meals served at the same time, etc.). Please provide a detailed description.*

Select "Save" at the end of each school site.  
Select the "Submit" tab  
Check the box for "Seamless Summer Application"  
Select "3/1/2020" for "Requested Effective Start Date"  
Select "Submit"

## Q&A's

- 1.) What are SSO meal pattern requirements?  
SSO operates under the same meal pattern requirements as NSLP/SBP/Afterschool Snack Program, with no flexibility granted for vegetable sub-groups under this waiver. Offer versus serve (OVS) will not apply and all meals must be unitized (including milk) must be distributed.
  
- 2.) Should food facilities (grocery stores, manufacturing facilities, restaurants, etc.) perform any special cleaning or sanitation procedures for COVID-19?  
CDC recommends routine cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. CDC does not recommend any additional disinfection beyond routine cleaning currently.

Other information links:

FDA guidance

USDA guidance:

<https://www.usda.gov/coronavirus>

- 3.) What is expected for monitoring of the SSO Program during this waiver?  
Each site operating during this waiver must be observed/monitored by the CNP Director or designee at least once during operation.
  
- 4.) Is a child required to be present in order to receive a unitized, reimbursable meal?  
Yes, a child must be present in order to receive a meal.