

Completing the Application for SFSP Instructions for Current SFA Sponsors

To begin the approval process to feed children using the Summer Food Service Program (SFSP) during the USDA extended waiver for COVID-19 starting October 1, 2020, you will need to complete the following in the [CNPweb](#) blue puzzle piece in program year 2021:

1. Complete the Sponsor Information Page

Common Error Tips:

- The “Authorized Representative” (Line# 24-29) should be the Superintendent or Head Principal of the school.
- The “Food Service Contact” (#32-37) should be the person in charge of the day to day operations of the food service department.
- For Training Dates (#64-65), please use the most recent training session conducted for staff. Keep in mind that you will need to train all new employees as well as update existing staff on the currently approved waivers for meal service.
- Please note in the CNPweb accuracy section (#72) that while one person is to be named as the person who updates CNPweb for accuracy, more than one person may need to have oversight to ensure all information is accurate

2. Complete the Site Information Page(s)

Common Error Tips:

- Please list the plans for meal service for the site in comments box (#15). This will be exactly like requested for NSLP.
 - Example: Meals will be served to on-site children in the classroom daily. Each Monday e-learning families can pick up a week’s worth of meals at door #15 from 9-10am.
- Site supervisor (#22-27) should be the kitchen manager or person responsible for the day-to-day operations at the site.
- Site Type- If your site does not qualify at 50% F/R eligibility, please select either *Open Using Census Tract Data* or *Closed Enrolled Using Census Tract Data* as the qualifying designation.

Choose one of the following:

- Open: Open to all members of the community 18 years old or younger. Site must be accessible to all and advertised to the community.
- Closed Enrolled: Closed for meal service to only those students enrolled in your school corporation.
 - If you are serving grab and go meals only to e-learning students, the site will be considered closed enrolled.
 - If you wish to feed younger siblings of students, you must designate your site as open and allow other members of the community to participate.

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- Operating dates cannot start before October 1, 2020. Please enter an end date of no later than December 31, 2020.
- The number of operating days will be the actual number of days of service.
- Complete the Meal Service section correctly:

distributed prior to the end time. meal times will be published nationally for all Open Sites.

Meal	Begin Time	End Time	Days Meals Served	ADP	Est. # Eligibles (Camps Only)	CAP
<input checked="" type="checkbox"/> Breakfast:	07:30 AM	08:30 AM	M T W T F S S	300		
Type: (G)	Self-Prep on site	Shift	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Offer vs Serve		
Provide meal start/stop dates if different than SFSP operating dates (line 56):						(71J)
<input type="text"/>						

1. Select the check box next to each meal you intend to serve. Keep in mind that each site is limited to two meal types and a combination of lunch and supper is not allowed.
2. When selecting the meal service time, please select the time closest to your actual meal serving period. If offering grab and go meals only, please mark the meal serving windows as close together as possible.
3. When selecting days of meal service, select all days that meals will be served. If serving bulk meals one time per week, select only the day of meal service. If serving children daily on site, select Monday-Friday.
4. The ADP will be the anticipated daily participation. This will be the average number of meals served at the site each day.
5. Type of meal service: all self-operated sponsors will select self-prep on site apps. All sponsors utilizing a vendor or FSMC must select Vended/FSMC for all sites and meal types.
6. Shift meal service will apply if you have different groups of children eating at different times.
7. OVS is allowable for on-site meal service without any further action. If utilizing OVS for grab and go meals, please submit your plan for how meals will be served to your field specialist.
 - a. Please review the SFSP OVS guidelines [here](#).

3. Complete the starred off-line forms.

- For returning sponsors this will likely be the Procurement Plan, Letter to the Health Department and Media Release. The Vendor Verification form will be starred for all sponsors utilizing a vendor or FSMC.
- For new sponsors: Please do not complete the financial forms such as the direct deposit form, and W-9. All reimbursements will be paid directly to the existing account for your school corporation.

Once the off-line forms are complete, please send to summermeals@doe.in.gov.