

Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP) Site Information Sheet – Quick Reference Guide

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Site Information Sheet Overview

Sponsors are required to complete and submit a Site Information Sheet for each participating site when completing their SFSP application packet at the start of a new program year. These forms provide detailed information to the state about each site.



Note: The Site Information Sheet(s) will not be available on the Sponsor Summary screen until the Sponsor Information Sheet has been initiated and saved.

Completing a Site Information Sheet

The Site Information Sheets should be completed after your Sponsor Information Sheet.

- 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 **Applications** tab.
- 3) Locate the Site Information Sheet(s) section of the Applications tab. You must complete a Site Information Sheet for all sites listed. If the site will not operate this fiscal program year and you wish to have the Site Information Sheet removed from the list for a particular site for this renewal, contact DHSS-SFSP at <u>sfsp@health.mo.gov</u> to have the site inactivated and removed.
- 4) Select the **Add** (+) action button to the right of a listed site.

Sponsor Summary AA Test Spons							
Checklist	Applications	Activities	Claims	Payments	Users		
Assigned Specialist: Coun	ity				Cole County		
Number	Name	Revision	Status	Date Approved	Action		
Sponsor Information Sheet		0	Pending Submission		• / 1		
Sponsor Budget		0			+		
Sponsor Management Plan	l.	0			+		
Site Information Sheet(s)							
3739-1	AA Test Site				+		

5) A Site Information Sheet displays. Enter the required information into the Site Information Sheet. If the site participated in the previous program year, some information will populate from the previous year's Site Information Sheet.



Note: Remember to save the form every 5-10 minutes to prevent the system from timing out. You do not have to complete the form in one sitting; you can save your work and return at a later time.



6) The system will check for errors as you save the form. A warning message will display if any errors exist that cannot be saved to the system. This occurs when the incorrect type of data is entered into a field (e.g., a letter instead of a number or a zip code with too many digits). You must correct these errors before the form can be saved.

SFSP Applications -	<u>×</u>	Programs 👻 🚨 MTest 👻
	WARNING - Save was not successful! Please read!	2022 Sponsor: 3669-A & A Test Sponsor 🚨
Site Info Sheet AAA Sté Ore Site Street Address Statute Supervisor AAA Ceneral Information 123	Errors were detected during the entry of this form. These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered. The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form. Click on the "X" in the upper right corner to close this message.	Missouri Department of Health 3669 A.8.A Test Sponsor 2021 - 2022 Program Year Pending Submission New Application
Site Eligibility	ener en un 7, in une appeir rgin serier le ereze une neccesge.	

7) A Post Confirmation message will display if the form was able to save. However, this does not mean the form is free of errors. Read the message. If errors are identified, you must return to the form and correct them before you can submit the Site Information Sheet to the state for approval.

SFSP Applications -			Programs 👻 💄 MTest 🛩
		Post Confirmation	Program Year: 2022 Sponsor: 3669-A & A Test Sponsor 🤱
Site Info Sheet	SESP - Summer For	The information entered on this form has been successfully saved to the database.	Missouri Department of Health
AAA Site One Street Address	Site Information Sheet	This Site Information Sheet is in a status of Errors and must be corrected before it can be submitted for approval.	3669 A & A Test Sponsor 2021 - 2022 Program Year
Site Supervisor	A A A Site One	To continue editing this form click on the Continue button. To exit this form and return to the listing click on the Exit Page button.	Pending Submission
General Information	12345-1		New Application
Site Eligibility			
Compliance	Street Address	🗙 Exit Page 🥒 Continue	
Operating Dates			

- 8) Select the **Continue** button on the Post Confirmation message to return to the form and correct identified errors. Use the left-hand menu to navigate to the sections of the form that contain the errors. The sections will be identified with a red circle containing the number of errors found within that section.
- 9) Once all errors have been corrected and you select Save for the final time, a Post Confirmation message will display informing you that the Site Information Sheet is in a status of "Pending Submission." The state will review your form after you submit it with the application packet.
 - 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.



Note: The first (Revision 0) version of your Site Information Sheet(s) will be submitted with your completed application packet. Once all required documents of the application packet are complete and free of errors, you will submit the forms to the state for review. Form statuses will change to "Pending Approval."

Adding a New Site Information Sheet

If a sponsor wishes to add a new site (feeding location) that did not operate in the previous year(s), they must complete a Site Eligibility Questionnaire and submit to DHSS-SFSP for approval. The steps are as follows:

- 1) Complete a Site Eligibility Questionnaire available on the SFSP website: https://health.mo.gov/living/wellness/nutrition/foodprograms/sfsp/
- 2) Email the completed Site Eligibility Questionnaire to <u>sfsp@health.mo.gov</u>.
- 3) DHSS will review the questionnaire and email the contact identified on the questionnaire when the Site Information Sheet is ready for completion or denied.
- 4) Follow steps 4 through 9 above for the new site once DHSS has added the site to the online application system.

