Shelter in Place Order:

Q: What happens if our city or the state has a shelter in place order?
A: Sponsors will need to review the shelter in place order to determine if school foodservice is an essential operation. If school meals are deemed essential, it is up to the local district if they continue serving meals during the shelter in place order.

Q: Does a shelter in place order mean that our school can only do meal deliveries or can we still have open meal sites?
A: Sponsors will need to review the shelter in place order to determine if school foodservice is an essential operation. Meals could still be served through a grab and go/drive through format if school meals are deemed essential during a shelter in place order.

Meal Delivery:

Q: Can Sponsors that are community organizations, deliver meals as part of their meal service plan?
A: No. Meal delivery is only an option available for School sponsors and sites due to student confidentiality and logistical requirements.

Q: Who is eligible to receive home-delivered meals under the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO)?
A: Schools operating a site in an area eligible location may deliver meals to all children in the eligible area. Schools operating a closed-enrolled site may enroll children that are certified to receive free or reduced price meals and deliver meals only to the enrolled eligible children. Schools operating a closed enrolled site for delivery must contact their Child Nutrition Consultant to have a Meal Delivery Site added to KN-CLAIM.

Q: What are the requirements for initiating home meal delivery for a household?
A: Schools must first obtain written consent from households of eligible children (this could be via email or another electronic means) that the household wants to receive delivered meals. The school must confirm the household's contact information including address for delivery and the number of eligible children in the household.

Q: Is another parent delivering to a neighbor considered volunteer help if the entire district is area eligible?
A: KSDE has posed this question to USDA and is awaiting response.
Q: Can a consent for disclosure form be completed by a family with a special needs child so that the child not be present to receive a meal?
A: KSDE has posed this question to USDA and is awaiting response.

Q: If you are delivering meals to a home, does the child have to be present?
A: No. As long as the school has obtained the household's written consent to deliver meals and has verified the current address, the child does not need to be present at the time of delivery.

Q: If a family is currently under quarantine, can we deliver them meals?
A: It depends. If the family lives in an area eligible area and you have written consent then yes, meals could be delivered. If the family does not live in an area eligible area then the family must qualify for free and reduced price meals and have provided written consent in order for meals to be delivered. Written consent can be obtained via email or another electronic means.

Bus Routes:
Q: Do you have to have written consent if using a bus route to disseminate meals to children?
A: No, a bus route is not considered home delivery and therefore written consent is not required. A child does need to be present in order to receive a meal from a bus route.

Q: If we are disseminating meals via bus routes do we need to post the Civil Rights poster on the bus?
A: Yes, if possible a civil rights poster should be posted at all sites.

Q: Do you have to use a bus to disseminate meals via a “Bus Route”?
A: A bus is not required to disseminate meals via a “Bus Route”? A “bus route” refers to a specific route that a vehicle will take to disseminate meals.

Q: Do bus routes need to be in area eligible locations?
A: If a bus route is an area that is not area eligible, rosters in addition to meal count sheets would need to be used for the first week of meal service. After the first week, rosters will no longer be required and the sponsor would only need to keep meal counts. If a bus route is in an area eligible location then a roster would not be required and only meal count sheets must be completed during meal service.

Q: How do I add a bus route as a means to disseminate meals?
A: Contact your Child Nutrition Consultant who will add a site entitled “Bus Route” to your site applications in KN-CLAIM. Only one site will be added with the name “Bus Route” no matter how many bus routes the sponsor is running.

Meal Content:
Q: If we have inventory such as chips that are going to expire before the start of the next school year, can we serve these items as “extras”?
A: Yes, inventory that needs to be used up and does not meet the meal pattern requirements could be served as an “extra”. Sponsors should not purchase these types of items to include; however, if inventory remains it is fine to include them in the grab and go meals.
Q: Can we send meals home with families for the weekend?
A: Sponsors can serve up to 5 days of meals for a child over a one-week period. You can also provide back snacks or donated foods in partnership with community organizations to help meet families weekend food needs.

Q: We are struggling to get milk cartons at this time. Will this affect our reimbursement?
A: No, as long as you indicate on your production records that milk was unavailable the sponsor can still receive reimbursement for meals served without the fluid milk component. Sponsors should look for all fat contents, flavors and shelf-stable milk before stating they are unable to obtain milk for a meal service.

Q: If we are a Seamless Summer Option Site and must follow the National School Lunch Program Meal Pattern Requirements, can we follow the high school meal pattern for all meals?
A: Yes, you have flexibility in which age/grade group you plan, prepare and serve meals from since you will be serving children ages 1-18.

Closed Enrolled Sites & Rosters
Q: We are a closed enrolled site and are keeping a roster of children who are eating each day because our site is not area eligible. How long must we keep a roster of children participating?
A: A roster in addition to meal counts must be kept for one week. After a week of keeping a roster the site may begin only completing meal counts. The rosters collected must be kept with COVID-19 paperwork.

Q: Do we create our own roster for COVID-19 or what does KSDE recommend?
A: Sponsors can choose the best way to handle rosters. Whether that is by printing a list of enrolled students and marking those that take a meal or writing down names as children receive a meal. Sponsors who are required to keep rosters must also keep meal count sheets each day.

Meal Count Sheets
Q: If we are serving multiple days of meals at one time do we need more than one daily sheet?
A: You do need to have head count sheets for each meal type served, so one sheet for breakfasts served and one sheet for lunches served. Be sure that you are marking one meal taken per child on the appropriate head count sheet. For example, if today you give each child present 2 lunches and 2 breakfasts, you will mark off 2 meals on the lunch head count sheet and 2 meals on the breakfast sheet. You will need to have new head count sheets for breakfast and lunch on the next day you serve. Be sure your head count sheets are dated and signed by the person providing the program oversight. We would recommend that you date the sheets with the date the meals are served. So, on today's lunch sheet, for instance state "lunches for Tuesday 3/24/2020 and Wednesday 3/25/2020". A prototype meal count document can be found at www.kn-eat.org, Summer Food Service Program, Administration, Meal Service Forms, 27-J Daily Meal Count.
**Claiming**

Q: **Will we submit a regular NSLP claim and SFSP claim for March?**
A: Yes, if you served NSLP meals in March as well as SFSP meals in March you will complete two claims. You will file your SNP claim for the meals you served at your schools before the closure for COVID-19, meals served under the SFSP will then be on a separate claim within SFSP.

Q: **Will we submit a regular NSLP claim and a separate Seamless Summer Option (SSO) claim for March?**
A: No, NSLP meals and SSO meals will be claimed on the same claim form for March.

**Meal Service**

Q: **Can we put breakfast and lunch together in the same bag or do they have to be in separate bags?**
A: They can be served in the same bag but you need to keep a separate meal count form for breakfast and lunch.

Q: **Can we serve children not enrolled in our district?**
A: Yes, any child 1-18 can get a meal from you. The child does not have to be in your district.

**Other Questions and Answers**

Q: **Does a sponsor have to serve the same meal from each of its sites?**
A: As long as each meal meets the meal pattern requirements sponsors can serve different menus from each of its sites. Sponsors should document on production records what is served from each site. It would also be good to share with the public what menus are at each of your sites. This could be done via the district webpage, social media or another means of communication.

Q: **We are a private school that has never participated in the Summer Food Service Program in the past. Can we become a site for children in our community?**
A: Yes, if you are interested in being a sponsor of summer meals please reach out to your Child Nutrition Consultant to start the process. Also, know that the children attending your school can receive a meal at any other public site that may be available in town such as through the school district.

Q: **When will we know if your waiver to serve non-congregate meals is approved?**
A: When waivers are approved you will receive an email from a Child Nutrition Consultant. If the waiver application is in pending approval you can start serving meals.

Q: **Do we need to keep separate records regarding our ordering items during this COVID-19 compared to what we ordered prior?**
A: It is up to your sponsor whether you keep together or separate out your invoices during this time -- it depends on what works best for your current procedures. It is a good reminder that documentation during this time is still important.

Q: **What are your expectations of sponsors to conduct monitoring during this time?**
A: If you can conduct monitoring visits at your sites that would be preferred; however, KSDE has sent this question to USDA.
Q: Can we qualify our small town and serve from our large kitchen site as a drive up meal service location? We are having trouble getting our site qualified but we have lots of families needing service. The bigger kitchen for preparation allows for more social distancing for staff.
A: Yes, contact your Child Nutrition Consultant and they can assist you in getting a site added or in helping you complete the waiver application.

Q: Can our school make bread or other items and sell to the community?
A: No

Food Safety
Q: Is there guidance to provide to staff who are working to provide meals during this shutdown?
A: While there are many microorganisms present in the environment, some can be of special concern based on their ability to spread rapidly or cause severe disease. Fortunately, most can be managed by understanding the risks and taking basic preventive measures.

• Limit exposure to large groups of people. Use spacing strategies to create a six-foot distance between people. This could involve staff members working at different work stations.
• Avoid one-on-one contact with individuals (hugs, handshakes, high fives, etc.).
• Exclude (send home) nutrition program employees with symptoms of viral infection, including but not limited to fever, coughs associated with a respiratory condition, vomiting and/or diarrhea. The State health department will provide guidance on what actions to take to allow the staff member to return to work.
• Maintain social distancing during meal service or meal delivery.
  ▪ Meals served on site should be placed on a counter or tray line for quick pick up.
  ▪ Meals for curb-side pick-up should be placed on a table, or placed in the trunk of the vehicle to minimize person-to-person contact.
  ▪ Limit social interactions to speed up service and minimize one-on-one contact time.

Q: Should we require more personal protective equipment beyond gloves (like masks if available) for our staff handing out meals to people?
A: • Reinforce and closely monitor personal hygiene and hand hygiene practices.
  ▪ Wash hands properly and frequently. Many diseases and conditions are spread by not washing hands with soap and clean, running water. Refer to SOP 1 – Washing Hands.
  ▪ Apply the “no bare hand contact” rule. Wear single-use food gloves when handling ready-to-eat foods. As a best practice, wear single-use gloves when handling or delivering all foods.
  ▪ As a best practice, wear a disposable apron and disposable food gloves when handling or delivering foods. It is not necessary to wear a face mask.
  ▪ Strongly reinforce health and hygiene activities. Refer to SOP 3 – Personal Hygiene.
• Avoid touching eyes, nose, or mouth. Follow appropriate coughing and sneezing etiquette. Cough or sneeze using a disposable tissue or elbow, followed by proper handwashing at all times.
• Allow only program staff, custodial staff, and approved volunteers to enter program areas.
Q: Please explain cook, cool down, and serve for another day's meal service protocol.
A: Foods must be delivered to the customer in a ready-to-eat state.
   • If the food is a ready-to-eat food, it can be served in its ready-to-eat form or added to other
     ready-to-eat food for service.
   • If the food is not ready-to-eat, it can be cooked to a proper internal temperature and served
     hot as same day service.
   • If the food is not ready-to-eat, it can be cooked to a proper internal temperature, cooled
     properly using the two-stage method of cooling, and delivered to the customer in its cold,
     but ready-to-eat, state. The customer can choose to eat it cold or choose to heat it if desired.

The two-stage method of cooling involves cooling a hot potentially hazardous food from 135°F
to 71°F within 2 hours and to 41°F within a total of 6 hours.

Q: Can sponsors send out uncooked pasta products in meals?
A: The pasta must be delivered to the customer in ready-to-eat state.
   • The pasta can be cooked, cooled, and made into a cold pasta salad.
   • The pasta can be cooked and made into a casserole or dish, and served hot as same day
     service.
   • The pasta can be cooked and made into a casserole (or other hot dish), properly cooled, and
     delivered to the customer in its cold, but ready-to-eat, state. The customer can choose to eat
     it cold or choose to heat it if desired.

Q: Our program has chicken nuggets in the freezer that indicate they are precooked. Do they
have to be heated for service or can we send them frozen for heating by the customer?
A: It is sometimes assumed that all frozen chicken nuggets are fully cooked and ready-to-eat.
   Some types may be fully cooked and ready-to-eat, while others may not be fully cooked. It
   should not be assumed they are fully cooked, unless the label indicates they are.

KSDE Child Nutrition & Wellness in consultation with a representative from the Food Safety &
Lodging Division of the Kansas Department of Agriculture determined that any product served
had to be ready-to-eat at the time of delivery. Since there is so much variance in how precooked
frozen processed products are developed, the recommendation is to cook the products according
to the manufacturer's instructions for service. If the item is for a subsequent day, then cook
according to manufacturer's recommendation, cool within standards, and packaged as desired.

An Industry Representative from a well-known chicken processor was also consulted and they
recommended rethermalizing a precooked product before service to the customer.

Cooked potentially hazardous hot foods must be cooked to proper internal temperatures before
service. It would not be acceptable to send unprepared menu items home with children. For
example, a sponsor could not send home portions of frozen chicken nuggets with instructions
for preparing the food at home. It cannot be assumed the customer has the equipment or
capability to cook program foods at home.

A sponsor could properly cook the chicken nuggets, making them a ready-to-eat food. The
chicken nuggets could be delivered hot, or the chicken nuggets could be cooled within standards
and sent to the household to reheat, if reheating is desired.
Q: If a Sponsor delivers five breakfast and lunches, do they have to be cooked or can they be sent to the customer in a frozen state?
A: Cooked potentially hazardous hot foods must be cooked to proper internal temperatures before service. It would not be acceptable to send unprepared menu items home with children. It cannot be assumed the customer has the equipment or capability to cook program foods at home.

For meals designated for additional days, a sponsor could send shelf-stable, individually packaged foods that meet USDA’s summer food requirements or send ready-to-eat foods.

Q: Can our program send frozen breakfast items such as waffles and pancakes with reheat instructions?
A: The products need to be ready-to-eat. Many of the frozen prepared waffles, pancakes and French toast products are not considered potentially hazardous foods and do not need to be cooked to certain temperature. If they are a ready-to-eat product, they could simply be thawed and served to the customer to eat cold or heated as desired.

Q: If our program prepares a tater tot casserole cooked to an internal temperature of 165°F and if it is eaten within a 4-hour period, does the product need to be kept hot or cold in that time frame?
A: It depends! A potentially hazardous hot menu item needs to be cooked to a proper internal temperature and held at 135°F or above for same day service, unless a decision has been made to use Time as a Public Health Control. When using Time as a Public Health Control, time is the control, and the product would not need to be held at 135°F or above, but would need to be consumed within 4 hours from the time is left temperature controls.

Instructions for Using Time as a Public Health Control
If Time as a Public Health Control is used for a cold potentially hazardous food, the food shall have an initial temperature of 41°F or less when removed from cold holding. The food must be served to the customer or discarded within 4 hours. When using Time as a Public Health Control, time is the control, and it does not need to be held cold.

If Time as a Public Health Control is used for a hot potentially hazardous food, the food shall be cooked to a proper internal temperature, and have an internal temperature of 135°F or greater when removed from hot holding. The food must be served to the customer or discarded within 4 hours. When using Time as a Public Health Control, time is the control, and it does not need to be held hot.


Q: We plan to add a label to program foods that require refrigeration. Do you have sample labels with cold holding instructions?
A: If you are sending multiple meals at one time, it is a best practice to provide customers with general handling instructions. Foods provided to customers must be in a ready-to-eat form, but they could be held properly and consumed later or disposed of within a certain period of time. There are sample labels and other helpful information on the Child Nutrition & Wellness website at www.kn-eat.org, Summer Food Service Program, What’s New.
Q: There is a Kansas Department of Agriculture requirement to label food items packaged by the program with ingredient list. Is this still a requirement?
A: Yes, menu items, packaged on site and made available for self-service, must still have labels indicating product contents. This ingredient information protects the health and safety of children who experience allergic reactions to specific foods. If the packaged menu item is handed to the designated customer by a school nutrition program staff member who is familiar with the child’s dietary restrictions, the labeling is not needed.

Q: Can we cook what we have in the freezer?
A: Meals served in child nutrition programs must be prepared according to State and local health and safety standards. Cooked potentially hazardous hot foods must be cooked to proper internal temperatures before service. A sponsor could properly cook the frozen products, making them a ready-to-eat food. The cooked product could be delivered hot or could be cooled within standards and sent to the household to reheat if reheating is desired.

Q: We are a small private school and do not plan to serve meals during the school closure. We have an inventory of items on hand that we would like to distribute to our students. Can we do this?
A: Program foods cannot be given to students. Program foods can be donated to the local public school that is serving program meals to children during the emergency. Program foods can also be donated to a local food pantry or other nonprofit organization (501c3).

Q: My staff read something that said we should wash items like bananas and oranges even though the peel isn’t edible. What are your instructions on this?
A: It is not required to wash the peel of a fruit with a nonedible peel, but could be adopted as a best practice under these circumstances.

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