

Off-Site Questions	
<b>*For Provision 2 ONLY*</b>	
	<p>Does this SFA operate any Provision 2 Schools?</p> <p><input type="radio"/> Yes or No</p> <p><b>Tips:</b> Answer Yes if Sponsor is operating Provision 2 at any schools.</p>
2100.	<p>Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?</p> <p><input type="radio"/> Yes or No</p> <p><b>Tips:</b> Based on the Base Year Percentages, meals are reimbursed at Free, Reduced, and Paid rates. Any difference between the federal reimbursement and the cost of providing all meals at no charge need to be covered from sources other than federal funds, such as the general fund.</p> <p>Under the Healthy School Meals for All program, sponsors will receive additional reimbursement from state funds for all paid meals claimed. The amount of reimbursement received will equal the federal free reimbursement rate.</p>
2101.	<p>What procedures are/were used to calculate the Base Year claiming percentages for each school implementing Provision 2?</p> <p><b>Tips:</b> In the base year, the meal counts for the Provision 2 schools are totaled, by type, as in standard meal counting and claiming procedures. The meal count totals are submitted to the State agency through the nutrition portal. After the final Claim for Reimbursement has been filed, all of the data is available for the Nutrition Portal to calculate the claiming percentages. These claiming percentages will be used for the remainder of the Provision 2 cycle.</p>
2102.	<p>What procedures are used to apply the Base Year claiming percentages to the Non-base Year's claims for reimbursement?</p> <p><b>Tips:</b> Claiming percentages represent the ratio of each meal category (free, reduced price, or paid) to the total reimbursable lunches and/or breakfasts served. Each claiming percentage is applied to the total lunch and/or breakfast count respectively for the claiming period during the non-base years calculated in the nutrition portal.</p>
2103.	<p>Were adjustments made to the claiming percentages established during the Base Year?</p> <p><input type="radio"/> Yes or No or N/A</p> <p>If Yes, describe the procedure used for the adjustment.</p> <p><b>Tips:</b> There are situations where the claiming percentages may need to be adjusted: change in number of facilities or change in student population. Select Yes if any adjustments had to be made during the Provision 2 cycle.</p>

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2104.	<p>Has the SFA ensured all meals are provided at no cost to all enrolled students during Provision 2 Base Year?</p> <p style="color: red;">Tips: If all students received free meals at Provision 2 schools, select Yes.</p>
<p><b>*For Provision 3 ONLY*</b></p>	
<p>Does this SFA operate any Provision 3 Schools?</p> <p style="margin-left: 20px;"><input type="radio"/> Yes or No</p> <p style="color: red;">Tips: Answer Yes if Sponsor is operating Provision 3 at any schools.</p> <p style="color: red;">Provision 3 requires that the school serve meals to participating children at no charge but reduces application burdens and meal counting and claiming procedures by allowing a school to receive a comparable level of Federal cash and commodity assistance as the school received in the last year in which free and reduced price eligibility determinations were made, adjusted for enrollment, inflation and operating days if applicable, for a period up to 4 years.</p>	
2105.	<p>Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?</p> <p style="margin-left: 20px;"><input type="radio"/> Yes    <input type="radio"/> No</p>
2106.	<p>What procedures are/were used to calculate the Base Year level of federal assistance for each school implementing Provision 3?</p>
2107.	<p>What procedures are used to apply the Base Year level of federal assistance to the Non-base Year's claims for reimbursement?</p>
2108.	<p>Were adjustments made to the level of federal assistance established during the Base Year?</p> <p style="margin-left: 20px;"><input type="radio"/> Yes    <input type="radio"/> No    <input type="radio"/> N/A</p> <p style="margin-left: 20px;">If Yes, describe the procedure used for the adjustment.</p>
<p><b>*For Community Eligibility Provision ONLY*</b></p>	
<p>Does this SFA operate any CEP Schools?</p> <p style="margin-left: 20px;"><input type="radio"/> Yes or No</p> <p style="color: red;">Tips: Answer Yes if Sponsor is operating CEP at any schools.</p>	

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	<p>Ensure all sites in the CEP Schedule in the nutrition portal (assigned CEP eligibility) are operating CEP. To be eligible for CEP, an LEA, group of schools, or school must:</p> <ul style="list-style-type: none"> <li>Ensure that at least 40 percent of enrolled students are identified students (either by itself or average with other sites when grouped)</li> <li>Participate in both the NSLP and SBP; and</li> <li>Serve lunches and breakfasts to all enrolled students at no charge.</li> </ul>
2109.	<p>Are non-federal funds being properly allocated to account for the difference of offering all meals to students at no charge and the Federal reimbursement?</p> <p>Yes      No</p> <p style="color: red;">Tips: Although a significant number of meals served at CEP schools are reimbursed at the Federal “free” rate, schools are responsible for covering any potential funding shortage (i.e., any difference between the Federal reimbursement and the cost of operating CEP) with non-Federal funds.</p> <p style="color: red;">SFAs participating in Healthy School Meals for All will receive state reimbursement that is equal to the federal free reimbursement rate multiplied by the total number of meals served, minus any other federal or state reimbursement that the SFA receives for providing meals.</p> <p style="color: red;">This state reimbursement is the difference between the Federal Free and Federal Paid reimbursement rate. Note that the additional state reimbursement for paid students will be the base federal rate for all sponsors, even if the sponsor has a severe need qualification.</p>
2110.	<p>a. What procedures are used to apply the established ISPs to the current School Year’s claims for reimbursement?</p> <p>(Documentation supporting establishment of ISP and corresponding claiming percentages will be verified during completion of the On-site Review Assessment Tool)</p> <p style="color: red;">Tips: School food authorities receive reimbursement by counting and claiming the total number of meals served each day. The identified student percentage (ISP) that establishes eligibility for CEP is also used to determine a free claiming percentage (FCP). The FCP is the percentage of total meals served that can be claimed at the free reimbursement rate and paid with federal funds. The FCP is calculated by multiplying the ISP by 1.6.</p> <p style="color: red;">Under Healthy School Meals for All program, any meals reimbursed using federal funds at the paid rate will receive additional reimbursement from state funds to bring the total schools receive for each meal up to the free reimbursement rate for all meals served.</p> <p>b. Were adjustments made to the claiming percentages established during the Base Year?</p> <p>Yes      No      N/A</p> <p>If Yes, describe the procedure used for the adjustment.</p>

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	<p style="color: red;">Tips: There are situations where the claiming percentages may need to be adjusted: change in number of facilities or change in student population. Select Yes if any adjustments had to be made during the CEP cycle.</p>
<p><b>*For Provision 1 Only*</b></p>	
<p>Does this SFA operate any Provision 1 Schools?</p> <p style="margin-left: 20px;">○ Yes or No</p> <p style="color: red;">Tips: Answer yes if Sponsor is operating Provision 1 at any schools.</p>	
2111.	<p>Are all households provided meal applications and allowed to apply for meal benefits each school year?</p> <p>Yes      No</p>
<h3 style="margin: 0;">On-Site Questions</h3>	
<p><b>*Note: Some of these activities may be assessed at the site level. If some or any of these activities occur at the site level, record the activities here.</b></p>	
2113	<p>Were the claiming percentages and/or funding levels established during the Base Year for Provision 2 and 3 SFAs/sites calculated correctly?</p> <p>Yes      No      N/A</p> <p>If No, explain.</p> <p style="color: red;">Tips: At the end of the base year after the final Claim for Reimbursement has been filed, all of the data is available to calculate the claiming percentages. These claiming percentages will be used for the remainder of the Provision 2 cycle or longer if Provision 2 is extended to subsequent 4-year cycles.</p> <p style="color: red;">The school nutrition unit will work with the Sponsor to ensure these claiming percentages are accurate.</p>
2114	<p>Are the claiming percentages and/or funding levels established during the Base Year for Special Provision Option SFAs/sites being applied correctly to Non-Base Year claims for reimbursement?</p> <p>Yes      No      N/A</p> <p>If No, explain.</p> <p style="color: red;">Tips: Claiming percentages are automatically calculated after the base year claiming percentage is calculated. Ensure this determined claiming percentage is correctly applied in the provision program cycle.</p>

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2115	<p>Does the SFA documentation support the Identified Student Percentages and claiming percentages at time of latest CEP approval?</p> <p>Yes    No    N/A</p> <p>If No, explain.</p> <p><b>Tips:</b> Sponsor has provided all required documents and CEP student identified student data during the CEP validation process. Ensure all required documents (Direct Certification reports, liaison lists, extended eligibility lists) are being kept and maintained. Ensure the ISP and Free Claiming Percentage that was calculated during base year is utilized.</p>
2116	<p>a. Are Free and Reduced-price Meal Applications being distributed in sites operating Provision 2/3 in Non-Base Years and/or CEP?</p> <p>Yes    No</p> <p><b>Tips:</b> Provision 2 offers schools a reduction in some administrative burdens associated with the distribution of free and reduced price meal applications and the determination of household eligibility and eliminates meal counts by type for all but the base year of Provision 2. Households experience a reduction in burden since they are not required to complete the free and reduced price application material or pay for meals.</p> <p>b. If Yes, is the SFA's distribution of applications and use of information acceptable as specified in the USDA Provision 2 Guidance: Free and Reduced Price Applications?</p> <p>Yes    No    N/A</p> <p>If No, explain.</p> <p><b>Tips:</b> If you distribute meal applications in a non-base year, you must use the information provided by families to develop claiming percentages (by conducting an entire new base year), or return to standard counting and claiming procedures. The only exception would be for a school taking new applications in the last year of a cycle in order to develop socioeconomic data of the school's population for purposes of requesting an extension.</p> <p>If, however, your school continues to collect household size and income information from enrolled students for other purposes (i.e., Title I, textbook assistance, etc.) during non-base years, applications for these purposes cannot be labeled as meal applications or give any indication that meal benefits are contingent on a return of the application. Additionally, the cost of the application process and staff time cannot be paid for out of the school food service account.</p>
2117	<p>For Provision 1 sites only: Are daily meal counts by type used as the basis for calculating claims for reimbursement?</p> <p>Yes    No    N/A</p>