

# 2025 Application Components for Summer Food Service Program (SFSP) Sponsors

This document summarizes the required forms and materials for the annual application of SFSP sponsors to the Connecticut State Department of Education (CSDE). All SFSP application forms and resources are available in the “[Apply](#)” section of the CSDE’s [SFSP](#) webpage.



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# 2025 SFSP Application Components for SFSP Sponsors

## Required Forms and Materials for All Applications

The forms below are required for all SFSP sponsors.

### 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.

### 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 applications to allow selection of the appropriate food preparation facility within each 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.

### 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](#).

### 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.

# 2025 SFSP Application Components for SFSP Sponsors

## Staff Training

### Upload to checklist/supporting documents:

- **Training Certification Letter:** Refer to the CSDE's [Training Certification Letter for the Summer Food Service Program](#). This letter must be signed by an authorized signer, as indicated in the permanent agreement executed with the CSDE.
- **List of training topics to be covered:** Indicate on the CSDE's [Training Documentation Form for the Summer Food Service Program](#). The federally required training topics are indicated on page 17 of Appendix 2: Prototype Forms, which is part of the USDA's 2024 [Administrative Guide for the Summer Food Service Program](#).

## Monitoring

### Upload to checklist/supporting documents:

- **Schedule for site visits:** 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, and reviewing all sites during the first four weeks of operation. Refer to the CSDE's [Site Visit/Review Schedule Form for the Summer Food Service Program](#).
- **Pre-operational site visit assurance letter:** 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 [Site Visit Certification Letter for the Summer Food Service Program](#). This letter must be signed by an authorized signer, as indicated in the permanent agreement executed with the CSDE.

## Meal Pattern

### Upload to checklist/supporting documents:

- **Menus:** 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

## 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 signer, 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.

## 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](#).

# 2025 SFSP Application Components for SFSP Sponsors

## Additional Forms and Materials

The forms below may be required depending on the type of sponsor and other criteria. Sponsors who are unsure whether these requirements apply should contact their assigned CSDE Summer Meals team member (refer to the CSDE's [County Assignments for Summer Meals](#)).

## Authority Changes

SFSP sponsors must submit the Authorized Signature Change Form whenever one of the two authorized signers on the ED-099 changes. Refer to the CSDE's [Instructions for Completing the Authorized Signatures Change Form](#).

## Closed Enrolled Sites and Camps

**Income Guidelines:** For use by camp sponsors and sponsors with enrolled program sites not in area eligible locations. Current guidelines are effective July 1, 2025, through June 30, 2026. Do **not** distribute to parents. A sample of the Income Eligibility Application and Parent Letter distributed by camp sponsors and sponsors with Closed Enrolled sites not in area eligible locations is available under "[Income Eligibility Forms](#)" in the "Apply" section of the CSDE's SFSP webpage.

- **Return:** 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 *Enrollment Information Form for the Summer Food Service Program* (available in English and Spanish) under "[Enrollment Form](#)" in the "Apply" section of the CSDE's SFSP webpage.

## Vended Programs (Contract with Food Service Management Company)

- **Return:** A current optional additional year agreement. Refer to the instructions and resources in the "[Contracts in SFSP](#)" section of the CSDE's [Food Service Management Company](#) webpage.

## National Youth Sports Program (NYSP)

- **Return:** NYSP Certification Letter. Refer to the CSDE's [National Youth Sports Program Certification Letter 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 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.

### Meal Counting

- **Sample Meal Count Forms:** 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 the frequency of information collection and the method used to collect information from sites. Refer to [“Meal Count Forms”](#) in the “Apply” section of the CSDE’s SFSP webpage.

### 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. Summarize 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 for Reference and Assistance

Review the materials below for informational purposes.

- [Appeal Procedures](#): Sponsor and Food Service Management Company Appeal Procedures.
- [Federal Regulations](#): USDA Regulations Part 225
- [FNS 796-4](#): USDA Financial Management Instructions

# 2025 SFSP Application Components for SFSP Sponsors

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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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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