



# Arkansas Department of Education

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Sarah Huckabee Sanders  
Governor

Jacob Oliva  
Secretary

## MEMORANDUM

TO: ALL 2024 SFSP PARTICIPANTS  
FROM: OEC / HNU  
DATE: DECEMBER 27, 2023  
SUBJECT: 2024 SFSP APPLICATION – SCHOOL FOOD AUTHORITIES ONLY

**We are extremely excited about the new 2024 year!  
Here's what you need to know:**

On January 14, 2024, applications for the 2024 Summer Food Service Program (SFSP) will be open to all School Food Authorities (SFAs) *ONLY*.

Log into SNP, then go into your application and enter the contract year 2024. Finally click on add new/renewal application.

After you've completed your application in the SNP system you can check the status of your application.

- If the status states "Approved/Amended", you have completed the SFSP application process and you are ready to begin your 2024 Summer Food Program when school is officially not in session for Summer.
- If the status states "Pending Approval", you must immediately contact your Application Coordinator to complete your application.
- If the status states "Pending Submission", this means your application has not been submitted and therefore it has not been reviewed by the Application Coordinator.

All online modules and program trainings must be completed prior to the application submission, and all required documents must be uploaded into the SNP system. It is best practice to have your training attendance date close to your submission date to avoid a possible denial of your application. If you plan to utilize the Food Distribution Program, you must notify your Application Coordinator immediately.

Once your application has been completed in its entirety and submitted for review, within 30 days you shall receive an approval or denial determination. Failure to complete and submit your application within 30 days from the open day of recertification will result in a denial determination.

**Important Dates:**

- SFSP Schools Only Applications open to all eligible institutions January 14, 2024.
- SFSP Applications open to all eligible institutions February 14, 2024.
- SFSP Application soft deadline for you to submit the application is March 31, 2024.
- YOU ARE STRONGLY ENCOURAGED TO ADHERE BY THE 3/31/24 DEADLINE TO AVOID POSSIBLE DELAYS IN PROCESSING
- Request for Food Distribution must have a final approval for their application by April 30, 2024.
- Deadline for all applications to be submitted is April 30, 2024, by the end of the day. (11:59 p.m.)

**TIP:**

Do not submit your application until you have met with your application coordinator. This will save time and effort in ensuring that your application is complete and ready to be reviewed.

**Reminder:**

The SNP link has been updated. Moving forward, please use the link provided below:

<https://apps-oec.ade.arkansas.gov/>

If you have questions or concerns regarding this MEMO, please do not hesitate to contact your Application Coordinator.

Thank you for your attention to this very important matter.

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 2024 Mass Alerts.