Summer Food Service Program Application Instructions

Organization Applications – Summer Food Service Program

The Organization Application screen provides access to the Organization's annual application for the Summer Food Service Program. The Organization is required to complete a new Organization application annually; however, if an application is contained within the system from the previous year, **the State** has identified specific application data that rolls over from the last approved application from the previous year and pre-fills the new program year's Organization application.

To add an Organization application (New Organization)

1. On the blue menu bar, click **Applications.**

2. From the Applications menu, click **Application Packet**. The most current year's Application Packet screen displays.

    Screenshot 1: Application Menu

3. Click Add next to the **Organization Application** packet item under the Action category.

    Screenshot 2: Application Packet

4. Enter required information.

5. Click **Save**. A confirmation screen displays.

6. Click **<Edit** to return to the Organization Application screen.

   -OR-

   Click **Finish** to return to the Application Packet screen.

Site Applications – Summer Food Service Program

Organizations must complete a Site Application for each of their sites. The Site Application screen provides access to the Site's annual application for the Summer Food Service Program for both new and renewing sites. Sites must complete a new application annually; however, if an application is contained within the system from the previous year, **the State** has identified specific application data that rolls over from the last approved application from the previous year and pre-fills the new program year's Site application.

To add an existing designated site or a new site

1. On the blue menu bar, click **Applications.**

2. From the Applications menu, click **Application Packet**. The most current year's Application Packet screen displays.

3. Under Site Applications, near the bottom left-hand portion of the screen, click **Summer Food Service Program.**

Screenshot 3: Application Packet

Summary

To get to the sites, click the Summer Food Service Program link under Site Applications

4. At the bottom of the site list, click **Add Site Application.** The SFSP Available Site(s) screen displays.

Screenshot 4: SFSP Site List

Note: The sites displayed on this screen are active sites that are designated as SFSP sites on the Site Profile screen, but who do not have a site application.

5. If the site is a designated SFSP site and it operated as a school site, the site name **should be listed**.

If it is listed and you would like to add an application for it, click on the site name. However, if the site is a designated SFSP site and it operated as a school site, but is **not listed**, please contact your Program Specialist.

If the site is **new** and **did not** operate as a school site and is **not listed**, please click on Add New Site. The "Quick" Site Profile screen displays.

The system automatically defaults the Site ID to the next available Site ID for this Organization.

6. Enter the Site Name and County. Please note that you should only have to enter this information if it is a new site meaning a **non-school site**.

Screenshot 5: Site Information

Site Information	
Site ID:	0214
Site Name:	
County:	

7. Click **Save.** The Site Application for the new site is displayed.

Warnings Messages

Requirements regarding meal types served, overlapping mealtimes, and certain eligibility requirements have been waived during the COVID-19 outbreak. As a result, users may see the warning messages noted below upon submission of the Site Application. These warning messages will not prevent you from submitting the application.

Code	Warning Description
203252	General Site Information - Up to two meals or one meal and one snack can be served on the same day with the exception of lunch and supper. HOWEVER, both Lunch and Supper can be selected if they are on different days.
203218	Site Type and Eligibility - Percentage of Enrollment Eligible for Free and Reduced-priced Meals must be equal or greater than 50.00%.
203527	Breakfast - Time range overlaps with another meal.
203557	AM Snack - Time range overlaps with another meal.
203587	Lunch - Time range overlaps with another meal.
203617	PM Snack - Time range overlaps with another meal.
203647	Supper - Time range overlaps with another meal.

To view a Site Application

1. On the blue menu bar, click **Applications.**

2. From the Applications menu, click **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, click **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.

4. Click View next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, click **Applications.**

2. From the Applications menu, click **Application Packet**. The current year's Application Packet screen displays.

3. Under Site Applications, click **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.

4. Click Modify next to the site whose application you would like to view. The site's Site Application is displayed.

5. Modify any desired information.

6. Click **Save**. A confirmation screen displays.

7. Click **<Edit** to return to the Site Application screen.
   -OR-
   Click **Finish** to return to the SFSP Site List screen.

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