



## Division of Child Care and Early Childhood Education

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### MEMORANDUM

April 6, 2016

TO: Summer Food Service Program Providers

FROM: Health & Nutrition Application's Team 

RE: 2016 Summer Food Service Program Application Update & Deadlines

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The 2016 Summer Food Service Program's (SFSP) on-line application process is open and our team is busy reviewing applications. We currently have approximately 109 providers that have started working on their sponsor applications and a total of 348 site applications. **As a reminder, the deadline for adding proposed sites to the application is April 30<sup>th</sup>, 2016.** With the requirements related to providing supporting documentation and justifications related to the budget component, we strongly encourage any providers that have not started working on their application to do so immediately. We are here to provide you with assistance and guidance with this process.

#### **Important dates & reminders:**

- Local School Food Authorities (Public Schools & Higher Education) applications are being accepted for review and submission now. (Priority Group)
- All other sponsors applications are currently being accepted for review by the Applications team.
- All request to receive Commodities (if available) must be made by **April 30, 2016**.
- The last day for all sponsors to add sites to their application is **April 30, 2016 at 11:59 p.m.**

Sponsor applications must be reviewed, for accuracy and completeness by the Applications team, ***before*** it is submitted. If assistance is needed in this process, please contact the State agency for guidance 501-682-8869.

**Application Trainings:** If assistance is needed in completing an application, please contact the application team managers to arrange for application training.

**SFSP Annual Training is MANDATORY for all SFSP sponsors.** All responsible parties (Directors, Assistant Directors, and Site Directors, etc.) must attend the training.

**Training Opportunities:** Training opportunities can be found by visiting the SNP website site. Responsible parties may sign up on-line under the training calendar. Additional educational materials regarding SFSP may be found in the Resource Library or you may visit the USDA website and utilize the Summer Toolkit (<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>).