Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP)
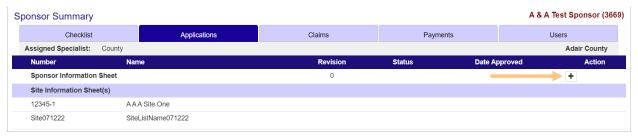
Sponsor Information Sheet – Quick Reference Guide

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Sponsor Information Sheet Overview

When completing the application packet for SFSP, sponsors should begin with the Sponsor Information Sheet. Responses on the Sponsor Information Sheet will trigger other required forms for the application packet submission process to display on the Checklist and Applications tabs.

Completing the Sponsor Information Sheet

1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.

2) The Sponsor Summary screen displays. Select the **Applications** tab.

3) Locate the Sponsor Information Sheet and click the **Add (+)** button on the right to access and fill out the application.

4) The Sponsor Information Sheet displays. Complete the form. If the sponsor participated in the previous program year, some information will populate from the previous year's Sponsor Information Sheet.
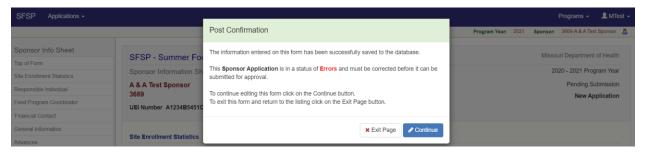
> *Note: Remember to save the form every 5-10 minutes to prevent the system from timing out. You do not have to complete the form in one sitting; you can save your work and return at a later time.*

5) The system will check for errors as you save the form. A warning message displays if any errors exist that cannot be saved to the system. This occurs when the incorrect type of data is entered into a field (e.g., a letter instead of a number or a zip code with too many digits). You must correct these errors before the form can save.
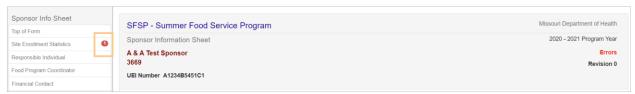
6) A Post Confirmation message will display if the form was able to save. However, this does not mean the form is free of errors. Read the message. If errors are identified, you must return to the form and correct them before you can submit the Sponsor Information Sheet to the state for approval.

7) Select the **Continue** button on the Post Confirmation message to return to the form and correct identified errors. Use the left-hand menu to quickly navigate to the sections of the form that contain the errors. The sections will be identified with a red circle containing the number of errors found within that section.

8) Once all errors have been corrected and you select **Save** for the final time, a Post Confirmation message will display informing you that the Sponsor Information Sheet is in a status of "Pending Submission." The state will review your form after you submit it with the application packet.

   a. If your form is approved, the status will change to "Approved," and no further action is required.

   b. If your form is denied, the status will change to "Needs Correction." You must return to the form and make the necessary changes as instructed by the state.

> *Note: The first (Revision 0) version of your Sponsor Information Sheet will be submitted with your completed application packet. Once all required documents of the application packet are complete and free of errors, you will submit the forms to the state for review. Form statuses will change to "Pending Approval."*