



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN SFSP # 03-07

MEMORANDUM

To: Summer Food Service Program Administrators

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

Katrina Klatt, Nutrition Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: February 2, 2007

RE: 2007 Summer Food Service Program Application

Original Signed

Summer may seem a long way off, but now is the time to start completing your Summer Food Service Program (SFSP) application. Local Educational Agencies (LEA's) have the option of administering the Simplified SFSP or the Seamless Summer Option. All other organizations, i.e. private non-profits and camps, must administer the Simplified SFSP. SFSP online applications will be available for submission on **March 1, 2007**. Both the Seamless and Simplified applications **MUST** be completed and approved online prior to the start of meal service. The Arizona Department of Education will notify sponsors by e-mail once site and sponsor applications have been approved online.

Enclosed is an application packet for both the Simplified SFSP (pink forms) and the Seamless Summer Food Option (yellow 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 for Summer Food programs using commodities is **April 16, 2007**. The deadline for submitting the online applications and required paperwork for Summer Food sponsors not utilizing commodities is **June 1, 2007**. In order for ADE to best promote your programs through outreach, please submit applications as early as possible.

SIMPLIFIED SUMMER FOOD SERVICE PROGRAM (Pink Packet)

Steps to apply to Simplified SFSP:

1. Complete the 2007 Simplified SFSP Site and Sponsor online applications. The Simplified SFSP applications may 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/. Instructions for completing the online application may 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 Summer Food Service Program team at 602-542-8700 to have it added prior to completing the applications.

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 for the first time. Please see attached training flyer for times and locations of training. You must register online for these trainings at www.ade.az.gov/onlineregistration.
4. Complete and submit the Outreach Information Form found in the pink application packet.
5. Sponsors will also be required to submit the following items if ADE does not already have the documents on file.
 - a. Complete Food Service Agreement found in this packet. You must send two original documents with signatures to the Health and Nutrition Services department for processing. If you are a school operating the National School Lunch Program (NSLP) and your NSLP Food Service Agreement (FSA) indicates participation in the SFSP you DO NOT need to send in a new FSA. If the original NSLP FSA does not indicate participation in the SFSP you must send two new original documents with signatures to the Health and Nutrition Services department for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
 - b. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. After training, complete and submit a CNP Web User Agreement to obtain a username and password for the SFSP online application system if the sponsor does not have one already.

SEAMLESS SUMMER FOOD OPTION (Yellow Packet)

Steps to apply to Seamless Summer Food Option:

1. Complete the 2007 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 may 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/. Instructions for completing the online application may 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 Michelle Roberts at 602-542-8725 to have it added prior to completing the application.
2. Complete and submit the Outreach Information Form found in the yellow application packet.
3. Read, complete and submit Seamless Summer Option Agreement and Conditions found in the yellow packet.

4. **New Seamless 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 (FSA) found in this packet. If your NSLP FSA indicates participation in the SFSP you DO NOT need to send in a new FSA. If the FSA does not indicate participation in the SFSP you must send two original documents with signatures to the Health and Nutrition Services department for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
 - b. SFSP training workshop is REQUIRED for new Seamless sponsors. Please see attached training flyer for times and locations of training. You must register online for these trainings at www.ade.az.gov/onlineregistration.
 - c. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. After training, complete and submit a CNP Web User Agreement to obtain a username 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, required trainings and checklist items are due by Friday, April 16, 2007 if you wish to receive commodities. Remember, if you are not sure which sites will be operating a summer program, you may 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 flyer enclosed in the application packets or visit our website at 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.

Please note it will be REQUIRED for all sponsors to attend training if they intend to operate the Simplified SFSP or the Seamless Summer Option for the first time. A new sponsor will not be approved to operate the program unless they attend a training workshop.

All application forms must be submitted to Michelle Roberts at 1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007. If you have any questions or concerns regarding this memo, please contact:

Summer Food Service Program Team

Patricia Johnson, RD, SNS Summer Food Program Coordinator:	(602) 542-8782
Traci Grgich, RD, SNS Summer Food Program Specialist:	(602) 364-1625
Michelle Roberts, Program Project Specialist:	(602) 542-8725
Mary Soto, Administrative Assistant:	(602) 364-0718

Food Distribution Team

Tina Herzog, Food Distribution Director	(602) 542-8781
Dawn Irvine, Commodities Program Specialist	(602) 364-0714
Leona Benally, Commodities Program Specialist	(602) 364-1965

We are looking forward to working with each of you to make this a successful year for summer food.