

Summer Food Service Program Application Checklist

To get a Summer Food Service Program (SFSP) application packet go to www.health.mo.gov/sfsp, click on “Applications & Forms” and download “The Entire SFSP Application Packet in One File” or call the toll-free number, 888-435-1464 to request via mail, fax, or email.

Reimbursement rates are available at www.health.mo.gov/sfsp.

Application Deadlines (for complete applications only)

- By April 1 if sponsor wants commodities delivered in May.
- By May 1 if sponsor wants commodities delivered in June.
- By May 1 if requesting a June advance.
- ***The final deadline for a completed application is no later than May 15 and at least 30 days prior to the first day of operation.***
 - For example, if SFSP operations begin June 2, a completed application is due no later than May 3.

Please submit the SFSP application by email, mail, or fax to the address below by the deadline as listed above. Be sure to keep a copy of the application packet for your records. Please ensure all questions are complete and all forms have been signed and dated. Applications missing responses, signatures, or dates are not considered submitted.

Missouri Department of Health & Senior Services
Community Food & Nutrition Assistance
930 Wildwood
P.O. Box 570
Jefferson City, MO 65102
Or via fax to 573-526-3679
Or via email to sfsp@health.mo.gov

Use this checklist to ensure all required items are enclosed with the SFSP application packet.

- Sponsor Application and Budget (DHSS-SFSP-604) ensure that Name of Organization is an exact match to your business title with the Secretary of State.
<https://bsd.sos.mo.gov/BusinessEntity/BESearch.aspx?SearchType=0>
- Site Information Sheet (DHSS-SFSP-603) one form for each site.
- Sponsor/Site Agreement (DHSS-SFSP-643) for sites not owned by the sponsor, obtain an annual sponsor/site agreement to use the location for the SFSP meal service. A template is provided in this packet.
- Policy Statement for New Sponsors (CACFP-1002)
- Annual Subrecipient Information Form (ASIF), the ASIF is required each calendar year for all sponsors. This takes the place of the Business Management Assessment (BMA).
- SFSP Network User Access Request (MO-580-1854E-SFSP) provides sponsor with User ID and Password for SFSP database.

- Vendor Input/ACH-EFT Application (MO-300-1489) required for direct deposit of funds for all sponsors.
- Food Service Management Contract (FSMC) for all sponsors with vended or catered meals. Contract information can be found at:
<https://health.mo.gov/living/wellness/nutrition/foodprograms/sfsp/food-serv-man-contracts.php>
- Nonprofit organizations must submit a copy of the Internal Revenue Service letter.

Things to watch:

- All blanks are completed.
- Submit eligibility documentation for each open site.
- Retain a copy of your application, original if faxed and a copy if mailed.

Once approved, submit the E-Verify documentation to the Department of Health & Senior Services (DHSS) with the signed contract.

Use this checklist to ensure sites are ready for operation.

- Documentation of Training to Program Personnel, required before starting of program operations. Kept onsite for DHSS review.
- Pre-Operational Site Review, Site Selection Worksheets are required to be completed for each new site prior to application submission and kept onsite for DHSS review.
- "And Justice For All" poster must be displayed in a prominent location at each site and in the sponsor's office where it can be easily viewed. Contact SFSP staff for additional posters.
- Daily meal count forms completed at point of service for each meal. Must be dated and kept with monthly records.
- Medical Food Substitution Record (DHSS-SFSP-617). Have a few copies available for participants with allergies or special dietary needs.
- Monitor Site Review Form for Self-Prep and Vended Sites, sponsors are required to conduct reviews during the first and fourth weeks.

See the SFSP Manual for useful information including but not limited to:

- Making changes in the CNPWeb.
- Meal service requirement.
- Food chart.
- Four components in menu planning.
- Meal pattern substitutions.
- Processed food documentation.
- Food production record.
- Allowable SFSP costs.
- Requesting advances.
- Corrective Action Plan (CAP) instructions and form.
- Appeal procedures.