Minnesota Department of Education

Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat

View the Demonstration Project memo on the USDA website.

Purpose:

The Summer Food Service Program (SFSP) sponsors may request to participate in the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat (Demonstration Project). Reimbursable meals may continue to be offered and served by a sponsor operating as a non-congregate site during days when the area is experiencing excessive heat.

Application Procedure:

Applications of intent to participate in the Demonstration Project must be submitted and approved prior to implementation. Complete attached the application form and submit it to Minnesota Department of Education (MDE)-Food and Nutrition Service (FNS) on or before June 30, 2013. As applications to participate in the Demonstration Project are approved, the sponsor will receive an e-mail indicating the approval.

Participation Requirements:

Approved outdoor SFSP 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 will be consumed off site and possibly at a later time during that day, sponsors should carefully consider all food safety issues and risks. Only one meal may be provided to each child present at the meal site. 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.

Sponsors will continue to enter all monthly claims for reimbursement in the Cyber-Linked Interactive Child Nutrition System (CLiCS) according to the 60-day timelines. In addition, for the days using the Demonstration Project for excessive heat and serving non-congregate meals sponsors must:

- Maintain documentation on site of screen shots from the National Weather Service website for the specific days the demonstration project was implemented. View warnings and or alerts on the National Weather Service website. Screen shots must be printed and saved from the specific day of the heat advisory or heat warning as screen shots with warning or advisories cannot be acquired retroactively.
- Submit the attached Demonstration Project-Claim Information form to MDE-FNS along with each monthly claim in CLiCS if the Demonstration Project was implemented and non-congregate meals were served.
    - The specific sites and dates for which participants were permitted to take meals off site.
    - The number of meals claimed (by site and date) that were taken off site by participants.

Demonstration Project - Sponsor Application Information

Name of Sponsor: _____ CLiCS Sponsor Number: _____

Phone: _____ Email: _____

List the SFSP sites that may participate in the Demonstration Project experiencing excessive heat.

Site Name	Site number

As a responsible authority I certify that all applicable requirements will be met for the SFSP program to ensure proper operation of the program including meal content, meal counts, food safety and oversight.

Contact Person: _____ Date _____

Title: _____

Return this page completed and signed as the application form to participate in the Demonstration Project to: MDE FNS mde.fns@state.mn.us or fax to 651-582-8501 or mail to1500 Highway 36 West, Roseville, MN 55113.

SUBMIT

Demonstration Project – Claim Information

Submit the following additional claim details to MDE-FNS along with the monthly claim submission online in CLiCS.

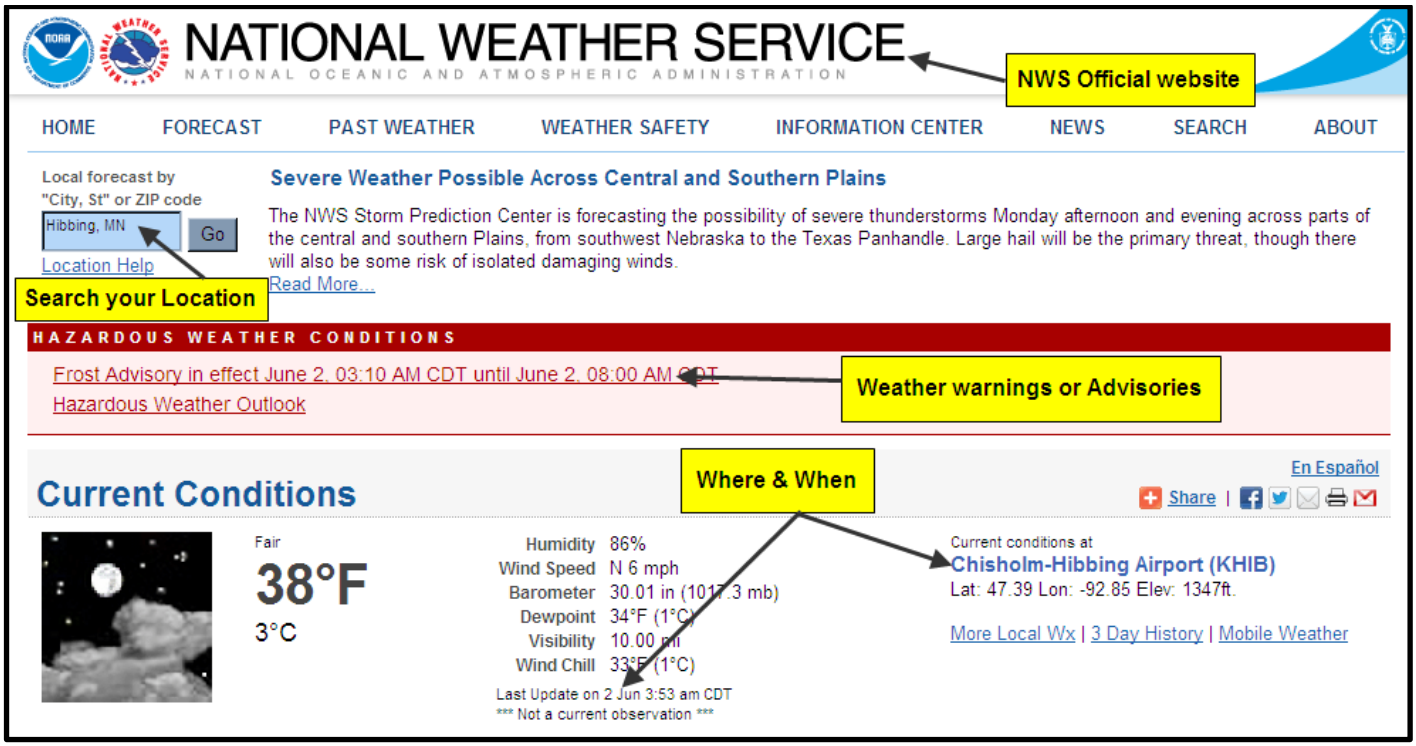
Specific Claim Detail:

Sponsor Name: _____

Sponsor Number: _____

CLiCS Site Number	Date(s) of excessive heat	Number of non-congregate meals served

Claim information submitted by: _____ Date: _____

Supporting documentation:

Screen shot from the National Weather Service website for each day the Demonstration Project was implemented; see below for an example. View the National Weather Service website. Maintain this documentation on site.