



November 7, 2017

To All Sonoma County Districts

From: SCOE Business Services

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe.org

SCOE has contracted with David Mathe, Emergency Leadership and Preparedness Advisor, to assist districts (public and private) with the filing of FEMA forms and reimbursement claims related to the fires in October 2017.

Items that Dave will be able to assist you with include:

- Prioritizing Claim process
- Assist with CalOES documentation process
- Review documents
- Clarification of claim requirements
- Participate in Conference Calls as necessary
- Site visits if required
- And, any other issues that may need addressing

His schedule will be as follows:

Weekly: Tuesday-Wednesday-Thursday 10:00 AM --- 3:00 PM

805.929.5805

If no answer, please leave a voice message, your call will be returned ASAP.

A call to say "HI" is encouraged.

NATIONAL SCHOOL LUNCH PROGRAM (NSLP) APPLICATION for MEAL REIMBURSEMENT DURING DISASTER

Please note: (1) According to California Department of Education legal counsel, it is illegal and considered "double-dipping" to receive funding from the Federal Emergency Management Agency (FEMA) for lost revenues and to claim and receive reimbursement for meals through this application; and (2) reimbursement through this application is contingent on available funds.

School District/Agency Name:		
Address:		
City:	County:	Zip:
CNIPS ID Number:	Vendor Number:	
Phone Number:	Fax Number:	

SECTION A – DISASTER INFORMATION

Calendar Month(s) and Year of Disaster: _____ Type of Disaster (describe below):

We request reimbursement pursuant to California *Education Code (EC)* Section 49505(c). Check the appropriate box below:

- 1.) All schools in our district were closed and meals were not served to children due to this disaster on the following dates: _____
[Skip #2 and Section B; go to Section C.]
- 2.) Only the following schools sites listed below in Section B were closed (and meals were not served) due to this disaster, and the dates of closure are also listed. [Complete Sections B and C.]

SECTION B – REIMBURSEMENT CALCULATION (SEE REVERSE FOR MORE INFORMATION)

Complete this section **only** if you checked box #2 above. For each school site, list the dates of closure, # of days site was closed, and the prior months' meal counts by category. Attach additional pages as necessary.

Name of School	Date(s) Closed	# of days
Total number of days:		

SECTION C - CERTIFICATION

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief:

Signature of Authorized Official _____ Title _____ Date _____

Printed Name of Authorized Official _____ Phone _____ Email Address _____

Name of person preparing this application: _____

Printed Name _____ Phone _____ Email Address _____

Note: NSLP sponsors must complete a separate claim for each disaster (the return address is on the back of this form).

**NATIONAL SCHOOL LUNCH PROGRAM (NSLP)
APPLICATION for MEAL REIMBURSEMENT DURING DISASTER**

Instructions and Return Address

(page 2)

Applications for disaster relief payment(s) should be submitted immediately following the disaster. A separate claim should be filed for each emergency event. Applications are reviewed after the end of the state's fiscal year (June 30). The final filing date for any fiscal year to apply for reimbursement due to a state or federally declared disaster is August 20.

Approved disaster relief payments will be made from and are contingent on available funding in the state's Reserve for Economic Uncertainties. All school districts and county offices of education that apply for payment must demonstrate compliance with the applicable procedures required in the Disaster Relief Act of 1974, Public Law 93-288, as amended by Public Law 100-707 (EC 49505[e]).

Reimbursement calculations are based on criteria found in EC 49505(c): "The average daily participation times the average combined state and federal reimbursement rate received by the entity in the month prior to the closure times the number of days the entity is closed due to the disaster."

Key: ADP = Average Daily Participation
 Rate = Prior month's average meal reimbursement rate (federal plus state)
 Days = Number of school days sponsor is closed

Formula: $ADP \times Rate \times Days = Amount\ to\ be\ claimed$

Note: All records pertaining to the NSLP must be kept in compliance with EC 33421 and Title 7, *Code of Federal Regulations*, Section 210.23(c). The records must include, but are not limited to, a copy of the state or federal disaster declaration signed by the President or Governor of California or other documents which establish the disaster occurred in your geographic area resulting in the closure of one or more of your schools.

Please mail completed **Applications for Meal Reimbursement During Disaster** to:

Child Nutrition Fiscal Services
California Department of Education
1430 N Street, Suite 2213
Sacramento, CA 95814

If you have questions regarding school meal disaster relief policies, please contact your Field Services Unit Child Nutrition Consultant at 800-952-5609.

If you need assistance with pending disaster relief reimbursement claims, please contact your agency's assigned Child Nutrition Fiscal Analyst. A directory of analysts can be found on the CDE Nutrition Services Allocations and Apportionments Web page at <http://www.cde.ca.gov/fg/aa/nt/>.

Child Nutrition Programs During Disaster

Natural disasters, such as hurricanes, tornadoes, and floods, can be devastating to communities and require a quick response. Schools, child care centers, and summer sites that operate the National School Lunch (NSLP) and School Breakfast Programs (SBP), the Child and Adult Care Food Program (CACFP), or the Summer Food Service Program (SFSP) can help minimize disruptions to your family.

Here are some tips to help your children access healthy meals in the event of a disaster in your area:

Eligibility

- ☛ Children in households' receiving D-SNAP (Disaster-Supplemental Nutrition Assistance Program) benefits are eligible for free meals regardless of income.
- ☛ Children identified as homeless by a school or emergency shelter official are also eligible for free meals regardless of income.
- ☛ Eligibility for free meals will continue for the rest of the school year under NSLP and SBP or for a full year through CACFP or SFSP.
- ☛ Impacted families should contact their local school or child care center or summer site for more information on how to receive free meals through our programs.

Site Types

- ☛ Summer sites and child care centers may serve free meals to families in the event of a disaster. You should contact the local child care centers, schools and summer sites in your area to determine what sites are providing free meals.
- ☛ Emergency shelters in your area also may be able to provide your family with free meals. Contact your local shelter for this information.

Safety Tip

- ☛ Remember, the safety of you and your family is important. Some sites normally serving free meals to children may be relocated for safety reasons so check with your local providers before you travel to the site.

**For more information and resources, please visit the FNS website at:
www.fns.usda.gov/disaster**