How to Access and Complete the Management Plan and Budget for the Summer Food Service Program

Contents

Introduction

WHAT IS A QUICK GUIDE?

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides. They do not count towards Professional Standards training hours.

INTENDED AUDIENCE

This resource is intended for **Community Organizations (COs)** and **School Food Authorities (SFAs)*** applying to operate the **Summer Food Service Program (SFSP)**.

* For SFAs applying for SFSP, the successful operation of the NSLP may be considered sufficient evidence of compliance with administrative capability and financial viability. Therefore, SFAs in good standing who have not experienced operational problems will not be required to submit a management plan.

PURPOSE OF THIS QUICK GUIDE

Institutions applying to operate the SFSP must complete a Management Plan and Budget to be considered for program approval. This quick guide will review the documents and information required to assist in the process of completing and submitting the Management Plan and Budget in the CNP Management Plans and Budgets system.

Application Process

Application Process

All organizations applying to operate the SFSP must demonstrate to the State Agency compliance with the performance standards for financial viability, administrative capability, and program accountability through the submission of a management plan and budget. The SFSP management plan and budget are submitted by sponsors in the CNP Management Plans and Budgets web-based system.

For SFAs applying for SFSP, the successful operation of the NSLP may be considered sufficient evidence of compliance with performance standards. Therefore, SFAs in good standing who have not experienced operational problems will not be required to submit a management plan. However, the State agency may request additional evidence of administrative capability to ensure the SFA can comply with the performance standards specific to the SFSP.

- **SFAs** must submit an Annual Financial Report (AFR) to ADE to be considered in good standing and will be exempt from submitting a budget if financial viability is evident through the submission of the Food Service AFR.
- ***Child and Adult Care Food Program (CACFP) Institutions** must demonstrate compliance with financial viability, administrative capability, and program accountability; therefore, COs will still be required to submit a management plan and budget for SFSP participation.*

After the Management Plan and Budget are submitted in the CNP Management Plans and Budgets System, an HNS Specialist will review the submission for accuracy and completion. If revisions are needed, the applications will be rejected and returned for corrections. Once the Specialist deems the Management Plan and Budget complete, the Management Plan and Budget will be sent for Director approval.

Once the Management Plan and Budget are approved by a Director, the final step of the applications process is to complete Site and Sponsor Applications in the CNPWeb.

Management Plan

Management Plan

Completing the Management Plan

The Management Plan has five sections: Sponsor Information, Site Information, Administrative Capability, Financial Viability, and Certification Statements.

Tips for a Successful Submission!

- Have documentation complete and ready to go.
- Save often! The system times out after 10 minutes. Any information that is not saved will be lost.
- Use our webpage! Forms and resources are available on the SFSP webpage: www.azed.gov/hns/sfsp.

Required Documents

Before starting the Management Plan for SFSP operators should gather the following documentation:

Community Organizations Operating SFSP

- myFOODS/FFAVORS Delivery and Contact Form (if applicable - required if requesting to participate in USDA Foods only)
- Annually Required Training Certificates
  - Civil Rights Compliance
  - Orientation to Serving Summer Meals
- Contract for Vended Meals (if applicable) (Checklist) (Template)
- Brochures/Pamphlets that describe year-round services
- Media Release (Private Non-Profits Only) (Open Sites) (Closed Enrolled & Camps)
- Health Department Letters (if applicable - required if operating at non-school sites)
- Pre-Operational Site Visit(s) (if applicable - required for new sites or sites that had operational issues last PY)
- Documentation of Site Eligibility

- Unique Entity Identifier
- Civil Rights Data Collection
- Non-Associated Site Agreement (required for sites that are not directly affiliated only)
- Job Descriptions that include SFSP responsibilities/duties (new operators only)
- Civil Rights Pre-Award (new operators only)
- Satisfaction of Liens, Judgements, Bankruptcy, Litigation(s) (if applicable)
- Organizational Chart (new operators only)
- Tax Exempt Status Letter from IRS (new operators only)
- An independent audit, IRS Form 990, AFR, NSLP Review Summary, or Profit & Loss Statement dated within the last 12 months
- Last 3 Board Meeting Minutes
- List of Board Members

School Food Authorities Operating SFSP

- myFOODS/FFAVORS Delivery and Contact Form
- Contract for Vended Meals (if applicable) (Checklist) (Template)
- Civil Rights Compliance Training Certificate
- Health Department Letters (if applicable - required if operating at non-school sites)
- Documentation of Site Eligibility
- Civil Rights Data Collection
- Pre-Operational Site Visit(s) (if applicable - required for new sites or sites that had operational issues last PY)

- Unique Entity Identifier
- Civil Rights Pre-Award (new operators only)
- Non-Associated Site Agreement (required for sites that are not directly affiliated only)
- Job Descriptions that include SFSP responsibilities/duties (new operators only)
- Names and Non-Business Addresses for two Responsible Principals
- Anticipated Board Meeting Dates
- An independent audit, IRS Form 990, AFR, NSLP Review Summary, or Profit & Loss Statement dated within the last 12 months

Accessing the Management Plan and Budget

To access the Management Plan and Budget, login to the CNP Management Plan and Budgets system in ADEConnect.
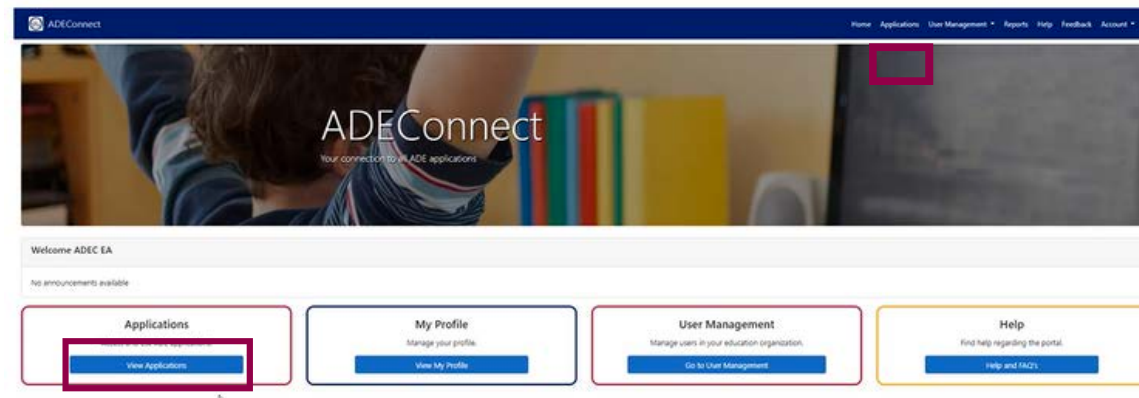
Step #1:

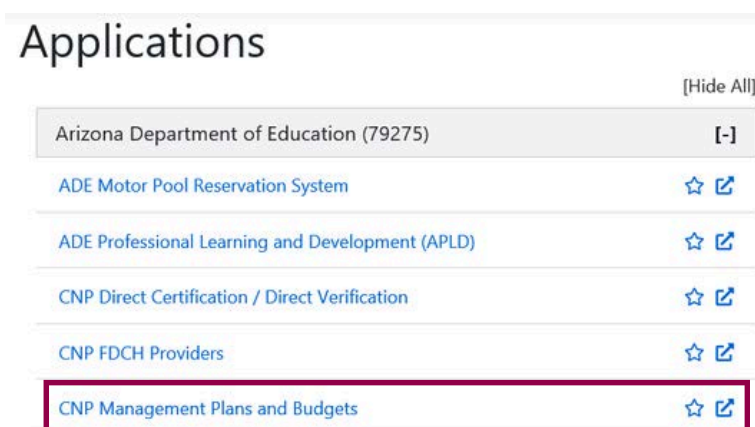Log into ADEConnect by using your username and password.

Step #2:

Click on the 'View Application' or 'Applications at the bottom left or top right corner of the page.

Step #3:

Click on the 'CNP Management Plans and Budgets' link.

Accessing the Management Plan and Budget

Step #4:

Click on 'Dashboard' to access the Management Plan and Budget.

Step #5:

The top section of the Sponsor Dashboard is where you will see any special instructions from the program area. The lower section lists the applications that have been assigned to you for previous program years and for the current program year. If you are an SFA, you will see one application, the CNP Management Plan- SFSP Simplified or Seamless application. If you are a CO, you will see two applications available, the CNP Management Plan- SFSP Simplified and CNP Budget- SFSP Simplified. SFAs are not required to submit an SFSP budget application. Before clicking on the current program year application(s) you wish to complete. Please verify that the correct program application(s) have been assigned according to the program you will be sponsoring.
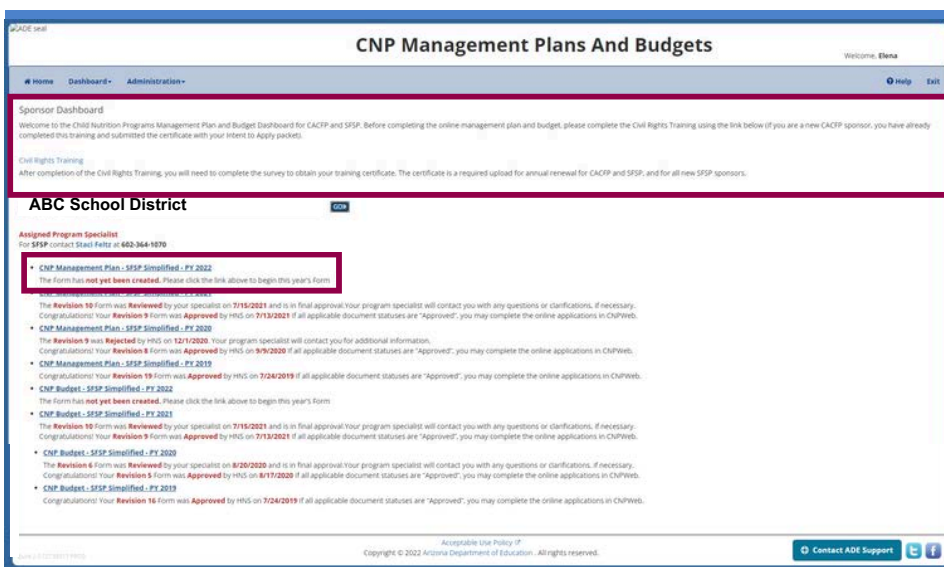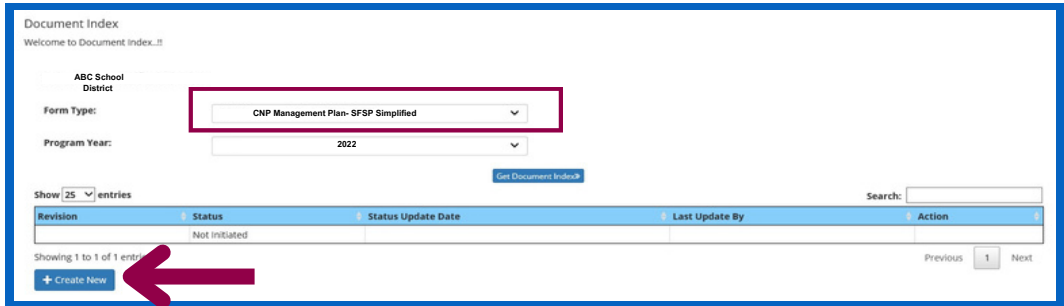

Note: If the assigned application does not display the SFSP program you will be operating for the program year, please contact your Health and Nutrition Services Specialist so the correct application can be assigned. To access the Budget application, click on 'CNP Budget-SFSP Simplified' for the current year.

Accessing the Management Plan and Budget

Step #6:

Once you have clicked on the the current program year application, you will be directed the Document Index page. Click on 'Create New' for the application home page to open.

Note: The 'Create New' tab is only available if the application is 'Not Initiated' or the last revision status is 'Approved' or 'Rejected.' If you have initiated an application already, simply click on the hyperlinked form name.

Completing the Management Plan

Below is the Management Plan home page. As previously stated, the application consists of five sections: the Sponsor Information, Site Information, Administrative Capability, Financial Viability, and Certification Statements. Each section must be completed and error free before it can be submitted to ADE.

To access an application section, click on the section link to the left of the screen. Once the section has been accessed, click the 'Edit' button located at the top of the screen to edit the section. When the section has been completed and saved, a green checkmark will populate next to the section link. If the section has not been completed or is incomplete, the section will continue to populate a red x.

'Save' will save all the data entered in the form 'Cancel' will not save any work you have done.

Management Plan
SPONSOR INFORMATION

Sponsor Information

Site Information
- Site Name

Administrative Capability

Financial Viability

Certification Statements

The Sponsor Information page of the Management Plan gathers details about the structure of your organization.

To access the Sponsor Information page, select the link on the left -hand side of the screen.

Sponsor Information: The first section to complete is the Sponsor Information section.

- **Unique Entity Identifier:** All operators of the SFSP are required by the Funding Accountability and Transparency Act (FFATA) to have a Unique Entity Identifier (UEI). The UEI is the official name of the "new, non-proprietary identifier" that will replace the D-U-N-S® number. To look-up your UEI, please visit sam.gov/content/duns-uei.
- **Federal ID Number:** Input the Federal Tax Identification Number or Employer Identification Number (EIN), which is a nine-digit number that is valid throughout the United States for banking, tax filing, and other business purposes.

Physical Address and Mailing Address: To complete the following two sections, simply input the physical and mailing address of the applying sponsoring entity.

Authorized Representative: Input the name, title, and contact information of an individual listed on the permanent agreement who will serve as a point of contact for the applying sponsoring entity.

Organization: Describe the ongoing year round services the organization provides to the community, how the organization will conduct outreach, list the assumed named of the organization, and if the sponsoring entity is willing to accept additional sites that would like to participate in SFSP.

Management Plan

SPONSOR INFORMATION

Advances: To assist operators in meeting operating costs and administrative expenses, advance payments may be requested by any organization that operates 10 or more days during a month, if there is an executed Program agreement. You must elect if the sponsoring entity wants to receive advance payments. If you do wish to receive advance payments, you must email Documentation of Staff Training to your assigned HNS specialist.

Vendor/Central Kitchen Information: Operators must indicate if any meals will be prepared by a Food Service Management Company, Caterer, or Central Kitchen, if so, information about the vendors and or/central kitchens that will be preparing meals during the operation of the SFSP must be entered.
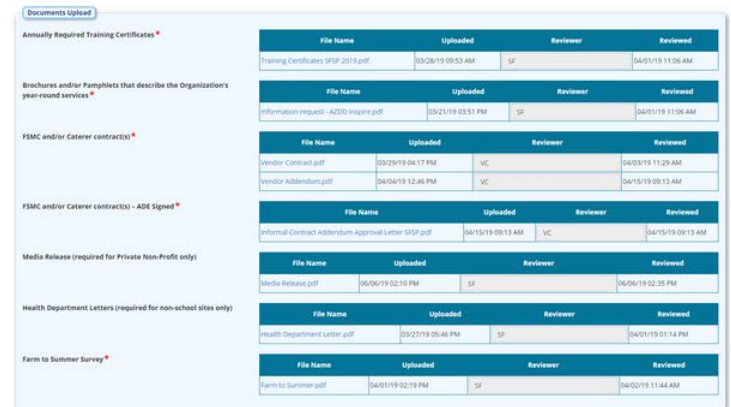
USDA Foods: Operators must indicate if the sponsoring entity intends to participate in the USDA Foods Program.

Certification Statements: You must indicate you have read and understand the certification statements by clicking the I agree boxes. In addition, you must answer if the sponsoring entity has ever been terminated from any child nutrition program, if the organization operates or plans to operate in a different state, and if the entity has ever participated in any programs that are funded through USDA other than SFSP.

Management Plan

SPONSOR INFORMATION: DOCUMENTS UPLOAD

At the bottom of the Sponsor Information page is the Documents Upload section. Documents with a red asterisk must be uploaded for the section to be considered complete. The required document upload section will vary based on the information provided by the sponsor.

Upload the documents below only if applicable to your organization:

Annually Required Training Certificates: Upload sponsor training certificates offered by the State agency to demonstrate satisfaction of the annual training requirements, which includes:

- Civil Rights Compliance Training
- Online Course: Orientation to Summer Meals

Organization Year Round Services: Upload a brochure and/or pamphlet that describes the organization's year round public service to the area in which the sponsoring entity intends to serve summer meals.

FSMC and or/Caterer contract(s): Upload a copy of the organization's food contract if you answered 'yes' to Vendor/Central Kitchen Information section.

- *Please note, the contract(s) must also be submitted to HNSContracts@azed.gov.*

Media Release: Each year, sponsors must announce their participation in the SFSP by issuing a Media Release to a local media source, such as a radio station, local paper, or TV station (required for Private Non-Profit only). Please note, it should be free of charge to run a media release as an advertisement. Operators do not need to pay.

- Media Release Form (Open Sites) (Closed Sites and Camps)

Food Distribution Delivery Information: Upload myFOODS/FFAVORS Delivery and Contact Form if you answered 'yes' to participating in the USDA Foods program. Please note, to receive USDA Foods you must also email the complete form to USDAFoods@azed.gov.

Management Plan

Health Department Letters: Upload the letter that was sent to the Health Department that lists all non-school sites that will be participating on SFSP (required for non-school sites only). [Health Department Letter Template](#).

Management Plan

SITE INFORMATION

This is the second section of the Management Plan application. The Site Information page details how SFSP is operated at the site-level. A Site Information page must be completed for each site that will be participating.

To access the Site Information page, select the link on the left-hand side of the screen.

Site Information: Operators must indicate if the site has participated before, if there were any operational issues at the site last year, if the site is a legal entity to the sponsoring entity or if it's legally separate, site type, and whether the site is located in an Urban or Rural location, which can be determined using the Rural Designation for SFSP.

Physical Address: To complete the following section, simply input the physical address of the site where summer meals will be provided.

Site Contact: Input the name, title, and contact information of the individual who will serve as a point of contact for the operating site.

Site Eligibility: Describe the ongoing year round services the organization provides to the community, how the organization will conduct outreach, list the assumed named of the organization, and if the sponsoring entity is willing to accept additional sites that would like to participate in SFSP.

- How to Determine & Document Site Eligibility for Summer Meal Service

Operating Dates: Enter the first and last day of operation of the site and list any holidays the site will not be serving or any specific dates of operation that the site will not be in operation. If their is a break in operation the entered dates must reflect that.

- Operating dates should be after the school year ends.

Management Plan

SITE INFORMATION

Meal Participation: Select the meals the site will be serving and include meal times, meal service days, number of operating days, the estimated meals served daily, meal preparation, how meals for the following day will be determined, and if the meal service will be held indoors or outdoors. Please note that sites can serve a maximum of two meals per day. Note! Be reasonable when inputting the estimated meals served daily and meal participation. The figures inputted are used to calculate the anticipated reimbursement. If the figures are unreasonable, it will be difficult to build a budget.

- As a reminder, all meal/snack combinations except lunch and supper are allowable.

Is the meal service area indoor or outdoor?: Operators must indicate if the meal service area is indoor or outdoor.

- If outdoor is selected, the following two fields must be complete:
  - **Indicate arrangement in case of inclement weather:** a textbox to describe the arrangements in the event of inclement weather must be provided.
  - **This outdoor site is requesting a waiver for non-congregate feeding through the Heat Demonstration Project:** the Excessive Heat Non-Congregate Feeding Waiver permits sites to conduct a non-congregate meal service on days when the National Weather Service has issued a Heat Advisory, Excessive Heat Warning, or Excessive Heat Watch for the area where the site is located. Summer operators wishing to utilize the waiver must opt in at the site-level by indicating yes in this area of the Management Plan and by further requesting its use in each applicable CNPWeb Site Application - Section 4.
    - The participating operator will be required to track and report to HNS the number of meals served under this flexibility in the survey link provided below and keep documentation supporting the Excessive Heat Warning/Watch from the National Weather Service.
      - Reporting Survey

Management Plan

SITE INFORMATION

Civil Rights Data Collection: Operators must complete the Civil Rights Data Collection table annually. Completion of this table requires information about the site's service area.

- Service Area: To complete the Service Area column, utilize the following resource: [How to Complete Ethnic and Racial Data](#).

Ethnic Category	Service Area % *
Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)	60.3 %
Non-Hispanic or Non-Latino (all others, Irish, French, German, etc.)	39.7 %
Total	100.0 %

Racial Category	Service Area % *
White	53.9 %
Black or African American	9.5 %
American Indian or Alaskan Native	4 %
Asian	1.6 %
Native Hawaiian	0.3 %
Some Other Race	26.6 %
Two or More Races	4.1 %
Total	100.0 %

Management Plan

SITE INFORMATION

Food Safety and Sanitation: Enter the site's plan to hold meals at the appropriate temperatures, how the site will store meals after delivery and before meals are served to children, and the sites plan for storage, disposal, and leftover meals.
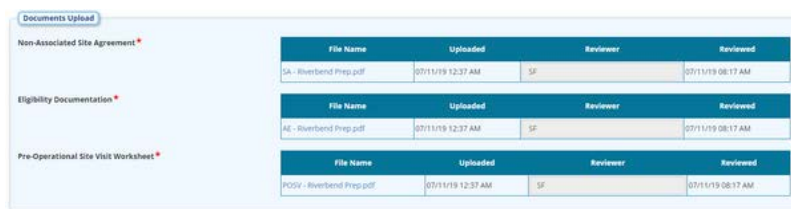
Waiver Request: Indicate if the site will be requesting a waiver to waive the first week site visit if the site is in good standing with the sponsoring entity and if the site will be requesting a waiver to serve meals outside of the current USDA Regulation, 7 CFR 225.16(c)(1) which states that three hours must elapse between the beginning of one meal service, including snacks, and the beginning of another meal service, except that four hours must elapse between lunch and supper, if no snack is served

Site Certification: You must indicate you have read and understand the site certification statement by clicking the I agree box, if you agree to notify the State by email or submission of the SFSP Field Trip Permission Form within 24 hours of all scheduled field trips.

Management Plan

SITE INFORMATION: DOCUMENTS UPLOAD

At the bottom of the Sponsor Information page is the Documents Upload section. Documents with a red asterisk must be uploaded for the section to be considered complete. The required document upload section will vary based on the information provided by the sponsor.

Upload the documents below only if applicable to your organization:

Eligibility Documentation: Upload all documentation that indicates how the site was determined eligible. For more information on how to determine site eligibility review the How to Determine and Document Site Eligibility for Summer Meal Service guide.

Non-Associated Site Agreement: Required for operators who are administering sites that are not legally affiliated with their organization.
- Sponsor Non-Associated Site Agreement.

Pre-Operational Site Visit Worksheet: Operators must visit new sites and any site that had operational problems in the previous year. Required for non-school sites.
- Pre-operational Site Visit Worksheet

Management Plan

ADMINISTRATIVE CAPABILITY

This is the third section of the Management Plan application. The Administrative Capability page is used to validate that you are administratively capable of operating the SFSP.

To access the Administrative Capability page, select the link on the left-hand side of the screen.

Staffing: Indicate if the sponsoring entity has sufficient staff to assess and determine needs for SFSP in the area being served and to effectively write and adhere to an outreach plan by answering 'yes' or 'no.'
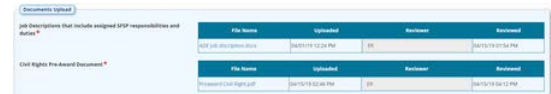- Sufficient staff means at least one person per site, and at least one monitor for every five sites.

Training: The sponsoring entity must train all new staff on the requirements of SFSP before they assume responsibility for program functions. In addition, all staff members must receive training on SFSP functions. Indicate how new staff was trained, when all staff members were trained, and when all staff completed the Civil Rights training by adding the date of when the training was completed and adding a checkmark the topics covered at each training. All topics listed must be covered.

Record Retention Confirm: You must indicate you have read and understand the record retention certification statement by clicking the I agree box, if you agree to to retain all hardcopy original SFSP records for 5 years. The current month plus the last 11 months of SFSP records must be stored at the physical address provided on the Sponsor Information page. The previous 4 years of SFSP records may be stored off site; however, they must be made available within 24-hour notice. You may maintain electronic copies in addition to hardcopy originals. We encourage you to have a regularly scheduled backup system. Documents must be made available to ADE reviewers immediately upon request. Additionally, the Food Service Permanent Agreement must be maintained on-site at all times.

Management Plan

ADMINISTRATIVE CAPABILITY: DOCUMENTS UPLOAD

At the bottom of the Administrative Capability page is the Documents Upload section. Sponsors must upload job descriptions and the Civil Rights Pre-Award document.

Civil Rights Pre-Award Document: ADE is required to conduct a pre-award civil rights review of unfunded Sponsors applying for a Child Nutrition Program. Upload the Civil Rights Pre-Award document.

Job Descriptions: Upload a document that describes in detail the tasks, duties, function, and responsibilities of all positions who will be directly operating SFSP.

Management Plan

FINANCIAL VIABILITY

This is the fourth section of the Management Plan application. The Financial Viability page is used assess that the organization is financially viable and has the proper internal controls in place to ensure accountability of federal program dollars.

To access the Financial Viability page, select the link on the left-hand side of the screen.

Organization: Enter the type of sponsoring entity that will be participating in SFSP and indicate if the organization has ever been revoked of it's tax-exempt status.

Responsible Principals and Board Information: To complete the Responsible Principals section of the Financial Viability page input the name, date of birth, and **non-business** mailing address for at least two persons responsible for the overall operation of the SFSP. In addition, indicate if any members of the board have a financial interest in the sponsoring entity and enter the anticipated board meeting dates for the upcoming program year. At least one date must be entered.

Internal Controls and Conflict of Interest: This section is heavily assessed when considering your financial viability. Responses should be accurate and detailed.

- **Does the organization maintain a less-than-arm's length relationship...:** Indicate any potential conflicts of interests by selecting Yes or No from the dropdown. If you respond yes," another box will appear to allow you to disclose this information. Answering yes does not automatically disqualify you. Please disclose anything you think might be perceived as a problem.
  - *For example, if your sister-in-law owns the catering company that provides meals at your center, that would be seen as a "less-than-arm's-length relationship". If we know about it, we can discuss it to ensure everything is properly documented. If you do not disclose it and we discover it, it will force us to take action.*

Management Plan

FINANCIAL VIABILITY

Internal Controls and Conflict of Interest Continued:

- **Does the organization prevent and detect...:** Describe in detail the financial internal controls you have in place to prevent and detect improper financial activities to ensure SFSP funds are safeguarded.
  - For reference, internal controls are the mechanisms, rules, and procedures you use to ensure the integrity of your business' financial and accounting information. They promote accountability and help prevent fraud. They will also help you correct any issues if identified.
    - If you are unsure how to answer this question adequately, research financial or accounting internal controls online. Read about the main types of internal controls and describe how you implement some of them in your institution. If none of them apply, you must implement internal controls immediately.

Financial Recordkeeping: These questions help ADE understand who reviews your financial records, how often they are reviewed, how you track financial information, and who develops and executes the SFSP budget.

- **Who is responsible for reviewing the organization's financial records?** Provide the name(s) and title(s) of the individual(s) responsible for the financial operations of the organization.
- **How often are the organization's financial records reviewed?** Available options are Monthly, Quarterly, Semi-Annually, Annually, or Other. If Other is selected, provide an explanation.
- **What are the programs/systems used to track/manage financial related information?** Provide the name of the software used to record and maintain financial activity of the organization. If using a manual system, enter "Manual".
- **What position in the organization is responsible for developing and executing the CACFP Operational and Administrative budget?** Enter the name and title of the individual(s) that are responsible for preparing the budget.

Projected Revenue Sources: The Projected Revenue Sources collects information about additional funding sources available that could be used to supplement food program expenses if/when necessary.

Management Plan

FINANCIAL VIABILITY

Projected Revenue Sources Continued:

- **Income Chart**: In the chart under Projected Revenue Sources, list the sources of money you have coming in which can be used for SFSP operations in monthly amounts. These revenue sources may include donations, participant fees, unrestricted grant funding, fundraising, etc. Things that are not revenue sources and therefore should not be listed include loans, credit lines, and savings account.
- **Explain the organization's plan to sustain the SFSP in the event of a delay:** Provide a detailed explanation of how the sponsoring entity will continue to meet the requirements of the SFSP in the event that program funds are delayed or interrupted. Provide enough detail for the ADE to determine the source of the funds being used and how much will be available. Consider the income sources listed in the Projected Revenues Income Chart.
- **Explain the organization's plan to repay the SFSP:** Provide a detailed explanation of how the sponsoring entity will repay outstanding debts that resulted from overclaims or pay for costs to operate the SFSP that are in excess of the monthly reimbursement. Provide enough detail for the ADE to determine the source of the funds available and how much will be available. You may find that this response is similar to the response provided for the last question.

Bankruptcy: The next section collects information about past/current bankruptcy status. ADE verifies all responses using public bankruptcy records. Please respond honestly. If you don't disclose the information, it will delay processing as your submission will be rejected for revision. To improve processing time, please disclose your bankruptcy history accurately the first time around.

- **Has the organization been in bankruptcy anytime in the past 7 years?** If the sponsoring entity has declared bankruptcy in the past 7 years, answer Yes to this question and provide an explanation. If you answer yes, you will later be prompted to upload documentation of satisfaction of judgements/liens. In this Documents Upload section, please provide appropriate documentation to support the explanation about having declared bankruptcy.

Management Plan

FINANCIAL VIABILITY

Bankruptcy Continued:

- **Is the organization currently in bankruptcy?** If the sponsoring entity has recently filed bankruptcy that has not yet been discharged, answer Yes to this question and provide an explanation. If you answer yes, you will later be prompted to upload documentation of satisfaction of judgements/liens. In this Documents Upload section, please provide appropriate documentation to support the explanation about the bankruptcy status.

- **Has there ever been a lien or judgment against the organization and/or the responsible principals of the organization?** If the sponsoring entity and/or it's responsible principals have ever had a lien or judgment against them, this question must be answered Yes and an explanation must be provided. If you answer yes, you will later be prompted to upload documentation of satisfaction of judgements/liens. In this Documents Upload section, please provide appropriate documentation to support the explanation provided.

- **Does this organization have any current or pending litigation(s)?** If the sponsoring entity has any pending litigation(s), this question must be answered Yes and an explanation must be provided. If you answer yes, you will later be prompted to upload documentation. In this Documents Upload section, please provide appropriate documentation to support the explanation provided.

Management Plan

FINANCIAL VIABILITY: DOCUMENTS UPLOAD

At the bottom of the Financial Viability page is the Documents Upload section. Documents with a red asterisk must be uploaded for the section to be considered complete. The required document upload section will vary based on the information provided by the sponsor.

Upload the documents below only if applicable to your organization:

Certificate of Incorporation: Upload the organization's certificate of incorporation.

Independent audit, IRS Form 990, or Profit & Loss Statement: Upload the organization's most recent independent audit, IRS Form 990, or Profit and Loss Statement.

Last 3 board meeting minutes: Upload a copy of the organization's last three board meeting minutes that highlight key issues that have been discussed, motions proposed or voted on, and activities to be undertaken when operating SFSP.

List of all Board Members: Organizations must submit a list of all the governing board members and include their title and full name.

NSLP Review or Annual Financial Report: Upload the school's most recent NSLP review or Annual Financial Report (AFR).

Organizational Chart: A chart that visually conveys the organization's internal structure that describes in detail the roles and responsibilities of employees operating the SFSP.

Tax exempt status letter from the IRS: Upload the Organization's most recent tax information.

Management Plan

CERTIFICATION STATEMENTS

This is the fifth section of the Management Plan application. The Certification Statements page is used to validate that you attest to specific program requirements.

To access the Certification Statement page, select the link on the left-hand side of the screen.

To complete the Certification Statements page, simply read each statement. If the statement is true, select the box. Once all statements are read, understood, and checked to indicate agreement, the Certification Statements page is complete.

Management Plan

SUBMITTING THE APPLICATION

After the Certification page has been saved and all sections of the Management Plan have been complete and have a green checkmark, you will be able to submit the application by clicking the 'Submit' button.

If any errors remain on any section of the application, you will receive an error message that the Management Plan cannot be submitted. initial submissions and revised applications are reviewed in the order they are received. It is highly recommended that you conduct a thorough review of your Management Plan prior to submitting to assure it is free of errors.

After assuring each page is up to date, accurate, and complete, submit the Management Plan by selecting the Submit button.

Once submitted, continue on to complete the Budget application.

Budget

Budget

Completing the Budget

Every year, Community Organizations operating the SFSP must submit a budget forecasting the amount of reimbursement that will likely be received and how that reimbursement will be spent. Budget figures do not impact reimbursement, but rather communicate how you plan to spend reimbursement when it is received.

- Resource: SFSP Budget Estimator

Budget and Cost Reporting Requirements

Budgets must demonstrate planned compliance for the following cost reporting requirements -

- Operators of the SFSP must spend all their reimbursement on allowable SFSP expenses.
- Sponsoring entities must operate a non-profit food service.

Tips for a Successful Submission!

- Save often! The system times out after 10 minutes. Any information that is not saved will be lost.
- Only provide annually required forms/information or update items that have changed.
- Utilize https://www.azed.gov/hns/sfsp. Additional forms and resources are available on Program Forms and Resources tab.

Required Documentation:

Before starting the Budget for SFSP operators should gather the following documentation:

- **Community Organizations**
  - Information for labor costs – positions, duties, hourly wage rates, etc.
  - Costs of any utilities or other costs that you intend to claim.
  - Food and supply costs from last year.
  - Any carryover from previous year.
  - Projected SFSP reimbursements.
- **School Food Authorities**
  - Annual Financial Report (AFR).

Budget

GENERAL INFORMATION

This is the first section of the Budget application. The General Information page is an estimate of income and expenditures that help assess the sponsoring entity's projected meal reimbursement.

⑦ CNP Budget - SFSP Simplified

📄 General Information

📄 Projected Meal Reimbursement Summary
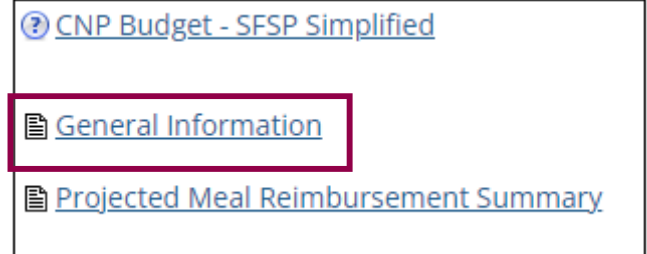
To access the General Information page, select the link on the left-hand side of the screen.

General Information:

- **No. of Administrative Days:** Input the total number of administrative days, or anticipated number of days where administrative tasks such as staff training, monitoring, application and claim preparation, etc. will be conducted.
  - *The number of administrative days may exceed operational days as there is planning involved prior to operation and that is allowable.*
- **No. of Operational Days:** Input the total number of operational days, or days where meals will actively be served.
- **Will the organization pay employees for work related to the SFSP?** Note: Verification of payment must be available upon request and at the time of the Administrative review:? Indicate whether the sponsoring entity will pay employees for work related to the SFSP by selecting 'Yes' or 'No.'

Administrative Labor: Operators who answer 'yes' to the question about paying employees for work related to the SFSP, will be prompted to add the Job Function, Position, Number of Staff in Position, Hours per day, and Salary, and Benefits (if applicable). To add click on 'Add Administrative Labor Costs Row.' To delete the row click on the 'Remove' button.

Budget

GENERAL INFORMATION

Administrative Labor Continued:

- **Position:** List the positions of individuals who perform administrative tasks.
- **SFSP Duties:** List the administrative tasks the position is responsible for. Common administrative tasks include, collecting information for claims, cost reporting, submitting claims, training staff, and monitoring sites.
- **No. of Staff:** Identify the number of individuals for each position responsible for completing administrative tasks.
- **Hours per day for SFSP Duties only:** Indicate the hours per day each position spends completing administrative tasks.
- **Salary/Wage per hour:** Input the hourly wage for each position.
- **SFSP Portion of Benefits:** Benefits are not a common cost sponsoring entities choose to include in their budget. However, if you offer employee benefits, a portion of those benefits may be attributed to the SFSP. If you'd like to report a portion of employee benefits as a SFSP expense, identify the SFSP portion of benefits using the following formula:
  - Calculate the hours spent on SFSP duties by multiplying the Hours per day for SFSP Duties only by the total number of days the employee works monthly and dividing the product by the employee's total monthly work hours. Then, multiply the calculated hours spent on SFSP duties by the number of SFSP operating months, and the annual cost of benefits paid to the employee.

Administrative Expenses: To complete this section, refer to recent receipts or invoices for printing, mailing, phone costs, office supplies, and administrative travel expenses before you began completing the budget. If any of these expenses do not apply, simply leave the field(s) blank or input '0'.

- **Telephone**: Input the approximate communication cost that will be incurred for the purpose of operating and administering the SFSP. Then, input a brief description explaining how the value of the cost was determined.
- **Printing/Copying:** Input the approximate cost of printing/copying that will be incurred for the purpose of operating and administering the SFSP. Allowable costs include cost of ink and paper to print program-related forms and resources that are directly related to or benefit program operations. Then, input a brief description explaining how the value of the cost was determined.

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Administrative Expenses Continued:

- **Postage:** Input the approximate cost of postage that will be incurred for the purpose of administering and operating the SFSP. Allowable postage costs include any mailing costs incurred when shipping program related forms or materials necessary for program operations. Then, input a brief description explaining how the value of the cost was determined.
- **Office Supplies:** Input the approximate cost of office supplies that will be incurred for the purpose of administering and operating the SFSP. Allowable office supplies costs include basic office items necessary for program operations. Then, input a brief description explaining how the value of the cost was determined.
- **Administrative Travel to and from Sites:** Input the approximate cost that will be incurred for administrative travel. Allowable travel costs include the cost to travel to training and monitoring sites. Then, input a brief description explaining how the value of the cost was determined.

Operational Labor: Operators who answer 'yes' to the question about paying employees for work related to the SFSP, will be prompted to add the Job Function, Position, Number of Staff in Position, Hours per day, and Salary, and Benefits (if applicable). To add click on 'Add Administrative Labor Costs Row.' To delete the row click on the 'Remove' button.

- **Position**: List the positions of individuals who perform operational tasks.
- **SFSP Duties**: List the operational tasks the position is responsible for. Common operational tasks include cooking, cleaning, processing, transporting, storing, and handling food and supplies, engaging in the meal service, taking point of service meal counts, and verifying creditability of meals, etc.
- **No. of Staff:** Identify the number of individuals for each position responsible for completing operational tasks.
- **Hours per day for SFSP Duties only:** Indicate the hours per day each position spends completing operational tasks.
- **Salary/Wage per hour:** Input the hourly wage for each position.
- **SFSP Portion of Benefits:** If you offer employee benefits, a portion of those benefits may be attributed to the SFSP. For more information, refer to the description under Administrative Labor.

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Operational Expenses: To complete this section, refer to the reasonable range for projected food costs, projected non-food supply costs, facilities, and transportation expenses calculated before you began completing the budget. If any of these expenses do not apply, simply leave the field(s) blank or input '0'.

- **Projected Food Costs:** Input the anticipated annual food costs for summer meals. Then, input a brief description explaining how the value of the cost was determined.
- **Projected Non-Food Supply Costs:** Input the anticipated non-food supply costs. These costs may include food packaging, utensils, napkins, kitchen cleaning supplies, etc. Then, input a brief description explaining how the value of the cost was determined.
- **Facilities/Utilities:** Input the anticipated facility and utility costs that will be incurred over summer operations and a description of how the figures were determined. Allowable costs include rental/leasing costs, rental of equipment and vehicles, kitchen equipment repairs, electricity, water, trash removal, etc. Then, input a brief description explaining how the value of the cost was determined.
- **Transportation of Food to Sites:** If applicable, input the approximate cost to transport food to sites. Then, include a brief description of how the cost was determined. Then, input a brief description explaining how the value of the cost was determined.
- **Transportation of Children to Sites:** If applicable, input the approximate cost to transport children to sites. Then, include a brief description of how the cost was determined. Then, input a brief description explaining how the value of the cost was determined.

Budget

BUDGET SUMMARY

The summary section at the bottom of the page calculates and summarizes the Projected SFSP Reimbursement based on all the information previously entered. The table can be used to transfer costs to the CNPWeb final application.

Summary

Administrative Costs	
Labor - Administrator(s)	$0.00
Labor - Monitor(s)	$0.00
Labor - Secretary, Bookkeeper	$0.00
Benefits - Administrative	$0.00
Printing/Mailing/Phone	$0.00
Travel to and from Sites	$0.00
Administrative Costs Summary Total	**$0.00**

Operational Costs	
Direct Labor - Operational(s)	$0.00
Benefits - Operational	$0.00
Food	$0.00
Non-Food Supplies	$0.00
Facilities/Utilities	$0.00
Transportation of Food to Sites	$0.00
Transportation of Children to Sites	$0.00
Operational Costs Total	**$0.00**

Total SFSP Costs and Revenues	
Total Projected SFSP Costs	**$0.00**
Total Projected SFSP Reimbursements	**$0.00**
Total Projected Funds Required for Operation of SFSP	**$0.00**
Carry-over from Previous Year	$
Additional Non-SFSP Funds Required for Operation	**$0.00**

For a more detailed summary of the Projected SFSP Reimbursement Summary calculations, click on the 'Projected Meal Reimbursement Summary.'

? CNP Budget - SFSP Simplified

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Budget

SUBMITTING THE APPLICATION

Before you submit the budget, review the budget summary to confirm the anticipated expenses and anticipated reimbursement are reasonable. Make revisions as needed.

Please note, if anticipated reimbursement seems too high, you may need to revise the site information page(s) of your management plan. The total number of operating dates and the anticipated number of participants are used to calculate projected reimbursement.

Once you feel your budget is reasonable, verify compliance prior to submission.

- Confirm you plan to operate a non-profit food service, meaning there are more budgeted expenses than reimbursement. If not, you must increase planned spending. Review your budget once more for reasonability. Identify any budget areas that could be added or increased.
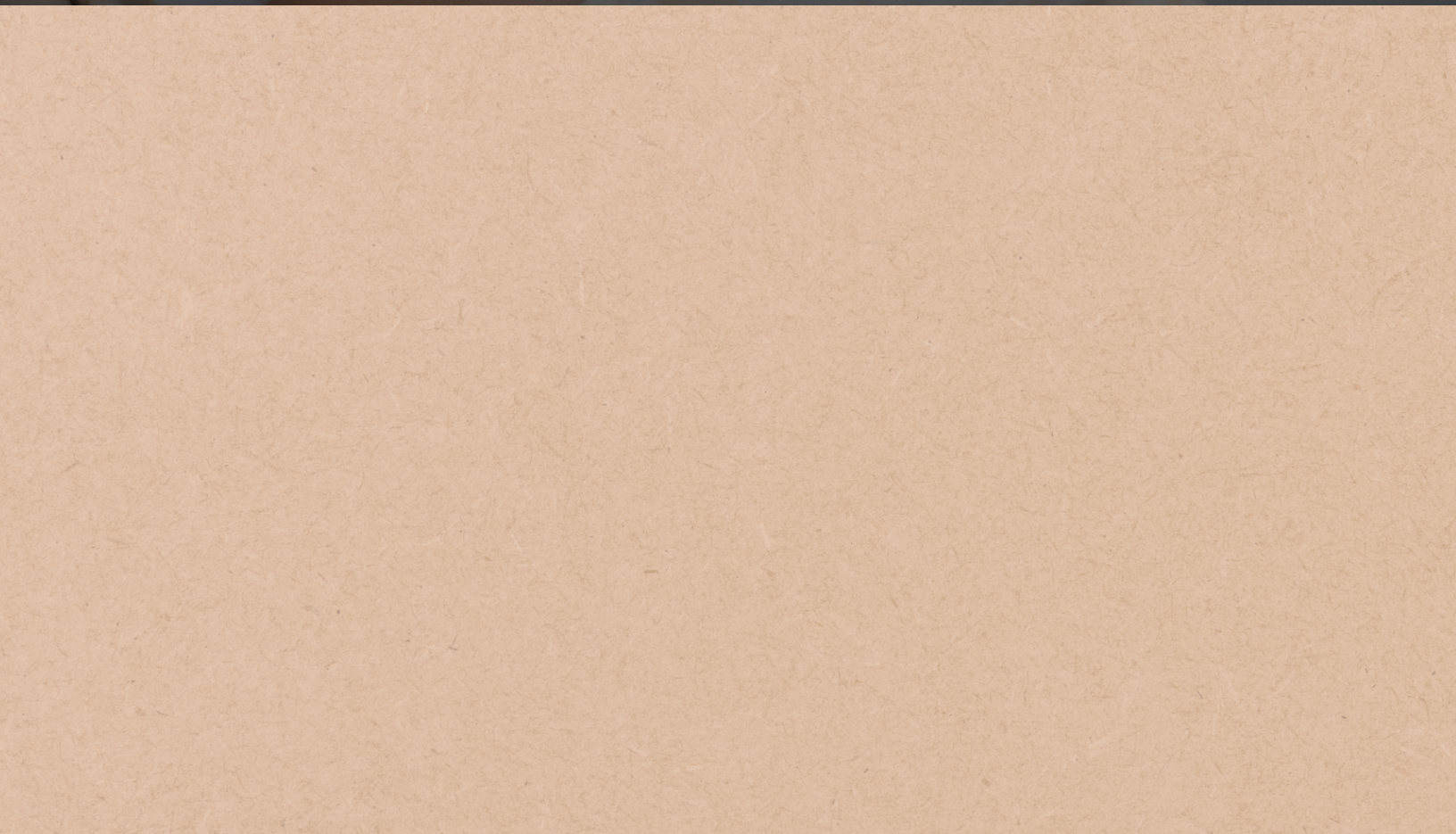
Once your budget is reasonable and compliant and all the entered information has been saved, the 'General Information' section will have a green checkmark indicating it is complete. To submit the Budget application, click on the 'Submit' button. After submission, the Budget will have a status of 'Submitted' to ADE.

What's Next?

What's Next?

After submitting the Management Plan and Budget, the assigned HNS Specialist will receive a system-generated notification.

- As a best practice, it is encouraged to email your assigned HNS specialist when the applications have been submitted and are ready for their review.
- Note, the system automatically sends alerts via email to both the HNS specialist and operator when changes to status occur, such as when the application is submitted, reviewed, rejected, or approved.

Applications are reviewed on a first-come, first-served basis. Your assigned specialist will review your submissions and will either approve them or reject them for revisions. When your applications are free of error, they will be sent for Director approval.

Once your application(s) have been approved by the Director, you will receive an email from your specialist notifying you of the approval and requesting that you submit a final application in the CNPWeb.

Thank you!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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