



Missouri Department of Health and Senior Services

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Paula F. Nickelson
Director

Michael L. Parson
Governor

Dear Prospective Summer Food Service Program Applicant:

Enclosed is the application packet for the Summer Food Service Program (SFSP). This application packet includes the SFSP Information Flyer, SFSP Eligibility Questionnaires for sponsor and sites, the SFSP Training Flyer for sponsor training dates, the New Application and Site Operation Checklists, a Sponsor/Site Agreement Form, a Documentation of Training Form for your staff, and the SFSP Allowable Costs document for your review. Many of these forms are also available as fillable forms on our website under the heading Applications and Forms, www.health.mo.gov/sfsp.

New applicants must first complete the SFSP Potential New Sponsor Questionnaire, and an SFSP Site Eligibility Questionnaire for each site where the sponsor plans to serve meals. The purpose of the questionnaires is to determine if an applicant qualifies to participate in the program and to determine if the site is eligible. The new applicant must also complete a Network User Access Form to request access to the online CNPWeb online application. If the applicant and site are determined to be eligible, CFNA will approve the sponsor's Network User Access form. This allows the applicant access to the CNP web-based system where the applicant can enter their SFSP application online.

All SFSP sponsors must complete training prior to approval of the online application. All new SFSP sponsors must attend one of the SFSP WebEx trainings. A list of WebEx trainings is included in this packet and on our website. To sign up for a WebEx training, please email SFSP@health.mo.gov. In the email, include the first and last name of the person who will attend, their email address, their title, the sponsor name, the mailing address, and the training date for the WebEx they want to attend. Please indicate SFSP 2024 Training in the subject line of the email. In addition, sponsors will have an opportunity to ask further questions during a one-on-one pre-approval session with an assigned Nutrition Specialist.

After at least one SFSP sponsor staff member has attended the state SFSP training, the SFSP sponsor must train their own staff on the SFSP regulations and requirements prior to the start of the program and should use the enclosed Documentation of Training form to show the completion of that staff training. This document must be kept on file at the sponsoring organization.

Once access is granted to the system, sponsoring organization must submit a complete and accurate SFSP application in the CNPWeb based system and upload all required documents by the following deadlines:

- April 1- May 1, if you are interested in receiving commodities.
- April 1 if requesting a June Advance.
- The final deadline is May 1 to submit a New Sponsor Questionnaire and May 15 to submit the online application in the CNPWeb based system.

Completed questionnaires may be sent by email to sfsp@health.mo.gov or faxed to 573-526-3679.

If there are questions regarding the SFSP application process or other aspects of the program, please call 888-435-1464. Your interest in the SFSP is appreciated and we look forward to the possibility of working with you this summer.

Sincerely,

Tanya Harvey, Summer Food Service Program Manager

Enclosures

PROMOTING HEALTH AND SAFETY

The Missouri Department of Health and Senior Services' vision is optimal health and safety for all Missourians, in all communities, for life.