



Division of Child Care and Early Childhood Education



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Subject: 2015 Summer Food Service Program Application
Date: 3/6/2015
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The 2015 Summer Food Service Program's (SFSP) on-line application will open **March 9, 2015** and close on **May 15, 2015**.

- Public School will submit their application beginning March 9, 2015 thru March 18, 2015.
- All other sponsors will submit their application April 8, 2015 thru May 15, 2015.

The last day for all sponsors to add new sites is **May 22, 2015 at 11:59 p.m.** If your organization participated last year make the amendments as needed to your organization's 2015 application. Please review your application carefully before submitting. The application will be open and available to all eligible non-profit sponsoring organizations.

Public schools will be given the first opportunity to operate the SFSP in any area.

Non-profit organizations wanting to participate near a school must have an approval letter from the local school superintendent. Submit the approval letter by email to Anthony Fort at the email address above, when you submit your completed application in order to be approved to operate near a school.

Application Trainings: If you need assistance with completing your application, you may go to the SNP Website and sign up under the training calendar for an Application Training.

All sponsors will receive an approval letter by email once their application has been approved. The website address is:

<https://dhs.arkansas.gov/dccece/snp>

SFSP Annual Training is MANDATORY for all SFSP sponsors. All responsible parties (Directors, Assistant Directors, and Site Directors, etc.) must attend the training. The training entails the SFSP regulations, updates, required forms to use and be on file, the claiming process, the site and compliance review that will be conducted, grant opportunities and the best practices on how to operate a successful SFSP program will be discussed during this training. Please visit the SNP website site and sign up on-line under the training calendar. You are encouraged to visit the SNP website, and inside the Resource Library and under the SFSP Forms, you will find and can read the 2015 Administrative Guide, Site Supervisor Guide, Monitor Guide, and Nutrition Guide. Some of the guides are available in English and Spanish.

Failure to attend the SFSP Annual Training will result in your organization's application not being approved, and your organization will not be able to participate in the SFSP.

2015 SFSP Application Period

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Advances: You must submit your request for an advance with your organization's completed application. Advances must be requested 30 days in advance in order to receive money to begin operation.

Example:

to receive an advance for June 1, we must receive your request by May 1,

to receive an advance for July 1, we must receive your request by June 1;

to receive an advance for August 1, we must receive your request by July 1. Advances can only be requested at this time, if you will operate the program for at least 10 days in August.

The advance repayment will be taken out of each of your weekly or monthly submitted claim(s) before you receive any reimbursement for meals served to children in the SFSP.

School Food Authorities Only: You may visit the SNP Resource Library for a "Waiver of Budget Submittal" form, if you would like to request a waiver to not submit the required budget information.