



Division of Child Care & Early Childhood Education

P.O. Box 1437, Slot S155, Little Rock, AR 72203-1437

P: 501.682.8869 TDD: 501.682.1550

MEMORANDUM

TO: ALL 2023 SFSP PARTICIPANTS
FROM: DCCECE/ HNU
DATE: JULY 31, 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, “2023 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**.



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2022 SFSP END OF THE SUMMER WORKSHEET

Sponsor's Name: _____

Date: _____

Name of Institution: _____

Agreement #: _____

SFSP Advance Amount (if applicable 2022)	\$	SFSP Food & Milk Expense for May, June, July, and August 2022	\$
Total SFSP Claim Reimbursement for May, June, July, August, and September 2022	\$	SFSP Expenses for Supplies and Wages for May, June, July, August, and September 2022	\$
SFSP Cash Donation 2022	\$		
SFSP 2022 Excess/Deficit Program Funds	\$	Bank Account Balance for SFSP Funds as of October 31, 2022	\$
Ending Inventory Value Food and Supplies for SFSP 2022 (\$ Amount at Program End Date)	\$	SFSP Value of Commodities Received 2022 (\$ Amount If Applicable)	\$

I certify to the best of my knowledge and belief that the information I am providing is true and correct in all aspects. I understand that this information I have provided in connection with the receipt of Federal funds and State Agency personnel may for cause, verify the information that I am providing is accurate and correct. I fully understand that deliberate misrepresentation may subject me and any principal or responsible person in the Institution providing this information not prosecution under applicable Federal and/or State statutes.

This form must be completed and uploaded into the SNP System prior to your 2023 SFSP application approval.

Print Name of Authorized Representative: _____

Title of Authorized Representatives: _____

Signature of Authorized Representative: _____

This Institution is an equal opportunity provider.