



# 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 [sfsp@health.mo.gov](mailto:sfsp@health.mo.gov) to have the site inactivated and removed.
- 4) Select the **Add (+)** action button to the right of a listed site.

Sponsor Summary AA Test Sponsor (3739)

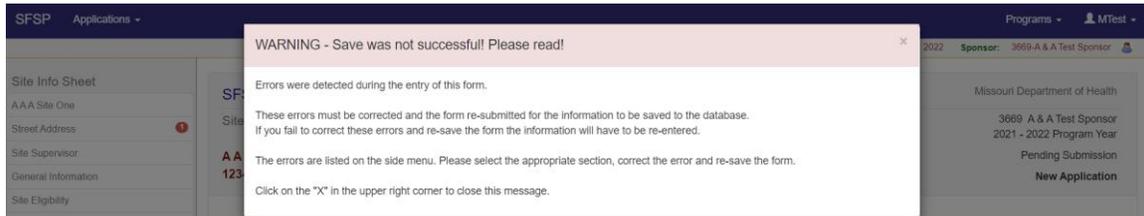
Checklist	Applications	Activities	Claims	Payments	Users
Assigned Specialist: County					Cole County
Number	Name	Revision	Status	Date Approved	Action
	Sponsor Information Sheet	0	Pending Submission		
	Sponsor Budget	0			
	Sponsor Management Plan	0			
<b>Site Information Sheet(s)</b>					
3739-1	AA Test 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.

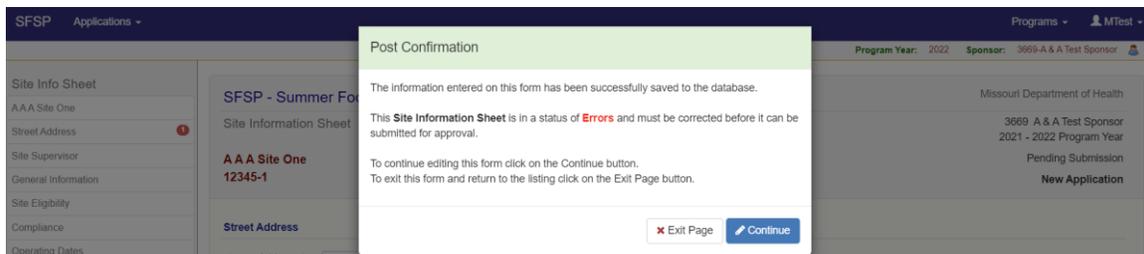


**Note:** Remember to save the form every 5-10 minutes to prevent the system from timing out. You do not have to complete the form in one sitting; you can save your work and return at a later time.

- 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.



- 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.



- 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.
- 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 [sfsp@health.mo.gov](mailto:sfsp@health.mo.gov).
- 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 on-line application system.