



# Arkansas Department of Education

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Sarah Huckabee Sanders  
Governor

Jacob Oliva  
Secretary

## MEMORANDUM

TO: SFSP FOOD PROGRAMS  
FROM: ADE / DO / HNU  
DATE: MARCH 29, 2024  
SUBJECT: NON-CONGREGATE FOOD SERVICE FOR 2024

This memorandum provides further guidance on the administration and operation of Non-Congregate Meal Service in rural areas during Summer 2024 for the Summer Food Service Program and National School Lunch Program Seamless Summer Option.

Sponsors that wish to participate in Non-Congregate Feeding for Summer 2024 in the following Metro counties:

Benton, Cleveland, Craighead, Crawford, Crittenden, Faulkner, Franklin, Garland, Grant, Jefferson, Lincoln, Little River, Lonoke, Madison, Miller, Poinsett, Pulaski, Saline, Sebastian, and Washington;

must be pre-approved to participate in Non-Congregate Food Service. Institutions in rural counties may opt-in to Non-Congregate Food Service by completing the Non-Congregate Request Form.

Per [7 CFR 225.16\(b\)\(5\)\(iv\)](#), the State Agency is required to ensure that all non-congregate meals are served to area eligible sites. To further identify the eligible sites in the SNP system for site approval, claiming, and number of meals and supplements claimed, Sponsors must identify the Non-Congregate site(s) using the following abbreviations:

**NC-PPU** identifies Parent/Guardian Pick Up  
**NC-MDD** identifies Multi-Day Distribution (3 days max)  
**NC-MS** identifies Non-Congregate Meal Service  
**NC-MST** identifies Meal Service Time

Example of a Site name as it should appear in the application, under SFSP Site Application - 2161 :

Boys and Girls Club of Anywhere (**NC-PPU**)  
1234 Main Street  
Little Rock, AR 72203

Health and Nutrition Unit P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437 P: 501.682.8869  
TDD: 501.682.1550

**Reminders:**

- You must complete a Non-Congregate Request Form and have it approved to participate in the non-congregate food service options.
- For programs that are required to complete an audit, compliance is required for all renewing organizations to be approved for the next program year. Please see [2 CFR 200.514](#) for additional information regarding audits.

If you have any questions regarding this memo, please contact your Application Coordinator.

Application Coordinators:

|                     |  |              |
|---------------------|--|--------------|
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