



# Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP)

Correcting On-line Forms – Quick Reference Guide

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## Correcting On-line Forms Overview

If an on-line form was returned by the state in “Needs Correction” status, you must make the requested changes and resubmit it for approval. If this form is part of your application packet, you will need to correct it and resubmit your entire application packet before you can be approved for the program year.

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.

- 1) The Sponsor Summary screen displays. Select the **Applications** tab.
- 2) Locate the form in “Needs Correction” status. Select the **Edit** action button to access and modify the form.

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	0	Needs Correction		  

- 3) The form opens. Make all necessary changes.
- 4) When finished, click **Save**.
  - a. Forms that were submitted with an application packet will enter “Pending Submission” status, and the entire application packet must be resubmitted once all corrections are made.
  - b. After initial approval, individual forms sent to the state as revisions that were returned for corrections will enter “Pending Approval” status when resubmitted to the state.
- 5) The state will review the form.
  - a. If your form is approved, the status will change to “Approved,” and no further action is required.
  - b. 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.

6) If the forms in “Needs Correction” status were part of the application packet, you will need to return to the **Checklist** tab and reselect the **Submit all forms to the State for Approval** button once all corrections have been made. The application packet will be returned to the state.

Sponsor Summary

BB Test (3740)

Checklist	Applications	Activities	Claims	Payments	Users
Assigned Specialist: County					Bates County

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		Pending Submission
2.	<input checked="" type="checkbox"/>	Sponsor Budget Form		Pending Submission
3.	<input checked="" type="checkbox"/>	Sponsor Management Plan		Pending Submission
4.	<input checked="" type="checkbox"/>	Site Information Sheets	1 of 1	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Program Services Contract					
2.	<input checked="" type="checkbox"/>	Documentation of 501(c)(3) Status		1/13/2023	1/13/2023		
3.		Food Service Contract					
4.	<input checked="" type="checkbox"/>	Certificate of Training		1/13/2023	1/13/2023		
5.		Enrollment Form					
6.		Unique Entity Identifier (UEI)					
7.	<input checked="" type="checkbox"/>	SFSP Sponsor/Site Agreement		1/13/2023	1/13/2023		
8.	<input checked="" type="checkbox"/>	Financial Documentation/Bank Statements		1/13/2023	1/13/2023		
9.		Vendor No Tax Due Verification					
10.		National Disqualified List Verification					
11.	<input checked="" type="checkbox"/>	Secretary of State Documents		1/13/2023	1/13/2023		
12.		IRS Good Standing Verification					
13.		Business Entity Certification					
14.	<input checked="" type="checkbox"/>	Vendor Input/Direct Deposit Form		1/13/2023	1/13/2023		
15.	<input checked="" type="checkbox"/>	Policy Statement		1/13/2023	1/13/2023		
16.		Nutritionist Pre-approval Visit					
17.		E-Verify Notarized Affidavit and Box B (Exhibit A, Pages 2-3)					
18.		Sponsor Training Attendance					
19.	<input checked="" type="checkbox"/>	E-Verify Memorandum of Understanding		1/13/2023	1/13/2023		
20.	<input checked="" type="checkbox"/>	Annual Subrecipient Information Form (ASIF)		1/13/2023	1/13/2023		

Enter Dates for Off-Line Forms

Submit all forms to the State for Approval



**Note:** Once your application packet is approved, you can return and revise forms throughout the program year. The individual form can be revised and resubmitted to the state for approval without affecting the status of the application packet (i.e., the application packet remains approved even when individual forms are revised).