

## Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP)

Application Packet Submission – Quick Reference Guide

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## **Application Packet Overview**

To participate in the Summer Food Service Program (SFSP) sponsors must submit an application packet to the state for review and approval. The packet is made up of on-line and off-line forms that must be completed at the beginning of each program year. State users are responsible for approving each sponsor's forms.

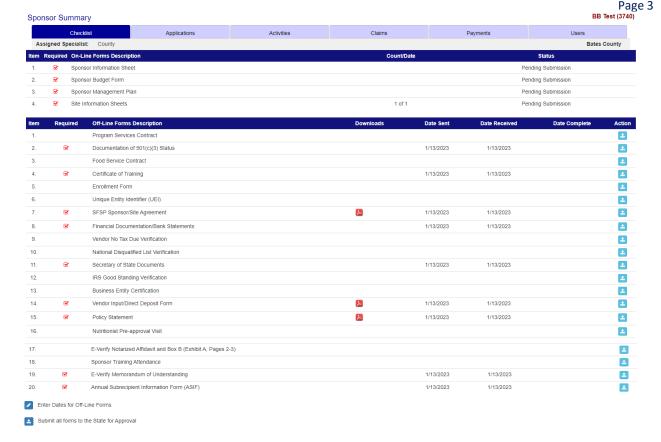
Required documents that make up a sponsor's application packet will depend on responses within the Sponsor Information Sheet and Site Information Sheets. As these on-line forms are completed, additional required forms will populate the Checklist tab of the Sponsor Summary. Once a sponsor has completed all the required on-line and off-line forms, they will submit them as a packet to the state for approval. Required forms are denoted with a red checkmark.

## Submitting the Application Packet

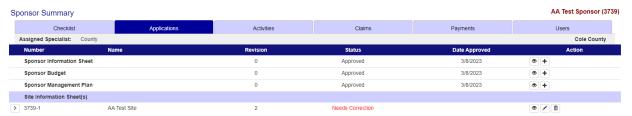
This section provides high-level instructions for submitting an application packet once all required off-line forms have been submitted and all required on-line forms are complete, free of errors, and are in "Pending Submission" status. For detailed information on completing and submitting each individual form required in the application packet, refer to the SFSP Sponsor User Manual.

- 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 **Checklist** tab.
- 3) Select the **Submit all forms to the State for Approval** button at the bottom of the screen. All forms will enter "Pending Approval" status. No further sponsor action is required until the packet is reviewed by the state.





4) Forms approved by the state will enter "Approved" status. Forms denied by the state will enter "Needs Correction" status. You must edit these forms and resubmit your application packet to the state.





**Note:** Once Missouri DHSS approves all forms in the application packet, program enrollment is complete for the year.