

Steps for Applying for Non-Congregate Service in the Summer Food Service Program



You must be an approved SFSP Sponsor in good standing to operate rural non-congregate meals.

1. Complete this online webinar (save documentation)

<https://www.youtube.com/watch?v=hccb8yI3zbI>

2. Sign and upload the Attestation of Compliance with Rural Non-Congregate Meal Provision (CNPweb upload)

Sponsor Summary

Checklist		Applications	Activities	
Item	Required	On-Line Forms	Description	
1.	<input checked="" type="checkbox"/>		Sponsor Information Sheet	
2.	<input checked="" type="checkbox"/>		Sponsor Budget Form	
3.	<input checked="" type="checkbox"/>		Site Information Sheets	
4.			Forms Submitted to State for Approval	
5.			Forms Approved by State	
Item	Required	Off-Line Forms	Description	Down
1.			Sponsor-Site Agreement for unaffiliated Sites	
2.			501C (For non -SFAs)	
3.			Copy of Food Service Management Contract	
4.			Reason for Selecting the Chosen FSMC	
5.			Copy of bids received	
6.			Certificate of independent price comparison	
7.	<input checked="" type="checkbox"/>		Agreement for Summer Food Service Program	
8.			Attestation for Non-Congregate Service SFSP 2023	
9.			Non-Congregate Plan	

Enter Dates for Off-Line Forms

3. Complete MS-form for validation that the proposed site is in a rural location (MS-form/email)

https://forms.office.com/Pages/ResponsePage.aspx?id=q6g_QX0gYkubzeoajy-GTpEV_Cq5udNOlq38y7emr_xUOEZKNUdBOE9PTDJJWkFRODU1QVIXTVFYSy4u

4. Complete the sponsor plan for non-congregate meals (CNPweb upload)

Item	Required	On-Line Forms Description	Downloads
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet	
2.	<input checked="" type="checkbox"/>	Sponsor Budget Form	
3.	<input checked="" type="checkbox"/>	Site Information Sheets	
4.		Forms Submitted to State for Approval	
5.		Forms Approved by State	

Item	Required	Off-Line Forms Description	Downloads
1.		Sponsor-Site Agreement for unaffiliated Sites	
2.		501C (For non -SFA's)	
3.		Copy of Food Service Management Contract	
4.		Reason for Selecting the Chosen FSMC	
5.		Copy of bids received	
6.		Certificate of independent price comparison	
7.	<input checked="" type="checkbox"/>	Agreement for Summer Food Service Program	
8.		Attestation for Non-Congregate Service SFSP 2023	
9.		Non-Congregate Plan	

- One plan per non-congregate site proposed (a mobile home delivery program can be one site)
- If multiple sites/plans, combine documents into one upload for CNPweb

Site Information Sheet Adjustments- CNPweb

- For non-congregate site info sheets: **#10** on the site info sheet - Mobile Site; this allows the Sponsor to indicate Meal service times close together. (Breakfast can end at 10AM and lunch can start at 10AM)
- And under **#10 "other"** site type write **"non-congregate"**

10. Site Location Type: *(Check all that apply)*

- School
- Park
- Mobile
- Library
- Tribal
- Upward Bound
- Housing Authority
- Camp
- Community Center
- Other *(Please enter)*

#20 Operating Days

- For each month of operating, indicate the number days you are providing for

This may be different from the number days you plan to be physically serving meals

20. Enter Number of Operating Days for each month operating

Oct:	<input type="text" value="0"/>	Nov:	<input type="text" value="0"/>	Dec:	<input type="text" value="0"/>	Jan:	<input type="text" value="0"/>	Feb:	<input type="text" value="0"/>	Mar:	<input type="text" value="0"/>
Apr:	<input type="text" value="0"/>	May:	<input type="text" value="0"/>	Jun:	<input type="text" value="0"/>	Jul:	<input type="text" value="9"/>	Aug:	<input type="text" value="6"/>	Sep:	<input type="text" value="0"/>

Site Times

	Meal Type S = Self-Prep V = Vended	Offer vs Serve	Begin Time	End Time	Days Meals Served							Estimated Attendance	Est. # Eligible (Camps Only)	CAP	
					M	T	W	T	F	S	S				
22.	Breakfast	<input type="text" value="S"/>	<input type="checkbox"/>	09:30 AM	10:00 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	80	0	200
23.	AM Snack	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
24.	Lunch	<input type="text" value="S"/>	<input type="checkbox"/>	10:00 AM	10:30 AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	80	0	200
25.	PM Snack	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
26.	Supper	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0

- If serving more than one meal at a time run the site times together
- Indicate on "Days Meals Served" the days you are providing meals for

Am I Approved?

Child Nutrition will review the complete application packet including:

- Rural status (MS Form)
- Non-congregate Attestation (CNPweb application checklist)
- Non-Congregate Plan for Each Site (CNPweb application checklist)
- Site Information Sheet (CNPweb application)

When notified by SFSP staff of approval, non-congregate services are approved.