



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. For new Sponsors, find general Program information at: <https://dpi.wi.gov/community-nutrition/sfsp>. If your agency has not participated in prior years, complete the **SFSP New Agency Information Form**, found at: <https://dpi.wi.gov/community-nutrition/sfsp/how-to-apply>. The form will be sent to DPI personnel for review. If eligible, further information regarding required training and the application process will be provided.

Step Two – Complete Training

Typically, everyone needs to register for the new sponsor group training, a pop-up training session or the SFSP E-learning course. With the pandemic still having an impact on operations at both the State and local level, it has been decided to not hold in-person training for sponsors this spring. In lieu, we will continue to offer our SFSP E-learning Course and will also offer live webinars throughout the spring. The E-learning course provides an overview of requirements for returning sponsors and is helpful for new sponsors to learn about the Program. At a minimum, sponsors are required to review the lessons within the E-learning Course that are pertinent to their SFSP responsibilities. Recorded webinars and other training opportunities are also available and will be posted at: <https://dpi.wi.gov/community-nutrition/sfsp/train>. Be sure to also complete the training documentation form for your files.

Program Materials

All Program materials, including one page summary resources organized by topic and prototype forms for completing recordkeeping requirements, can be found online at: <https://dpi.wi.gov/community-nutrition/sfsp/market>. The one-pagers are helpful resources for training and reviewing Program requirements as well. You may wish to update your *Guide to Sponsoring the SFSP* (orange binder), by printing the updated pages. Revision dates are noted behind each one-pager. The USDA Program Guidance manuals are also posted to the website to reference or download at the sponsor's discretion: <https://dpi.wi.gov/community-nutrition/sfsp/market>.

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.
- Complete training.
- Start plans for hiring staff, volunteers and set site training dates.
- Complete Online Application and submit to DPI.

Step Three – Apply

Sponsors must apply to the State agency before the deadline dates noted below. Applicants should be certain that they have filled out the application completely and that they have included all the necessary supporting documentation to the State agency. Incomplete applications will cause a delay in the approval of the sponsor. Within 30 days of receiving a completed application, the State agency will notify the applicant of its approval or disapproval. If the application is incomplete, the State agency will notify the applicant within 15 days and provide technical assistance to help the applicant complete the application process.



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/sites/default/files/imce/community-nutrition/pdf/sfsp_int_app_manual.pdf. **Note the highlighted items in the Manual that indicate changes from the previous year.**
- Complete the application by **April 8th if ordering USDA Foods and/or requesting an advance in payment**; due date if NOT ordering USDA Foods or requesting advance is May 6th.
- 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 8th, 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.

