



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN SFSP # 04-08**

MEMORANDUM

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**To:** Summer Food Service Program Administrators

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

Katrina Klatt, Nutrition Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** February 7, 2008

**RE:** 2008 Summer Food Service Program Application

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*Original Signed*

It is that time of year again to begin completing your Summer Food Service Program (SFSP) application. Local Educational Agencies (LEAs) have the option of administering the Simplified SFSP or the Seamless Summer Option. All other organizations, i.e. private non-profits and camps, must administer the Simplified SFSP. SFSP online applications are currently available for submission through the CNP web system. Both the Seamless and Simplified online applications **MUST** be completed and approved prior to the start of meal service. The Arizona Department of Education will notify sponsors by e-mail once site and sponsor applications have been approved online.

Please *carefully* read the application instructions in this memo along with the enclosed Summer Food Service Program Web User Guide. The SFSP User Guide provides detailed instructions on completing the online applications. Please note the due date for submitting the online applications and required paperwork for Summer Food programs using commodities is **April 11, 2008**. The deadline for submitting the online applications and required paperwork for Summer Food sponsors who do not want additional commodities is **June 1, 2008**. In order for ADE to best promote your programs through outreach, please submit applications as early as possible.

**The SFSP applications, required trainings and checklist items are due by Friday, April 11 2008 if you wish to receive commodities.** Remember, if you are not sure which sites will be operating a summer program, you may always add or drop them at a later date. It is important that we receive applications on time in order to properly distribute commodities.

Workshops will be offered throughout the months of March and April. Please take a look at the SFSP Workshop flyer enclosed or visit our website at [www.ade.az.gov/health-safety/cnp/sfp](http://www.ade.az.gov/health-safety/cnp/sfp) for dates, times, and locations. You must register for workshops online at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).

Please note it will be REQUIRED for all sponsors to attend training if they intend to operate the Simplified SFSP or the Seamless Summer Option for the first time. A new sponsor will not be approved to operate the program unless they attend a training workshop.

All application forms must be submitted to Michelle Roberts at 1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007.

To request a reimbursement advance for start up costs, please contact Traci Grgich at 602-364-1625. All requests must be made prior to serving meals for the month an advance is needed.

### **SIMPLIFIED SUMMER FOOD SERVICE PROGRAM**

#### **Steps to apply for the Simplified SFSP:**

1. Complete the 2008 Simplified SFSP Site and Sponsor online applications. The Simplified SFSP applications may be found on the Summer Food Web System which is located online at the Child Nutrition Program (CNP) common logon website, [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application may be found in the enclosed SFSP Web User Guide. Be sure that all sites participating on the SFSP program are completed online. If a site is not found online, please contact Michelle Roberts at 602-542-8724 to have it added prior to completing the applications.
2. Complete and submit the food distribution delivery form, public release form, and health department certificates. These forms can be found at:  
[www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp).
3. Attend a SFSP Training workshop. Training is mandatory for any sponsor who intends to operate the Simplified SFSP for the first time. Please see attached training flyer for times and locations of training. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).
4. Sponsors will also be required to submit the following items if ADE does not already have the documents on file.
  - a. Complete a Food Service Agreement which can be downloaded from the SFSP website: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Simplified.asp). You must send two original documents with signatures to the Health and Nutrition Services department for processing. If you are a school operating the National School Lunch Program (NSLP) and your NSLP Food Service Agreement (FSA) indicates participation in the SFSP you DO NOT need to send in a new FSA. If the original NSLP FSA does not indicate participation in the SFSP you must send two new original documents with signatures to the Health and Nutrition Services department for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
  - b. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. After training, complete and submit a CNP Web User Agreement to obtain a username and password for the SFSP online application system if the sponsor does not have one already.

## **SEAMLESS SUMMER FOOD OPTION**

### **Steps to apply for the Seamless Summer Food Option:**

1. Complete the 2008 SFSP Site and Sponsor on-line applications. You must indicate within the Sponsor application that you are applying for the Seamless Summer Option. The Seamless Summer Option applications may be found on the Summer Food Web System which is located online at the Child Nutrition Program (CNP) common logon website, [www.ade.az.gov/commonlogon/](http://www.ade.az.gov/commonlogon/). Instructions for completing the online application may be found in the enclosed SFSP Web User Guide. Be sure that all sites participating on the SFSP program are completed online. If a site is not found online, please contact Michelle Roberts at 602-542-8725 to have it added prior to completing the application.
2. Read, complete and submit Seamless Summer Option Agreement and Conditions form. This form can be found at: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp). PLEASE NOTE: Faxed copies of the agreement will no longer be accepted for approval.
3. **New Seamless Sponsors Only:** New sponsors are considered any LEA who has not operated the SFSP Seamless program. New sponsors will need to complete the following:
  - a. Complete a Food Service Agreement which can be downloaded from the SFSP website: [www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp](http://www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/seamless.asp). If your NSLP FSA indicates participation in the SFSP you DO NOT need to send in a new FSA. If the FSA does not indicate participation in the SFSP you must send two original documents with signatures to the Health and Nutrition Services department for processing. Please allow at least two weeks from receipt of documents for ADE to process the FSA.
  - b. SFSP training workshop is REQUIRED for NEW Seamless sponsors. Please see attached training flyer for times and locations of training. You must register online for these trainings at [www.ade.az.gov/onlineregistration](http://www.ade.az.gov/onlineregistration).
  - c. Attend CNP Web Based training if access to CNP Web is required for anyone needing a new username and password. After training, complete and submit a CNP Web User Agreement to obtain a username and password for the SFSP online application system if the sponsor does not have one already.

If you have any questions or need assistance navigating the SFSP website, please contact your assigned specialist or:

### **Summer Food Service Program Team**

Traci Grgich, RD, SNS Summer Food Program Specialist:	(602) 364-1625
Michelle Roberts, Program Project Specialist:	(602) 542-8725
Mary Soto, Administrative Assistant:	(602) 364-0718

### **Food Distribution Team**

Tina Herzog, Food Distribution Director	(602) 542-8781
Dawn Irvine, Commodities Program Specialist	(602) 364-0714
Leona Benally, Commodities Program Specialist	(602) 364-1965

We are looking forward to working with each of you to make this a successful year for summer food.