



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

TO: ALL 2022 SFSP PARTICIPANTS  
FROM: DCCECE/ HNU  
DATE: JANUARY 10, 2022  
SUBJECT: **2022 SFSP APPLICATION FOR SCHOOL FOOD AUTHORTIES ONLY**

We are extremely excited about the new 2022 year! On January 15, 2022, applications for the 2022 Summer Food Service Program (SFSP) will be open to all School Food Authorities (SFA) **ONLY**.

Please log into the SNP system and 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 2022 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 denial of your application. If you plan to utilize the Commodities 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. 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.

### **Important Dates:**

- SFSP Schools Only Applications open to all eligible institutions January 15, 2022.
- SFSP Applications open to all eligible institutions February 15, 2022.
- Request for Commodities must have a completed application by April 30, 2022.
- Deadline for all applications to be submitted is April 30, 2022.

### **Application Coordinators:**

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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 **2022 Mass Alerts**.