

# APPLICATION PROCESS



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

## Steps to Complete the SFSP Application

### 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 could be eligible. For new sponsors, find general Program information on our [SFSP homepage](#). If your agency has not participated in prior years, complete the [SFSP New Agency Information Form](#), found on the [Join the SFSP](#) page. The form will be sent to DPI personnel for review. If eligible, further information regarding required training and the application process will be provided.

#### 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 Two – Participate in at least one training opportunity.

All sponsors must register via the [SFSP Training Page](#) for at least one of the training opportunities listed below:

1. Full day in person training – provided for new sponsors and personnel needing comprehensive training.
2. Pop Up training – targeting returning sponsors offering a shorter open time period (no formal presentation) where sponsors pop-in to receive program updates, the latest resources from DPI and USDA, and receive one-on-one training with the DPI consultants.
3. [SFSP E-Learning](#) - review the online course lessons pertinent to participants SFSP responsibilities.

#### Additional Resources

- DPI SFSP Webinars and other online training opportunities are available on the [SFSP Training Page](#).
- Review Program materials - All Program materials, including one page summary resources organized by topic and prototype forms for completing recordkeeping requirements, can be found online on the [SFSP Materials & Resources](#) page. The one-pagers are helpful resources for training and reviewing Program requirements.
- Remember to complete the [training documentation form](#) for all training completed, for your files.

### Step Three – Apply to participate.

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

### Step 3, continued - Online Application opens in early March

- Access the application by visiting the Wisconsin [Child Nutrition Programs Online Services](#) page.
- Follow the step-by-step instructions provided in the [Application Manual](#).
- Applications are due the April 10<sup>th</sup> if ordering USDA Foods and/or requesting an advance in payment; and the May 5<sup>th</sup>, if NOT ordering USDA Foods or requesting an advance.
- 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** - Each Sponsor must notify the health department that they intend to participate in the Program. Provide site details including name, address, dates of operation, and times of meal service and location where meals will be prepared. Provide new or updated site information throughout the summer. [Find your local health department](#).

**Provide Training to Sponsor and Site Staff** - All personnel working with the SFSP are required to be trained annually. Documentation of all training must be maintained.

**Complete Pre-operational Visits** - New sites and sites that experienced problems in the prior summer need to be visited prior to operation.

**Order USDA Foods** - If eligible and intent to order USDA Foods was indicated on the SFSP application, 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. [Check out the DPI outreach resources available free of charge!](#)

#### 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 prep area. Application approval will be completed following this visit.

**Appeal Rights** – A sponsor has the right to appeal DPI's decision for denied participation in the Program or denial of Program payments following the SFSP Appeal Procedures.

**DPI Reviews of Sponsors** – All new sponsors will receive a review from the DPI the first year of participation in the SFSP. After the first year, 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.