MEMORANDUM

TO: SFSP FOODPROGRAMS

FROM: ADE/DO/HNU

DATE: April 17, 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 2023 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 op into Non-Congregate Food Service by completing the [Non-Congregate Request Form](https://arkdhs-my.sharepoint.com/personal/perry_hunter_dhs_arkansas_gov/Documents/Desktop/2024%20SFSP/Non-Congregate%20Meal%20Services%20Participation%20Request%20Form%20Fillable%20NEW%20(03.11.24)%20(1).pdf).

The process to receive approval for non-congregate meal sites are as followed:

1. Send email request to [sandra.west@ade.arkansas.gov](mailto:sandra.west@ade.arkansas.gov) , [pery.hunter@ade.arkansas.gov](mailto:pery.hunter@ade.arkansas.gov) and copy your Application Coordinator. Indicate your desire to serve non-congregate meals and list the site(s) you plan to operate.
2. Schedule an appointment meeting with the application coordinator to discuss all the operational and logistical requirements and completion of the application.
3. Complete the Non-Congregate Request Form (NCRF) and submit it to names listed in point #1.
4. After the Integrity Plan has been reviewed and approved by the Application Team and the state agency determines that the site meets all required criteria, the site may be approved to participate in non-congregate food service.
5. Complete the SFSP Site Application - 2161, paying special attention to the Meal Service section to correctly report operating dates, meal types and serving times. Include any other relevant information in the comments of the Site Application. Keep in mind that state agency (SA) staff must have full access to the meal preparation area throughout the meal distribution period. All distribution times must be accurately entered into the SNP system.
6. A Site Agreement Form is required for a new site operating for SFSP 2024. Existing Sites must be current, that means that a new Site Agreement Form is on file with the SA. Site Agreement **may not** exceed 36 months from the dated document.

**Application Coordinators**

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It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the resource library under 2023 Mass Alerts. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.