



State of Arizona  
Department of Education  
Office of Diane M. Douglas  
Superintendent of Public Instruction

**HNS 01-2017**

## MEMORANDUM

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**To:** Summer Food Service Program (SFSP) Sponsors  
National School Lunch Program (NSLP) Sponsors

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

**Date:** January 30, 2017

**RE:** SFSP Program Year 2017 Application and Program Announcement

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*Original Signed*

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2017 Summer Food Service Program (SFSP). SFSP was originally established in 1968 as part of the Child Care Food Program (which is now Child and Adult Care Food Program), thereby making the infrastructure of the two programs very similar. The CACFP/SFSP team will continue to provide participants with staff accessibility, applicable training, quality technical assistance and continual program oversight.

Additionally, this memo provides all current and potential SFSP sponsors with necessary information to meet application and training requirements for the new program year. The following topics are discussed in this memo:

- Training opportunities; both mandatory and elective
- Annual application deadlines, process, and requirements
- How to utilize School Foods in the SFSP
- E-Memorandum
- Important Program reminders and updates





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## Training Requirements

Please review the below information regarding training. Training is available to all qualified entities interested in being a SFSP sponsor. Non-profit organizations and government entities (that are not schools) will not be approved to operate the Program unless they have attended Program training in the current year.

SFSP training is not mandatory for returning school sponsors that have previously operated a successful Seamless or Simplified summer program; however, it is highly recommended. New staff members and sponsors that had operational review findings from the prior year are encouraged to attend as well.

ADE is holding two SFSP Summits this year. Both Summits will be at

Mesa Convention Center  
263 N. Center Street  
Mesa, Arizona 85201

- 1. February 14, 2017 - Summer Food Service Program Summit for Schools, Non-Profit Organizations, and Government Entities who wish to sponsor the SFSP:** This training is required for all interested SFSP sponsors that are non-profit or government entities. Even though the training is optional for schools, schools are strongly encouraged to send staff members that wish to learn how to manage the SFSP. This Summit day will provide quality information about program operations and site management. Sessions will discuss how to manage sites, account for program expenses, how to file a claim, and how to reconcile revenue and expenses. It will allow sponsors to learn about community resources and discuss with peers successful marketing strategies. Additionally, it will provide information on how to access additional food resources through USDA Foods. The Summit check-in begins at 7:00 AM and the Summit runs from 8:00 AM to 4:00 PM.

Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

- 2. February 15, 2017 - Summer Food Service Program Summit for Schools:** The School Summit is held in conjunction with the School Foods Processing Conference and will provide schools with information about the Seamless and Simplified program operations. It will allow schools to network, meet local partners and begin developing outreach strategies. The SFSP sessions are designed for both schools that have previously not participated in SFSP and schools that may have participated in the past and wish to evaluate returning to SFSP. The School Foods Processing Conference and the





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SFSP Summit check-in begin at 7:00 AM and the Summit begins at 8:00 AM to 11:30 AM. Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). School staff that have already registered for the processing conference, no additional registration is necessary.

3. **Summer Food - School Foods Ordering Web-Based Training:** Learn about USDA Foods and how it may benefit your organization. An additional, by invitation only, training session will be offered on May 4, 2017 to instruct you on how to navigate the MyFoods ordering system. This training is required for those approved organizations that do not have access to MyFoods and wish to order USDA foods to use in the SFSP.

Registration for the Summit closes on February 7, 2017 and all attendees must register to attend this event. Please note that due to facility food restrictions, no outside food or beverages will be allowed on the property.

**Note:** If qualifying schools wish to participate in SFSP but will not be attending the Summit, please send an email to the SFSP Inbox, [SFSP@azed.gov](mailto:SFSP@azed.gov) and a link to the electronic forms will be sent to you.

### Annual Application Deadline, Process, and Requirements

#### Application Deadline

- **March 20, 2017: Application deadline for school sponsors**
- **March 27, 2017: Application deadline for non-school sponsors (private non-profit organizations, government entities, etc.)**

The 2017 SFSP forms are computer based and all electronic application packets will be sent to ADE via the SFSP Inbox, [SFSP@azed.gov](mailto:SFSP@azed.gov). **When emailing the information, please note the name of the organization in the subject line and attach all required documents.** Detailed instructions will be provided both days of the SFSP Summit.

**The application documents are accessible by a unique link that will be provided at the summit and electronic documents must be completed and submitted for approval prior to submitting information on the CNP Web. It will be essential that contact information such as email addresses for the responsible principals are active and correct. ADE staff must be made aware of the type of Summer Food Program you will be operating for 2017.**

In order for ADE to successfully promote your program through statewide outreach, please submit complete

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applications as early as possible. ADE advertises the availability of open sites through public service announcements, website postings, and ongoing outreach efforts.

Schools that operate the National School Lunch Program (NSLP) have the option of administering the Simplified SFSP or the Seamless SFSP. All other organizations, i.e., private, non-profits and government entities or schools who do not operate the NSLP, must administer the Simplified SFSP **ONLY**.

Once the specialist approves the submitted SFSP electronic forms, applicable information will need to be entered into the CNP Web. A username and password are required to enter the CNP Web system in order to complete and submit your online 2017 SFSP site and sponsor applications. The SFSP online applications/claims are available through the CNP Web system, located at:

<https://www.ade.az.gov/CommonLogon/logon.aspx>.

***\*Any employees requiring access to Common Logon must review the training materials and submit a request using the Common Logon Security Agreement.***

***\* Individuals are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. The username/password is an electronic signature and must not be shared. Consulting firms contracting with an LEA, including Food Service Management Company employees, are not authorized to complete the SFSP online applications or claiming process, and will not be provided with Common Logon rights to enter such data. Also, please notify the ADE Health and Nutrition Services department if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled.***

All required documents that need an original signature **must be submitted no later than March 20, 2017 for schools and March 27, 2017 for non-school sponsors to:**

SFSP 2017 Application  
Arizona Department of Education  
1535 W. Jefferson St, BIN 7  
Phoenix, AZ 85007

ADE specialists will contact sponsors once the SFSP Application/Budget has been approved. (Please remember that submitting an application to ADE does not mean the application is approved.) Once notified, sponsors will be able to enter the approved information in the CNP Web and click “submit” for on-line approval. Sponsors must carefully read the on-line application instructions in the SFSP Web User Guide





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that is located at <http://www.azed.gov/health-nutrition/cacfp/sfsp/>.

The sponsor's participation in the SFSP begins only when all required **complete and correct** documentation is received and approved by the program director. Meals served to children must fully meet the meal pattern requirements to be considered for reimbursement.

**Meals served prior to ADE's approval of the application are not eligible for reimbursement. There are no exceptions!**

### USDA Foods Program (Formerly Commodities)

All SFSP sponsors may participate in the USDA Foods Program. Sponsors are required to pay a delivery fee for any cases of USDA Foods received, so please keep this in mind when considering participation in the program. These fees will be paid out of the sponsor's existing food service budget. For more information, contact a member of the School Foods team at [FDP@azed.gov](mailto:FDP@azed.gov).

USDA Foods Program participation requirements:

- Select "yes" from the drop down box in the *General Information* section of the Sponsor Application on CNP Web.
- Complete and submit a Food Distribution Program Deliver Information Application, which can be found at <http://www.azed.gov/health-nutrition/cacfp/sfsp/>.
- Remember to enter your approved information into the CNP Web as soon as your Specialist contacts you that your application is approved. ADE must approve the CNP Web on-line application on or before April 14, 2017. Schools that are in good standing are considered approved for USDA Foods.

Sponsors who are **new to the USDA Foods Program must also:**

- Attend the School Foods Ordering Web-based training to learn how to gain access to MyFoods and receive an overview of the program. You will be contacted by a member of USDA Foods Program to register.





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### E-Memorandum Reminder

Health & Nutrition Services, SFSP posts all SFSP memoranda to the ADE website:  
<http://www.azed.gov/health-nutrition/memorandum/>. **SFSP Sponsors are responsible for all information provided in SFSP Child Nutrition (CN) memos.** No hard copies will be mailed directly to the sponsor. Please visit the website regularly to review the most current information related to the SFSP.

### Important Program Reminders and Updates

All sponsors planning to participate in the simplified SFSP are required to submit a realistic budget. **This includes all simplified sponsors. Schools, on the other hand, that successfully participate in the NSLP may contact their Specialists to discuss other options.**

#### **Program Forms**

Access to the required program materials for the 2017 program year will be distributed at the SFSP Summit. If an applicant is having difficulty downloading the provided electronic forms, an application will be sent by email. Sponsors may easily access items such as application instructions, memos and guidance manuals at <http://www.azed.gov/health-nutrition/cacfp/sfsp/>.

All SFSP sponsors that prepare meals will need to closely work with their applicable county health departments to ensure the proper food service permits are obtained for both the kitchen facility and sites. Please refer to the memo published by USDA, SFSP 07-2015 on the memo page of the ADE website.

#### **Claims for Reimbursement**

- Meals served prior to ADE's approval of the application cannot be claimed for reimbursement.
- Sponsors may submit claims for reimbursement at any time after the claim month ends. Claims are processed on an ongoing basis. Sponsors still must file the claim for reimbursement no later than 60 days after the claim month ends.
- June and July claims CANNOT be combined because the fiscal year ends June 30, 2017.

#### **Advance Request**

Simplified SFSP sponsors may request a reimbursement advance for any month in which they will be operating at least ten days. All requests must be made prior to serving meals for the month an advance is needed. **The initial advance will be based on realistic, approved administrative costs and projected revenue.** Prior to the second advance being disbursed, sponsors must provide detailed program training





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documentation to their Program Specialist. ADE will subtract the amount of the advanced funds from the summited reimbursement claims. Sponsors in good standing that wish to be considered for advanced funds may request it on the application.

Sponsors that were deemed seriously deficient or owe fiscal action from a previous year are not considered “in good standing” and will not be approved for SFSP participation. Repayment of any fiscal action is a corrective action and a Program review cannot be closed until payment in full has been received. Outstanding corrective action and unpaid fiscal actions will lead to a seriously deficient determination. Seriously deficient sponsors (in any child nutrition program) are not eligible to participate in the SFSP. If a sponsor is declared seriously deficient while operating the SFSP, it is not eligible for an advance until the serious deficiency is permanently corrected and the review is closed.

### **Non-Associated Site Agreements**

Sponsors who administer the SFSP at non-associated sites (sites owned by another entity, other than the sponsor), such as recreational programs, parks, vacation bible schools, etc., **must submit** a copy of a signed agreement between the legal operator of the non-associated site and the sponsor representative to ADE. A sample agreement is located at <http://www.azed.gov/health-nutrition/cacfp/sfsp/>. Sponsors may use this template or provide an agreement of their own, that at the minimum, specifies the details relating to meal service, times, dates, locations, etc.

### Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and ask to speak with a SFSP Specialist. Returning sponsors have an assigned Specialist and can find specific contact information on the on-line Sponsor Application.

