



State of Arizona
Department of Education
Office of John Huppenthal
Superintendent of Public Instruction

SFSP CN# 07-11

MEMORANDUM

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

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

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

Date: February 11, 2011

RE: SFSP Program Year 2011 Application and Program Announcement

Original Signed

The purpose of this memo is to provide all current and potential Summer Food Service Program (SFSP) sponsors with vital information to meet application and training requirements for the new program year. The following topics are discussed in this memo:

- SFSP Kick Off Event and Outreach
- Annual Application Deadlines, Process, and Requirements
- Food Distribution Program
- Mandatory Training Requirements
- E-Memorandum
- Important Program Reminders

SFSP Kick Off Event and Outreach

Each year the Arizona Department of Education (ADE) organizes a Kick Off event aimed at energizing, connecting, and educating returning and interested SFSP sponsors in hopes of improving and increasing the SFSP participation statewide year after year.

This year's event will be located at the North Phoenix Baptist Church on April 1, 2011. The event will host a variety of state and community organizations during an open house, poster session, and lunch with guest speakers. Topics will include: forming effective community partnerships, implementing outreach, Arizona

SFSP success stories, and more. Registration for the SFSP Kick Off Event is located at: www.ade.az.gov/onlineregistration.

Now! ADE has a new SFSP website that is more user-friendly for sponsors and the general public alike: www.azsummerfood.gov. An added feature of the updated website is a searchable map for open SFSP sites in Arizona. Sponsors may easily access items such as program forms, application instructions, memos and guidance manuals by clicking “Sponsors” on the top toolbar.

Now! ADE will be loaning each approved open site a large banner intended to advertise the availability of their SFSP. Also, the Arizona SFSP logo and other outreach materials will be available for sponsors to download by clicking “Resources” on the top toolbar of the new SFSP website.

Annual Application Deadline, Process, and Requirements

Now! Application Deadline

- **April 18, 2011: Application deadline for all sponsors. This includes those who intend to participate in Food Distribution and those who do not. There will no longer be two separate application deadlines.**
- This means that all sponsors intending to participate in the SFSP in program year 2011 must submit their *sponsor* application, at least one *site* application, required paper-based documents, and attend required training(s) by April 18, 2011. Remember, sites may be added or dropped at a later date.

In order for ADE to best promote your program through statewide outreach, please submit complete applications as early as possible. ADE advertises the availability of open sites through public service announcements, website postings, and other media outlets.

Local Educational Agencies (LEAs) who 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.

SFSP sponsors are required to submit **both** paper-based documents and the site and sponsor online applications each program year. The SFSP online applications are currently available for submission through the CNP Web system, located at: www.ade.az.gov/CommonLogon/logon.aspx. A username and password (obtained by attending SFSP Computer Track Training) is required to enter the CNP Web system in order to access and submit your online site and sponsor applications for the 2011 program year. Other required documentation pertaining to the SFSP can be found at: www.azsummerfood.gov/sponsors.

All required documents not submitted through the CNP Web system **must be submitted to:**

SFSP Program Project Specialist
Arizona Department of Education
1535 W. Jefferson St, BIN 7
Phoenix, AZ 85007

The sponsor's participation in the SFSP begins when all required documentation is received and the online site and sponsor applications for the 2011 program year are approved. ADE will notify sponsors by email once the site and sponsor applications have been approved online. **Meals served prior to the application approval are the responsibility of the sponsor and reimbursement for these meals is not guaranteed.**

Carefully read the application instructions in the SFSP Web User Guide and view the "How To Apply" tutorial; both are located at: www.azsummerfood.gov/sponsors.

Food Distribution USDA Foods Program

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

Food Distribution USDA Foods Program participation requirements:

- Select "yes" from the drop down box in the *General Information* section of the Sponsor Application on CNP Web.
- Log in to CNP2000 (the commodity ordering website) and update the sponsor delivery locations and contact information.
- Approved online applications on or before April 18, 2011.

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

- Complete and submit a Food Distribution Program Delivery Information Application, which can be found at www.azsummerfood.gov/sponsors.
- To gain access to CNP2000 and an overview of the program, please register for a Commodity Ordering Web-based training by visiting www.ade.az.gov/onlineregistration. Click on "Health & Nutrition Services: Food Distribution" to find the next available class in your area and register.

Mandatory Training Requirements

New Seamless and Simplified sponsors are required to attend program training. A new sponsor will not be approved to operate the program unless they have attended a program training workshop in the current year. This includes sponsors who are switching from the Seamless SFSP to the Simplified SFSP and vice versa.

SFSP training is not mandatory for returning sponsors; however, it is highly recommended. New staff members are encouraged to attend as well.

There are 4 different types of training:

- **Summer Food Service Program Training:** Learn the Seamless and Simplified program regulations and other requirements. Open to all sponsor types.
- **Summer Food Service Program—Private Non-Profit Training:** Learn the Simplified program regulations and other requirements. Open to private non-profit sponsors.
- **Summer Food Computer Track Training:*** Gain access to Common Logon CNP Web to submit applications and claims. Open to personnel needing Common Logon access.

- **Summer Food Commodity Ordering Web-Based Training:** Gain access to CNP2000 to order commodities. Open to sponsors who are participating in Food Distribution USDA Foods Program for the first time.

Please register for all trainings and workshops online at www.ade.az.gov/onlineregistration. Sign up early as trainings and workshops fill up quickly.

** Sponsors are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. Consulting firms contracting with a Local Educational Agency (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 if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled. **Any new employees needing a new account must submit a request using the Common Logon Security Agreement and attend Computer Track training.***

E-Memorandum Reminder

The Health & Nutrition Services Unit posts all SFSP memoranda to the SFSP website: www.azsummerfood.gov/sponsors. **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 Health & Nutrition website regularly to review the most current information related to the SFSP. Memo review reminders will be posted on the application and claim webpage.

Important Program Reminders

Now!

Private Nonprofit Organizations: Updated Eligibility Requirements and Site Limits

Effective October 1, 2010, private nonprofit organizations (PNOs) are eligible to participate in the SFSP according to the same terms and conditions as other service organizations. As a result, all sponsors may now be approved to operate a maximum of 200 sites and serve a maximum total average daily attendance of 50,000 children. PNOs participating in the SFSP must have private nonprofit status under section 501(c) of the Internal Revenue Code of 1986 and be exempt from taxation under 501(a) of that code.

Now!

Seamless Agreements Become Permanent

Previously, Seamless Agreements were required *annually* in order to participate in the seamless SFSP. All Seamless Agreements signed and approved during the previous program year (2010) will be permanent. New Seamless Agreements will only be required for new seamless sponsors.

Meal Documentation

All sponsors are required to maintain proper meal documentation for each meal served and claimed for reimbursement under the SFSP. Proper meal documentation includes, but is not limited to: completed production records, menus, daily meal counts, etc. Failure to maintain proper meal documentation may result in fiscal action.

Program Forms

Required program forms for the 2011 program year will be updated and available soon at:
www.azsummerfood.gov/sponsors.

Claims for Reimbursement

- Meals cannot be claimed for reimbursement prior to the date of approval of the online site and sponsor applications in CNP Web.
- Sponsors must submit claims for reimbursement between the 1st and 10th of the following month, i.e. a claim for meals served in June must be submitted between July 1st and July 10th.
- June and July claims CANNOT be combined because the fiscal year ends June 30, 2011.

Advance Request

Simplified SFSP sponsors can request a reimbursement advance for start up costs 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. To request an advance, please contact the SFSP Coordinators (contact information listed below).

Non-Associated Site Agreements

Sponsors who administer the SFSP at non-associated sites (sites owned by another entity, not 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: www.azsummerfood.gov/sponsors. 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 your School Nutrition Specialist at (602) 542-8700.

Summer Food Service Program Team

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Page 5 of 5