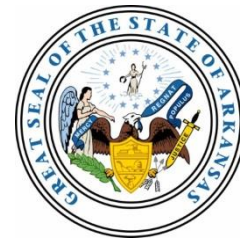




Division of Child Care and Early Childhood Education



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MEMORANDUM

12/15/2017

TO: SFSP Sponsors
FROM: Health & Nutrition

SUBJECT: SFSP Special Nutrition Database System-Open Application

SFSP Special Nutrition Database System-Open Application

The Department of Human Services, Division of Child Care and Early Childhood Education-Health & Nutrition Unit (HNU) is delighted to welcome each of you back for another summer of service. The SFSP application will open January 15, 2018. At that time, all schools and government sponsors can submit their request for SFSP services. Then on February 19, 2018, the SFSP application process will open for all other sponsors. All application submitted before the opening dates will be inactive.

HNU is **requiring** that all returning SFSP sponsors complete/submit their *2017 End of Summer Worksheet* form from previous year expenses **prior** to 2018 SFSP application. You can locate the *End of Summer Worksheet* template on the SNP database system under the resource library tab.

HNU will **not** be converting to a new database system, therefore all eligibility processing will be handled via the current system.

Please communicate this memo with all your SFSP staff. All SFSP sponsors are required to attend a minimum of two training mandatory trainings; Health Department Training & SFSP annual training.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under **SFSP forms**.

If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.