



Missouri Department of Health and Senior Services (DHSS)

Summer Food Service Program (SFSP)

Correcting On-line Forms – Quick Reference Guide

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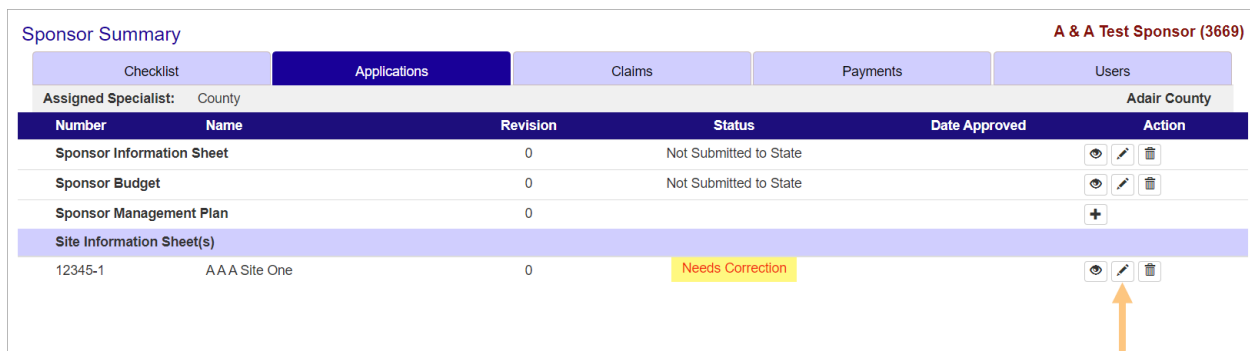


Correcting On-line Forms Overview

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 A & A Test Sponsor (3669)

Checklist **Applications** Claims Payments Users

Assigned Specialist: County Adair County

Number	Name	Revision	Status	Date Approved	Action
	Sponsor Information Sheet	0	Not Submitted to State		  
	Sponsor Budget	0	Not Submitted to State		  
	Sponsor Management Plan	0			
	Site Information Sheet(s)				
12345-1	AAA Site One	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 “Not Submitted to State” 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
A & A Test Sponsor (3669)

Checklist		Applications	Claims	Payments	Users
Assigned Specialist: County		Adair County			

Item	Required	On-Line Forms Description	Count/Date	Status
1.	☒	Sponsor Information Sheet		Not Submitted to State
2.	☒	Sponsor Budget Form		Not Submitted to State
3.	☒	Sponsor Management Plan		Not Submitted to State
4.	☒	Site Information Sheets	1 of 2	Not Submitted to State

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	☒	Program Services Contract		11/4/2022	11/4/2022		
2.		Documentation of 501(c)(3) Status					
3.		Food Service Contract					

☒ 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).