



# Arkansas Department of Human Services



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

P.O. Box 1437, Slot S-155 Little Rock, AR 72203-1437 501-682-8869 Fax 501-682-2334 TDD: 501-682-1550

July 17<sup>th</sup>, 2014

Attention Summer Food Service Program Sponsors:

It has come to our attention that some of you are not adhering to the agreement to operate the Summer Food Service Program as you stated in your SFSP Site Application 2161.

Your SFSP Site Application 2161, that was approved by the State agency, with the meal service schedule advertised in your public release and submitted to your local health department, stated the days and times that you would be open and operating.

### **According to the Summer Food Service Program Regulations 7 CFR Part 225:**

**225.16 (c) (3) Meals served outside of the period of approved meal service shall not be eligible for Program payments.**

**225.16(c) (4) Any permanent or planned changes in meal service periods must be approved by the State agency.**

Sponsors, notify the State agency by email, at least one (1) day in advance or no later than the morning of the day that you will not be serving meals. State in your email to the State agency the reason as to why you are not serving. The SFSP 2161 must reflect this change, and a new public release resubmitted. A flyer is to be posted outside the building notifying the community of children that you serve of the site closure. Upload a copy the flyer in the checklist under **paper documents** in the Copy of the Public Release Section.

Should you be closed permanently, you must also submit a new public release to the newspaper with a receipt that shows that it was submitted and upload a copy of the current public release to the website.

\*\*Sponsors must notify the State agency of all Field Trips in advance. See page 49 SFSP 2014 Administrative Guidance for Sponsors.

**Failure to notify the State agency of your site closure(s), and not updating your SFSP 2161 to reflect any new meal service times could lead to your SFSP Organization being declared Serious Deficient.**

Please send all emails and questions regarding this matter to: Anthony Fort, Program Coordinator, desk phone 501-320-8996 and [Anthony.fort@dhs.arkansas.gov](mailto:Anthony.fort@dhs.arkansas.gov).

Sincerely,

Vickie Stewart  
SFSP Program Manager