



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

DR. VERONICA C. GARCÍA  
SECRETARY OF EDUCATION

BILL RICHARDSON  
Governor

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To: School Food Authorities and Community Organizations  
Subj: H1N1 Fact Sheet Information

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Source: USDA Memo # SP31 2009 and SFSP 05-2009

### **Fact Sheet**

#### **Goal:**

Provide reimbursable meals to children during an H1N1-related school closure

#### **Trigger:**

Declaration of a public school health emergency that prevents service of congregate meals through NSLP and SBP

#### **Source of Reimbursement:**

Seamless Summer Option (SSO) or Summer Food Service Program

#### **Necessary Documents:**

- ◆ Memorandum of Understanding (MOU)
- ◆ Waiver Request Form
- ◆ Addendum – SNB

#### **What's waived?**

- ◆ Requirement to serve in congregate setting
- ◆ Pre-operational training and summer monitoring requirements
- ◆ Requirements for serving in a non-school site

#### **State Agency Responsibility:**

- ◆ Ensure an agreement is in place
- ◆ Assist with Waiver Preparation
- ◆ Approve Waiver Request
- ◆ Report of school closure and waiver usage to FNS
- ◆ Ensure no duplication of service
- ◆ Approve quickly

#### **Who can operate?**

SFA or community organization with an agreement to operate either the SSO or the SFSP

#### **Who is eligible?**

All children 18 years of age and under; in a household where at least one child in a household is enrolled in the close schools

**Site Eligibility:**

- ◆ Based on closed school's population.
- ◆ 50 percent or more free and reduced-price eligibility – Distribution methods for all families of children enrolled with a focus on low income students
- ◆ Less than 50 percent free and reduced price eligibility - Distribution method must be more directly targeting the households of enrolled children who are eligible for free and reduced price meals

**Meal Offering:**

- ◆ Two meals per day or one meal and one snack per day only: Breakfast/Lunch
- ◆ Meals for multiple days (must consider capacity to keep inventory safe.)

**Meals Requirements:**

- ◆ Regular menu planning option requirement
- ◆ Easier to use Food Based menu planning option
- ◆ Offer versus Serve (OVS) does not apply
- ◆ Unitized meals including milk ( may be use shelf-stable milk)

**Waiver Request and Addendum:**

- a. Identify closed school specifications (Name, location, eligibility %)
- b. What meals will be served during school closures (Breakfast, lunch and/or snack)
- c. What Method of meal distribution will be used during an H1N1 – related school closure?
  1. How will the students in the closed school be identified?
  2. Can parents' pick-up meals for children?
  3. How will the school verify that there is at least one student enrolled in a closed school?
  4. How will the operation target low-income students?
  5. How will meals be provided for off-site consumption?
  6. How food safety and program requirements will be met?
  7. If an SFA is working with a Community organization (CO), who will be responsible for which duties of meal preparation and distribution?
- d. Communication Methods: How well the SFA/CO let the community know of the availability of meals for students in the event of an H1N1 – related school closure?
- e. Meal content oversight: How will the meals be counted to ensure claim integrity?
- f. When would meal service start after notice of school closure?