



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Potential 2016 Summer Food Service Program Sponsors

FROM: John Frassinelli, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: April 26, 2016

SUBJECT: Application Package – SFSP

Attached are resources and instructions necessary to submit an application for the 2016 Summer Food Service Program (SFSP). As required in Section 225.6(b)(1) of the SFSP regulations, the Connecticut State Department of Education (CSDE) has established a deadline for submission of an electronic application for participation in the program. **The deadline for application submission in Connecticut is May 15, 2016.** Applications submitted, complete and in good order will be approved within 30 calendar days or by June 14, 2016. If your application requires Board approval, please act **immediately** in order to meet the May 15, 2016, submission deadline. **Any sponsors requesting advance payments for June operating and administrative costs must have a complete application submitted by 4:30 p.m. on May 1, 2016.**

Previous year sponsors should note that the application process will be electronic this year, documents included in the application packet are provided to assist you with the electronic application process. Do not reproduce previous year forms to be submitted. If this is done, the approval process will be delayed, as the forms will be returned. Application resources and instructions will be available for download by April 25, 2016, on the CSDE [SFSP Web page](#).

Previous year sponsors are also strongly encouraged to review 2015 correction letters in order to avoid repeating the same errors.

School Food Authority sponsors who are interested in applying to participate in the Seamless Summer Option of the National School Lunch Program (NSLP) must contact Caroline Cooke immediately at Caroline.Cooke@ct.gov.

APPLICATION PROCEDURES FOR 2016

Each sponsor must complete one electronic *Sponsor Application*. In addition, an electronic *Site Application* must be completed for each site location that will be operated. Follow the instructions, for these and all other required application components, in the attached [Application Instructions](#), which provides detailed guidance. Additionally, utilize the [User Manual for the SFSP](#) and training videos for the online application and claiming system. These additional resources can be found on the [Child Nutrition Program Online System Web page](#) of the CSDE.

Sponsors are responsible to inform the State agency of changes that take place after the application process has been completed.

Site Eligibility Documentation

To establish an area eligible site, it must be located where school data or census data shows that at least 50 percent of the children in the area are eligible for free or reduced-price school meals.

A list of all schools meeting SFSP eligibility criteria is attached. Sponsors who will use school data to establish “Open” or “Restricted Open” sites will reference the appropriate school from which the site draws its attendance on the Site Application and the year in which it was determined area eligible. For “Open” and “Restricted Open” sites, eligibility documentation of area eligibility using school data need only be established every five years. If eligibility for a site was established between 2012 and 2015, the site is eligible in 2016. However, if school data is being used to establish eligibility and the school is on the list with the February 1, 2016, effective date, sponsors should reference the 2016 area eligible list to reset the five year period beginning with 2016.

Sponsors also may document the area eligibility of their proposed “Open” or “Restricted Open” sites on the basis of census data. SFSP sites that choose to establish eligibility using census data are required to use the most recent data available. The duration of determination for site eligibility based on census data is also five years. Therefore, eligibility must be reassessed every five years for SFSP sites relying on census data to establish eligibility (SFSP Memorandum No. 03-2015: Area Eligibility in Child Nutrition Programs, November 21, 2014).

One of two geographical units may be used to assess SFSP site eligibility: Census Block Groups (CBGs) or Census Tracts. Sites located in a CBG or Census Tract in which 50 percent or more of the children are eligible for free or reduced-price school meals are considered area eligible for five years.

Additionally, a potential SFSP site that is determined not to be area eligible, but is located immediately adjacent to an eligible area, may request State agency approval to determine site eligibility based on a weighted average of up to three adjacent CBGs. In this case, an SFSP site will be considered area eligible if the percentage of children eligible for free or reduced-price school meals in up to three adjacent CBGs when averaged is 50 percent or more, provided that at least 40 percent of children in each of the individual CBGs are eligible for free or reduced-price school meals. Census Tracts may not be combined.

Census Tract and CBG data are available through the Food and Nutrition Service Area Eligibility Mapper, which is located at <http://www.fns.usda.gov/areaeligibility>.

Site Definitions:

The electronic SFSP application requires an indication of the type of site being operated. Refer to the definitions listed below for the three most common type of sites. This will assist in determining the type of eligibility documentation that will be required. Additional site types are identified in the *USDA 2016 Administrative Guide for Sponsors*.

1. Open Site

Most sponsors establish site eligibility on “need and openness.” If a site is located in an at-risk area (where 50 percent or more of the children residing in the area are eligible for free or reduced-price school meals) and meals are made available to all children in the area on a first-come, first-serve basis, these sites are considered Open. Sponsors of Open sites must take the necessary steps to allow meal service access to all children requesting a meal at the site. Information regarding the meal service at Open sites must be publicized in the community served.

2. Restricted Open Site

On occasion, a sponsor that would normally operate an Open site- meaning initially open to broad community participation - must restrict or limit the feeding site’s attendance for reasons of space, security, safety, or control. In recognition of these circumstances, these types of sites operate as Restricted Open sites. The sponsors must make known publicly that the site is open on a first-come, first-serve basis to all children of the community at large, but that the meal service will be limited as stated above.

NOTE: To qualify as a Restricted Open site, the site initially must be open to broad community participation from the eligible area in which it is located. The only limits that may be imposed on participation are daily limits for reasons of security, safety, or control.

3. Closed Enrolled Site

Closed Enrolled sites are usually established where:

- an identified group of at-risk children live in a "pocket of poverty";
- identified low-income children are transported to a congregate meal site located in an area with less than 50 percent eligible children; or
- a program provides recreational, cultural, religious, or other types of organized activities for a specific group of children.

These types of sites are open only to enrolled children or to an identified group of children, as opposed to the community at large. Closed Enrolled sites must also establish the eligibility either through the individual income eligibility of the children attending the site or through area eligibility. To establish eligibility based on the income of the individual children, sites must collect household applications. At least 50 percent of the enrolled children at the site must be eligible for free or reduced-price school meals.

Instead of determining the individual income eligibility of each enrolled child, a site may document its status as a closed enrolled site by using area eligibility information. This may only be used if the site is serving children that live in the area in which the site is located (SFSP Memorandum: Waiver for Closed Enrolled Sites, November 17, 2002).

Accredited summer schools do not qualify as Closed Enrolled sites and should obtain reimbursement for meals under the NSLP, unless they also open to the community for the meal service and are located in an area where at least 50 percent or more of the children

qualify for free or reduced-price school meals. In addition, residential and non-residential camps may not use area eligibility to establish site eligibility.

Program Guidance:

Following is a list of Program guides, handbooks and instructions for the SFSP, which may be downloaded from the United States Department of Agriculture Web page:

<http://www.fns.usda.gov/cnd/summer/library/handbooks.html>.

- 2016 Administrative Guidance for Sponsors
- 2016 Nutrition Guidance for Sponsors
- 2016 Monitor's Guide
- 2016 Site Supervisor's Guide

Questions pertaining to this memorandum may be directed to Caroline Cooke, Summer Meals Coordinator, at 860-807-2144 or Caroline.Cooke@ct.gov.

JF:cc

Attachments (2)