

To: School Food Authorities (SFAs)

Subject: SFS-16-x109 SFS Online Application Now Open for School Year (SY) 2016-2017

The School Food Service (SFS) Child Nutrition Program (CNP) online application through the CNP website is now open for completion for SY 2016-17. The due date for submission is **August 19, 2016**. Additional important due dates can be found on the CNP website under resources → page 5 → with the heading “important dates for the school year.” For all returning SFAs, the online application consists of completing the first six forms (policy checklist, schedule A, collection officials, collection procedures, labor budget, and income and expense) and submitting to the state agency.

Prior to approval for participation in SY 2016-17, the System for Awards Management (SAM) will be checked for an active status. Only SFAs with an active status in SAM will receive approval. As a reminder, **registration in SAM is FREE** and can be accessed at the following link: <http://www.sam.gov> . It is advisable to check your SFA status in SAM now so as not to hold up your approval process.

Refer to the CNP website for further information (<http://cnp.doe.louisiana.gov> ).

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