



Division of Child Care and Early Childhood Education

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MEMORANDUM

March 11, 2016

TO: SFSP providers

FROM: Application Team

RE: 2016 Summer Food Service Program Application

The 2016 Summer Food Service Program's (SFSP) on-line application is open. The 2016 SFSP application will remain open until **April 30, 2016**. Local School Food Authorities will be given priority to operate the SFSP in any area with competing sponsors. The State agency will then follow the additional priorities as set by the National School Lunch Act (refer to page 42 of the SFSP 2016 Administrative Guide).

Important dates to remember:

- Local School Food Authorities applications are being accepted for review and submission now. In order to have priority approval it is recommended that all Public School applications be completed and submitted prior to **March 20, 2016**.
- All other sponsors applications will be accepted for review and submission from **March 20, 2016 thru April 30, 2016**.
- Request for Commodities will be accepted **now through April 30, 2016**.
- The last day for all sponsors to add sites is **April 30, 2016 at 11:59 p.m.** No additional sites will be approved to be added after April 30, 2016.

Sponsor applications shall be reviewed by the Applications team before submission. If assistance is needed in this process, please contact the State agency for guidance 501-682-8869.

Application Trainings: If assistance is needed in completing an application, please contact the application team managers to arrange for application training.

SFSP Annual Training is MANDATORY for all SFSP sponsors. All responsible parties (Directors, Assistant Directors, and Site Directors, etc.) must attend the training.

Training Opportunities: Training opportunities can be found by visiting the SNP website site. Responsible parties may sign up on-line under the training calendar. Additional educational materials regarding SFSP may be found in the Resource Library or you may visit the USDA website and utilize the Summer Toolkit (<http://www.fns.usda.gov/sfsp/summer-meals-toolkit>).