



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SFSP CN# 06-10

MEMORANDUM

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

From: Mary Szafranski, Deputy Associate Superintendent
Health & Nutrition Services

Lynn Ladd, Director
School Health & Nutrition Programs

Original Signed

Date: January 30, 2010

RE: SFSP 2010 Application and Program Announcement

The purpose of this memo is to provide all Summer Food Service Program (SFSP) sponsors with vital information to meet application and training requirements for the new program year. The following topics are discussed in this memo:

- SFSP Kick Off Event
- Annual Application Deadlines, Process, and Requirements
- Food Distribution Program
- E-Memorandum
- Mandatory Training Requirements
- Important Program Reminders

SFSP Kick Off Event

Each year the Arizona Department of Education (ADE) organizes a Kick Off event aimed at energizing, connecting, and educating returning and interested SFSP sponsors in hopes of improving and increasing the SFSP statewide year after year.

This year's event "Get Your Game On!" will be located at the North Phoenix Baptist Church on March 16, 2010 from 10:00am to 2:00pm. The activity-themed event will host a variety of state and community organizations during the open house from 10:00am-12:00pm. From 12:00pm-2:00pm, lunch with guest speakers will provide an educational and inspiring take on expanding the SFSP in the state of Arizona. Online registration for the SFSP Kick Off Event is located at: www.ade.az.gov/onlineregistration.



Now! ADE will also be unveiling the new logo of the Arizona SFSP. This logo was developed to bring consistency and identity to the SFSP and will be provided to all sponsors in a usable format to include on their personal outreach materials.

Now! ADE will be redesigning the current SFSP website to be more user-friendly for sponsors and the general public alike. An added feature of the updated website will be a searchable map for open SFSP sites in Arizona. Estimated implementation of the website update is scheduled for April 1, 2010.

Annual Application Deadlines, Process, and Requirements

Application Deadlines

- **If you wish to participate in the Food Distribution Program to receive commodities, SFSP applications, required trainings and checklist items are due by April 12, 2010.** 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 ADE receives paperwork and online applications on time in order to properly distribute commodities. No exceptions will be made.
- **If you do not wish to participate in the Food Distribution Program, SFSP applications, required trainings and checklist items are due by May 14, 2010.**

In order for ADE to best promote your program through statewide outreach, please submit complete applications as early as possible.

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. The SFSP online applications are currently available for submission through the CNP Web system, located at: www.ade.az.gov/CommonLogon/logon.aspx. A username and password (obtained by attending SFSP Computer Track Training) is required to enter the CNP Web system in order to access and submit your online site and sponsor applications for the 2010 program year. Other required documentation pertaining to the SFSP can be found at: www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Default.asp.

All required documents not submitted through the CNP Web system **must be submitted to:**

Michelle Roberts
Arizona Department of Education
1535 W. Jefferson St, BIN 7
Phoenix, AZ 85007

The sponsor's participation in the SFSP begins when all required documentation is received and the online site and sponsor applications for the 2010 program year are approved. ADE will notify sponsors by email once the site and sponsor applications have been approved online.

Carefully read the application instructions in the SFSP Web User Guide and view the "How To Apply" tutorial; both are located at: www.ade.az.gov/health-safety/cnp/sfp/Operating/How2Apply/Default.asp.

Food Distribution Program

All SFSP Sponsors may participate in the Food Distribution Commodities Program. Sponsors are required to pay a delivery fee for any cases of commodities received, so please keep this in mind when considering participation in the program. These fees will be paid out of the sponsors existing food service budget. For more information, contact a member of the Food Distribution team at FDP@azed.gov.

Food Distribution Commodities 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 commodity ordering website) and make sure the sponsor delivery locations and contact information have been updated.
- Online application approved on or before April 12, 2010.

Sponsors who are **new to the commodity program must also:**

- Complete a Food Distribution Program Delivery Information Application and submit via email. The Food Distribution Site Information Sheet is located at www.ade.az.gov/health-safety/cnp/fdp/FD-Docs-Examples/1-DeliveryInfoAppSY08_09.pdf.
- Register for a Commodity Ordering Web-base training in order to gain access to the website. To register, please go to www.ade.az.gov/onlineregistration and click on Health & Nutrition Services: Food Distribution, then find the next available class in your area and click "choose and continue" to begin registering.

E-Memorandum Reminder

The Health & Nutrition Services Unit posts all memoranda to the Health & Nutrition website: www.ade.az.gov/health-safety/cnp/sfp/Memos/Default.asp. **All 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 Health & Nutrition website regularly to review the most current information related to the SFSP. Memo review reminders will be posted on the application and claim webpage.

Mandatory Training Requirements

New Seamless and Simplified sponsors are required to attend program training. A new sponsor will not be approved to operate the program unless they have attended a program training workshop in the current year. This includes sponsors who are switching from the Seamless SFSP to the Simplified SFSP and vice versa.

SFSP training is not mandatory for returning sponsors; however, it is highly recommended. New staff members are encouraged to attend as well.

There are 4 different types of training:

- **Summer Food Service Program Training** (Seamless and Simplified program regulations and other requirements—open to all sponsor types)
- Now!** • **Summer Food Service Program—Private Non-Profit Training** (Simplified program regulations and other requirements—open to private non-profit sponsors ONLY)
- **Summer Food Computer Track Training*** (for those without Common Logon CNP Web access ONLY and new food service personnel responsible for submitting applications and claims)
- **Summer Food Commodity Ordering Web-Based Training** (for sponsors who are participating in Food Distribution for the first time)

Please register for all trainings and workshops online at www.ade.az.gov/onlineregistration. Sign up early as trainings and workshops fill up quickly.

** Sponsors are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. Consulting firms contracting with a Local Educational Agency (LEA), including Food Service Management Company employees, are not authorized to complete the CNP online application or claiming process, and will not be provided with Common Logon rights to enter such data. Also, please notify the Arizona Department of Education (ADE) Health and Nutrition Services if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled. Any new employees needing a new account must submit a request using the Common Logon Security Agreement and attend Computer Track training.*

Important Program Reminders

Meal Documentation:

All sponsors are required to maintain proper meal documentation for each meal served and claimed for reimbursement under the SFSP. Proper meal documentation includes, but is not limited to: completed production records, menus, daily meal counts, etc. Failure to maintain proper meal documentation may result in fiscal action.

Program Forms:

Required program forms for the 2010 program year will be updated and available soon at: www.ade.az.gov/health-safety/cnp/sfp/Operating/SFPForms/.

Claims for Reimbursement:

- Meals cannot be claimed for reimbursement prior to the date of approval of the online site and sponsor applications in CNP Web.
- Sponsors must submit claims for reimbursement between the 1st and 10th of the following month, i.e. a claim for meals served in June must be submitted between July 1st and July 10th.
- June and July claims CANNOT be combined because the Arizona state fiscal year ends June 30, 2010.

Advance Request

Simplified SFSP sponsors can request a reimbursement advance for start up costs for any month in which they will be operating. All requests must be made prior to serving meals for the month an advance is needed. To request an advance, please contact Lori Bassett at 602-542-8782 or Sandra Foss at 602-542-5447.

Now! Non-Associated Site Agreements

Sponsors who administer the SFSP at non-associated sites (sites owned by another entity, not 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.ade.az.gov/health-safety/cnp/sfp/Operating/SFPForms/. 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

If you have questions or concerns regarding this memo, please contact your School Health & Nutrition Specialist at 602-542-8700.

Summer Food Service Program Team

Lori Bassett, RD, SFSP Coordinator:	Lori.Bassett@azed.gov	(602) 542-8782
Sandra Foss, MS, SFSP Coordinator:	Sandra.Foss@azed.gov	(602) 542-5447
Michelle Roberts, Program Project Specialist:	Michelle.Roberts@azed.gov	(602) 542-8725

Food Distribution Team

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

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