



Arizona Department of Education

Health & Nutrition Services Division

HNS #05-2019

MEMORANDUM

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

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services
Kenny Barnes, Co-Director Community Nutrition, Non-Traditional

Original Signed

Date: March 7, 2019

RE: New Application System for SFSP Application 2019

The purpose of this memorandum is to introduce a new application system that has been implemented for the Summer Food Service Program. This system, CNP Management Plan and Budget, allows both Simplified and Seamless sponsors to apply to the Summer Food Service Program online. Sponsors will no longer have to scan documents and email them over to ADE. Instead, sponsors will complete their forms and upload them to the new system. Sponsors will be provided with a checklist that outlines the required documentation needed to submit their application online.

Before accessing the new system, sponsors will need to grant themselves access in ADEConnect. This will be done by the applying institution's Entity Administrator. How-to guides are available on our website.

Once the Entity Administrator has granted access for those individuals for the SFSP application, CNP Management Plan and Budget will become available in ADEConnect and an application can be completed. Upon completion of the application, the sponsor will submit and wait for specialist review.

Please note that submitting an application through CNP Management Plan and Budget does not mean the application is approved. The sponsor must still be approved in CNP Management Plan and Budget as well as through CNPWeb.

As a reminder, meals served prior to ADE's approval of the application are not eligible for reimbursement. There are no exceptions!

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

Training Opportunities: Mandatory

Training is available to all qualified entities interested in being an SFSP Sponsor. CNP Management Plan and Budget training is mandatory for all program participants and will provide sponsors with the tools they need to successfully apply and renew for SFSP Program Year 2019. Trainings will be held online in a webinar format. Please register at <https://ems.azed.gov/Home/Calendar>

Webinar Dates:

- **March 11, 2019: 9:00 AM – 12:00 PM**

Annual Application Deadlines

Application Deadlines

- **March 22, 2019:** Application deadline for school sponsors wanting to participate in the USDA Foods Program.
- **March 29, 2019:** Application deadline for non-school sponsors (private non-profit organizations, government entities, etc.) wanting to participate in the USDA Foods Program.
- **May 31, 2019:** Sponsors must have a completed and approved application to participate for the summer of 2019. Please note that any applications received after this date will not be considered for SFSP sponsorship participation, but can be considered as an SFSP site.

E-Memorandum Reminder

Health & Nutrition Services, SFSP posts all SFSP memoranda to the ADE website: <http://www.azed.gov/hns/memos/>. **SFSP Sponsors are responsible for all information provided in SFSP Child Nutrition (CN) memos;** hard copies will not be mailed directly to the sponsor. Please visit the website regularly to review the most current information related to the SFSP.

Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and choose Option 1 for Community Nutrition Programs.

This institution is an equal opportunity provider.