

SFSP Online Application

Helpful Hints To Complete the
FY 17 SFSP Online Application

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Online Document Library

★ Current forms must be used for application completion and program administration. Old forms will not be accepted.

▼ Summer Food Service Program (SFSP)		
Missing Payments Memo- SFSP	Announcements	04/23/2015
5 Ways You Can Promote Your Summer Food Service Program	Resources	04/13/2016
SFSP Postings and Advertisements	Resources	05/23/2016
USDA New Summer Meals Fliers	Resources	04/13/2016
Application Requirements Checklist	Resources	04/21/2016
SFSP Application Training Manual	Training	06/26/2012
SFSP Claims Training Manual	Training	06/26/2012
SFSP Staffing and Budget	Application Packet	04/13/2016
Statement of Assurances	Application Packet	04/13/2016
Permanent Agreement Affirmation	Application Packet	04/13/2016
Policy For Determining Eligibility Affirmation	Application Packet	04/13/2016
Copy of Letter to the Department of Health	Application Packet	04/13/2016
SFSP Organized Activities	Application Packet	04/13/2016
SFSP Non-Congregate Feeding Excessive Heat Intent	Application Packet	04/13/2016
Food and Nutrition Programs Staff Contact List	Resources	04/13/2016
SFSP Application Quick Start Guide	Resources	04/27/2016
Non-Congregate Feeding for Outdoor Summer Feeding Sites Experiencing Excessive Heat: Questions and Answers	Resources	04/13/2016
Field Trips Form	Program Updates	04/13/2016
Amending (Changing) the Online Application	Training	04/13/2016
Reimbursement Rates 2016	Resources	04/13/2016
SFSP Meal Pattern and Notes	Resources	04/13/2016
Medical Statement To Request Special Meals and/or Accommodations	Resources	04/13/2016
Site Definitions and Eligibility Documentation	Resources	04/13/2016
New Sites-Site Information Form	Resources	04/13/2016
Civil Rights-Racial and Ethnic Data Form	Resources	04/13/2016
SFSP Civil Rights Nondiscrimination Statement	Resources	04/13/2016



Email Logs

When you log into the portal, you will see your "To Do List" as well as a new list of the emails you have been sent via the portal in the last 30 days.

Home To-Do List **Sponsor Email History** Child and Adult Care Reports Document and Reference Library About

Little Souls To-Do List

Agreement#	Program	Item Type	Description	Due Date	Last Modified
09-308-CF-391	CAC	Claims Not Entered	NEW NOV-2016 Claim 1, Rev 0	01/29/2017	

Email Sent to Sponsor Last Days

For more details on any of these or any other email history, please see the Sponsor Email History menu.

Subject	Date/Time	Sent to
⚠ CACFP Renewal Application Approved (09-308-CF-391)	01/24/2017 07:35:55 AM	Little.souls.center@gmail.com
Reminder - CAC Claim Not Submitted (09-308-CF-391)	01/19/2017 11:10:21 AM	little.souls.center@gmail.com
Free-in-person-professional-development-for-Child-Care-Providers (09-308-CF-391)	01/05/2017 03:17:38 PM	Little.souls.center@gmail.com
Free-in-person-professional-development-for-Child-Care-Providers (09-308-CF-391)	01/05/2017 03:13:53 PM	Little.souls.center@gmail.com Little.souls.center@gmail.com
CACFP Renewal Application Approval Deferred (09-308-CF-391)	01/05/2017 01:32:33 PM	little.souls.center@gmail.com

Date From Through

Subject

Include email with attachments only

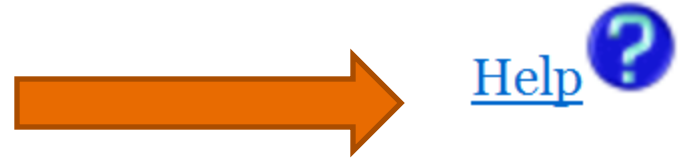
Include email with high importance only

Urgent	Subject Line	Sent Date	Sent To	Attach
	CACFP Renewal Application Approved (09-308-CF-391)	01/24/2017 07:35:55 AM	Little.souls.center@gmail.com	
	Reminder - CAC Claim Not Submitted (09-308-CF-391)	01/19/2017 11:10:21 AM	little.souls.center@gmail.com	
	Free-in-person-professional-development-for-Child-Care-Providers (09-308-CF-391)	01/05/2017 03:17:38 PM	Little.souls.center@gmail.com	
	Free-in-person-professional-development-for-Child-Care-Providers (09-308-CF-391)	01/05/2017 03:13:53 PM	Little.souls.center@gmail.com Little.souls.center@gmail.com	
	CACFP Renewal Application Approval Deferred (09-308-CF-391)	01/05/2017 01:32:33 PM	little.souls.center@gmail.com	

When you click on Sponsor Email History, it will go to this screen where you can then read the emails




Help Buttons



- ★ Each application page has a help button available to assist you in completing each component.

Application Packet Disposition

PLEASE CLICK ON THE [Help](#)  LINK ON THE TOP RIGHT HAND SIDE OF THE SCREEN FOR A QUICK START GUIDE WITH DETAILED INSTRUCTIONS FOR COMPLETING THIS APPLICATION. YOU MUST UPDATE AND SAVE THE SPONSOR APPLICATION TWICE. FIRST BEFORE COMPLETING THE OTHER APPLICATION COMPONENTS AND AGAIN WHEN THE APPLICATION IS FULLY COMPLETED AND READY TO BE SUBMITTED.

Component	Upload	Disposition	Disposition Date	Comments
<input type="checkbox"/> Sponsor Application		APPROVED	08/31/2016	
<input type="checkbox"/> Authorized Signatures		APPROVED	06/03/2016	
<input type="checkbox"/> Food Service Vendors		APPROVED	06/03/2016	
<input type="checkbox"/> Central Kitchen Information		APPROVED	06/03/2016	
<input type="checkbox"/> Site Applications		APPROVED	08/31/2016	
<input type="checkbox"/> SFSP Staffing Pattern and Budget	Upload	APPROVED	06/09/2016	
<input type="checkbox"/> Statement of Assurances	Upload	APPROVED	06/03/2016	
<input type="checkbox"/> Policy for Determining Eligibility Affirmation	Upload	APPROVED	06/03/2016	
<input type="checkbox"/> Copy of Letter to the Department of Health	Upload	APPROVED	06/03/2016	
<input type="checkbox"/> SFSP List of Organized Activities	Upload	APPROVED	06/03/2016	
<input type="checkbox"/> SFSP Non-Congregate Feeding Excessive Heat Intent	Upload	APPROVED	06/17/2016	
<input type="checkbox"/> Permanent Agreement Policy Affirmation	Upload	APPROVED	06/03/2016	

[Add Items](#) [Remove Checked Items](#) [Save](#) [Cancel](#) [Missing Pieces](#) [Report](#) [Approval Letter](#)



Authorized Signatures

- ★ All staff who need access to the ESE Security Portal should be listed here.

<input type="checkbox"/>	Authorized Signatures	APPROVED
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	Name	Contact Types	Email Address	Permission
<input type="checkbox"/>	Haunton, Robin	ESE Liaison	rhaunton@doe.mass.edu	Submit
<input type="checkbox"/>	Sedlacko, Irene	Superintendent/CEO/Executive Director/Owner	isedlacko@doe.mass.edu	None
<input type="checkbox"/>	Socolow, Amy	Authorized Claim Processor	asocolow@doe.mass.edu	Submit
<input type="checkbox"/>	Torres, Kristen	Program Director	ktorres@doe.mass.edu	Read-Only



Site Applications

★ Make sure to review and update:

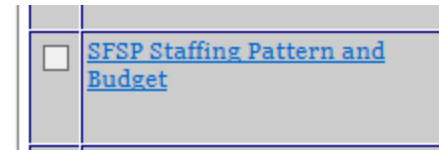
- ✓ 1 Site Qualifications
- ✓ 2 Qualifying school
- ✓ 3 Years of School Qualification
- ✓ 4 Dates of Operation
- ✓ 5 Meals Served and Days Open
- ✓ 6 Calculate Days Open

<input type="checkbox"/>	Site Applications	
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Eligibility																																			
1		*Qualification		Enrolled Site-School																															
If open or enrolled site using school data, please supply school site data:																																			
2		Schools		LYNN PUBLIC SCHOOLS - BREED MIDDLE																															
3		Year Qualified		2016				Year Qualification Ends		2021																									
If enrolled site, please supply enrolled site data:																																			
		# of projected children enrolled		169																															
		# of projected children eligible for free/reduced		169																															
Operating Data																																			
4		Dates		*Starting Date				06/27/2016				*Closing Date				09/02/2016				Termination Date															
5		Meal Services		Mon Tue Wed Thu Fri Sat Sun								Source of Meals																							
		Breakfast		☑		☑		☑		☑		☑		☑		☑		☑		☑		☑		On Site		☑									
		Lunch		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐				☑									
		Supper		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐				☑									
		AM Snk		☐		☐		☐		☐		☐		☐		☐		☐		☐		☐				☑									
		PM Snk		☑		☑		☑		☑		☑		☑		☑		☑		☑		☑		On Site		☑									
		Dates Closed		7/4/2016																															
*Days Open Per Month																																			
6		Calculate		Oct		0		Nov		0		Dec		0		Jan		0		Feb		0		Mar		0		Apr		0		May		0	
				Jun		4		Jul		21		Aug		23		Sep		2																	



Budget and Staffing



- ★ Make sure to document your costs and reimbursements from the prior fiscal year. If there was a balance, you must document how these funds were or will be used.

Cost-Reimbursement Summary - PRIOR FISCAL YEAR:			
Total SFSP Costs FY			\$22,626
Total SFSP Reimbursement FY			\$15,899
Excess SFSP revenue amount from prior program year or previous participation in SFSP			-\$6,727
Amount from other funding resources (e.g. grants, donations)			\$0
		Balance	-\$6,727



Budget and Staffing



- ★ Document both your food service and administrative staffing (including volunteers).

1A. Food Service Staff (Staff involved in the preparation, service, clean-up and supervision of children at all sites.)					
(a) Title of position in the Summer Food Service Program (For All Sites)	(b) # of personnel in that position (For All Sites)	(c) Specific food service program duties	(d) Number of Program Hours/Days (Total for All Sites)		(e) Total salary costs claimed under SFSP
			Hours Per Day	Days Per Session	
Program Specialists	5 (1/2 days)	Meal Preparation, Clean Up, Supervision of Children	2.25	49	\$5,353.72
		Menu planning			

1B. Sponsor Level Administrative Personnel. Provide a breakdown of administrative salaries from 2B Total Administrative Salaries. List sponsor level personnel who will be involved in administering the Summer Food Service Program. Include staff responsible for program administration, reviews/visits, clerical and claims preparation.					
(a) Title of Position in the Summer Food Service Program	(b) # Personnel in that Position	(c) Specific Admin. Duties	(d) Number of Program Hours/Days		(e) Total Salary Claimed under SFSP
			Hours	Days	
Program Directors	3 (1/2 days)	Administration, training and reviews	1.5	49	\$2,609.20
Executive Director	1	Overall	0.2	49	\$947.00



Department of Health Letter

<input type="checkbox"/>	Copy of Letter to the Department of Health
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- ★ Letter must be on agency letterhead and include:
 - ✓ Name, address, and contact name of the notified health department.
 - ✓ All site locations with specific addresses.
 - ✓ Meal service (breakfast, lunch, etc.), dates of site operation, and meal service times.
 - ✓ Anticipated numbers of participants to be served.



Sponsor Application

Component	Upload
<input type="checkbox"/> Sponsor Application	

When all components are Submitted, you will Submit the Sponsor Application.

- ✓ If requesting an advance, make sure you check the appropriate box. August advance paperwork should be sent to asocolow@doe.mass.edu.
- ✓ A new statement has been added certifying all information is true and correct.

Claim and Request Information												
*Starting Date	<input type="text" value="06/22/2017"/>	*Ending Date	<input type="text" value="09/04/2017"/>									
Claims will be submitted in the following months:	Oct <input type="checkbox"/>	Nov <input type="checkbox"/>	Dec <input type="checkbox"/>	Jan <input type="checkbox"/>	Feb <input type="checkbox"/>	Mar <input type="checkbox"/>	Apr <input type="checkbox"/>	May <input type="checkbox"/>	Jun <input type="checkbox"/>	Jul <input checked="" type="checkbox"/>	Aug <input checked="" type="checkbox"/>	Sep <input checked="" type="checkbox"/>
Advances/Notifications Information												
July Advance Requested	<input type="checkbox"/>	August Advance Requested	<input type="checkbox"/>									
<input type="checkbox"/>	I certify that all information on this form is true and correct.											




The Application is Complete

*Application 2017 Amend 0 (SUBMITTED) ▼

★ ESE is now able to review your application.

If you have any questions or need assistance, always contact your ESE Consultant.

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Component	Upload	Disposition	Disposition Date	Comments
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<input type="checkbox"/> Food Service Vendors		SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> Central Kitchen Information		SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> Site Applications		SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> SFSP Staffing Pattern and Budget	Upload	SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> Statement of Assurances	Upload	SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> Policy for Determining Eligibility Affirmation	Upload	SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> Copy of Letter to the Department of Health	Upload	SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> SFSP List of Organized Activities	Upload	SUBMITTED ▼	01/25/2017	
<input type="checkbox"/> SFSP Non-Congregate Feeding Excessive Heat Intent	Upload	SUBMITTED ▼	01/25/2017	NA
<input type="checkbox"/> Permanent Agreement Policy Affirmation	Upload	SUBMITTED ▼	01/25/2017	

