



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO BOX 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

To: School Business Administrators, Charter School Leads, Non Public School Administrators, and Food Service Directors of Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator   
School Nutrition Programs

Date: March 19, 2020

Subject: Additional Meal Service Options During School Closures and Remote Instruction due to the Coronavirus (COVID-19)

As stated in the NJDA School Nutrition Programs Memo dated March 13, 2020, School Food Authorities (SFA) that are area eligible have two options for reimbursement during a COVID-19 related school closure or remote instruction. These are the Summer Food Service Program (SFSP) and the Seamless Summer Option (SSO) Program.

Effective immediately, an additional option exists for SFAs with **less than 50% of their enrolled students certified eligible for free or reduced price meals**. These SFAs are now able to apply to the Seamless Summer Option and operate as a **“Closed Enrolled Site”**. This means that enrolled students who are free or reduced price eligible must be invited by the school to receive meals at no charge to the student.

**The “Closed Enrolled” option allows all meals to be claimed at the “free” rate of reimbursement as long as a minimum of 50% of the children served are free or reduced price eligible.** SFAs must maintain this percentage by providing direct invitations that target free and reduced price eligible families. SFAs must also maintain rosters listing the names of the students who qualify for free and reduced price meals to ensure that this percentage is maintained.

SFAs interested in this option can apply to the SSO Application in SNEARS and click on “Closed Enrollment” in the Site Details section for each school where meal distribution is taking place.

In addition, SFAs are reminded that, as the economic impact of this pandemic intensifies, children may become eligible for free meals if the household unit experiences a change in financial circumstances. SFAs should ensure that the Application for Free and Reduced Price School Meals remains accessible to all students during school closures.

The Division of Food and Nutrition is committed to continued communication and support. We acknowledge that this is a time of great uncertainty and commend all district representatives who strive to ensure the well-being of the children of New Jersey.

Questions may be directed to the School Nutrition Programs unit at 609-984-0692.