



Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP)

Sponsor Management Plan – Quick Reference Guide

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
Sponsor Management Plan Overview

Sponsors are required to complete and submit a Sponsor Management Plan at the start of a new program year. The Sponsor Information Sheet and Site Information Sheet(s) must be completed before you can begin the Sponsor Management Plan.

Completing the Sponsor Management Plan

- 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) Select the **Add (+)** action button to the right of the Sponsor Management Plan.

Sponsor Summary AA Test Sponsor (3739)

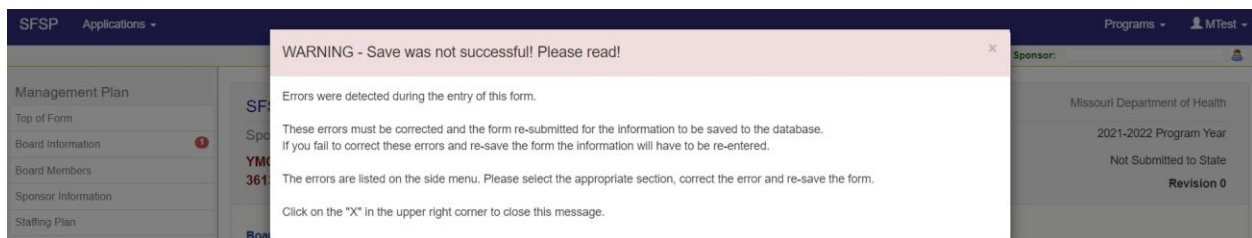
Checklist	Applications	Activities	Claims	Payments	Users
Assigned Specialist: County		Cole County			
Number	Name	Revision	Status	Date Approved	Action
	Sponsor Information Sheet	0	Pending Submission		 
	Sponsor Budget	0	Pending Submission		 
	Sponsor Management Plan	0			
Site Information Sheet(s)					
3739-1	AA Test Site				

- 4) The Sponsor Management Plan displays. Complete the form.

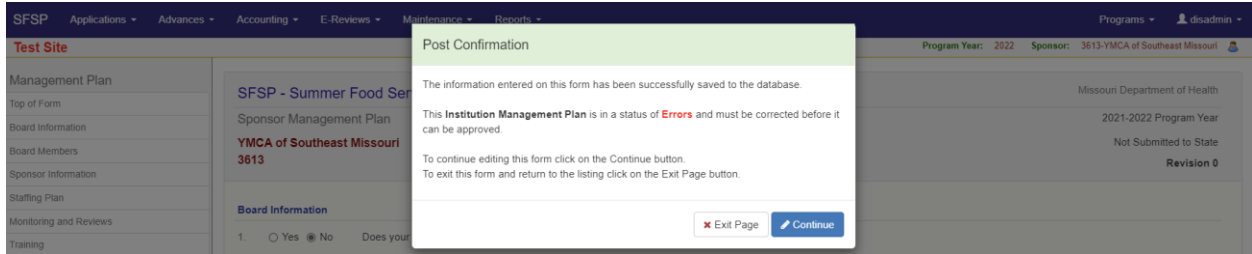


Note: Remember to save the form every 5-10 minutes to prevent the system from timing out. You do not have to complete the form in one sitting; you can save your work and return at a later time.

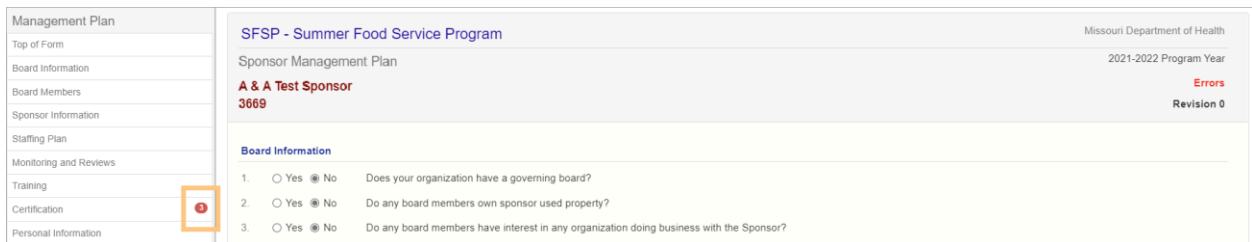
- 5) The system will check for errors as you save the form. A warning message will display if any errors exist that cannot be saved to the system. This occurs when the incorrect type of data is entered into a field (e.g., a letter instead of a number or a zip code with too many digits). You must correct these errors before the form can be saved.



- 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 Management Plan to the state for approval.



- 7) Select the **Continue** button to return to the form and correct identified errors. Use the left-hand menu to 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 Management Plan is in a status of “Pending Submission.” The state will review your form after you submit it with the application packet.
- If your form is approved, the status will change to “Approved,” and no further action is required.
 - 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 Management Plan 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.”