

**Connecticut State Department of Education (CSDE)
Summer Food Service Program (SFSP)**

2016 APPLICATION COMPONENTS FOR EXPERIENCED SPONSORS

REQUIRED FORMS/MATERIALS FOR ALL APPLICATIONS	
Sponsor Application	<p><i>Please read carefully and answer all questions pertaining to your overall program operations.</i></p> <p>COMPLETE:</p> <ul style="list-style-type: none"> • One application per sponsor.
Site Applications	<p><i>Please read carefully and answer all questions pertaining to site-specific operations.</i></p> <p>COMPLETE:</p> <ul style="list-style-type: none"> • One application per site.
Budget	<p>COMPLETE:</p> <ul style="list-style-type: none"> • One budget per sponsor. This section is not mandatory for school food authorities (SFAs) that operated the SFSP in 2015 or for SFAs transitioning from the Seamless Summer Option (SSO) to SFSP that have undergone an administrative review in the previous 12 months. However, the CSDE encourages schools to consider the increased liability they may incur as a result of eliminating the budget review process.
Management Plan	<p>COMPLETE:</p> <ul style="list-style-type: none"> • One management plan per sponsor.
Food Production Facility List	<p>COMPLETE:</p> <ul style="list-style-type: none"> • One food production facility list per sponsor
Staff Training	<p>UPLOAD TO CHECKLIST/SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none"> • Training Certification Letter. See Sample Training Certification Letter. Note: This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. • List of training topics to be covered. See Sample Annual Training Session Documentation.
Monitoring	<p>UPLOAD TO CHECKLIST/SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none"> • A letter providing assurance that all new sites have been visited and have the capacity and facilities to provide meals for the anticipated number of children. See Sample Visit Certification Letter. Note: This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. • The schedule for making pre-operational visits to new sites, visiting new sites during the first week of operation and reviewing all sites during the first four weeks of operation. See Sample Visit/Review Schedule.
Meal Pattern	<p>UPLOAD TO CHECKLIST/SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none"> • Menus for all meals and snacks to be served. Menus submitted for approval must contain the name of the food item and the quantity or crediting of the food item to be served. Any sponsors intending to implement offer versus serve (OVS) must include detailed explanation regarding implementation. CSDE must grant menu approval prior to the beginning of SFSP operation.

2016 SFSP APPLICATION INSTRUCTIONS, continued

REQUIRED FORMS/MATERIALS FOR ALL APPLICATIONS, continued	
Free Meals Policy Statement	<p>UPLOAD TO CHECKLIST/SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none"> A Free Meals Policy Statement for Nonpricing Programs must be completed by all sponsors with open, open restricted or closed enrolled sites. Note: This statement must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. A Free Meals Policy Statement for Pricing Programs must be completed by all sponsors with camp sites. Note: This statement must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and nonpricing sites, both statements must be signed and uploaded.
Health Department Notification	<p>UPLOAD TO CHECKLIST/SUPPORTING DOCUMENTS:</p> <ul style="list-style-type: none"> A copy of the letter to the local health department providing notification of intention to operate food service at the sites listed. Give specific dates and times of operation for each site. See Sample Health Inspection Letter.

ADDITIONAL FORMS/MATERIALS *	
Authority Changes	<p>Authorized Signature Change Form and Instructions Must submitted whenever one of the two authorized signers on the ED-099 changes.</p> <p>RETURN:</p> <ul style="list-style-type: none"> One original (signatures must be original) any time change is being made. See Authorized Signature Change Form and Authorized Signature Change Form Instructions.
Closed Enrolled Sites and Camps	<p>Income Guidelines For use by camp sponsors and sponsors with enrolled program sites. Current guidelines are effective July 1, 2015, through June 30, 2016. Do NOT distribute to parents.</p> <p>A sample copy of the Income Eligibility Application and Parent Letter distributed by camp sponsors and sponsors with enrolled sites. The sample of the Application and Parent Letter is included in Operational Memorandum No. 05-16-SFSP.</p> <p>RETURN:</p> <ul style="list-style-type: none"> Documentation showing the number of children enrolled (each camping session for camps) who are eligible for free or reduced-priced meals must be provided as soon as it is available but no later than the claim submission. See Sample Enrollment Information Form.
Vended Programs	<p>Contract with Food Service Management Company</p> <p>RETURN:</p> <ul style="list-style-type: none"> A synopsis of Invitation to Bid including date and place of publication or the proposed agreement with SFA. See instructions and resources on the CSDE's SFSP Web page.

2016 SFSP APPLICATION INSTRUCTIONS, continued

ADDITIONAL FORMS/MATERIALS, continued *	
NYSP	<p>Sample National Youth Sports Program (NYSP) Certification Letter</p> <p>RETURN:</p> <ul style="list-style-type: none"> National Youth Sports Program Certification Letter. See Sample NYSP Letter.
<p>* If you are unsure whether these requirements apply to your organization, please contact Caroline Cooke, CSDE Summer Meals Coordinator, at caroline.cooke@ct.gov or 860-807-2144.</p>	

MATERIALS TO BE UPDATED ANNUALLY AND KEPT ON FILE IN SPONSOR RECORDS	
Public Notification	<p>Sample Press Releases</p> <p>Submit a copy of press releases that correspond to the type of operating sites, as submitted to the media. Include the date sent and media names to which they were sent. See “Sample Press Releases” by site type on the CSDE’s SFSP Application Materials Web page.</p>
Meal Counting	<p>Sample Meal Counting Forms</p> <p>A description of procedures for collecting information on the daily number of meals served to children and the daily number of hours worked by site personnel (if labor costs will be claimed). Include both the frequency of information collection and the method used to collect information from sites. See “Sample Meal Count Forms” on the CSDE’s SFSP Application Materials Web page.</p>
Civil Rights	<p>Civil Rights Requirement</p> <p>A summary of Civil Rights requirements with appropriate forms and instructions is available on the SFSP Application Materials Web page. Review Civil Rights Requirements for the SFSP and complete the Civil Rights Beneficiary Data Collection Form. The Civil Rights Beneficiary Data Collection Form must be completed for each session of camp sites. Files must be maintained in sponsor records as outlined in packet.</p>

MATERIALS PROVIDED FOR REFERENCE/ASSISTANCE	
Appeal Procedures	<p>Sponsor and Food Service Management Company Appeal Procedures</p> <p>Review for your information.</p>
Federal Regulations	<p>USDA Regulations Part 225</p> <p>Review for your information.</p>
FNS 796-4	<p>USDA Financial Management Instructions</p> <p>Review for your information.</p>

When completing the electronic application, please make sure to complete ALL of the required forms and materials.

2016 SFSP APPLICATION INSTRUCTIONS, continued



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
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Middletown, CT 06457

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442;*
- (3) email: program.intake@usda.gov.*

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