



## Summer Food Service Program (SFSP) New Sponsor Paper Application Instructions

Prior sponsors must log into the web-based system to submit the application. If you need a new User ID submit the SFSP Network User Access Request form to the address/fax number listed below. If you have forgotten your User ID or password, please call Community Food and Nutrition Assistance (CFNA) at 888-435-1464.

- All sponsors are required to complete the online training located on the SFSP website [www.health.mo.gov/sfsp](http://www.health.mo.gov/sfsp) under the heading, Training.
- It is recommended that any new personnel complete the online sponsor training.
- The Sponsor Application and Budget and the Site Information Sheet, one for each site, must be completed.
- A Policy Statement for New Sponsors must be completed.
- Vended sponsors be sure to complete the Food Service Management Company (FSMC) name and address on page 2 of the Sponsor Application and Budget. Please note that final approval of your application is pending the receipt of the signed FSMC contract.
- The SFSP Network User Access Request may be completed for one or two individuals for access to the SFSP database.
- Complete all questions, sign, and date all forms.
- The Vendor Input/ACH-EFT Application must be completed to establish direct deposit. Direct deposit is required.
- Sponsors of camps and enrolled sites must keep documentation of income eligibility on file, refer to the instructions and forms in the Income Eligibility Guidelines for Camps and Enrolled Sites, available on the SFSP website under the heading, Manuals.
- All sponsors are required to train program personnel. Use the Documentation of Training to Program Personnel form as the sign-in sheet for training sessions.

### **Keep a copy of the application for your records.**

Submit the **complete, signed, and dated application** to the following by the deadline dates listed in the application letter.

Missouri Department of Health & Senior Services  
Community Food and Nutrition Assistance  
P.O. Box 570 (U.S Mail)  
920 Wildwood Drive (shipping services such as UPS or FEDEX)  
Jefferson City, MO 65102  
Via fax: 573-526-3679  
Via email: [sfsp@health.mo.gov](mailto:sfsp@health.mo.gov)



If you have questions about the application forms, the approval process, or need technical assistance please call the toll free number 888-435-1464.