



# Arkansas Department of Education

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Sarah Huckabee Sanders  
Governor

Jacob Oliva  
Secretary

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## MEMORANDUM

TO: ALL 2023 SFSP PARTICIPANTS  
FROM: OEC/ HNU  
DATE: AUGUST 9, 2023  
SUBJECT: URGENT NOTICE – 2023 SFSP END OF SUMMER REPORT



Friendly reminder, all Sponsors must complete & upload the attached 2022 End of Summer Worksheet into the SNP system under the Paper Documents section of the 2023 SFSP Application by October 31, 2023. Please ensure your document is titled, “2022 SFSP End of Summer Worksheet”.

CACFP At-Risk Programs that operated an SFSP Program during the Summer must also upload a copy of this document into the 2024 CACFP At-Risk Application. It is the sponsoring organization responsibility to upload all required documentation into the SNP system. Failure to comply may result in a Corrective Active Plan (CAP) requirement for your organization.

**All Sponsor must identify how the unexpended SFSP funds will be utilized.** All SFSP remaining funds must identify where and how the funds will be expended in the current 2023 CACFP Budget (2161). You must amend your budget to allocate those funds. If the institution chooses to use the unexpended SFSP funds for the 2024 CACFP year, it can be done during the application renewal period, August 1, 2023.

For more information pertaining to this USDA requirement, see [Memo SFSP-08-2016, dated November 12, 2015](#). This memo is uploaded in the SNP Resource Library Archives under Training Materials for SFSP 2015.

If you have questions/concerns, please do not hesitate to 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 **2023 Mass Alerts**.