



Division of Child Care & Early Childhood Education  
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**MEMORANDUM**

TO: ALL SFSP PROGRAMS  
FROM: DCCECE / HNU  
DATE: 05/19/2023  
SUBJECT: 15 DAY NOTIFICATIONS AND SFSP APPLICATIONS CORRESPONDENCE



Friendly reminder, it is the responsibility of the Sponsor’s point of contact to log into the SNP system and check the status of your application. Please pay close attention to the following:

- **Approved/Amended** means you have completed the application process and you are ready to begin your 2023 Summer Food Service Program.
- **Pending Approval** means you need to contact your Application Coordinator to find out if additional information is required before your application may be approved. Normally, applications that have been submitted for approval should not be in a pending approval status more than 15 days.
- **Pending Submission** means your application has not yet been submitted and has not been reviewed by your Application Coordinator.

Please ensure that the Sponsor’s point of contact is responding to the 15 Day Notifications emailed by the Application Coordinators. You must also make sure you have completed the 2023 SFSP application in its entirety, and all required documents have been uploaded into the SNP system. This includes the following:

- On-Line Documents Modules.
- Required Paper Documents that were emailed to the Sponsor’s point of contact by the assigned Application Coordinator.
- All required Training Certificates must be uploaded.
- All internal Sponsor documents requested must be uploaded.

**IMPORTANT NOTICES:**

- Only meals served after your SFSP application is approved can be claimed for reimbursement.
- You can NOT make any program changes after **July 15, 2023.**
- You can NOT operate the 2023 SFSP after school is back in session.

If you have questions or concerns, please contact your Application Coordinator.

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It is highly recommended that you keep a copy of this MEMORANDUM on file for quick and easy reference. A copy is also available in the Resource Library under HNU Mass Alerts 2023.