



Summer Meal Programs Annual Sponsor Training

SFSP Annual Application Process

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CONNECTICUT
EDUCATION

Connecticut State Department of Education
Bureau of Child Nutrition Programs



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SFSP Annual Application Process




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Application Timeline

Planned Application Open: April 15
Connecticut Deadline: May 15
Federal Deadline: June 15


- Must submit full application packet at least 2 weeks prior to anticipated first day of summer operations
- Submission after May 15 requires advance written approval of application extension



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SFSP Technical Assistance County Contacts



Caroline

- Fairfield
- New Haven
- New London

Terese

- Litchfield
- Hartford

Flor



- Tolland
- Middlesex
- Windham

<https://portal.ct.gov/sde/nutrition/summer-food-service-program/contact>

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Roadmap to Application Success



https://portal.ct.gov/-/media/sde/nutrition/sfsp/application_components_sponsors_sfsp.pdf

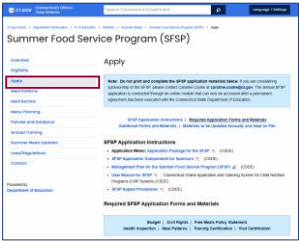
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CSDE Webpage

Summer Food Service Program (SFSP)

- “Apply” section



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply>

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Look for *Application Components* Document Sections

- Required forms/materials for all applications
- Additional forms/materials
- Materials to be updated annually and kept on file in sponsor records
- Materials provided for reference/assistance

2025 SFSP Application Components for SFSP Sponsors

Required Forms and Materials for All Applications

The information on required forms and materials for all applications is provided in the table below.

Sponsor Application

Complete: One application per sponsor. School district Ethnicity and Race data is available on the CSDE's EdSight. Go to Interactive Data Portal> Overview> Profile and Performance Reports> Select Year/District/All Schools> Submit> District Level> Enrollment Table.

Food Production Facility List

Complete: One food production facility list per sponsor. Each location where food will be prepared must be identified. This section must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

Site Application

Complete: One site application per site. This application must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

Budget

Complete: One budget per sponsor. The budget is required for all sponsors. The budget must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

Management Plan

Complete: One management plan per sponsor. The management plan must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

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Sponsor Application

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Sponsor Application

Please read carefully and answer all questions pertaining to the overall SFSP operations.

- Complete:** One application per sponsor. School district Ethnicity and Race data is available on the CSDE's EdSight. Go to Interactive Data Portal> Overview> Profile and Performance Reports> Select Year/District/All Schools> Submit> District Level> Enrollment Table.

2025 SFSP Application Components for SFSP Sponsors

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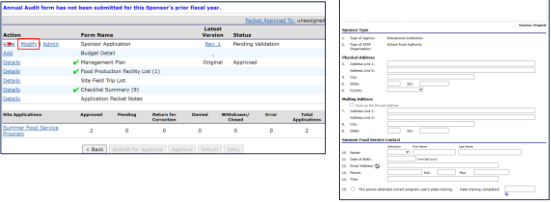
Management Plan

Complete: One management plan per sponsor. The management plan must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

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Online SFSP Sponsor Application



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Food Production Facility List

- Complete:** One food production facility list per sponsor. Each location where food will be prepared must be identified. This section must be completed prior to the site application to allow selection of the appropriate food preparation facility within each site application.

Summer Food Service Program-Connecticut

Food Production Facility

1. Facility Name

2. Facility Address

3. Facility Phone

4. Facility Email

5. Facility Type

6. Facility Hours

7. Facility Capacity

8. Facility Description

9. Facility Status

10. Facility Notes

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Site Application

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Site Application

Site Applications

Please read carefully and answer all questions pertaining to site-specific operations.

- **Complete:** One application per site. Site applications must be completed prior to the budget to allow the system to calculate projected reimbursement revenue.

2025 SFSP Application Components for SFSP Sponsors

Required Tools and Materials for All Appliances

The forms below are required for all CFP® agencies.

Sponsor Application:
Please visit www.aaep.org

- **Complete:** One application per person. School/State Ethnicity and Race data is available on the CDE's [Self-Report](#). Go to Interactive Data Portal: Overview Profile Preference Requested Select your District/AL Schools/ Suburb/ District/ Launch Enrollment Tools.

- * **Example:** One food production facility per person. Each location where food will be prepared must be identified. This section must be completed prior to the site application to allow selection of the appropriate food preparator facility within each site application.

Site Applications

c. Example: One application per site. The applications may be completed prior to budget to allow the system to calculate proposed service award revenue.

- **Example:** One budget per sponsor. This section is mandatory for all sponsors. The budget process includes a staffing plan. Refer to the CCCC's [Sponsor Staffing Plan for the Customer-Food Service Program](#).

Management Plan

- Complete 1 management plan per sponsor that addresses the five SPDF performance elements: 1 – Process, Visibility and Management; 2 – Administrative Capacity; and 3 – Internal Controls for Program Accountability. Refer to the CSDE's *Management Plan for the Summer Food Service Program*.
- Upload to childinfo.gov/submit documents: Management Plan

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Navigating to Site Application

[illegible]

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Contact Information

[illegible]

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General Site Information

- Use green calendar link to open calendar
- Update SFSP operating dates
- Save changes
- Refresh date from calendar

[illegible]

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Eligibility by School Data

- Look for school site on CSDE's Area Eligible Schools list, released February 2025
- Sites appearing on list must have F/R % updated

[illegible]

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Eligibility by Census Data

Census Eligibility

- Reflect site's eligibility type as Census Data
- Indicate
 - Census Tract Number
 - Census Block Group Number
 - Percentage of Children Eligible for Free and Reduced-Price Meals


[illegible]

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Meal Service

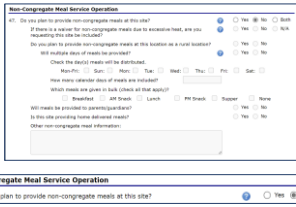
- Meal service method
 - Self-prep or Vended
 - On-site or Central Kitchen
- Menu planning option
 - SFSP, NSLP/SBP, CACFP
- Average Daily Participation
- Offer versus Serve: SFAs



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Rural Non-Congregate Meal Service Questions




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Narrative Notes

Question 49

- Narrative notes field
- Critical information
- USDA Nationwide Summer Meal Programs Site Locator



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Site Application: Public Notification

Outreach

- Updates advertisement dates and advertisement method

Certification

- Certify application and submit site application



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Budget



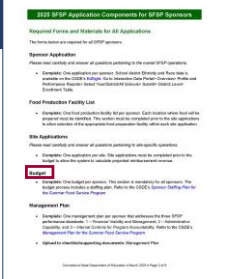
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Administrative Budget

Budget

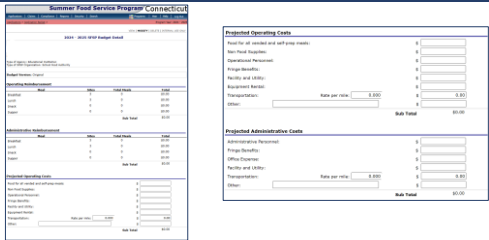
- Complete: One budget per sponsor. This section is mandatory for all sponsors. The budget process includes a staffing plan. Refer to the CSDE's [Sponsor Staffing Plan for the Summer Food Service Program](#).



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SFSP Budget Detail in CNP System



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Staff Training



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Training Agenda: USDA Prototype Training Checklists



<https://fms-prod.azureedge.us/sites/default/files/resource-files/sfsp-adminguide-appendix2-forms.pdf>

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Sponsor Monitoring



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Sponsor Monitoring

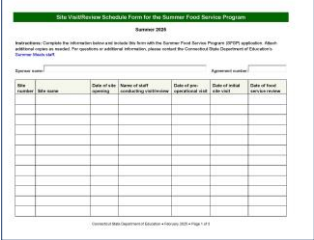


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CSDE Resource

Site Visit/Review
Schedule Form for the
Summer Food Service
Program



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply#VisitCertification>

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Meal Pattern



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SFSP Meal Pattern Training

- Completion mandatory by May 1, 2025
- Virtual pre-recorded training
- Located on “Annual Training” section of CSDE’s SFSP website



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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Meal Pattern

Upload to checklist/supporting documents:

- Menu:** Menus for each meal and snack type to be served. Menus submitted for approval must contain the name of the food item and the quantity or crediting of the food item to be served. Sponsors intending to implement offer versus serve (OVS) must include a detailed explanation regarding implementation.

For guidance on the SFSP meal patterns, visit the “Meal Patterns” section of the CSDE’s SFSP webpage. For guidance on the meal pattern crediting requirements, visit the CSDE’s Crediting Foods in the Summer Food Service Program webpage and CSDE’s Crediting Documentation for the Child Nutrition Programs webpage.

2025 SFSP Application Components for SFSP Sponsors

Staff Training

Upload to checklist/supporting documents:

- Training documentation must be submitted to the CSDE’s Training Coordinator within the Summer Food Service Program. The order must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE.

Menu Planning

Upload to checklist/supporting documents:

- Submit for the review. The order for menu planning and crediting requirements must be submitted to the CSDE’s Training Coordinator within the Summer Food Service Program. The order must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE.

Menu Planning

Upload to checklist/supporting documents:

- Submit for the review. The order for menu planning and crediting requirements must be submitted to the CSDE’s Training Coordinator within the Summer Food Service Program. The order must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE.


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CSDE Resource

Menu Templates

- Breakfast Menu Form
- Lunch/Supper Menu Form
- Snack Menu Form



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/menu-planning/MenuForms>

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Free Meals Policy Statement



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Free Meals Policy Statement

Upload to checklist/supporting documents:

- Open, Open Restricted, or Closed Enrolled Sites:** All sponsors with Open, Open Restricted, or Closed Enrolled sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Non-pricing Programs.
- Camp sites:** All sponsors with camp sites must complete the CSDE’s Summer Food Service Program (SFSP) Free Meals Policy Statement for Pricing Programs.

These statements must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE. If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.

2025 SFSP Application Components for SFSP Sponsors

Free Meals Policy Statement

Upload to checklist/supporting documents:

- Submit for the review. The order for menu planning and crediting requirements must be submitted to the CSDE’s Training Coordinator within the Summer Food Service Program. The order must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE.


Menu Planning

Upload to checklist/supporting documents:

- Submit for the review. The order for menu planning and crediting requirements must be submitted to the CSDE’s Training Coordinator within the Summer Food Service Program. The order must be signed by an authorized signatory, as indicated in the permanent agreement executed with the CSDE.

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Other Notifications

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Public and Health Department Notifications

Public Notification

- **Sample Press Releases:** Document a copy of the press release pertaining to open site operations, as submitted to the media. Include the date sent and media names to which they were sent. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.
- **Sample Participant Notification:** Document a copy of the participant notification to parents/guardians of enrolled children in closed-enrolled and camp sites. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.

Health Department Notification

- **Upload to checklist/supporting documents:** A copy of the letter to the local health department providing notification of intention to operate food service at the sites listed. Give specific dates and times of operation for each site. Refer to the CSDE's [Health Inspection Letter for the Summer Food Service Program](#).

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Civil Rights

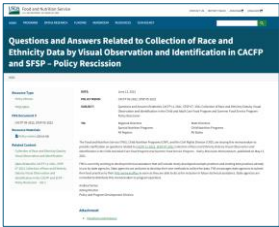
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USDA Resource

Collection of Race and Ethnicity Data by Visual Observation and Identification

- USDA Memo CACFP 11-2021 and SFSP 07-2021
- USDA Memo CACFP 09-2022, SFSP 05-2022: Q&As



<https://www.fns.usda.gov/cn/Race-and-Ethnicity-Data-Policy-Rescission>

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Civil Rights Beneficiary Data Collection

Civil Rights

- **Civil Rights Requirements:** A summary of the civil rights requirements with appropriate forms and instructions is available in the "Civil Rights for SFSP" section of the CSDE's Civil Rights for Child Nutrition Programs webpage. Review the CSDE's [Civil Rights Requirements for the Summer Food Service Program](#) and collect the required data using the CSDE's sample participant data collection form or other data sources. Search and maintain data on the [Summary Form for SFSP Civil Rights Beneficiary Data Collection](#). **Note:** The sample participant data collection form is available in seven languages in the "SFSP Civil Rights Requirements" section of the CSDE's Civil Rights for Child Nutrition Programs webpage.
- **Civil rights beneficiary data:** Must be collected each year for each meal site. Civil rights beneficiary data must be collected for each session of camp sites. Files must be maintained in sponsor records as outlined in the CSDE's [Civil Rights Requirements for the Summer Food Service Program](#).

2025 SFSP Application Components for SFSP Sponsors

Materials Updated Annually and Filed with Sponsor Records

Public Notification

- **Sample Press Release:** Document a copy of the press release pertaining to open site operations, as submitted to the media. Include the date sent and media names to which they were sent. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.
- **Sample Participant Notification:** Document a copy of the participant notification to parents/guardians of enrolled children in closed-enrolled and camp sites. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.

Health Inspection

- **Sample Health Inspection:** A description of procedures for collecting information on the day-to-day operation of a site, including the site's location, the number of children, the number of staff, and the number of volunteers. Include the frequency of inspection, the date of the last inspection, and the date of the next inspection. Refer to "Public Notifications" by site type in the "Apply" section of the CSDE's SFSP webpage.

Other Documents

- **Civil Rights Requirements:** A summary of the civil rights requirements with appropriate forms and instructions is available in the "Civil Rights for SFSP" section of the CSDE's Civil Rights for Child Nutrition Programs webpage. Review the CSDE's [Civil Rights Requirements for the Summer Food Service Program](#) and collect the required data using the CSDE's sample participant data collection form or other data sources. Search and maintain data on the [Summary Form for SFSP Civil Rights Beneficiary Data Collection](#). **Note:** The sample participant data collection form is available in seven languages in the "SFSP Civil Rights Requirements" section of the CSDE's Civil Rights for Child Nutrition Programs webpage.
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CSDE Resource

Civil Rights Beneficiary Data Collection Form for the Summer Food Service Program (SFSP)

- Albanian
- Arabic
- English
- Haitian Creole
- Portuguese
- Simplified Chinese
- Spanish



<https://portal.ct.gov/sde/nutrition/civil-rights-for-child-nutrition-programs/civil-rights-for-sfsp>

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CSDE Resource

Summary Form for SFSP Civil Rights Beneficiary Data Collection

Section 1: Introduction

The 2024 Summer Food Service Program (SFSP) is a federal program that provides meals to children and youth who are at risk of hunger during the summer months. The program is administered by the Connecticut State Department of Education (CSDE) in partnership with the United States Department of Agriculture (USDA).

The purpose of this summary form is to collect information about the program's implementation and the needs of the children and youth who are served. The information collected will be used to improve the program and to ensure that all children and youth have access to healthy meals.

Section 2: Program Description

Provide a brief description of the program, including the number of sites, the number of children and youth served, and the types of meals provided.

Number of sites: _____

Number of children and youth served: _____

Types of meals provided: _____

Section 3: Program Evaluation

Provide a brief evaluation of the program, including the strengths and weaknesses of the program and the needs of the children and youth who are served.

Strengths: _____


Weaknesses: _____

Needs: _____

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Other Forms as Needed




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Authorized Signatures Change Form

- Access through CSDE's Instructions for Completing the Authorized Signatures Change Form



https://portal.ct.gov/-/media/sde/nutrition/nsfp/forms/authorized_signatures_change_form_instructions.pdf


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CSDE Resource

Enrollment Information Form for Camps and Closed Enrolled sites

- Enrollment Information Form for the SFSP



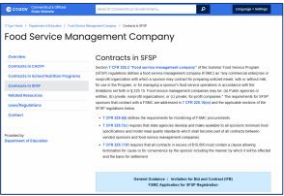
<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply#Enrollment>

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CSDE Webpage

Optional 1-year renewal agreement for vended programs that contract with food service management company (FSMC)




<https://portal.ct.gov/sde/nutrition/food-service-management-company/contracts-in-sfsp>

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Application Resources



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CSDE Resource

Appeal Procedures for the Summer Food Service Program (CSDE)



https://portal.ct.gov/-/media/sde/nutrition/sfsp/appeal_procedures_sfsp.pdf


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CSDE Webpage

Laws and Regulations for Child Nutrition Programs

- USDA Legislation and Regulations
- USDA Final Rules for SFSP




<https://portal.ct.gov/sde/nutrition/laws-and-regulations-for-child-nutrition-programs>

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USDA Resource

Food and Nutrition Service (FNS) Instruction 796-4, Rev. 4: Financial Management – Summer Food Service Program for Children



<https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-instruction796-4.pdf>

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Management Plan

[https://fns-prod.azureedge.us/sites/default/files/resource-files/sfsp-instruction796-4.pdf](#)

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Performance Standards: Viability, Capability, and Accountability (VCA)

- PS 1 – Financial Viability and Management
- PS 2 – Administrative Capability
- PS 3 – Internal Controls for Program Accountability



<https://fns-prod.azureedge.us/sfsp/streamlining-summer>


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Management Plan

Management Plan

- Complete: One management plan per sponsor that addresses the three SFSP performance standards: 1 – Financial Viability and Management; 2 – Administrative Capability; and 3 – Internal Controls for Program Accountability. Refer to the CSDE's Management Plan for the Summer Food Service Program.
- Upload to checklist/supporting documents: Management Plan.



<https://fns-prod.azureedge.us/sfsp/streamlining-summer>

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School Food Authority SFSP Sponsors in Good Standing

- Per USDA policy, may be permitted to submit a simplified management plan at state agency's discretion




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Good Standing (7 CFR 225.2)

- The status of a program operator that meets its Program responsibilities, is current with its financial obligations, and, if applicable, has fully implemented all corrective actions within the required period of time




Terms to Know

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Failure to be in "Good Standing"

- Sponsor deemed seriously deficient in its operation of 2023 SFSP
- Failure to return to CSDE any advance payments which exceeded amount earned for serving meals in previous year
- Failure to demonstrate that site review findings were fully corrected to CSDE's satisfaction
- Sponsor had systemic findings on its most recent CSDE site reviews




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Failure to be in "Good Standing"

- Sponsor had systemic findings on its most recent CSDE site reviews
- Sponsor had systemic findings at most recent CSDE administrative review
- Sponsor does not meet one or more of VCA performance standards required in 7 CFR 225.6(d)
- Sponsor deemed not in "good standing" in another Child Nutrition Program



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Management Plan Must Demonstrate Financial Viability

- Describe community's need for summer meals and sponsor's strategy for recruitment of sites
- Describe sponsor's financial resources and financial history and submit supporting documentation
- Comply with meal service, recordkeeping, and all other operational requirements
- Ensure all costs in sponsor's budget are reasonable, allocable, and necessary




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Required Documentation for Financial Viability

- Must maintain records of income to sponsor or program, such as
 - grant award notices
 - single audit reports
 - designated funds from board
- These records must demonstrate sponsor is financially solvent



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Financial Viability includes Sponsor’s Ability to

- Maintain sufficient contingency funds
- Document and practice appropriate fiscal activities
- Communicate policies and procedures to staff with fiscal management responsibilities




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Administrative Capability

- Sponsor must be administratively capable, as described at 7 CFR 225.6(d)(2)
- Sponsor must submit a complete administrative budget for state agency review and approval, per 7 CFR 225.6(c)(2)(vii)




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Administrative Budget =
Financial Plan for Operating SFSP for Program Year

- Must reflect sponsor’s anticipated needs and financial resources
- Must include sufficient detail of administrative earnings and expenses and non-program funds that may be used for program administration

Sponsors must ensure all reported costs are reasonable, allocable, and necessary




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Demonstrate and Document Administrative Capability

- Hire qualified staff
- Employ sufficient staff to ensure successful operation of the program
- Develop and implement written policies and procedures that assign program responsibilities and duties and ensure compliance with civil rights requirements
- Train staff and hold accountable to fulfill program responsibilities



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Internal Controls for Program Accountability
7 CFR 225.6(d)(3)

- Sponsor’s demonstration of internal controls to ensure integrity and program compliance
- Include written policies and procedures, edit checks, recordkeeping procedures, and safeguards for program funds

Sponsors must have appropriate oversight of their business and SFSP



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Demonstrate and Document Internal Controls for Program Accountability

- Develop, implement, and maintain a financial system compliant with SFSP requirements, including checkpoints and safeguards to prevent errors and fraud
- Conduct monitoring activities and maintain records to show compliance with SFSP requirements and organizational policies




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Management Plan Schedule

- Must submitted annually
- Full management plan must be submitted at least every 3 years for all sponsors
- 7 CFR 225.6(e)(2) describes management plan requirements for
 - new sponsors
 - sponsors that have experienced significant operational problems in prior year



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Resources

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CSDE Webpage

Summer Food Service Program (SFSP)

- "Apply" section: Application



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/apply>

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Thanks for participating!

- More guidance and resources



<https://portal.ct.gov/sde/nutrition/summer-food-service-program/annual-training>

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Questions?
Contact CSDE's
Summer Meals Staff

https://portal.ct.gov/-/media/sde/nutrition/cnstaff/county_assign_summer_meals.pdf

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CSDE Nondiscrimination 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/ad-3027.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:

- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- fax: (833) 256-1665 or (202) 690-7442; or
- email: program.intake@usda.gov

This institution is an equal opportunity provider.

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USDA Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

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