



Completing a Summer Food Service Program Application 2016

The webinar will begin promptly at 1:30pm.





Today I will learn



- Applying to become a SFSP sponsor
- How applications are approved
- What happens if an application is denied
- What is included in the permanent sponsor agreement
- What a sponsor may appeal
- IowaCNP – Application process



New Sponsors



- Civil Rights Compliance Form
- Permanent Agreement
- SFSP Policy Statement All Sponsors
- IowaCNP Access Form
- *Non- Schools:*
 - tax exempt status
 - 501(c)3 Letter of Determination
 - W-9 form



Permanent Agreement



- Operate a nonprofit food service during the summer
- Serve meals that meet the program requirements
- Serve meals without costs to all children, with exceptions
- Issue a free meal policy statement
- Train administrative and site personnel as required
- Claim reimbursement only for types of meals specified
- Maintain proper sanitation and health standards
- Accept and use foods offered as a donation by USDA
- Have access to facilities necessary for storing, preparing and serving food
- Maintain a financial management system
- Maintain on file documentation of required site visits
- Retain financial and administrative responsibility for the program



Application Updates



- Once an initial application has been approved, more limited annual updates will be required.
- Review of Applications
 - Within 30 days
 - Reimbursement for meals will only occur after application has been approved



Appeal Rights



- Denial of sponsor's request for an advance payment
- Denial of a sponsor's claim for reimbursement
- Termination of a sponsor's or site's participation in the program
- Denial of a sponsor's site application
- Denial of a food service management company
- Claim against a sponsor for remittance of a payment
- Refusal by the State agency to forward to FNS an exception request by the sponsor

Home Page

Child Nutrition Programs Iowa CNP

Returning Users: Log On

User ID:

Password:

Log On

Welcome to the Child Nutrition Program website!

Click here for the nondiscrimination statement.

Programs: [Child Nutrition Programs/Programs and Services for SDCS Nutrition@iowa.gov](#)

Links:

- SNAP Program Resources
- CACFP Program Resources
- LARFP Program Resources

Direct Certification - Schools

- The 8/31/15 2016 March Direct Certification (DC) list is available on the Iowa Education Portal (IEPortal). To access the DC list you need to have completed an IowaCNP Access Form and have an A&A account. Contact elaine.johnson@iowa.gov or path.hackingschools.gov for assistance.

<https://cnp.ed.iowa.gov/cnp/>

Programs Page

School Nutrition Programs Iowa CNP

Programs

School Nutrition Programs		
Summer Food Service Program		

Content Overview

Program Name: Summer Food Service Program Iowa CNP

Menu Items

Menu Items

Item	Description
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Download Forms	Forms Available for Downloading

00001 Status: Active
Summer Fun Inc.
 DBA: Summer Fun Inc.
 No address on file for this year.
 Type of Agency: Private Non Profit Organization
 Type of SFSP Organization: Private Nonprofit

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
2015 - 2016	10/01/2015 - 09/30/2016	Not Started
2014 - 2015	10/01/2014 - 09/30/2015	Application Packet on File

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Iowa **CNP** FNS Area Eligibility Mapper 

Area Eligibility

Participants Eligible for Free and Reduced...



City of Des Moines, East, NE NE, Des Moines, IA

Iowa **CNP** FRAC Summer Mapper 



BlockGroup	County Name	Eligible? (Yes or No)	SEFP: 0-18 year olds eligible	CACFP: 0-12 year olds eligible	Percent	Population	Age Under 5	Age 6-18	Not Hispanic White	Hispanic Origin	Black	America Indian
191130015001	Polk County	Yes	100,000	100,000	1,233	137,358	112,501	172	441	16		

Iowa **CNP** Use of Census Data 

SFSP sites located in a Census Block Group (CBG) or Census Tract in which 50% or more of the children are eligible for free or reduced price school meals are considered area eligible.

USDA Eligibility Mapper
<http://www.fns.usda.gov/areaeligibility>

Capacity Builder Mapper
<http://www.fns.usda.gov/capacitybuilder>

FRAC Census Mapper
<http://216.55.168.186/FairData/SummerFood/map.asp?command=scop e&map=0>

Iowa CNP Site Application

Outreach

Indicate below the date(s) that outreach will be conducted and list advertisement methods you plan to use.

41. Advertisement Date(s):

42. Advertisement Method:

- Newspaper announcement/press release
- TV/Radio
- Flyers - neighborhood
- Flyers - school
- Posters and signs
- Organization Website
- School newspaper
- Other

Iowa CNP Site Application

General Questions

43. Indicate meal count procedures (Check all that apply):

- Count each complete meal as it is served
- Other

44. Will Meals be sold to adults who do not work with the food program? Yes No

If Yes, Price Charged for:

Lunch:	\$ <input type="text" value="3.75"/>
Breakfast:	\$ <input type="text" value="2.00"/>
Snack:	\$ <input type="text"/>
Supper:	\$ <input type="text"/>

45. Identify how excess funds will be used:

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of the other child nutrition programs

Is there a rental agreement, lease, or contract associated for any of the non-food costs? Yes No

46. This site would like to participate in the Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat. Yes No

Iowa CNP Site Application

Certification

43. I hereby certify that neither the Organization nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Organization, I hereby agree to comply with all state and federal laws and regulations governing the School and Nutrition programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Organization does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

VIEW | MODIFY | DELETE

Iowa CNP Site Field Trips 

Trip Details

1. Trip Date:
2. Status of Site:
3. Affected Meal Type(s):
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Supper
4. Number of Children Attending Field Trip:
5. Name of Field Trip Destination:
6. Cancel Request:

Comments:

Iowa CNP Security 

Summer Food Service Program 

Applications | Claims | **Applications** | Reports | Security | Search

Year | Help | Log Out

Security >

Item	Description
Change Password	Change Password for Logged-In User

Iowa CNP SFSP Claims 

Summer Food Service Program 

Applications | Claims | **Applications** | Reports | Security | Search

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Claims >

Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Organization

Program Year: 2013 - 2014

Due by the 15th of each month.

Iowa **CNP** Are You Ready? 



Iowa **CNP** Upcoming Dates 

- Summer Food Service Program Updates Webinar – REQUIRED
 - Thursday, April 28th 1:30-3:30pm
- Application packet submission deadline:
 - Monday, May 2nd

Iowa **CNP** Questions? 

- Iowa Department of Education
 - Bureau of Nutrition and Health Services
 - Stephanie Dross
 - stephanie.dross@iowa.gov
 - 515-281-4760


