



Completing a Summer Food Service Program Application 2015

The webinar will begin promptly at 1:30pm.




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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

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New Sponsors



- Civil Rights Compliance Form
- Permanent Agreement
- SFSP Policy Statement All Sponsors
- 2015 IowaCNP Access Form
- *Non- Schools:*
  - tax exempt status
    - 501(c)3 application
    - Determination Letter
  - W-9 form

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## 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

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## 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

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## 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

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<https://cnp.ed.iowa.gov/CNP/Splash.aspx>

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Programs

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Menu Items

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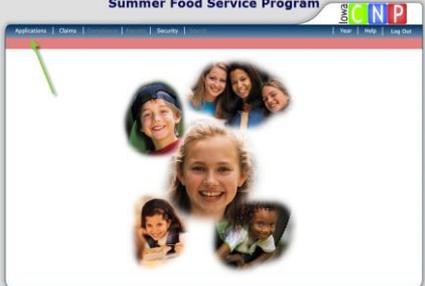
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Iowa **CNP** Application Packet 

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**Summer Food Service Program**




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Iowa **CNP** Application Packet 

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**Summer Food Service Program**



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

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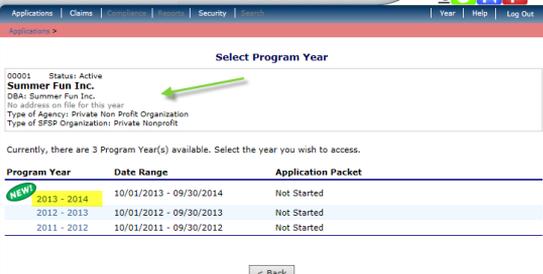
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Iowa **CNP** Program Year 

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**Summer Food Service Program**



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
<b>NEW</b> 2013 - 2014	10/01/2013 - 09/30/2014	Not Started
2012 - 2013	10/01/2012 - 09/30/2013	Not Started
2011 - 2012	10/01/2011 - 09/30/2012	Not Started

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**IOWA CNP** Open Site - CEP 

27. Eligibility Method:

Provide the complete name of the school district, school name, and the number of free and reduced-price eligible students from which this site will draw its attendance.

School District:

Percentage of Enrollment Eligible for Free Meals (ISP x Factor) \_\_\_%

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals:  %

Program Year of School Data:

Month:

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**IOWA CNP** Enrolled: Needy Area 

**Site Type**

26. Site Type:

Reason for operating a Restricted Open or Closed Enrolled Site:

27. Eligibility Method:

Provide the complete name of the school district, school name, and the number of free and reduced-price eligible students (from October) from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals:  %

Program Year of School Data:

If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

Provide the following Census information:

Block Number:

Group Number:

Percentage of Needy Children:

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**IOWA CNP** Enrolled: Non-Needy Area 

**Site Type**

26. Site Type:

Reason for operating a Restricted Open or Closed Enrolled Site:

27. Eligibility Method:

Provide the complete name of the school district, school name, and the number of free and reduced-price eligible students (from October) from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals:  %

Program Year of School Data:

If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

29. Closed Enrolled Site information:

Projected Number of Enrolled Children:	<input type="text" value="125"/>
Projected Number of Enrolled Children who are eligible to receive free or reduced-price meals:	<input type="text" value="75"/>
Percentage of Enrollment Eligible for Free and Reduced-price Meals:	<input type="text" value="60"/> %

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**IOWA CNP** **IOWA**  
Summer Food Service

## Camp Site

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**Site Type**

26. Site Type: Camp - Residential

Reason for operating a Restricted Open or Closed Enrolled Site:

27. Eligibility Method: Upward Bound Documentation

Provide the complete name of the school district, school name, and the number of free and reduced-price eligible students (from October) from which this site will draw its attendance.

School District:

School Name:

Percentage of Enrollment Eligible for Free and Reduced-price Meals: %

Program Year of School Data: %

If this site is a public school site and another school's data was used to establish eligibility for this site, explain why another school's data was used.

Provide the following Census information:

Block Number:

Group Number:

Percentage of Needy Children: %

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**IOWA CNP** **IOWA**  
Summer Food Service

## Site Application - Camp

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**Camp Sessions**

36. At least one session must be completed if Site Type is Camp - Residential or Camp - Non-Residential.

Session	Start Date	First Meal Type of the session	End Date	Last Meal Type of the session	# of Children Enrolled
1	06/02/2014	Lunch	06/06/2014	PM Snack	125
2	06/09/2014	Lunch	06/13/2014	PM Snack	100
3					
4					
5					
6					
7					
8					
9					
10					

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**IOWA CNP** **IOWA**  
Summer Food Service

## Site Application

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30. Indicate your system for serving meals to attending children:

Cafeteria Style

Unitized meal

Family Style (Camp sites only)

Offer vs. Serve

Other (provide explanation)

31. Describe the method used for making adjustments in the daily number of meals delivered in accordance with the number of children attending:

32. Is this a mobile site?  Yes  No

33. Indicate how the site supervisor will communicate the number of meals that will be needed for the following day:

Site Staff will communicate directly with the production facility or vendor

34. Are you requesting a waiver for the First Week Site Visit?  Yes  No

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**Iowa CNP Checklist Summary**

**Summer Food Service Program**

Applications | Claims | Applications | Reports | Security | Search | Year | Help | Log Out.

Applications > Application Packet > Checklist Summary > Program Year: 2013 - 2014

**SFSP Checklist Summary**

00001 Status: Active  
**Summer Fun Inc.**  
DBA: Summer Fun Inc.  
100 Sunshine Road  
Des Moines, IA 50228  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Organization	Total Items	Submitted Items	Approved Items
Summer Fun Inc.	5	0	0
Summer Food Service Program Sites			
Summer Breeze Site	0	0	0

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Des Moines, IA 50228  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

Required Forms/Documents to send to SADE	Document Submitted to SADE	Date Submitted to SADE	Document on File w/ SADE	Status	Status Date	Last Updated By
504(C)(3) - DE 5023 Application Form and Determination Letter	<input checked="" type="checkbox"/>	03/21/2014	<input type="checkbox"/>	Pending Approval	03/21/2014	summerbreeze
Civil rights compliance	<input checked="" type="checkbox"/>	03/21/2014	<input type="checkbox"/>	Pending Approval	03/21/2014	summerbreeze
Training Agenda	<input checked="" type="checkbox"/>	03/21/2014	<input type="checkbox"/>	Pending Approval	03/21/2014	summerbreeze
Media Release	<input checked="" type="checkbox"/>	03/21/2014	<input type="checkbox"/>	Pending Approval	03/21/2014	summerbreeze
Health Department Notification Letter	<input checked="" type="checkbox"/>	03/21/2014	<input type="checkbox"/>	Pending Approval	03/21/2014	summerbreeze

Save Cancel

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**Iowa CNP Checklist Summary**

**Summer Food Service Program**

Applications | Claims | Applications | Reports | Security | Search | Year | Help | Log Out.

Applications > Application Packet > Checklist Summary > Program Year: 2013 - 2014

**SFSP Checklist**

00001 Status: Active  
**Summer Fun Inc.**  
DBA: Summer Fun Inc.  
100 Sunshine Road  
Des Moines, IA 50228  
Type of Agency: Private Non Profit Organization  
Type of SFSP Organization: Private Nonprofit

The Checklist has been saved.

< Edit Finish

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Iowa **CNP** Security 

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**Summer Food Service Program** Iowa **CNP**

Applications | Claims | **Account** | Search | Security | Search | Year | Help | Log Out

Security >

Item	Description
Change Password	Change Password for Logged-In User

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Iowa **CNP** SFSP Claims 

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**Summer Food Service Program** Iowa **CNP**

Applications | Claims | **Account** | Search | Security | Search | Year | Help | Log Out

Claims > Program Year: 2013 - 2014

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

Due by the 15<sup>th</sup> of each month.

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Iowa **CNP** Are You Ready? 

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**IOWA** **CNP** **Upcoming Dates** 

- Summer Food Service Program Updates and Reminders – REQUIRED
  - Thursday, May 7<sup>th</sup> 1:30-3:30pm
- Application packet deadline:
  - Friday, May 8<sup>th</sup> at 4pm

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**IOWA** **CNP** **Questions?** 

- Iowa Dept. of Education
  - Bureau of Nutrition and Health Services
  - Stephanie Dross
    - [stephanie.dross@iowa.gov](mailto:stephanie.dross@iowa.gov)
    - 515-281-4760



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