



**Division of Child Care and Early  
Childhood Education  
Health and Nutrition Programs**

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**Subject:** 2014 Summer Food Service Program Application and Amendment Period  
**Date:** 2/14/2014  
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The 2014 Summer Food Service Program's (SFSP) on-line application will be open February 24, 2014 through April 15, 2014. If your organization participated last year make the amendments as needed to your organization's 2014 application. **This application is open and available to all eligible non-profit sponsoring organizations.**

**Paper Applications:** Please contact the Health and Nutrition Program Unit (HNP), if you do not have access to the internet.

**Application Trainings:** Should you need assistance with completing your application, you may go to the SNP Website and sign up in the Training Calendar for the Application Training. If you do not have internet access, call the HNP office.

All applications once approved will receive an approval letter by email, and the organization(s) who submits a hardcopy application will receive an approval letter by mail. The website address is:

<https://dhs.arkansas.gov/dcece/snp>

**SFSP Annual Training is MANDATORY for all sponsors.** The persons responsible for the program (Directors, Assistant Directors, and Site Directors, etc.) must attend the training. The SFSP rules, regulations updates, forms needed to be on file, the claiming process, the Federal and State agency Review Process, Grant Opportunities and the best practices will be discussed during this training. Please visit the SNP website site and sign in on the Training Calendar. You are encouraged to visit the SNP website under the SFSP Forms and read the 2014 Administrative Guide, Site Supervisor and Monitor's Guide available in English and Spanish and the Nutrition Guide.

Failure to attend the SFSP Annual Training will result in your application not being approved, and your organization will not be able to participate in the SFSP.

**Advances:** You must submit your request for an Advance with your organization's completed application. Please follow the instructions on the application.

**School Food Authorities Only:** You may visit the SNP Resource Library for a "Waiver of Budget Submittal" form, if you would like to request a waiver to not submit the required budget information.