

## Retroactive Claiming Instructions PY 2020

USDA has stated that SFSP sponsors may retroactively claim meals on the SFSP back to the first day of school. Sponsors will be required to update PY 2020 site information pages to reflect this change. Please follow the instructions carefully.

**Please have all the PY 2020 site information pages needed for retroactive claiming completed before working on PY 2021.**

1. Make sure all sites that will be claiming meals retroactively are in the system.
  - a. To request sites be added, please contact your Field Specialist.
2. Open PY 2020 in CNPweb.
3. Complete all site information pages that are not complete.
  - a. New sites will appear as “No Information Sheet”

Site Name	Count	Status	Approval Date	Actions
Abraham Lincoln Elem. School	5	Approved	5/13/2020	<a href="#">View</a> <a href="#">Revise</a> <input type="checkbox"/>
Baxter YMCA	7	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a> <input type="checkbox"/>
Berkley Commons Apts.	8	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a>
Bradford Lakes Apartments	7	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a>
Brookwood Apartments	6	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a>
Capitol Place Apartments	9	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a>
Clinton Young Elem. School	4	Approved	4/30/2020	<a href="#">View</a> <a href="#">Revise</a> <input type="checkbox"/>
Compass Group		No Information Sheet		<a href="#">Add</a>
Douglas MacArthur		No Information Sheet		<a href="#">Add</a>
Douglas MacArthur Kindergarten Academy		No Information Sheet		<a href="#">Add</a>
Glenns Valley Elem. School		No Information Sheet		<a href="#">Add</a>
Greentree Apts	7	Approved	6/19/2020	<a href="#">View</a> <a href="#">Revise</a>

4. Complete/Revise the Site Information Page(s) for the sites that wish to claim meals from the start of the school year only.
  - Site Type for school year meals already served must be Closed Enrolled: Closed for meal service to only those students enrolled in your school corporation.
    - If your site does not qualify at 50% F/R eligibility, please select *Closed Enrolled Using Census Tract Data* as the qualifying designation.

- Operating Date Information

**Operating Dates**

(56) Begin Date:  (57) End Date:  1

**Number of Operating Days**

(58) Oct:  (59) Nov:  (60) Dec:  (61) Jan:  (62) Feb:  (63) Mar:   
 (64) Apr:  (65) May:  (66) Jun:  (67) Jul:  2 (68) Aug:  (69) Sep:

Total Operating Days: 51

Feeding Sessions (if > 1)		(A)	(B)
(70)	Feeding Session	Begin Date	End Date
(70-1)	3 1	<input type="text"/>	<input type="text"/>
(70-2)	2	<input type="text"/>	<input type="text"/>

- Operating dates cannot include operating days past September 30, 2020.
  - Operating dates starting October 1, 2020 must be added in PY 2021.
- The number of operating days will be the actual number of days of service.
- Feeding sessions are only needed if there is a stop/start operating gap, please list the dates in the sessions section.
  - For example, a site that operated from March 16-May 25 and then needs to claim meals starting the first day of school starting on August 1 will have the sessions listed as such:
    - Session 1: 3/16/2020 5/25/2020
    - Session 2: 8/1/2020 9/30/2020

- Complete the Meal Service section correctly:

*distributed prior to the end time. meal times will be published nationally for all Open Sites.*

Meal	Begin Time	End Time	Days Meals Served							ADP	Est. # Eligibles (Camps Only)	CAP	
			M	T	W	T	F	S	S				
1 <input checked="" type="checkbox"/> Breakfast:	<input type="text" value="07:30 AM"/> 2	<input type="text" value="08:30 AM"/>	3 <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 <input type="text" value="300"/>							
5 Type: (G) Self-Prep on site		Shif 6 <input checked="" type="radio"/> Yes <input type="radio"/> No								<input checked="" type="checkbox"/> Offer vs Serve 7			
Provide meal start/stop dates if different than SFSP operating dates (line 56): (71J)													
<input type="text"/>													

- Select the check box next to each meal you intend to serve. For school sites starting at the beginning of the school year, this will be breakfast and lunch.
- When selecting the meal service time, please select the time that meals are served to students.
- When selecting days of meal service, select all days that meals will be served. If serving bulk meals one time per week, select only the day of meal service. If serving children daily on site, select Monday-Friday.
- The ADP will be the average amount of meals you served each day in August/September.

5. Type of meal service: all self-operated sponsors will select self-prep on site apps. All sponsors utilizing a vendor or FSMC must select Vended/FSMC for all sites and meal types.
6. Shift meal service will apply if you have different groups of children eating at different times.
7. Select OVS if any meals served at the site utilized OVS.

**Sponsors operating October 1, 2020 and forward will need to complete all site information pages again in PY 2021. Please follow [these instructions](#) for completing the PY 2021 application.**