

## **Instructions for completing 2011 Tennessee School Nutrition Summer (Seamless) Feeding Application**

### **I. Who must complete this application.**

- A. An application must be completed for each new Summer Feeding site.
- B. All Closed sites based on Enrollment (even if they were approved in Summer 2009 or 2010)

The following is copied from the USDA Questions and Answers document:

*“Q-- Once approved to operate the seamless option, must site eligibility be redetermined each year?”*

*A-- Yes, for closed enrolled sites not based on area eligibility.”*

- C. Any site approved in the Summer of 2009 or 2010 that has a change in any of the information on this application **except**, Dates of Operation, Meal Service, Days of week Served, or Meal Service Time must complete a new application.

### **II. Email completed Excel application forms to your School Nutrition Consultant.**

### **III. Instruction for entering data.**

#### **A. General.**

- 1. All fields with headings in red are required on every application.
- 2. Document is protected so that only fields to enter data are accessible.
- 3. Some fields have a drop down list with appropriate selections

#### **B. Qualifying School Information**

- 1. **Name, Address, City and Zip Code** are required.
- 2. **Email Address** is required if the qualifying school has one.
- 3. Enter the percentage of free plus reduced eligible children from your most current school information entered on the National School Lunch Program Application
- 4. **Phone Number**—If there is a phone.

#### **C. Feeding Site Information.**

- 1. **Site Type** – Select from either the Area Eligible drop down list or the Enrolled drop down list.

- a. Area Eligible
    - Open - located in eligible areas and open to all children through age 18 in the community, including sites in year-round schools.
    - Restricted open - located in eligible areas and originally open to all children through age 18 in the community **but later** restricted by the SFA for security, safety, or control reasons, including sites in year-round
    - Closed - located in eligible areas that are limited to a group of enrolled children through age 18, of which at least 50 percent are eligible for free or reduced-price school meals (academic summer schools closed to the community are ineligible to participate in the Seamless Summer Option).
  - b. Enrolled
    - Closed – Not based on area eligibility and limited to a group of enrolled children through age 18, of which at least 50 percent are eligible for free or reduced-price school meals (academic summer schools closed to the community are ineligible to participate in the Seamless Summer Option).
    - Migrant - primarily serving children through age 18 of migrant families, as certified by a migrant coordinator
    - Camps - residential and non-residential camps that offer regularly scheduled food service as part of an organized program for enrolled children. Only meals served to children through age 18 who are eligible for free or reduced-price school meals (based on income eligibility applications) may be reimbursed
2. If the Site Type is not “Open” then you must enter additional information in the **Comments** field to explain why this Site Type was chosen.
    - a. Closed Site.
      - Explain why the SFA is sponsoring closed sites
      - Identify data used to qualify each site (school or census data in eligible areas, income eligibility, applications in other areas)
    - b. Camp.
      - Explain why the SFA is sponsoring the camp
      - Certify that the camp will only claim reimbursement for children that are determined eligible for free/reduced-price meals
  3. **Food Preparation** – Select one of the items in the drop down list (Onsite, Qualifying School, or Other)
  4. **Dates of Operation**—Enter the first and last day that meals will be served.
  5. **Meal Service** – All sites can feed up to two meals. Migrant Sites can feed up to three meals. Select appropriate meal from drop down list.

6. **Days of week Served** -- Enter the scheduled days meals will b served each full week (M, T, W, TH, F)
7. **Meal Service Time**—Enter the scheduled start and ending time for the meal service selected.
8. **Estimated ADP:** -- Enter the estimated number of meals served per day for the meal service selected.
9. **# Operating Days** – Enter the number of days that the site will feed children.
10. **Site Description** – Enter a description of the site (Park, Trailer Park, Church, School...etc)
11. **Name, Address, City, Zip, Email Address, and Phone number** – Required unless the site is at the Qualifying School. If the site is at the Qualifying School, enter “Qualifying School) in the Name field.

**D. Food Preparation Site Information.**

If the Food Preparation field is equal to “Other” then the information is required for the school site where the meals are prepared. If the meals are prepared at the Qualifying School/Feeding Site then these fields should be left blank.