



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**SFSP CN# 03-06**

MEMORANDUM

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**To:** Summer Food Service Program Administrators

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** March 1, 2006

**RE:** 2006 Summer Food Service Program Application

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Summer is coming which means it's time to complete your Summer Food Service Program (SFSP) application. Local Educational Agencies (LEA's) have the option of administering the Seamless Summer Option or the Simplified SFSP. All other organizations, i.e. private non-profits and camps, must administer the Simplified SFSP. Both the Seamless and Simplified applications **MUST** be completed online. The Traditional SFSP will no longer be available to sponsors.

Enclosed is an application packet for both the Seamless Summer Food Option (yellow forms) and the Simplified SFSP (pink forms). Each packet will include instructions for submitting your SFSP application. Please *carefully* read the application instructions in this memo along with the Summer Food Service Program Web User Guide provided in the packet. The SFSP User Guide provides detailed instructions on completing the online applications. Please note the due date for submitting the online applications and required paperwork is **April 17, 2006**.

### **Seamless Summer Food Option**

#### **Steps to apply to Seamless Summer Food Option:**

1. Complete the 2006 SFSP Site and Sponsor on-line applications. You must indicate within the Sponsor application that you are applying for the Seamless Summer Option. The Seamless Summer Option applications can be found on the Summer Food Web System which is located online at the Child Nutrition Program (CNP) common logon website,

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[www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application can be found in the purple SFSP Web User Guide section of this packet. Be sure that all sites participating on the SFSP program are completed online. If a site is not found online, please contact the School Health and Nutrition Programs at 602-542-8700 to have it added prior to completing the application.

2. Complete the Seamless Summer Option Outreach Information Form found in the application packet.
3. Read and complete Seamless Summer Option Agreement and Conditions found in the packet.
4. **New Sponsors Only: New sponsors are considered any LEA who has not operated the SFSP Seamless program. New sponsors will need to complete the following:**
  - a. Complete the Food Service Agreement found in this packet. You must send two copies with original signatures to our department for processing.
  - b. The LEA must attend a SFSP training workshop. Please see attached training brochure for times and locations of training. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).
  - c. Once sponsor has attended training, complete and submit CNP Web User Agreement to obtain a user name and password for the SFSP online application system.

## **Simplified SFSP**

### **Steps to apply to Simplified SFSP:**

1. Complete the 2006 Simplified SFSP Site and Sponsor online applications. The Simplified SFSP applications can be found on the Summer Food Web System which is located online at the Child Nutrition Program (CNP) common logon website, [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application can be found in the purple SFSP Web User Guide section of this packet. Be sure that all sites participating on the SFSP program are completed online. If a site is not found online, please contact the School Health and Nutrition Programs at 602-542-8700 to have it added prior to completing the application.
2. Complete and submit the enclosed pink packet, including the food distribution delivery form, public release form, and health department certificates.
3. Attend a SFSP Training workshop. Training is mandatory for any sponsor who intends to operate the Simplified SFSP. Please see attached training brochure for times and

locations of training. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

4. Sponsors will also be required to submit the following items if they do not already have the documents on file.
  - a. Complete Food Service Agreement found in this packet. You must send two copies with original signatures to our department for processing.
  - b. Attend SFSP training workshop. Please see attached training brochure for times and locations of training. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration)
  - c. Once sponsor has attended training, complete and submit CNP Web User Agreement to obtain a user name and password for the SFSP online application system if the sponsor does not have one already.

### **For ALL Seamless Summer Option and Simplified SFSP Sponsors**

**SFSP applications are due Monday, April 17, 2006.** Remember, if you are not sure which sites will be operating a summer program, you can always add or drop them at a later date. It is important that we receive applications on time in order to properly distribute commodities.

Workshops will be offered throughout the months of March and April. Please take a look at the SFSP Workshop Brochure enclosed in the application packets or visit our website at [www.ade.az.gov/health-safety/cnp/sfp](http://www.ade.az.gov/health-safety/cnp/sfp) for dates, times, and locations. You must register for workshops online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

Please note it will be required for all sponsors to attend training if they intend to operate the Simplified SFSP. A sponsor will not be approved to operate the program unless they attend a training workshop.

All application forms should be submitted to the SFSP team at 1535 W Jefferson Bin #7, Phoenix, AZ 85007.

If you have any questions or concerns regarding this memo, please contact your assigned School Health and Nutrition Specialist at 602-542-8700.

We are looking forward to a fun and successful SFSP!