

Posted: 04/05/2016

To: Summer Food Service Program (SFSP) Sponsors

Subject: SFSP 16-80 2016 Summer Food Service Program (SFSP) Online Application

This memo is to notify you that the **2016 Summer Food Service Program (SFSP) Online Application** has been opened by the Louisiana Department of Education, Division of Nutrition Support (DNS), and can now be accessed by the appropriate designated official(s) within your organization.

For sponsors that have not attended a 2016 SFSP Training session, you will notice that there are a few changes to the online application. Updates that you will see include the following:

At the facility application level:

1. Display format of the facility applications list (there is now a drop down “actions” feature next to each facility listed). Under the actions column, the appropriate users will be able to initially “ignore” (if the site will not operate in 2016) or “start” sites that they wish to complete an application on. There is also a tracker feature that displays approval status for the site under your sponsoring organization in prior years at a glance.
2. The process for creating amendments/revisions to previously approved facility applications will be facilitated through the “actions” feature as well.
3. Health inspection documentation. Each facility application will have an area on page 1 where the most recent “facility” health inspection date will be recorded. The system will accept one or two dates. ***Please note that for schools participating in the SFSP that also participate in the National School Lunch and Breakfast Programs during the school year, this information will be auto-populated for you (from the information entered on Health Inspections under the School Lunch tab).***
4. Expanded meal service options for facility applications. The options will include the following designations:
 - Self-prep on-site
 - Sponsor preparation at a Central Kitchen Facility
 - Sponsor preparation at a School Food Service Facility
 - Agreement with School Food Authority (SFA)
 - Food Service Management Company (FSMC) - site utilizes FSMC for prepared food/meals; FSMC site staff provides the food service. Agreement between sponsor and the FSMC.
 - Vended – site receives prepared food/meals from a different organization; site staff provides the food service.

Please note that if any meals are prepared at a different facility, the sponsor will need to indicate the name and address of the location where meals are prepared in the area below the meal service designation.

At the sponsor application level:

5. Indication of “where” source documents are maintained for all operating SFSP sites, as well as the frequency in which these documents get submitted to the centrally designated location (page 1).

Please contact this office should you have any questions or difficulty with completion of the 2016 SFSP online application.

Additionally, please note that all 2016 SFSP Training Materials have been posted to the CNP website under “SFSP Resources.” To access, click on [memos/resources/course registration](#) below the log-in area, then [Summer Food Service Program](#), and then [“Resources.”](#) The PowerPoint presentations are posted under the heading “Training Modules” and the 2016 USDA SFSP Guidance books are posted under the heading “USDA Manuals/Handbooks.”