

Summer Food Service Program Application Manual

Guide to completing the SFSP Application

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Wisconsin Department of Public Instruction

Jill K. Underly, PhD, State Superintendent

Madison, Wisconsin

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Overview of Application Process

The Summer Food Service Program (SFSP) requires the annual submission of an application or contract to participate in the SFSP. This Manual will help you to navigate through the on-line application process. If you have any questions after reading through the Manual please contact Amy Kolano at 608-266-7124.

What can on-line contracts do for you?

Decrease the time you spend on the application process! Much of the information that is entered will 'roll-over' the following year and require that the Agency only update that information.

Why is it important to follow this Manual?

The Manual provides you with step-by-step instructions for each screen you will need to complete. Following these instructions will help prevent loss of data and prevent frustration on the part of the Enterer!

What do you need to know prior to entering the application information?

Everything that is part of the Application! You need to be prepared BEFORE sitting down at the computer to complete the application process. The following is an outline of what will be asked for:

Overview of Application Process Continued

General Information:

- name, address, phone number of the sponsoring agency
- dates of operation for the entire summer operation
- copy of your federal tax-exempt status (if new)
- decision on whether to receive USDA Foods (if eligible)
- decision on whether to request an advance in payment
- completed Vendor Agreement if purchasing meals from a vendor (if over \$250,000 invitation to bid and bid schedule must be submitted to DPI prior to award)
- planned summer menus if a new sponsor or concerned about meeting the Meal Pattern Requirements
- completed Letter to the Health Department (everyone)

Administrative Personnel

- Names, title, number of hours devoted to SFSP, salary per hour

Sponsor Management Responsibility

- Name of person(s) with various management responsibilities, titles

Sponsor Training Sessions

- Name of person(s) conducting the training, training date(s)

Civil Right Pre-Award Compliance Review Information

- Estimate of the racial ethnic make-up of the children you will be serving in the SFSP
- Efforts made to assure that minority populations have an equal opportunity to participate
- Effort made to contact minority and grassroots organizations
- List of federal agencies providing financial support to the sponsoring agency and declaration of compliance

Site Application Detail

- Name, address and phone number of site(s)
- Name of site supervisor
- Type of site and how it is eligible (supporting documentation of eligibility may be required to be emailed to DPI)
- Whether or not the site participates in any other Child Nutrition Programs, is a new site, has experienced problems during the prior year, is a for profit site, and/or provides non-congregate meals

Overview of Application Process Continued

Site Meal Service Information

- Decision on whether or not there is a need to request a meal pattern exception or variation (usually only requested if serving very young children)
- For School Programs Only - decision on which menu planning system
- Decision on Offer Versus Serve provision to use for each site
- Location of site(s) (indoor or outdoor), how many children can eat at one time, how meal service will be supervised
- Meal count procedure for each site
- Whether or not meals are prepared on-site or delivered
- Description of meal order adjustments, storage facilities, etc.

Food Service Personnel Information (Site Labor Only)

- Name of food service person(s) at each site, total numbers devoted to SFSP, salary per hour, food service duty, dates of employment

Session Information

- Dates of operation for each site, number of days operating each month, operating days of the week and types of meal services requested
- Estimated number of children to be served at each site
- Estimated number eligible for free/reduced price meals
- Beginning and ending time of meal service

Site Monitoring Plan

- Monitoring Policy and Procedure
- Site Monitoring Plan – name of monitor, tentative site monitoring dates

Other Operational Labor (not site labor)

Budget Information

- Estimated income to be used to finance the SFSP
- Operational budget (food, non-food supplies, food service labor, kitchen utilities, cost of transporting food or children, delivery truck rental, etc.)
- Administrative budget (administrative labor - monitoring, completing the application, claims; administrative utilities, postage, office supplies, etc.)

New Agencies Only

In order to access the on-line application, new agencies (those that have not operated ANY child nutrition program) must obtain a temporary agency code and password. All new agencies should complete the SFSP New Agency Information Form, located on the [Join the SFSP](#) page. A permanent agency code and password will be provided to you upon approval of your application.

Overview of Application Process Continued

What kind of documents need to be submitted to DPI?

Documents required in addition to the SFSP application are to be submitted online:

- **Notification of Operation Letter to the Health Department** - All sponsors must submit a copy of the Letter to the Health Department detailing where meals are prepared and served. Include the dates of operation for each site along with the meal service times.
- **Agreement/Policy Statement** – Applies to new sponsors that do not participate in the National School Lunch Program only. For prior year sponsors, a copy of the signed Agreement/Policy Statement is on file at DPI. The agency will need to "Agree" to the terms of the Application, Agreement, and Policy Statement each year on-line. Agencies should download the Agreement from the Certification page and read prior to clicking on the "Submit" button.
- **Copy of 501(c)(3) status** – Applies to new private non-profit organizations only (excludes churches) or agencies that have had a change in their 501(c)(3) status.
- **Planned Menus** – Applies to New sponsors and any other sponsors that would like a menu review.
- **Vendor Agreement and/or Renewal** – Applies to all sponsors that purchase meals from another entity. If over \$250,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to award. SFAs that have current documents on file with the School Nutrition Team do not need to submit if procurement documents include the SFSP.
- **Monitoring Policy and Procedures** – Applies to all sponsors. Sponsors have the option to upload this information rather than entering it directly into the application.
- **Meal Pattern Variance Requests** – Applies to sponsors that plan to provide to younger children and will be following the Child and Adult Care Meal Pattern. Variance requests should be emailed to: sfsp@dpi.wi.gov.

Questions throughout the on-line application will trigger the need to submit the above items. After entering all application information, you will be reminded of the documents to upload in order for your application to be approved.

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Basic Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the ‘links’ at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a “linked-page” or “link”. If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the “Back” button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the “Back” button (#4 above) you may then use the “Forward” button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the application site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Blue boxes at the top of the screens include “Logout.” Click on this “Logout” box to exit from the entire program. **If exiting the system before completing the contract, be sure to click on the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.**

ACCESS CONTRACT AFTER FINAL DPI APPROVAL – After the completed agency contract has been approved by the assigned consultant at DPI, the sponsoring agency can access the contract to print or update information. Access the DPI site at: <http://dpi.wi.gov/nutrition/online-services>. You will then use the permanent Agency Agreement Number (Agency Code) assigned after final contract approval.

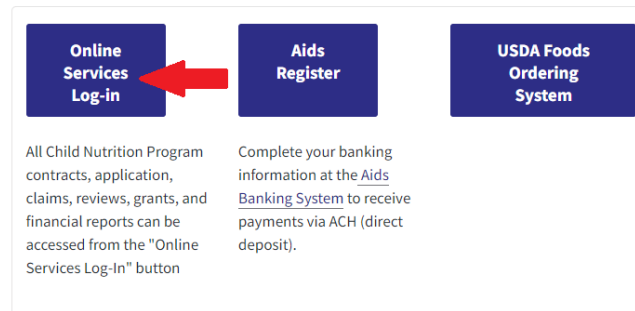
Logging onto the Website

Google Chrome is highly recommended.

1. Go to the following: <https://dpi.wi.gov/nutrition>
2. Click on “Online Services.” Bookmark the [Online Services Page](#) for future easy access to Online Services and to receive important information regarding contracts and claims.



3. Click on “Online Services Log-in.”



4. Enter the Agency Code (without dashes) and password. Click ‘Submit’.

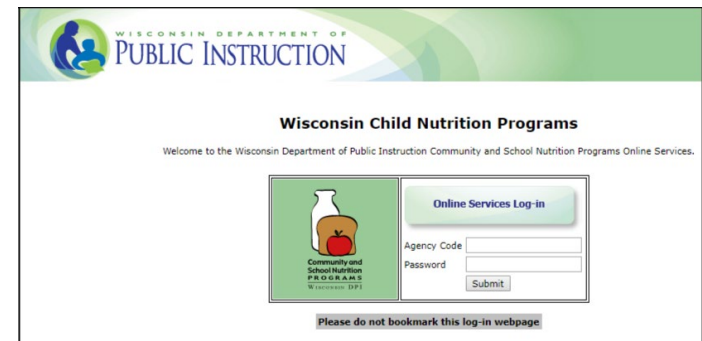
Do not bookmark this webpage. If you wish to bookmark, go to step 1.

If you do not know your password or need to request a new one, contact:

1. Primary Contact: Jacque Darrow at 608-267-9134; jacqueline.darrow@dpi.wi.gov

Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.

For New Agencies: enter the temporary agency code and password. After your application has been approved, you will receive your permanent agency code, site code(s) and password.

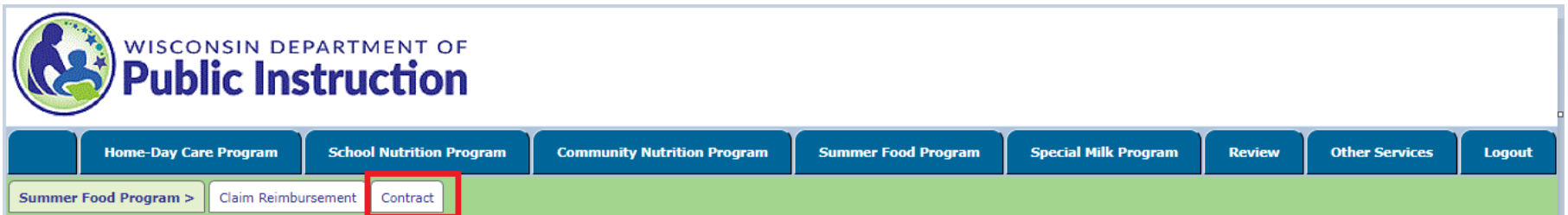


Logging onto the Website Continued

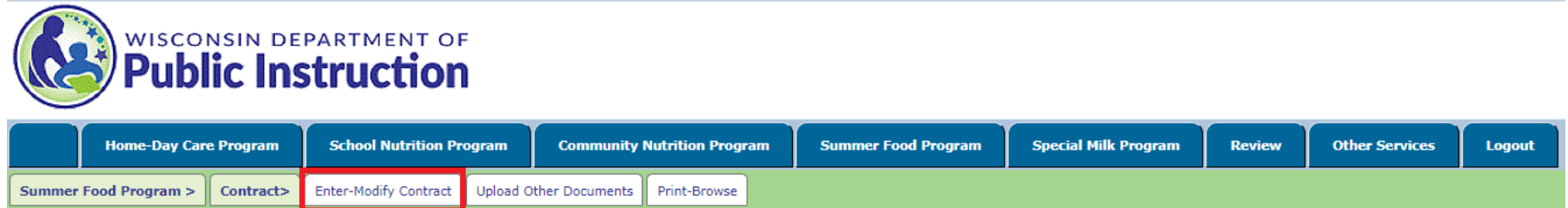
1. From the Main Menu, select “Summer Food Program.”



2. From the Summer Food Program Menu, select “Contract.”



2. Select “Enter-Modify Contract”



Contact Preparer/Enterer Information Page

Each time you enter the FNS system to submit or revise contract information, you will be asked to enter the name and contact information for the person who is entering the data.

1. Enter the “Preparer/Enterer Name and Contact Information” for the person actually entering the information or who can answer questions on the information given.
2. An email address for the Contract Preparer/Enterer is required.
3. Click on the “Continue” button at the bottom of page when you have finished entering the information.
4. Start entering information on the “Summer Food Service Program, General Information” page. Be sure to complete the Sponsor Application and the Site Application(s) prior to submission to DPI.

The screenshot shows the Wisconsin Department of Public Instruction's FNS system interface. At the top, there is a navigation bar with buttons for Home-Day Care Program, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Special Milk Program. Below this, a green bar contains buttons for Summer Food Program >, Contract>, and Enter-Modify Contract. The main content area is titled "Summer Food Service Program(2022) Application Contract Enterer Information". A form titled "[Contract Preparer/Enterer Information]" is displayed, containing the following fields: First Name, Last Name, Phone Number (with three separate input boxes), Extension (with one input box), and Email. Below the form is a blue "CONTINUE" button.

General Information Page

1. Returning Sponsors: Most of the fields will be automatically filled in with prior year's information. Review all fields, enter information where empty and update as necessary. New Sponsors: Only the Temp Code or Agency Code, Sponsor Type, FEIN, County, and Address should be displayed on this page.
2. Review the Agency Name displayed. The name must match the agency's Federal Employee Identification Number (FEIN) exactly. Contact DPI if it is incorrect.
2. If Sponsor Type is "Private", new sponsors will be required to submit a copy of the Agency's Federal Tax-Exempt Status - 501(c)(3).
3. New Sponsors must select Sponsor Status:
 - Nonprofit School Food Authority (all schools recognized as a school in WI)
 - Nonprofit Residential Summer Camp
 - Nonprofit Organization –Non-Residential
 - Unit of Local, Municipal, County or State Government
4. Review the Agency Street and Mailing Address
5. Enter Contact Information for the Authorized Representative of the SFSP.
 - Phone number: Enter only digits, no () or - or .
 - Person Signing: If someone else is authorized to sign the Claim Form, enter the name of that person. If not, re-enter the name of the Authorized Representative.
6. Enter Contact Information for a Secondary Contact Person (highly recommended).

To apply for participation in the Summer Food Service Program (SFSP) complete the application along with site(s) information and submit it to DPI. Collection of this information is a requirement of the SFSP.

Agency Name <input style="width: 80%;" type="text"/> Sponsor Type <input style="width: 15%;" type="text" value="Public"/>
Federal Employer Identification Number <input style="width: 30%;" type="text"/> County <input style="width: 15%;" type="text"/>
Sponsor Status <input style="width: 80%;" type="text"/>
Agency Street Address Street Address <input style="width: 80%;" type="text"/> City <input style="width: 20%;" type="text"/> State <input style="width: 15%;" type="text" value="Wisconsin"/> Zip <input style="width: 15%;" type="text"/>
Mailing Address (Enter even if it is the same as the street address listed above) Street/P.O. Box <input style="width: 80%;" type="text"/> City <input style="width: 20%;" type="text"/> State <input style="width: 15%;" type="text" value="Wisconsin"/> Zip <input style="width: 15%;" type="text"/>
Authorized Representative First Name <input style="width: 30%;" type="text"/> Last Name <input style="width: 30%;" type="text"/> Title <input style="width: 20%;" type="text" value="None"/> Phone Number <input style="width: 15%;" type="text"/> Extension <input style="width: 10%;" type="text"/> Email Address <input style="width: 80%;" type="text"/> Person Signing <input style="width: 80%;" type="text"/>
Secondary Contact <input type="checkbox"/> Check if not applicable First Name <input style="width: 30%;" type="text"/> Last Name <input style="width: 30%;" type="text"/> Title <input style="width: 20%;" type="text" value="None"/> Phone Number <input style="width: 15%;" type="text"/> Extension <input style="width: 10%;" type="text"/> Email Address <input style="width: 80%;" type="text"/>

General Information Page Continued

7. **Enter the start and end date of operation.** Be sure the dates cover all sites operating. It is very important that these dates are updated if changes occur during the summer. Meals served outside of the approved dates of operation cannot be claimed for reimbursement.
8. **Choose who prepares the meals.** Sponsor employees/volunteers (Self-prep) OR Contracted FSMC/Vendor (Vended)
If contracting with a FSMC or Vendor: Select Provider Type and Enter Provider Name. New SFAs with FSMC must update their base contract and complete the Addendum to add the SFSP. Contact the DPI Procurement Team directly for more information.
Sponsors that purchase meals from a vendor must submit a signed copy of the current Vendor Agreement between the sponsor and the vendor. Sample vendor agreements can be found under the Procurement Section on the [SFSP Material & Resources](#) page.

9. **Check all boxes that apply to your agency.**
SFSP USDA Foods – Sponsors that qualify and are operating during summer 2024 may request to receive a one-time shipment of USDA Foods in June. Review [USDA Foods for SFSP 2024](#) for eligibility info, what products will be offered, timelines updating contact and delivery information and placing the order, etc. Sponsors are not obligated to order the USDA Foods offered.

Advance Payments - Advance payments are made upon request if operating during the summer session. The amount of advance is determined from the estimated meals to be served. In some cases, actual performance from the prior summer may be used determine the amount of the advance. Advance payments will be deducted from future reimbursement payments. Advance payments are made on a monthly basis. Sponsors must request the advance at least 30 days prior to the payment dates of June 1, July 15, and August 15. Second month's advance payments are made when a sponsor operates for more than one month and submits the required PI-1491, Certification for Second Month's Administrative and Operational Advance. School Food Authorities are exempt from this requirement. Send an email to sfsp@dpi.wi.gov to request a copy of the PI-1491.

Menus - New sponsors MUST select the statement indicating the applicant plans to submit menus to DPI to review. All other sponsors may select this option as they feel necessary.

Check all the other USDA programs the agency participates in. **NEW** this year, if the Sponsor selects 'None', meaning the agency does not

Intended Dates of Summer Food Service Program Operation and Meal Preparation Information		
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]	Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
Who prepares meals for the SFSP? <input type="radio"/> Sponsor employees/volunteers (Self-prep) <input type="radio"/> Contracted FSMC/Vendor (Vended)		
<input type="checkbox"/> Check if FSMC/Vended and Sponsor requests to waive the unitized meal requirement (i.e., will serve cafeteria style.)		
Meal Provider Type	<input type="text"/>	
Provider Name	<input type="text"/>	
Check all that apply to your agency		
<input type="checkbox"/> Applicant is requesting SFSP USDA Foods		
<input type="checkbox"/> Applicant is requesting advance payment for administrative costs		
<input type="checkbox"/> Applicant is requesting advance payment for operational costs		
<input type="checkbox"/> Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc.		
<input type="checkbox"/> Applicant / organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program		
<input type="checkbox"/> Applicant expended \$750,000 or more in total Federal awards during the prior Federal Fiscal Year.		
<input type="checkbox"/> Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option)		
Check USDA program(s) in which the agency/organization participates		
<input type="checkbox"/> None	<input type="checkbox"/> Child and Adult Care Food Program	<input type="checkbox"/> National School Lunch Program
<input type="checkbox"/> School Breakfast Program	<input type="checkbox"/> Food Distribution Program (Commodity)	<input type="checkbox"/> Special Milk Program

participate in any other Child Nutrition Programs, this agency will be requested to submit a Full Management Plan and once every 3 years after that. Sponsors that fall into this category will be provided with the Full Management Plan to complete.

Sponsors participating in the SFSP are not eligible to participate in the NSLP, SBP, and Special Milk Program at the same site at the same time. Sponsors cannot switch CACFP sites to SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. If CACFP is selected, the applicant must submit a full description of the site services/enrollment changes for consideration.

10. Click the "Continue" button at the bottom of the screen.

Administrative Personnel Page

1. Enter sponsor personnel who will be responsible for administering the Summer Food Service Program. Provide names, title, # hours devoted to SFSP, salary per hour, and indicate if the person works with another SFSP sponsors and/or FSMCs. If personnel are not paid using SFSP funds (i.e., paid from another funding source or a volunteer), enter zero for the salary per hour. Use the 'Add Personnel' button at the bottom of the screen to add more personnel to the list. Click "Save". To delete a name, click on the name of the person and then click on the 'Delete' button.

As with the rest of the budget, if administrative personnel change after submission of the SFSP application, an amendment must be made. The total of the Administrative Salaries will be carried over to the Operational and Administrative Budget page.

**Summer Food Service Program(2022) Application
Sponsor Administrative Personnel Information**

Administrative Personnel

Review and update personnel information for those who will be responsible for administering the Summer Food Service Program (SFSP). To add new personnel click Add Personnel button. To drop personnel from the list select the person and press Delete button.If personnel are not paid using SFSP funds (i.e., paid from a different funding source or volunteer), enter zero for the salary per hour.

Administrative Person First Name	Administrative Person Last Name	Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Does Person Work For Other SFSP Sponsor or FSMC?
First Name	Last Name	Bookkeeper	40	0.00	0.00	No
First Name	Last Name	Food Service Director	220	30.00	6,600.00	No
First Name	Last Name	Monitor	10	15.00	150.00	No
					Total: 6,750.00	

ADD PERSONNEL
CONTINUE

Personnel Working for Other Sponsor/FSMC Information

If "yes" was selected on the prior page to the question "Does Person Work for Other SFSP Sponsor or FSMC":

1. Click on the name of the person listed.
2. Enter name of sponsor/FSMC and address for each affected administrative employee.
3. Click on "Save"


Summer Food Service Program(2022) Application
Personnel Working for Other Sponsor/FSMC Information

Administrative Personnel

Review and update information of personnel working for other sponsor or food service management companies.

Click on First or Last Name and update the information

First Name	Last Name	Other Sponsor Name	Other Sponsor/FSMC Address	City	Zip	State	Phone
First Name	Last Name						

 CONTINUE



[\[Sponsor Info\]](#) [\[Admin Personnel\]](#)

Summer Food Service Program(2022) Application
Update Selected Personnel Working for Other Sponsor/FSMC Information

Administrative Personnel

Provide sponsor/FSMC names and other informations where personnel is also working. Click save button to save the data or Back button to go back without saving.

Other Sponsor Name	<input type="text"/>
Other Sponsor/FSMC Address	<input type="text"/>
City	<input type="text"/>
Zip	<input type="text"/>
State	Wisconsin <input type="button" value="v"/>
Phone	<input type="text"/>

 BACK  SAVE

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#)

Sponsor Management Responsibility Information

1. Identify by name and title the persons responsible for:
 - Approving Purchases or Rentals
 - Approving Number of Regular or Overtime Hours of Employees
 - Reporting Participation and Cost Data; Preparing Claims for Reimbursement
 - Coordination of Site Supervisors
 - Coordination of Monitoring Requirements

Click on "Add Personnel" to add people to the list.

Make sure to enter person(s) responsible for each of the 5 management positions.

The duties listed on this page are administrative in nature, so these same individuals should be listed on the prior Administrative Personnel page.

2. Enter or change information. Click "Save" when finished.
3. Click on "Continue" when finished.

Summer Food Service Program(2022) Application
Sponsor Management Responsibility Information

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "Add Personnel" button. To drop personnel from the list select the person and press 'Delete' button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
<div style="display: flex; justify-content: center; gap: 10px;"> ADD PERSONNEL CONTINUE </div>				

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Budget\]](#)

Summer Food Service Program(2022) Application
Add Personnel for Management Responsibility Information

Provide the names, titles and management responsibility of the staffing personnel and click save button to save the data. Click 'Back' button to go back without saving.

Person First Name

Person Last Name

Title of Management Position

Responsibility of Management Position

Other

BACK
SAVE

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Budget\]](#)

Summer Food Service Program(2024) Application
Sponsor Management Responsibility Information

999040 - TEST SFSP

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "Add Personnel" button. To drop personnel from the list select the person and press 'Delete' button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
Amy	Kolano	Nutrition Coordinator	Approving Purchases or Rentals	Kimberly Musiedlak
Amy	Kolano	Nutrition Coordinator	Approving Regular or Overtime Hours for Employees	
Kimberly	Musiedlak	Director of Business	Reporting Participation and Cost Data; Preparing Claims	
Amy	Kolano	Nutrition Coordinator	Coordination of Site Supervisors	
Amy	Kolano	Nutrition Coordinator	Coordination of Monitoring Requirements	

ADD PERSONNEL
CONTINUE

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)

Sponsor Training Session Information

It is required that sponsor administrative and operational personnel receive training annually. These training sessions are to be documented and kept on file. Review [Training in the Summer Food Service Program](#) for details regarding training requirements. Sample training documentation forms can be found under the Training section on the [Materials & Resources](#) page.

1. Provide the date and name of the training for at least one administrative training session and one operational training session.
2. To enter a training session, click on "Add Training Session". To update information already listed, click on the name of the trainer.
3. Select the training type (administrative or operational) and enter the name of the person(s) providing the training and dates of each session. Click "Save". Use the "Delete", as necessary. Both administrative and operational personnel trainings are required.
4. Continue to add training sessions as necessary by clicking on "Add Training Session".
5. Click "Continue" when finished.

Summer Food Service Program(2024) Application
Sponsor Training Session Information

999040 - TEST SFSP

All staff working with the SFSP must receive training annually. Provide the name of the trainer(s), type of training, and date(s) of training for the current contract year. At least one Admin and one Operational training must be listed. To add additional training sessions, click 'Add Training Session' button. Review [Training in the Summer Food Service Program](#) for additional guidance.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD TRAINING SESSION
CONTINUE

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Management Responsibility\]](#)

Summer Food Service Program(2024) Application
Add Personnel for Training Information

999040 - TEST SFSP

Provide the training information of the staffing personnel and click save button to save the data. Click Back button to go back without saving.

Training Type	Admin
Trainer First Name	<input type="text"/>
Trainer Last Name	<input type="text"/>
Session Date	<input type="text"/> /[MM/DD/YYYY]

BACK
SAVE

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Management Responsibility\]](#)

Summer Food Service Program(2024) Application
Sponsor Training Session Information

999040 - TEST SFSP

All staff working with the SFSP must receive training annually. Provide the name of the trainer(s), type of training, and date(s) of training for the current contract year. At least one Admin and one Operational training must be listed. To add additional training sessions, click 'Add Training Session' button. Review [Training in the Summer Food Service Program](#) for additional guidance.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date
DPI	Training	Admin	04/06/2024
Amy	Kolano	Admin	05/12/2024
DPI	Elearning	Oper	04/14/2024
Amy	Kolano	Oper	05/26/2024

ADD TRAINING SESSION
CONTINUE

[\[Sponsor Info\]](#)
[\[Admin Personnel\]](#)
[\[Personnel Other Work\]](#)
[\[Management Responsibility\]](#)

Civil Rights Pre-award Compliance Review Information

1. Provide an estimate of the racial and ethnic make-up of the participants to be served by the SFSP. Prior year sponsors may use the actual numbers gathered on the Race/Ethnicity Data Form as an estimate if changes in the population served have not changed. New sponsors can obtain data from the [American Community Survey](#). Please note that this is a separate count by category. Be sure to total each category.
2. Indicate efforts to assure that minority populations have an equal opportunity to participate – Select ‘yes’ or ‘no’ for each area listed.
3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. Note text boxes on this page have a limited number of characters that may be entered. If more are entered an ‘error’ message will appear.
4. List any Federal agency/agencies providing financial support to your agency.

Examples include US Dept of Education, Department of Defense, Department of Housing and Urban Development, Department of Justice, Department of Health and Human Services, Corporation for National and Community Service, etc.

5. Indicate if your agency has been found to be in noncompliance with any of the federal agency/agencies from whom it receives assistance.
6. "Continue" when finished.

999040 - TEST SFSP

1: Provide an estimate of the ethnicity and race of the participants to be served in your SFSP. Data used should indicate for each person, their Ethnicity (Hispanic/Latino OR Non-Hispanic Latino) AND their Race (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, or White.) Participants may be within more than one race designation. Data used may be obtained from knowledge of participants based on prior data collection or other local statistical data.

4: Examples of other Federal agencies that provide financial support may be US Dept of Education, Department of Defense, Department of Housing and Urban Development, Department of Justice, Department of Health and Human Services, Corporation for National and Community Service, etc.

Provide information in each of the four areas below.

1. (A) ESTIMATE the racial make-up of the participants to be served in your Summer Food Service Program.	Total Children (A)
American Indian or Alaskan Native	5
Asian	0
Black or African American	24
Native Hawaiian or Other Pacific Islander	0
White	63
Total Racial Make-up	92
(B) ESTIMATE ethnic make-up of the participants to be served in your Summer Food Service Program.	Total Children (B)
Hispanic or Latino	11
NonHispanic or NonLatino	81
Total Ethnic Make-up	92

2. Indicate efforts made to assure that minority populations have an equal opportunity to participate (check all that apply).	
Have written nondiscrimination policies	Yes <input type="checkbox"/>
Publicly post nondiscrimination statement	Yes <input type="checkbox"/>
Distribute program information to entire service area	Yes <input type="checkbox"/>
Notify all participants of the availability of free meals	Yes <input type="checkbox"/>
Other	Yes <input type="checkbox"/>
If checked Other Please describe: (1000 or less Characters)	
Put signage around sites.	

3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. (1000 or less Characters)
Our agency identifies minority and grassroots organizations within our community and sends SFSP information to them so they can promote the Program within their organizations. We also ensure that minority owned business are notified of our RFP/bids.

4. List any Federal agency/agencies providing financial support to your agency. (1000 or less Characters)
Department of Health and Human Services

5. Has your agency ever been found to be in noncompliance by the Federal agency/agencies from whom it receives assistance? No <input type="checkbox"/>

 CONTINUE

List of Sites Registered

Next up, the information on the sites where meals will be served. **Each location where meals are served requires a site application.**

NEW this year is the Inactive Site List. These are sites the sponsor has operated within the past 5 years, but not in the previous year. Check this list if adding a new site this year to see if it has participated in prior years. If so, then you can re-activate the site and not have to start a whole new site application! Have an active site that will not be participating this summer? Go ahead and click on the site number, scroll down to the bottom of the first page of the site application and hit the delete button. This will put that site on the Inactive Site List.

Sites that have participated last year will appear within the table, like the one below. If the site will continue participation this summer, click on the name of the site to update the site information. If the site will no longer participate, click on the name of the site, scroll down to the bottom of the first page of the site application and click on the "Delete" button.

To add sites to the application, click "Add New Sites" to begin entering site information.

Each Column can be sorted by clicking on the Column Title.

DO NOT click on the "Continue" button at the bottom of this page until you have entered ALL information for ALL of the sites (this will include the Site Application, Site Meal Service, Site Personnel and Sessions pages).

Summer Food Service Program(2024) Application
List of Sites Registered

999040 - TEST SFSP

Complete and/or update a site application for each location where meals will be served this summer. If a site will not operate at all this year, delete the site. If you want to add **Inactive sites** to current year contract for SFSP program participation please click on Inactive Sites Link below.

[Inactive Site List]

Site No.	Site Name	Type of Site	Site Program Start Date	Site Program End Date
----------	-----------	--------------	-------------------------	-----------------------

ADD NEW SITE(S) CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance]

Summer Food Service Program(2022) Application
List of Sites Registered

Complete and/or update a site application for each location where meals will be served this summer. If a site will not operate at all this year, delete the site.

Site No.	Site Name	Type of Site	Site Program Start Date	Site Program End Date
13599	Butler Street School	Open	06/13/2022	08/25/2022
716840	Webster Street Square	Open	06/13/2022	08/31/2022

ADD NEW SITE(S) CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance]

Site Application – General Information

Returning Sites/Reactivated Sites:

1. Review the information within the General Information box. The name may be changed slightly as long as the address hasn't changed.
2. If the location of the site has changed, then a NEW site application must be started!
3. Recheck the Select Rural/Non-rural designation for the site based on the site's street address using the USDA Rural Designation Mapping Tool: <http://www.fns.usda.gov/rural-designation>. This website has been updated to include Rural pockets within an area typically considered non-rural.
4. Update the dates of operation.
5. Update the Name of the Site Supervisor. **New Revised Definition:** The Site Supervisor is individual who has been trained by the sponsor and is responsible for all administrative and management activities at the site, including, but not limited to: maintaining documentation of meal deliveries, ensuring that all meals served are safe, and maintaining accurate point of service meal counts. Except for non-congregate meal service sites using delivery services, the individual is on site for the duration of the food service.

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name	Butler Street School	County	Dane	Classification	Nonrural
Site Program Start Date	6/13/2022	Site Program End Date	8/25/2022		
Street Address	125 S Webster	City	Madison	Zip	54703
Name of Site Supervisor (if unknown at this time, provide to DPI prior to beginning of operation):					
First Name	Me	Last Name	You		

NEW Sites:

1. **Enter the Site Name.** Ensure spelling is correct.
2. **Select the County in which the site is located.** Sites must be located in Wisconsin.
3. **Select the classification of Rural/Non-rural.** Check based on the site's street address using the USDA Rural Designation Mapping Tool: <http://www.fns.usda.gov/rural-designation>.
4. **Enter the Start and End Dates of Operation.**
5. **Enter the Address and Telephone number of the Food Service Site.**

Site Application
999040 - TEST SFSP

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name		County		Classification	
Site Program Start Date		Site Program End Date			
Street Address		City		Zip	
Name of Site Supervisor (if unknown at this time, provide to DPI prior to beginning of operation):					
First Name		Last Name			

6. **Enter the Name of the Site Supervisor.** The Site Supervisor is individual who has been trained by the sponsor and is responsible for all administrative and management activities at the site, including, but not limited to: maintaining documentation of meal deliveries, ensuring that all meals served are safe, and maintaining accurate point of service meal counts. Except for non-congregate meal service sites using delivery services, the individual is on site for the duration of the food service.

7. **Check all statements that apply to the site.** It is very important these are accurate as the answers will prompt other questions within the application.

Check/Select all that apply to the site

Food service is the part of a regularly scheduled organized program of activities for children at this site

This site did not operate in the prior year

This site experienced operational problems last summer

This site is part of a mobile route

This site provides non-congregate meals

This site is For Profit (i.e., privately owned apartment complex, mobile park, any kind of for-profit business)

This site participated in the Summer Food Service Program in prior years
 Prior sponsor name Most recent year of participation [YYYY]

8. **Check all USDA Programs this site participates in throughout the year.** Answer the question 'Does this site participate in any of the above programs at the same time as the SFSP. If 'Yes', a prompt may appear to contact DPI to ensure both Programs can operate at the same time.

Check all USDA Program in which this site participates:

None Special Milk Program

National School Lunch Program School Breakfast Program

Child and Adult Care Food Program Food Distribution Program (Commodity)

Does this site participate in any of the above programs at the same time as the SFSP?

Sites participating in the SFSP are not eligible to participate in the Special Milk Program during the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. Applicants must submit a full description of the site services/enrollment changes for consideration, if applicable.

Site Application – Eligibility & Site Type

1. **Select the Site Type.** Refer to the resource [Sponsor & Site Eligibility](#) for site definitions.
2. **Select how the site qualifies for the SFSP.**
 - Open, Restricted Open, and Area Eligible Closed Enrolled Sites must **choose one** of the 3 choices for eligibility – school free/reduced data, census data, or documentation from departments of welfare, education or zoning commissions that indicate the area is eligible.
 - If using Free/reduced Data, indicate the month and year of eligibility, along with the name and address of the school being used to qualify the site. If using data from a CEP school, enter the school’s individual CEP percentage.
 - Enter the year and GEOID Code if using Census Data to qualify the site. Refer to the [FY2024 Census Eligibility for Public Schools](#) to find a GEOID for a public school. Refer to the [USDA Capacity Builder](#) for other types of site.
 - Migrant Sites must select ‘The site serves predominately children of migrant farm workers.’
 - Closed Enrolled Sites, Camp Sites, Upward Bound Sites, Trio Program Sites, should make the appropriate eligibility selection(s) under that section.

Note

- School free/reduced data, CEP data, and census data will qualify a site for up to 5 years. The percentages provided on this page may be updated annually or once every 5 years (sponsor’s discretion).
- Summer school sites are required to be open, however may select Restricted Open if there are reasons to restrict the number of children attending meal service at the sites due to reasons of safety, security or control.

Select Type of Site and provide list of supporting eligibility document attached:

Type of Site Is this site Area Eligible? Yes No

Select how the site qualifies (only for Open, Restricted Open and Area Eligible Closed Enrolled Site Types)

Site is located within the attendance area of a public school or within a private or specialty school in which 50 percent or more of the enrolled children are eligible for free and reduced-price meals.

Month and Year of Eligibility / [MM/YYYY]

School Name Free/Reduced Percentage

Street Address City State

Zip

Site is located within a Census area that is eligible. Use the [USDA Capacity Builder](#) to locate the GEOID code for the site.

Month and Year of Eligibility / [MM/YYYY] GEOID Code

Documentation from departments of welfare, education or zoning commissions indicate area is eligible.

Select how the site qualifies (only for Open - Migrant Site Type)

The site serves predominately children of migrant farm workers.

Select how the site qualifies (only for Closed Enrolled sites that are NOT area eligible, Residential and Non-Residential Camps, and National Youth Sports Program Site Types)

Household Size-Income Statements will be collected from parents/guardians and maintained on file to document the income eligibility for individual children.

Eligibility documentation for individual children enrolled at the site will be collected and maintained on file from the public or private School Food Authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility. This includes use of the DPI Precollege Scholarship Form.

Upward Bound eligibility documentation for individual children enrolled in the program will be collected and maintained on file.

NYSP site complies with the Department of Health and Human Services guidelines for income eligibility for children attending this program.

Site Application – Meal Pattern & OVS

3. Check the box provided if the applicant is requesting a Meal Pattern Exception or Variation for this site, such as when requesting to follow the CACFP Meal Pattern for younger children.
4. Select type of menu planning system and offer versus serve provision to be used at this site. School sponsored sites may choose to plan meals following the SFSP Meal Pattern or the NSLP or SBP meal pattern. The CACFP meal pattern may also be used if it aligns better with the population served. Non-school sponsors and schools not participating in the NSLP must use the SFSP meal pattern. Please note that the snack meal pattern is the same for all Child Nutrition Programs.

Site Application – Meal Service & Facility Information

5. Provide Meal Service Information: Meal prep method, site location, where the meal is prepared, how many children can eat at one time, and how the meal service will be supervised.
6. Select Meal Count Procedure for the Site. If multiple methods are used provide further clarification in the text box provided.
7. Select YES to the statements that apply to the food service operation. Provide a brief description of the procedures for adjusting meal orders, description of facility for holding meals, and for storing leftover meals.
8. Click on "Continue" when finished.

Check if Sponsor requesting Meal Pattern Exception or Variation for this site. Submit detailed request in writing to DPI

Select Menu Planning System used to plan meals and Offer Vs Serve provision for SFSP Site.

Menu Planning System

Breakfast

Lunch

Supper

Offer Vs Serve

Breakfast

Lunch

Supper

Provide Meal Service Information

Who prepares meals for this site?

Site Location

Meal prepared/delivered Meals Prepared on Site Meals Delivered to this Site

How many Children can eat at this site at one time

How will the meal service be supervised (200 Characters)

Select Meal Count Procedure for the site

Meal count is taken at the end of the meal service line at the point it has been determined that the child has received a complete meal

Meal count is taken at the beginning of the meal service line. A person is positioned at the end of the line to verify that each child has received a complete meal.

Family Style Meal Service - The meal count is taken after the children have been seated and have received their meal. (Applicable for Camp and Enrolled Sites only)

Other

[If you selected Other as meal count Procedure for the site please describe it] (150 Characters only)

Provide Meal Adjustment and Facility Information

Procedures are in place for the adjustment of meal orders to reflect the number of children participating daily.


Briefly describe procedure for adjusting meal orders.

Site has adequate facilities for holding meals at proper temperatures or meals will be served within one hour.

Briefly describe holding facilities or indicate meals are served within one hour.

Site has adequate facilities for storing leftover meals or meals are returned to the meal preparation kitchen

Briefly describe storage facilities or indicate meals are returned to the meal preparation kitchen.

 CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing]

Site Application – Food Service Personnel

List all of the operational type positions that work at this site. Operational positions include site food service managers, assistant managers, cooks, servers, dishwashers, etc. Each individual does not have to be listed separately if they hold the same position title and similar pay. Combine hours for both positions and average the hourly wage, if slightly different. Positions that are not paid out of SFSP funds or volunteers should still be listed but indicate zero for the Salary Per Hour.

Salaries for personnel that work at a central kitchen, delivering meals or any other operational personnel that is not located at a site, should be listed on the 'Other Operational Labor' page that will come later in the application.

1. Click "Add Personnel" to enter the title, number of hours devoted to the SFSP, salary per hour, specific food service duties and dates of employment for all food service persons at the site. To update information, click on the title of the operational position.
2. Click on "Continue" when finished.

The operational salaries entered on each site application will be totaled and automatically carried over to the Operational and Administrative Budget page.

999040 - TEST SFSP
760480 - ABC Community Center

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'Add Personnel' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Food Service Assistant	236	15.00	3,540.00	Set up meal service, serve, clean up	06/05/2024	08/25/2024
Community Center Volunteers	118	0.00	0.00	Take meal count, supervise children	06/05/2024	08/25/2024
Total Salary			3,540.00			

ADD PERSONNEL CONTINUE

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)
 Total Hours Devoted to SFSP
 Salary Per Hour, If Volunteer Enter Zero
 Specific Food Service Duties
 Start Date of Employment for the SFSP [MM/DD/YYYY]
 End Date of Employment for the SFSP [MM/DD/YYYY]

BACK CONTINUE

Operational and Administrative Budget	
SFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	0
Total Labor Salaries	0
Other Operational Labor	0
Nonfood Supplies	0
Utilities	0
Equipment, Kitchen or Truck Rental	0
Equipment (over \$5,000)	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	0
Other	0
Total Budgeted Operation Costs	0

Site Application – List of Registered Sessions

A session is the period of time in which meals are served at this site. Camps should list each group of children attending camp as a separate session. Occasionally the dates of these separate sessions will overlap - that is OK. Use "Add Session" to add another session. Non-camp sites may also need to list more than one session if there is a break of a week or more between the dates of operation. For single session sites, list the beginning and ending date of meal service for the entire summer.

Summer Food Service Program(2024) Application
List of Registered Session(s) Information

999040 - TEST SFSP
760480 - ABC Community Center

Review/Update session(s) information. Click on the session number to review or update information. To add new session click 'Add Session' button. To drop session from the list select the session and press 'Delete' button.

Session No	Session Beginning Date	Session Ending Date	Meal Type to be Served
12661	06/05/2024	06/30/2024	L
12662	07/03/2024	08/30/2024	B, L

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Site Application\]](#) [\[Site Operational Personnel\]](#)

IT IS IMPARATIVE THAT CHANGES MADE TO THIS SECTION OF THE SITE APPLICATION BE SUBMITTED AND APPROVED BY DPI PRIOR TO THE CHANGE OCCURING. DPI CANNOT REIMBURSE A SPONSOR FOR MEAL SERVICE THAT HAS NOT RECEIVED PRIOR APPROVAL.

1. Click on "**Add Session**". Do NOT click on "Continue" until all sessions for the site you are working on have been entered.
2. For returning sites/sessions, click on the session number to open and update the session information.
3. When finished adding all sessions for the site you are working on, click "Continue" to take you back to the List of Site(s) Registered page.

Site Application – Session Information

1. Enter the beginning and ending dates for the session.
2. Enter the number of days that the site will operate during each month listed. Enter “0” if not operating in a particular month.
3. Enter any scheduled dates the site will be closed within the session beginning and ending dates, ex. July 4th. This area may also be used to provide an explanation of any other site meal service details. Be sure to remove any prior year information that no longer applies.

4. Check each day of the week that the site will provide meals.

If a site serves different meal types on different days, enter that on separate sessions so that it is clear what meal types are served on which days of the week.

5. Meal Service Information - Select the meal services that will be provided under the SFSP at this site. Also provide the estimated number of children to be served daily, the estimated number of these children that are eligible for free and reduced priced meals, and the beginning and ending time for each meal service. **NOTE: For vended sponsors, the estimated number of children to be served daily is considered the Site Cap – meaning the site cannot claim for more than this number of meals per day. If needed, the Site Cap may be updated, submitted and approved by DPI prior to the affected claim being processed.**

Also Note: Hours and minutes are separate fields. Select AM or PM.

6. Click on "Save" when finished. You will be taken back to the List of Sessions Registered page.

**Summer Food Service Program(2024) Application
Update-Modify Session Information**

**999040 - TEST SFSP
760480 - ABC Community Center**

Session No:

Session Beginning Date / / [MM/DD/YYYY] Session Ending Date / / [MM/DD/YYYY]

For this Session, Number of Operating Days in each Month

May	June	July	August	September	October
<input type="text" value="0"/>	<input type="text" value="20"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
November	December	January	February	March	April
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Provide specific session details that may not be covered on the site application previously (i.e. information on how meals are distributed, dates within session site may be closed, etc.)

Children arrive at the community center after summer school for lunch.

Check all days of the week for which meals will be claimed

Meal Service Information [Check the box for Type of Meal to be Served to enable meal service information. Enter times of meal service as hours and minutes separately]

Check Type of Meal to be Served	No. Of Children to be Served by Meal Type	No. Of Children eligible for Free Reduced Price Meal	Time Meal Service Begin (hh:mm)		Time Meal Service End (hh:mm)	
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> AM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Lunch	<input type="text" value="75"/>	<input type="text" value="64"/>	<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="radio"/> AM	<input checked="" type="radio"/> PM
<input type="checkbox"/> PM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> AM	<input type="radio"/> PM
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> AM	<input type="radio"/> PM

BACK
 SAVE
 DELETE

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Site Application\]](#) [\[Site Operational Personnel\]](#)

Site Application – List of Sessions & Sites Continued



1. If you have more sessions to enter for the site, click on "Add Session". To delete a session, click on the Session number and then click on the "Delete" button at the bottom of the session page.
2. When you are **finished** entering all sessions for a particular site, click on "**Continue**".

Summer Food Service Program(2024) Application
List of Registered Session(s) Information

999040 - TEST SFSP
760480 - ABC Community Center

Review/Update session(s) information. Click on the session number to review or update information. To add new session click 'Add Session' button. To drop session from the list select the session and press 'Delete' button.

Session No	Session Beginning Date	Session Ending Date	Meal Type to be Served
12661	06/05/2024	06/30/2024	L
12662	07/03/2024	08/30/2024	B, L

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Site Application\]](#) [\[Site Operational Personnel\]](#)

3. This will take you back to the **List of Site(s) Registered** page. If you have more **sites** to enter, click on "**Add New Sites**". Follow the instructions as previously stated until all site information has been entered. When you are **finished** entering all sites, click on "**Continue**" on the List of Site(s) Registered page.


Summer Food Service Program(2024) Application
List of Sites Registered

999040 - TEST SFSP

Complete and/or update a site application for each location where meals will be served this summer. If a site will not operate at all this year, delete the site. If you want to add **Inactive sites** to current year contract for SFSP program participation please click on Inactive Sites Link below.

[\[Inactive Site List\]](#)

Site No.	Site Name	Type of Site	Site Program Start Date	Site Program End Date	
760480	ABC Community Center	Open	6/5/2024	8/25/2024	NEW

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#)

4. **When to delete a site** - when it was entered in error and when you are notified that the site will not operate at all. If the site served meals, but has a change in the dates of operation, do not delete the site. Go to the site information by clicking on the Site Name and modify the dates of operation on both the Site Application page and the Session page.

Sites that you have filed a claim for within the calendar year should not be deleted!

Site Monitoring Plan

1. **NEW** Provide the agency's policy and procedure for monitoring sites. The policy addresses the guidelines for when monitoring is to be completed. The procedure address who is responsible for scheduling the monitoring, carrying out the monitoring, what forms will be used, how the monitor will address problems during the visit/review, how it will be determined when a site will receive follow-up and when a site would be closed.
2. Select if you will upload the document OR if you will type in the Policy & Procedure in the text box provided.
3. Click SAVE to continue to the bottom portion of the page.

Example:

ABC Sponsor will complete the monitoring requirements within the required times frames per USDA regulations CFR 225.15(d)(2) and DPI guidelines. The monitoring schedule with be developed by the Business Manager during the SFSP Application process that occurs in March of each year. The schedule will be updated prior to and throughout operation based on the sites that have requested meal service, changes in dates of operation, and when monitoring must be rescheduled due to the inability of the monitor to complete the site monitoring on the day intended. The Food Service Director is responsible for monitoring the sites on the scheduled dates provided by the Business Manager. The Food Service Director will document the visit/review using the Pre-operational, Site Visit and Site Review forms provided by DPI. During the visit/review, the Food Service Director is responsible for discussing any concerns or findings with the site supervisor and other site staff, referring to materials provided to the site staff during training. The corrective action required, and technical assistance provided will be documented on the appropriate form and signed by the site supervisor and Food Service Director. If changes are needed to the approved SFSP application, the monitor will report that to the Business Manager within 24 hours. The Food Service Director will also report findings that fall within the key areas identified on the monitoring form to the Business Manager within 24 hours. The Food Service Director and Business Manager will discuss the need for follow-up based on the guidelines provided in the Monitoring Assessment portion of the forms. Sites will be closed if they have repeated findings that are resulting in disallowed meals and/or result in a situation that jeopardizes the health and safety of the children. All completed forms will be stored in a binder in the Business Manager's office for a period of 3 years, plus the current year.

Summer Food Service Program(2024) Application
Site Monitoring Plan Page


999040 - TEST SFSP

Site Monitoring Plan Information

A site monitoring policy and procedure is in place that addresses how problems are corrected when observed during a site monitoring visit and/or review. This procedure includes plans for follow-up and an explanation of when site(s) would be closed. (Chose one below)


The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.

The Site Monitoring Policy and Procedures will be described below. (Provide a text box)

 SAVE

Provide monitoring plan for site. Click on Site Name to add/manage Site Mointoring plan and to save the mointoring plan data. Click 'Back' button to go back without saving.

Site Name	Start Date	End Date	Meals Served	Operated in prior year	Problems in Prior Year	Name of Monitor	Pre-operational Visit Date	Visit Date	Review Date
ABC Community Center	06/05/2024	08/25/2024	B,L	Yes	No				

 CONTINUE

4. Enter the Monitoring Plan for each site by clicking on the Site Name.
5. Provide the name of the monitor, tentative Visit Date(s), Review Schedule and Monitor information. A pre-operational visit date is required for new sites. A site visit date is required for new sites and sites that experienced operational problems the prior year. This site visit must occur within the first two weeks of the site's operation. Sites that are not new and have not experienced problems in the previous year are only required to receive the full review prior to the end of the 4th week of operation.
6. Enter the name of the person who will be responsible for monitoring the site.
7. Once the monitoring plan has been entered for each site, click continue at the bottom of the page.


**Summer Food Service Program(2024) Application
Site Monitoring Plan Page**

999040 - TEST SFSP

Site Monitoring Plan Information


A site monitoring policy and procedure is in place that addresses how problems are corrected when observed during a site monitoring visit and/or review. This procedure includes plans for follow-up and an explanation of when site(s) would be closed. (Chose one below)

The Site Monitoring Policy and Procedure will be uploaded on the Documents to Submit to DPI page.
 The Site Monitoring Policy and Procedures will be described below. (Provide a text box)

 **SAVE**

Provide monitoring plan for site. Click on Site Name to add/manage Site Mointoring plan and to save the mointoring plan data. Click 'Back' button to go back without saving.

Site Name	Start Date	End Date	Meals Served	Operated in prior year	Problems in Prior Year	Name of Monitor	Pre-operational Visit Date	Visit Date	Review Date
ABC Community Center	06/05/2024	08/25/2024	B,L	Yes	No				

 **CONTINUE**

Additional Other Operational Personnel

1. Add Additional Operational Labor for other operational personnel that were not included on the site application labor pages. This may be meal delivery drivers, central kitchen staff, etc. Only include personnel that are being paid out of the SFSP Funds. If there isn't any additional operational labor, click Continue to move on.

Summer Food Service Program(2024) Application
Add Additional Operational Labor Page

999040 - TEST SFSP

Additional Operational Personnel
 Provide labor costs for other operational personnel that were not included on the site application labor pages (i.e., meal delivery drivers, central kitchen staff, etc.). ONLY include personnel that are paid out of SFSP funds. Do NOT include volunteers.

Other Operational Position Title (Delivery Driver, Cook, Assistant Cook, etc.)	Number of Employees in that Position	Total Hours for Summer Operation Devoted to SFSP for All Employees	Average Salary Per Hour	Total Salary Amount for Program
Total Salary				0.00

ADD PERSONNEL
CONTINUE

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Site\(s\) Monitoring Plan\]](#)

Summer Food Service Program(2024) Application
Add Additional Operational Labor Page

999040 - TEST SFSP

Additional Operational Personnel
 Provide the titles and labor/cost information of the operational personnel and click 'Save' button to save the data. Click 'Back' button to go back without saving.

Other Operational Position Title (Delivery Driver, Cook, Assistant Cook, etc.)	<input style="width: 95%;" type="text"/>
Number of Employees in that Position	<input style="width: 95%;" type="text"/>
Total Hours for Summer Operation Devoted to SFSP for All Employees	<input style="width: 95%;" type="text"/>
Average Salary Per Hour	<input style="width: 95%;" type="text"/>

BACK
CONTINUE

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Site\(s\) Monitoring Plan\]](#) [\[Additional Operational Labor\]](#)

Income, Operational and Administrative Budget Information

The SFSP requires the sponsor to maintain a non-profit food service account and a program specific budget. Amendments to the budget may be made after submission to DPI. Review [Financial Management in the Summer Food Service Program](#) for further details regarding the budget. DPI also has a Determining Reimbursement/Budget Calculator available that may be of assistance. This can be found under the Program Reimbursement section on the [Materials & Resources](#) page.

Entering data on this page - do not use commas; Enter '0' when you have no expenses for a line item. It works best to use the 'Tab' key on your keyboard to navigate thru the blocks.

1. Answer the question 'Are any of the projected expenses allocated between different programs or services?'
3. If 'yes', describe which costs are shared among programs/services and how they are allocated.
4. Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program. Use the [SFSP reimbursement rates](#) to estimate expected income. If Estimated SFSP Reimbursement will not cover the cost of the Program, the agency MUST have other funds to cover the loss. Enter that income into the "Other Income:" line. Total Income must be equal to or more than Combined Total Expenses.
5. Operational and Administrative Budget. Enter all operational and administrative cost associated with the SFSP. Please refer to the [Financial Management in the Summer Food Service Program](#) resource for more information regarding allowable vs. unallowable program costs. Note that in order for an item to be allowed as a SFSP cost (either operational or administrative) documentation must be on file to support the expense. Examples of support documentation can be found in the same resource. If equipment and/or office space is rented for the SFSP, rental agreement(s) must be submitted to DPI. NOTE: Equipment expenses exceeding \$5,000 is now a separate line item within the operational budget.
6. If estimated Total Income **exceeds** the combined total operational and administrative expenditures, describe how excess funds will be used in the text box provided at the bottom of the page.
7. Click "Continue" when finished.

999040 - TEST SFSP

Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program

Are any of the projected expenses allocated between different programs or services? Yes No

If Yes, describe the costs that are shared among different programs/services and how the costs are allocated below

Enter \$ amount with no commas. Only a single decimal point is allowed.

Income Source	Income Amount (\$)
Unused Funds from Prior Summer	0
Estimated SFSP Reimbursement THIS Summer	0
Donations	0
Other Income	0
Total Income	0

Describe Any Restriction on the Use of the Income Source

Operational and Administrative Budget	
SFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	0
Total Site Labor Salaries	9720.00
Other Operational Labor	900.00
Nonfood Supplies	0
Utilities	0
Equipment, Kitchen or Truck Rental	0
Equipment (over \$5,000)	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	0
Other	0
Total Budgeted Operation Costs	10620

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salary	6750.00
Office Space Rental	0
Office Supply	0
Transportation Admin. and Monitors (Rental)	0
Transportation Admin. and Monitors (Mileage)	0
Utilities	0
Telephone	0
Postage	0
Legal Fees	0
Use Allowances	0
Other	0
Total Budgeted Administrative Costs	6750.00

Total Income - Total Operational Expenses - Total Administrative Expenses = **Net Income** -6750.00

Explain how excess funds will be used if SFSP income exceeds SFSP expenditures.(1000 or Less Character)

They will be saved to roll over to next year's summer program.

CONTINUE

[Sponsor Info](#) | [Admin Personnel](#) | [Personal Other Work](#)


Documents to be Submitted to DPI

Based on the information provided in the Application you will be provided with a list of documents that must be submitted to DPI. These items must be uploaded into the Application prior to approval.

1. The documents to be uploaded must be in a PDF format.
2. Click on 'Upload' for each of the documents required
3. 'Choose File' from your personal drive, choose the file and then click 'Upload'.
4. When finished, click 'Continue'.

**Summer Food Service Program(2022) Application
Document(s) to be Submitted for Approval**

Document	File Last updated	File	Upload / Update
Vendor Contract - Submit copy of the Invitation to Bid and Schedule of Bid Dates if required to formally procure			Upload
Amendment to Add Summer Food Service Program(SFSP) and/or Child and Adult Care Food Program(CACFP) to the FSMC Contract (N/A if SFSP was included in original bid.)			Upload
Letter to the Health Department			Upload


 **CONTINUE**

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Budget\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#)

[Upload the attachment for Letter to the Health Department]


Click Browse button to select a PDF File to upload


Selected File : No file chosen

 **UPLOAD**

[Document(s) to be Submitted for Approval]

**Summer Food Service Program(2022) Application
Document(s) to be Submitted for Approval**

Document	File Last updated	File	Upload / Update
Vendor Contract - Submit copy of the Invitation to Bid and Schedule of Bid Dates if required to formally procure			Upload
Amendment to Add Summer Food Service Program(SFSP) and/or Child and Adult Care Food Program(CACFP) to the FSMC Contract (N/A if SFSP was included in original bid.)			Upload
Letter to the Health Department	02/28/2022		Update

 **CONTINUE**

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personnel Other Work\]](#) [\[Budget\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#)


Application Summary

Review the information on the Application Summary Page.

Things to look for:

- The Sponsor Start and End Dates cover the entire time period that sites are operating (Sponsor Info Link).
- The requests for USDA Foods and/or Advances have been selected correctly (Sponsor Info Link).
- The Meal Preparation Type selected is correct (Sponsor Info Link).
- All sites are listed with the correct site type, dates of operation, and meal services (Site(s) Listing Link).

If corrections are needed, use the links at the bottom of the page to go to the area of the application needed to make the updates.

Summer Food Service Program(2024) Application Summary						
999040 - TEST SFSP						
Does this look correct? If not, go back to make corrections, prior to submission						
Sponsor Start Date:	06/03/2024	Requesting USDA Foods:	Yes			
Sponsor End Date:	08/23/2024	Requesting an Administrative Advance:	No			
Meal Preparation:	Self-prep	Requesting an Operational Advance:	No			
Site Name	Type of Site	Site Program Start Date	Site Program End Date	Session Start Date	Session End Date	Meals Served
ABC Community Center	Open	06/05/2024	08/23/2024	06/03/2024	08/23/2024	Breakfast, Lunch
 CONTINUE						
[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Management Responsibility] [Sponsor Training] [Civil Rights Compliance] [Site(s) Listing] [Site(s) Monitoring Plan] [Additional Operational Labor] [Budget] [Document(s) List]						

Certification

1. Read the terms listed and the Permanent Agreement/Policy Statement (link provided at the bottom of the page). Click on the **"Submit"** button to agree to the terms and conditions of the Annual SFSP Application and Permanent Agreement/Policy Statement. This will submit the contract to DPI for review and approval. If you review or update information after the initial submission, you must always click the **"Submit"** button when exiting the contract to allow DPI to review the changes.
2. Print off a copy of the Permanent Agreement/Policy Statement and keep with a copy of the Application. **School Food Authorities participating in the National School Lunch Program should refer to their [Permanent Agreement/Policy Statement](#).**

CERTIFICATION

All Sponsors:

I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.

I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes.

If the applicant operates a migrant site(s), I certify that all migrant sites operated by the applicant serve children of migrant worker families. If the site(s) also serve non-migrant children, it is understood that the site must serve predominately migrant children.

In addition Sponsors Not Participating in the National School Lunch Program further Certify:

If the applicant operates a National Youth Sports Program (NYSP) sites(s), I certify that all NYSP sites operated by applicant serve only children enrolled in the NYSP; and that the NYSP sites(s) comply with the Department of Health and Human Services guidelines for income eligibility for children attending the NYSP.

If the applicant herein named seeks approval as a unit of local, municipal, county or State government, or as a private nonprofit organization, I certify that the applicant will directly operate the Program in accordance with SFSP regulation 7 CFR Part 225.14(d)(3).

I agree to abide by the terms and conditions of the SFSP Application, Permanent Agreement and Policy Statement.

[SFSP Permanent Agreement and Policy Statement](#)

Caution! Your application will be LOCKED for review by DPI upon submission. Once submitted, you will need to contact us to have it unlocked to make revisions. DO NOT submit unless you are ready to have DPI review your application.

 Submit

Contract Submission, Submitted Additional Documents, and Print/Browse Function

You can print and browse the approved SFSP online application at any time. The only exception is if you have submitted the online application and it has been “locked” and is pending review and approval by DPI.

1. When your contract data has been received at the DPI, the following message appears “**Contract Successfully Submitted to DPI...**”
2. Click the “**Logout**” button at the top, right hand side of the page to exit the FNS system.
3. At this point, the application will be ‘**locked**’ and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information.
4. If the Agency needs to get back into the application prior to the DPI consultant’s review, contact either Amy Kolano at amy.kolano@dpi.wi.gov or Kimberly Musiedlak at kimberly.musiedlak@dpi.wi.gov to unlock the contract.

What happens next?

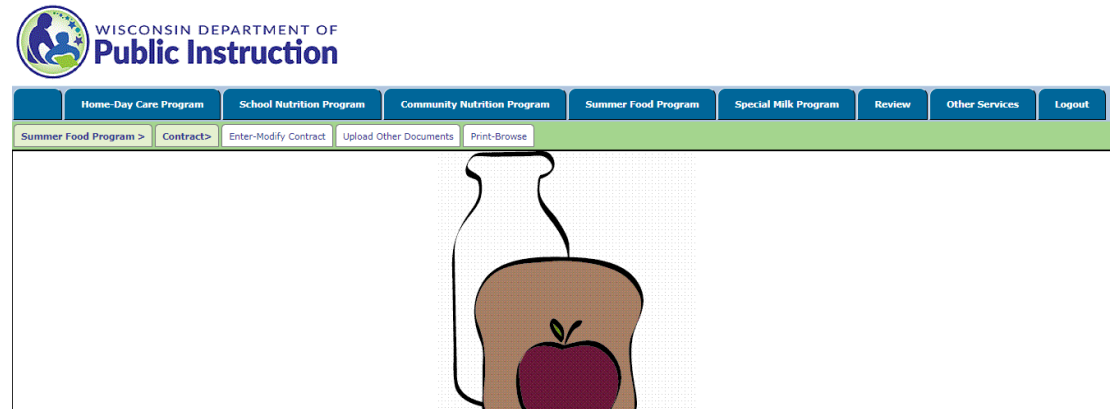
DPI will review the application. Once DPI begins the review of the application it will be ‘locked’, and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information. If the application is incomplete, the Agency will be notified using the contact information provided in the contract Preparer/Enterer screen. A complete application will not be approved until the required documents are submitted to DPI via the Upload function. Once approved, the Agency will receive an approval letter via e-mail or in the mail. If any waivers have been requested, the waiver decision will be included in the letter as well.



Uploading Additional Documents

Documents such as Requests for 2nd Advance Payments (PI-1491), and Additional Waiver Requests are to be uploaded to the DPI website. Field trip notifications and requests for approval of meals served outside of the approval meal service time and now to be reported using the forms located on the [Field Trip Notifications and Late Meal Service Approval Requests](#) page.

1. Click on 'Upload Other Documents'
2. Click on 'New Record'
3. Click on 'Chose File'; choose PDF file from personal drive; enter document description, then click on 'Upload'.
4. Email your SFSP consultant to notify them of that you uploaded a document into the system.



Use this area to upload Field Trip Notifications and other miscellaneous documents as requested by DPI. Documents may be uploaded, but cannot be deleted. Do NOT use this area to upload documents that were requested within the contract. After uploading any new document please contact your SFSP consultant and let them know via email or phone.

Field Trips and Other Misc Documents		
Description	File Last updated	File



[Upload the attachment for Field Trips and Other Misc Document.]

Click Browse button to select a PDF File to upload

Selected File : No file chosen

Description :

UPLOAD

[Field Trips and Other Misc Documents]

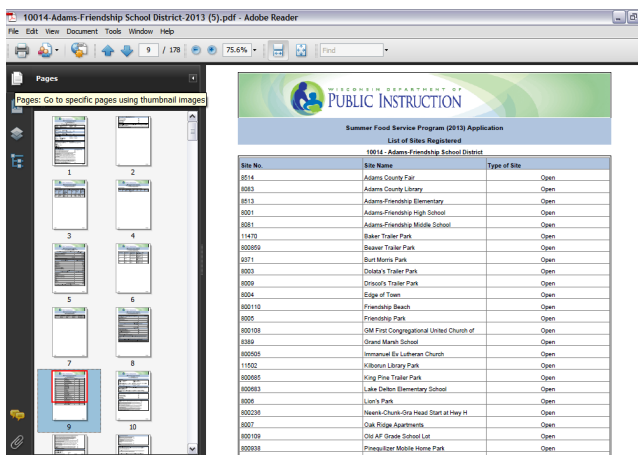
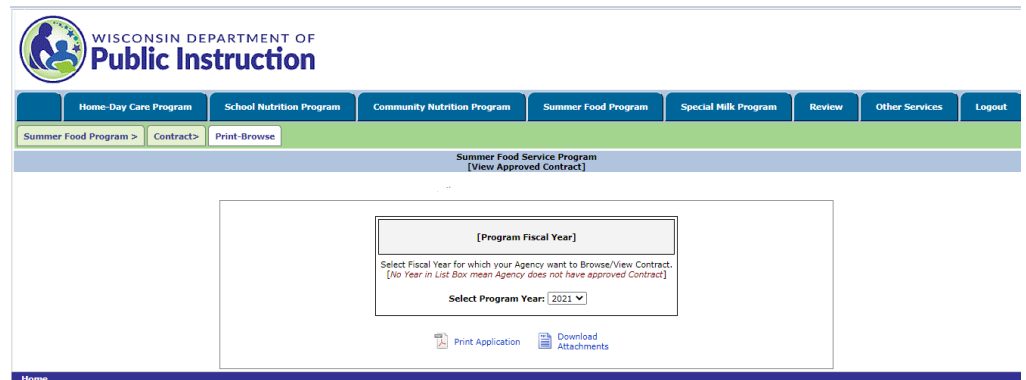
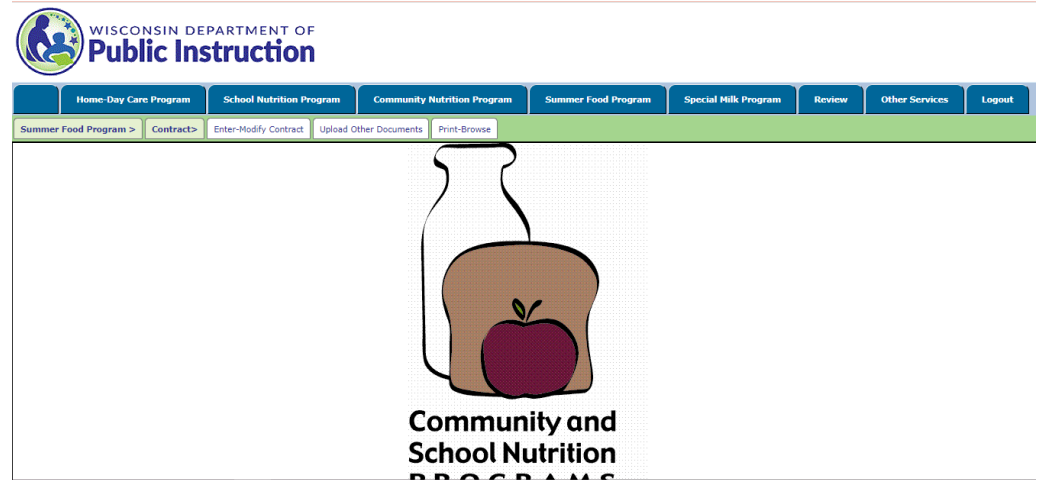
Print/Browse

You can print and browse the approved SFSP online application at any time. The only exception is if you have submitted the online application and it has been “locked” and is pending review and approval by DPI.

To print or browse the online SFSP application:

1. Log into the application using your assigned agency code and password.
2. Select Summer Food Service Program.
3. Select Contract.
4. Select Print-Browse.
5. Select the Program year from the drop-down box and click “Print Application”.

The Application will download as a pdf file. Open the file with the *system viewer* option. This allows for printing the entire Application or you may select certain pages to print.



Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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