



State of Arizona  
Department of Education

**HNS #01-2015**

**MEMORANDUM**

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

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

Melissa Conner, Director  
Arizona Department of Education, Child and Adult Care Food Program  
Summer Food Service Program

**Date:** January 16, 2015

**RE:** SFSP Program Year 2015 Application and Program Announcement

*Original Signed*

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The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2015 Summer Food Service Program (SFSP). In an effort to provide optimum customer service, SFSP continues to be administered by the Child and Adult Care Food Program (CACFP) staff. 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 SFSP
- E-Memorandum
- Important Program reminders and updates



## Training Requirements

Please review the below information regarding training. Training is available to all qualified entities interested in being a SFSP sponsor. Nonprofit 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 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 17, 2015 - Summer Food Service Program Summit for Non-Profit Organizations and Government Entities who wish to sponsor the SFSP:** This training is required for all interested SFSP sponsors that are not schools. This Summit day will provide quality information about program operations and site management. It will discuss how to account for program expenses, how to file a claim, and how to reconcile revenue and expenses. It will allow non-profit sponsors to learn about community resources and discuss with peers about successful marketing strategies. Additionally, it will provide information on how to access additional food resources through School Foods (previously known as Food Distribution Program). The Summit check-in begins at 7:00 AM and the Summit hours are 8:00 AM to 5:00 PM. Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration)
- 2. February 18, 2015 - 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 regulations and requirements. 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 SFSP Summit check-in begins at 7:00 AM and the Summit hours are 8:00 AM to 12:30 PM. Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration)
- 3. Summer Food - School Foods Ordering Web-Based Training:** Gain access to CNP2000 to order School Foods. Learn more about this resource during the non-profit day and see if it will benefit your organization. An additional training session will be offered on April 28, 2015 to instruct you on how to navigate the CNP2000 system. This session is required for those organizations that do not have access to CNP2000 and wish to order commodity foods to use in the SFSP.

Please register for the appropriate SFSP Summit and the CNP2000 training online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). Registration for the Summit closes on January 30, 2015 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.

## Annual Application Deadline, Process, and Requirements

### Application Deadline

- **March 27, 2015: Application deadline for school sponsors.**
- **April 3, 2015: Application deadline for non-school sponsors (private non-profit organizations, government entities, etc).**

In order for ADE to successfully 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 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.

Simplified SFSP sponsors need to submit **both** paper-based documents and the site and sponsor online applications each program year. Because ADE strives to ensure ease of applying and accuracy of information, it is pleased to announce that the budget has been redesigned. This redesigned document will significantly assist all organizations with determining projected expenditures and revenues and decrease the time spent on paperwork. The paper application allows organizations to use computers to fill out and compile essential information. **The application documents are on the flash drives provided at the Summit and must be submitted for approval prior to applying online. 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 Service Program you will be operating for 2015.**

The SFSP online applications are currently available for submission through the CNP Web system, located at: <https://www.ade.az.gov/CommonLogon/logon.aspx>. A username and password are required to enter the CNP Web system in order to access and submit your online 2015 SFSP site and sponsor applications. Other required documentation pertaining to the SFSP can be found at: [www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors).

***\*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 and 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 Division if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled.***



All required documents **must be submitted no later than the deadlines listed above to:**

SFSP 2015 Application  
Arizona Department of Education  
1535 W. Jefferson St, BIN 7  
Phoenix, AZ 85007

ADE specialists will contact sponsors once the hard copy 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 submit the approved information on-line. Sponsors must carefully read the on-line application instructions in the SFSP Web User Guide that is located at:

[www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors). 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 application approval are not eligible for reimbursement.**

### School Foods Program (Commodities)

All SFSP sponsors may participate in the School Foods Program. Sponsors are required to pay a delivery fee for any cases of School 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).

School 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 School Foods ordering website) and update the sponsor delivery locations and contact information.
- Remember to submit online applications as soon as your Specialist contacts you that your information is approved. ADE needs to approve the on-line application on or before April 17, 2015. Schools that are in good standing are considered approved for School Foods.

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

- Complete and submit a Food Distribution Program Delivery Information Application, which can be found at [www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors).
- To gain access to CNP2000 and an overview of the program, please attend the session for a School Foods Ordering Web-based training on April 28, 2015 SFSP Summit. Non-profit organization and government entities that wish to attend the CNP2000 training may register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).



## E-Memorandum Reminder

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. However, schools that successfully participate in the NSLP may contact their Specialists to discuss other options.**

### Program Forms

Required program materials for the 2015 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 [www.azsummerfood.gov](http://www.azsummerfood.gov) . Please click “Sponsors” on the top toolbar.

The Arizona SFSP logo and other outreach materials are available for sponsors to download by clicking “Resources” on the top toolbar of the new SFSP website.

**New!** All SFSP sponsors are required to submit either a new Permanent Agreement **or** an addendum to the current NSLP Permanent Agreement.

**New!** 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 cannot be claimed for reimbursement prior to ADE approval.
- **New!** Sponsors may submit claims for reimbursement at any time after the claim month ends. Claims are now 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, 2015.

### Advance Request

Simplified SFSP sponsors can 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 documentation to their Program Specialist. ADE will subtract the amount of the advanced funds from the



submitted reimbursement claims. Sponsors in good standing that wish to be considered for advanced funds may request it on the application.

Sponsors that 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 and it 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: [www.azsummerfood.gov/sponsors](http://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
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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.

