



State of Arizona  
Department of Education

**HNS# 001-2014**

**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

*Original Signed*

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

**Date:** January 22, 2014

**Subject:** SFSP Program Year 2014 Application and Program Announcement

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The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the upcoming 2014 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 understandable 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:

- Mandatory Training Requirements
- Annual Application Deadlines, Process, and Requirements
- USDA Foods Program
- E-Memorandum
- Important Program Reminders and Updates

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## Mandatory Training Requirements

Please review the below information regarding training. Training is available to all qualified entities interested in being a SFSP sponsor. The below identified sponsors will not be approved to operate the program unless they have attended program training in the current year.

- New Seamless
- New Simplified
- Sponsors changing from Seamless to Simplified
- Returning non-school Simplified Sponsors

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

East Valley Institute of Technology  
1601 West Main Street  
Mesa, Arizona 85201  
480-461-4000

1. **February 14, 2014 - Summer Food Service Program Summit for Schools:** The school summit will provide schools with information about the Seamless and Simplified program regulations and all requirements. It will allow schools to network, meet local partners and begin developing outreach strategies. The Summit is designed for 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 Summit check-in begins at 7:00 AM and the Summit begins at 8:00 AM to 12:30 PM. Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration)
2. **February 19, 2014 - Summer Food Service Program Summit for Non-Profit Sponsors and Government Entities:** The non-profit sponsor summit 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 USDA Foods. The Summit check-in begins at 7:00 AM and the Summit begins at 8:00 AM to 4:00 PM. Please register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration)
  - Attendees will need to bring the following to the Budget workshop:
    - Last year's management plan and budget;
    - Calculator;
    - List of questions generated from last year's budget process.



3. **Summer Food USDA Foods Ordering Web-Based Training:** Gain access to CNP2000 to order USDA Foods. Attend the session during the Summit for non-profit sponsors to learn about this valuable resource and if it will benefit your organization. This session is required for those organizations that do not have access to CNP2000 and wish to order USDA Foods to use in the SFSP.

Please register for the appropriate SFSP summit online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration). Registration closes on January 31, 2014 and all attendees must register to attend this event. Please note that this event is being held on school property; State law prohibits smoking and use of other tobacco products on school property.

### Annual Application Deadline, Process, and Requirements

#### Application Deadline

- **March 28, 2014: Application deadline for school sponsors.**
- **April 4, 2014: Application deadline for non-school sponsors (private non-profit organizations, government entities, etc).**

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 ongoing outreach efforts.

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. Because ADE strives to ensure ease of applying and accuracy of information, it is pleased to announce that the application/budget is now an Excel document. This new document will significantly assist all organizations with determining projected expenditures and revenues and decrease the time spent on paperwork. The spreadsheet will also allow organizations to use computers to fill out essential site information. **The application documents will be distributed by email after the summit and must be submitted for approval prior to applying online. It will be essential that emails for the responsible principals are correct and that ADE staff know the type of Summer Food Program you will be operating for 2014.**

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 is required to enter the CNP Web system in order to access and submit your online site and sponsor applications for the 2014 program year. Other required documentation pertaining to the SFSP can be found at: [www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors).



***Any employees needing 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 department 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 2014 Application  
Arizona Department of Education  
1535 W. Jefferson Street, BIN 7  
Phoenix, AZ 85007

ADE specialists will contact sponsors once the SFSP Application/Spreadsheet has been approved. Sponsors can then submit the approved information on-line. Carefully read the on-line application instructions in the SFSP Web User Guide and view the “How To Apply” tutorial; both are located at: [www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors). The sponsor’s participation in the SFSP begins 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.**

### Food Distribution USDA Foods Program

All SFSP sponsors may participate in the USDA Foods Program. Sponsors are required to pay a delivery fee for any cases of USDA 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 Food Distribution team at FDP@azed.gov.

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 USDA Foods ordering website) and update the sponsor delivery locations and contact information.
- Submit online applications as soon as your Specialist contacts you that your information is approved. ADE must approve the on-line application on or before April 16, 2014.

Sponsors who are **new to the USDA 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).

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- For an overview of the program, please attend the session for a USDA Foods Ordering Web-based training during the February 19, 2014 SFSP Summit. Non-profit organization and government entities that wish to attend the summit may register at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

### E-Memorandum Reminder

Health & Nutrition Services, SFSP posts all SFSP memoranda to the SFSP website: [www.azsummerfood.gov/sponsors](http://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 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 will be submitting a realistic budget. **This includes all simplified sponsors. LEAs and participants in NSLP may contact their Specialists to discuss other options.**

#### **Program Forms**

Required program materials for the 2014 program year will be distributed at the SFSP Summit and applications will be sent by email. Sponsors may easily access items such as application instructions, memos and guidance manuals at [www.azsummerfood.gov/sponsors](http://www.azsummerfood.gov/sponsors). 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.

#### **Claims for Reimbursement**

- Meals cannot be claimed for reimbursement prior to ADE approval.
- Sponsors must submit claims for reimbursement between the 1<sup>st</sup> and 10<sup>th</sup> of the following month, i.e. a claim for meals served in June must be submitted between July 1<sup>st</sup> and July 10<sup>th</sup>.
- June and July claims CANNOT be combined because the fiscal year ends June 30, 2013.

#### **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 program training documentation to their Program Specialist. ADE will subtract the amount of the advanced funds from the summited reimbursement claims. Sponsors that wish to be considered for advanced funds may request an advance on the submitted excel spreadsheet application.



### 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.

