

## 2024 Summer Food Service Program (SFSP) Application Components for Sponsors

Required forms/materials for all applications	
All SFSP application forms and resources are available in the “ <a href="#">Apply</a> ” section of the CSDE’s SFSP webpage.	
<b>Sponsor Application</b>	<p>Please read carefully and answer all questions pertaining to your overall program operations.</p> <p><b>Complete:</b> One application per sponsor.</p> <p>School district Ethnicity and Race data can be found on the CSDE’s <a href="#">EdSight</a>. Go to Interactive Data Portal&gt; Overview&gt; Profile and Performance Reports&gt; Select Year/District/All Schools&gt; Submit&gt; District Level&gt; Enrollment Table.</p>
<b>Site Applications</b>	<p>Please read carefully and answer all questions pertaining to site-specific operations.</p> <p><b>Complete:</b> One application per site.</p> <p>Site applications must be completed prior to the budget to allow the system to calculate projected reimbursement revenue.</p>
<b>Budget</b>	<p><b>Complete:</b> One budget per sponsor. This section is mandatory for <b>all</b> sponsors. The budget process includes a staffing plan. Refer to the CSDE’s <a href="#">Sponsor Staffing Plan for the SFSP</a>.</p>
<b>Management Plan</b>	<p><b>Complete:</b> 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.</p> <p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>Management Plan: Refer to the CSDE’s <a href="#">Management Plan for the SFSP: Program Year 2024</a>.</li> </ul>
<b>Food Production Facility List</b>	<p><b>Complete:</b> One food production facility list per sponsor.</p> <p>Each location that food will be prepared at must be identified. This section must be completed prior to the site applications to allow selection of the appropriate food preparation facility within each site application.</p>
<b>Staff Training</b>	<p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>Training Certification Letter. Refer to the CSDE’s <a href="#">Training Certification Letter for the SFSP</a>. <b>Note:</b> This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.</li> <li>List of training topics to be covered. Refer to the CSDE’s <a href="#">Training Documentation Form for the SFSP</a>. All federally required training topics may be found in chapter 7 of the USDA’s 2016 <a href="#">Administrative Guide for the Summer Food Service Program</a>.</li> </ul>

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Required forms/materials for all applications, <i>continued</i>	
<b>Monitoring</b>	<p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>The schedule for making pre-operational visits, visiting sites prior to operation; initial site visits, visiting sites during the first two weeks of operation; and food service review, reviewing all sites during the first four weeks of operation. Refer to the CSDE’s <a href="#">Site Visit/Review Schedule Form for the SFSP</a>.</li> <li>A letter providing assurance that all sites have received a pre-operational site visit and have the capacity and facilities to provide meals for the anticipated number of children. Refer to the CSDE’s <a href="#">Site Visit Certification Letter for the SFSP</a>. <b>Note:</b> This letter must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.</li> </ul>
<b>Meal Pattern</b>	<p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>Menus for <b>each</b> 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. Any sponsors intending to implement offer versus serve (OVS) must include a detailed explanation regarding implementation.</li> </ul>
<b>Free Meals Policy Statement</b>	<p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>A <a href="#">SFSP Free Meals Policy Statement for Non-pricing Programs</a> must be completed by all sponsors with Open, Open Restricted, or Closed Enrolled sites.</li> <li>A <a href="#">SFSP Free Meals Policy Statement for Pricing Programs</a> must be completed by all sponsors with camp sites.</li> <li><b>Note:</b> These statements must be signed by an authorized signer, as indicated on the permanent agreement executed with the CSDE.</li> <li>If the SFSP sponsor operates both pricing and non-pricing sites, both statements must be signed and uploaded.</li> </ul>
<b>Health Department Notification</b>	<p><b>Upload to checklist/supporting documents:</b></p> <ul style="list-style-type: none"> <li>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 <a href="#">Health Inspection Letter for the SFSP</a>.</li> </ul>

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<b>Additional forms/materials *</b>	
<b>Authority Changes</b>	The Authorized Signature Change Form must be submitted whenever one of the two authorized signers on the ED-099 changes. Refer to the CSDE’s <a href="#">Instructions for Completing the Authorized Signatures Change Form</a> .
<b>Closed Enrolled Sites and Camps</b>	<p><b>Income Guidelines</b> For use by camp sponsors and sponsors with enrolled program sites in not area eligible locations. Current guidelines are effective July 1, 2023, through June 30, 2024. Do <b>not</b> distribute to parents.</p> <p>A sample copy of the Income Eligibility Application and Parent Letter distributed by camp sponsors and sponsors with Closed Enrolled sites in not area eligible locations. The sample application and parent letter are available under “<a href="#">Income Eligibility Forms</a>” in the “Apply” section of the CSDE’s SFSP webpage.</p> <p><b>Return:</b> Documentation for Closed Enrolled sites not in area eligible locations must show the number of children enrolled and the number of children who are eligible for free or reduced-price meals. Residential Camps must provide this information for each camping session. All documentation must be provided to the CSDE as soon as it is available, but no later than the date the claim is submitted. For more information, refer to the CSDE’s <a href="#">Enrollment Information Form for the SFSP</a> under “<a href="#">Enrollment Form</a>” in the “Apply” section of the CSDE’s SFSP webpage.</p>
<b>Vended Programs</b>	<p><b>Contract with Food Service Management Company</b> <b>Return:</b> A current optional additional year agreement. Refer to the instructions and resources on the CSDE’s <a href="#">Food Service Management Company</a> webpage.</p>
<b>NYSP</b>	<p><b>Sample National Youth Sports Program (NYSP) Certification Letter</b> <b>Return:</b> National Youth Sports Program Certification Letter. Refer to the CSDE’s <a href="#">National Youth Sports Program Certification Letter for the SFSP</a>.</p>
<p>* If you are unsure whether these requirements apply to your organization, please contact your assigned CSDE Summer Meals team member, Caroline Cooke at <a href="mailto:Caroline.Cooke@ct.gov">Caroline.Cooke@ct.gov</a> or 860-807-2144 or Terese Maineri at <a href="mailto:Terese.Maineri@ct.gov">Terese.Maineri@ct.gov</a> or 860-807-2145.</p>	

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Materials to be updated annually and kept on file in sponsor records	
<b>Public Notification</b>	<p><b>Sample Press Releases</b> 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 <a href="#">“Public Notifications”</a> by site type in the “Apply” section of the CSDE’s SFSP webpage.</p> <p><b>Sample Participant Notification</b> Document a copy of the participant notification to parents/guardians of enrolled children in closed enrolled and camp sites. Refer to <a href="#">“Public Notifications”</a> by site type in the “Apply” section of the CSDE’s SFSP webpage.</p>
<b>Meal Counting</b>	<p><b>Sample Meal Counting Forms</b> A description of procedures for collecting information on the daily number of meals served to children and the daily number of hours worked by site personnel (if labor costs will be claimed). Include both the frequency of information collection and the method used to collect information from sites. Refer to <a href="#">“Meal Count Forms”</a> in the “Apply” section of the CSDE’s SFSP webpage.</p>
<b>Civil Rights</b>	<p><b>Civil Rights Requirements</b> A summary of the civil rights requirements with appropriate forms and instructions is available under <a href="#">“Civil Rights”</a> in the “Apply” section of the CSDE’s SFSP webpage. Review the CSDE’s <i>Civil Rights Requirements for the SFSP</i> and collect the required data using the sample <i>Civil Rights Beneficiary Data Collection Form for the SFSP</i> or other data sources. (<b>Note:</b> The <i>Civil Rights Requirements for the SFSP</i> form is available in other languages in the <a href="#">“SFSP Civil Rights Requirements”</a> section of the CSDE’s Civil Rights for Child Nutrition Programs webpage.) Summarize and maintain data on the <i>Summary Form for SFSP Civil Rights Beneficiary Data Collection</i>.</p> <p>Civil rights beneficiary data must be collected for each meal site, each year. 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 <i>Civil Rights Requirements for the SFSP</i>.</p>

Materials provided for reference/assistance	
<a href="#">Appeal Procedures</a>	<p><b>Sponsor and Food Service Management Company Appeal Procedures</b> Review for your information.</p>
<a href="#">Federal Regulations</a>	<p><b>USDA Regulations Part 225</b> Review for your information.</p>
<a href="#">FNS 796-4</a>	<p><b>USDA Financial Management Instructions</b> Review for your information.</p>

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For more information on the SFSP, visit the Connecticut State Department of Education's [SFSP](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Application_Components_Sponsors_SFSP.pdf) website. This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Application\\_Components\\_Sponsors\\_SFSP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/SFSP/Application_Components_Sponsors_SFSP.pdf).

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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, audiotape, 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:

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](mailto:program.intake@usda.gov)

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