



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS# 18-2018

MEMORANDUM

**To:** Local Education Agencies Operating the National School Lunch Program and School Breakfast Program

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services Division

**Date:** April 24, 2018

**RE:** Serving Meals During Unanticipated School Closures

*Original Signed*

The purpose of this memorandum is to inform School Food Authorities (SFAs) about their ability to provide nutritious meals to students during unanticipated school closures. Schools may unexpectedly close due to extreme weather events, natural disasters, major building repairs, court orders relating to school safety, labor-management disputes, and other similar causes. When this occurs, the following options are available to SFAs in order to continue to offer reimbursable meals to their students:

1. Schools participating in the National School Lunch (NSLP) and Breakfast Programs (SBP) allowing students on campus during the day; regardless of the type of educational component that is provided that day, may continue to serve students reimbursable meals and claim them for federal reimbursement.
2. Schools that are closed and not allowing students on campus have the option to serve meals through the Summer Food Service Program (SFSP) or the NSLP Seamless Summer Option (SSO) at non-school sites. Sites must still meet area eligibility requirements for service during unanticipated school closures. SFAs will need to follow the guidance outlined in the USDA Policy Memo SP 55-2016 "[Meal Service During Unanticipated School and Day Care Closures](#)" and work with the Community Nutrition Programs unit.
  - a. SFAs already approved to SFSP in the current program year may simply update their start date and end dates in the CNPWeb and begin serving reimbursable meals at approved locations and claim SFSP meals under SFSP. No additional application documents are required.

**Diane M. Douglas, Superintendent of Public Instruction**  
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- b. SFAs not yet approved for this program year; with the SFSP applications pending review and approval, will be allowed to start SFSP meal service on your requested date. Please notify your Community Nutrition specialist of your revised begin and end dates.
- c. SFAs that have not participated in SFSP during the prior two calendar years will be allowed to serve and must work with Community Nutrition Program staff to complete the approval process as quickly as possible in order to submit claims for reimbursement.
- d. SFAs that have never participated in the SFSP should reach out to the Community Nutrition Programs unit regarding their eligibility to operate the program if interested.

**Please note that all meals must be consumed on site to be considered as a reimbursable meal.**

- 3. SFAs currently participating on the CACFP At Risk Afterschool Meal program, can continue serving under this program. In lieu of serving a snack and a supper, a snack and a breakfast or lunch can be served.

If the SFA is unable to provide any type of meal service due to a school closure, resource information for families affected should be shared. The Association of Arizona Food Banks has a complete list of partners that offer boxed lunches, onsite meals, home meals, etc. at (602) 528-3434 or visit their website for [www.azfoodbanks.org/index.php/foodbank/](http://www.azfoodbanks.org/index.php/foodbank/).

If you have questions or concerns regarding this memo, please contact Health and Nutrition Services at (602) 542-8700.