



Application Process

FOR THE SUMMER FOOD SERVICE PROGRAM

All agencies that wish to participate in the SFSP as a Sponsor must apply with the Department of Public Instruction (DPI) annually.

Step One – Determine if your organization and potential sites are eligible.

Review the **Sponsor & Site Eligibility** resource that provides details regarding who can sponsor the Program and how sites are eligible. If your agency has not participated in prior years, contact Amy Kolano, Summer Food Service Coordinator at 608-266-7124 to confirm eligibility and start the process for gaining access to the online application.

Step Two – Register and Attend Training

Everyone Needs To Register!

All sponsors must register to attend **Group Training** OR a **Pop Up Session** OR for the **Online Course**: <https://dpi.wi.gov/community-nutrition/sfsp/train>. Although the Online Course is open for anyone to take, indicating the intent to review the course in lieu of an in person training is required.

Group Training

The DPI provides a one day group training for new sponsors. This training covers all of the SFSP's regulations, policies, including how to determine eligibility, planning menus to meet requirements, administrative requirements, such as training, monitoring, civil rights requirements, filing claims for reimbursement, etc. Returning sponsors that would like a full overview of the Program in a group setting, may also register to attend.

Pop Up Sessions

Returning sponsors may register to attend one of the Pop Up sessions that will be held around the State. These sessions will provide sponsors with the opportunity to receive one-on-one assistance planning their Program as well as picking up "And Justice for All" posters, USDA Nutrition Education and Food Safety Kits, outreach materials, such as posters, door hangers, lawn signs, banners, etc.

Online Course

A SFSP Online Course is available at: <https://dpi.wi.gov/community-nutrition/sfsp/train>.

This course provides an overview of requirements for returning sponsors and is helpful for new sponsors to learn about the Program prior to coming to the group training. If using the Online Course to train staff, be sure complete the training documentation form for your files.

Program Materials

All sponsors attending the Group Training will receive a complete set of the USDA Program Guidance Manuals, along with the *Guide to Operating the Summer Food Service Program* which contains these one page topical resources, and the prototype forms for completing recordkeeping requirements. These materials will be shipped to training participants prior to the Group Training; participants should bring these materials to the training. Sponsors attending the Pop Up Sessions will be provided with copies of only the resources that have been updated since 2018. The E-Learning Course participants should download updated materials from the DPI website and update the *Guide to Operating the SFSP* manual that was provided to all sponsors in 2018. The USDA Program Guidance manuals are posted to the website to reference or download at the sponsor's discretion: <https://dpi.wi.gov/community-nutrition/sfsp/market>. The Site Supervisor's Guide is available to order from DPI, email us for copies, shiela.coulton@dpi.wi.gov.

January - April:

- Work with community partners to explore potential sites; get commitment from returning sites.
- If needing to purchase prepared meals, start looking for possible vendors and reference the **Procurement** resource page.
- Attend training.
- Start plans for hiring staff, volunteers and set site training dates.
- Complete Online Application and submit to DPI.



Step Three – Apply

Online Application – Opens March 1st

- Access the application by going to: <https://dpi.wi.gov/nutrition/online-services>.
- Follow the step-by-step instructions provided in the Application Manual: <https://dpi.wi.gov/community-nutrition/sfsp/how-to-apply>.
- Complete the application by **April 12th if ordering USDA Foods and/or requesting an advance in payment**; due date if NOT ordering USDA Foods or requesting advance is May 10th.
- Ensure all required attachments to the application are uploaded prior to submitting. The **Documents to Submit to DPI** page that will appear at the end of the application will specify what needs to be uploaded.
- In order to participate in the SFSP, sponsors must enter into a permanent Program agreement with the DPI. The agreement is a legally binding document that specifies the rights and responsibilities of both the sponsor and the DPI, and should be read carefully before being signed. School Food Authorities participating in the National School Lunch Program do not have to sign another agreement with the DPI.
- Once submitted, the application is locked and made available to the DPI consultants to review. Contact the DPI if there is a need to further revise the application prior to the DPI reviewing it.
- The application **MUST** be approved by the DPI prior to Program operation.
- Sponsors will receive an email with the Application approval letter once approved.

Application Changes?

Changes in operation following initial approval **MUST** be approved by the DPI. Make the changes in the online application, resubmit to the DPI, and notify the consultant working on your contract so they are aware updates to the application were submitted.

Step Four – Complete Pre-operational Requirements

Notify Health Department

Sponsors must notify the health department that they intend to participate in the Program. Provide site details (name, address, dates of operation, and times of meal service) and location where meals will be prepared. Provide new site information throughout the summer. Find your local health department at: <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>.

Provide Training to Sponsor and Site Staff

All personnel working with the SFSP are required to be trained annually. Review the **Training** resource for more information.

Complete Pre-operational Visits

New sites and sites that experienced problems in the prior summer need to be visited prior to operation. For more information, review the **Monitoring** resource.

Issue the Media Release

All Sponsors are required to issue a media release prior to

operation, notifying the public that the sponsor is participating in the SFSP and does not discriminate. A prototype media release can be found online: <https://dpi.wi.gov/community-nutrition/sfsp/market>. Choose the correct media release for your type of operation (camp or non-camp). If the prototype is not used, submit the modified release to the DPI for approval prior to issuing to the local media.

Order USDA Foods

If eligible and intent to order USDA Foods was indicated on the SFSP application by April 12th, order USDA Foods as directed in the **USDA Foods** resource.

Conduct Outreach

Let the community know where free meals will be served this summer! At a minimum, a SFSP poster must be displayed at the entry-way of an open site. Many other outreach resources are available free of charge from the DPI: <https://dpi.wi.gov/community-nutrition/sfsp/outreach>.

Other things to note...

New Sponsors

The DPI will conduct a pre-approval visit of all new sponsors. During this visit the DPI consultant will review the application, all program requirements and conduct a walk-through of the meal preparation area. Application approval will be completed following this visit.

Appeal Rights

Any sponsor denied participation in the Program or denied Program payment may obtain a hearing by an official other than the one directly responsible for the original determination. A copy of the Appeal Rights can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

DPI Reviews of Sponsors

All new sponsors will receive a review from the DPI the first year of operation. At a minimum, all sponsors will receive a review once every three years. Larger sponsors and sponsors that experienced problems in the past, may receive reviews more frequently.

