

2019 Summer Food Service Program (SFSP) Application Components for Experienced Sponsors

Required Forms/Materials for All Applications	
Sponsor Application	<p><i>Please read carefully and answer all questions pertaining to your overall program operations.</i></p> <p>Complete:</p> <ul style="list-style-type: none"> One application per sponsor. <p>School district Ethnicity and Race data can be found on CSDE EdSight. Main Page> Overview> Profile and Performance Reports> Select Year/District/All Schools> Submit> District Level> Enrollment Table</p>
Site Applications	<p><i>Please read carefully and answer all questions pertaining to site-specific operations.</i></p> <p>Complete:</p> <ul style="list-style-type: none"> One application per site. <p>Site applications must be completed prior to the budget to allow the system to calculate project reimbursement revenue.</p>
Budget	<p>Complete:</p> <ul style="list-style-type: none"> One budget per sponsor. This section is now mandatory for ALL sponsors. The budget process includes a staffing plan. See Sample Sponsor Staffing Plan.
Management Plan	<p>Complete:</p> <ul style="list-style-type: none"> One management plan per sponsor.
Food Production Facility List	<p>Complete:</p> <ul style="list-style-type: none"> One food production facility list per sponsor. <p>Each location that food will be prepared at must be identified. This section must be completed prior to the site applications to allow selection of the appropriate food preparation facility within each site application.</p>
Staff Training	<p>Upload to checklist/supporting documents:</p> <ul style="list-style-type: none"> Training Certification Letter. See Sample Training Certification Letter. Note: This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. List of training topics to be covered. See Sample Annual Training Session Documentation.

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Required Forms/Materials for All Applications, continued	
Monitoring	<p>Upload to Checklist/Supporting Documents:</p> <ul style="list-style-type: none"> The schedule for making pre-operational visits, visiting sites during the first week of operation, and reviewing all sites during the first four weeks of operation. See Sample Visit/Review Schedule. A letter providing assurance that all sites have received a pre-operational site visit and have the capacity and facilities to provide meals for the anticipated number of children. See Sample Visit Certification Letter. Note: This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.
Meal Pattern	<p>Upload to Checklist/Supporting Documents:</p> <ul style="list-style-type: none"> Menus for each meal and snack type to be served. Menus submitted for approval must contain the name of the food item and the quantity or crediting of the food item to be served. Any sponsors intending to implement offer versus serve (OVS) must include detailed explanation regarding implementation.
Free Meals Policy Statement	<p>Upload to Checklist/Supporting Documents:</p> <ul style="list-style-type: none"> A Free Meals Policy Statement for Nonpricing Programs must be completed by all sponsors with Open, Open Restricted, or Closed Enrolled sites. A Free Meals Policy Statement for Pricing Programs must be completed by all sponsors with camp sites. Note: These statements must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and nonpricing sites, both statements must be signed and uploaded.
Health Department Notification	<p>Upload to Checklist/Supporting Documents:</p> <ul style="list-style-type: none"> A copy of the letter to the local health department providing notification of intention to operate food service at the sites listed. Give specific dates and times of operation for each site. See Sample Health Inspection Letter.

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Additional Forms/Materials *	
Authority Changes	The Authorized Signature Change Form must be submitted whenever one of the two authorized signers on the ED-099 changes. See Authorized Signature Change Form and Authorized Signature Change Form Instructions .
Closed Enrolled Sites and Camps	<p>Income Guidelines For use by camp sponsors and sponsors with enrolled program sites. Current guidelines are effective July 1, 2018, through June 30, 2019. Do not distribute to parents.</p> <p>A sample copy of the Income Eligibility Application and Parent Letter distributed by camp sponsors and sponsors with Closed Enrolled sites. The sample of the Application and Parent Letter can be found at: https://portal.ct.gov/SDE/Nutrition/Summer-Food-Service-Program/Apply.</p> <p>Return:</p> <ul style="list-style-type: none"> • Documentation for Closed Enrolled sites not located in a low-income area must show the number of children enrolled and the number of children who are eligible for free or reduced-price meals. Residential Camps must provide this information for each camping session. All documentation must be provided to the CSDE as soon as it is available, but no later than the date the claim is submitted. For more information, see the CSDE's Sample Enrollment Information Form.
Vended Programs	<p>Contract with Food Service Management Company</p> <p>Return:</p> <ul style="list-style-type: none"> • A current optional additional year agreement. See instructions and resources on the CSDE's Food Service Management Company webpage.
NYSP	<p>Sample National Youth Sports Program (NYSP) Certification Letter</p> <p>Return:</p> <ul style="list-style-type: none"> • National Youth Sports Program Certification Letter. See Sample NYSP Letter.
<p>* If you are unsure whether these requirements apply to your organization, please contact Caroline Cooke, CSDE Summer Meals Coordinator, at Caroline.Cooke@ct.gov or 860-807-2144.</p>	

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Materials to be updated annually and kept on file in sponsor records	
Public Notification	<p>Sample Press Releases</p> <p>Document a copy of press releases that correspond to the types of operating sites, as submitted to the media. Include the date sent and media names to which they were sent. See “Sample Press Releases” by site type in the “Apply” section of the CSDE’s SFSP webpage.</p>
Meal Counting	<p>Sample Meal Counting Forms</p> <p>A description of procedures for collecting information on the daily number of meals served to children and the daily number of hours worked by site personnel (if labor costs will be claimed). Include both the frequency of information collection and the method used to collect information from sites. See “Sample Meal Count Forms” in the “Apply” section of the CSDE’s SFSP webpage.</p>
Civil Rights	<p>Civil Rights Requirements</p> <p>A summary of the civil rights requirements with appropriate forms and instructions is available in the “Apply” section of the CSDE’s SFSP webpage. Review Civil Rights Requirements for the SFSP and complete the Civil Rights Beneficiary Data Collection Form. The Civil Rights Beneficiary Data Collection Form must be completed for each meal site, each year. The form must be completed for each session of camp sites. Files must be maintained in sponsor records as outlined in packet.</p>

Materials Provided for Reference/Assistance	
Appeal Procedures	<p>Sponsor and Food Service Management Company Appeal Procedures</p> <p>Review for your information.</p>
Federal Regulations	<p>USDA Regulations Part 225</p> <p>Review for your information.</p>
FNS 796-4	<p>USDA Financial Management Instructions</p> <p>Review for your information.</p>

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For more information on the SFSP, visit the Connecticut State Department of Education SFSP website. This document is available at <https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/ApplicationComponentsSFSP.pdf>.

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- (1) mail: U. S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D. C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program_intake@usda.gov.

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