

## **Summer Food Service Program (SFSP) Application Packet Approval and Allowable Changes Procedure**

### **Purpose**

This procedure outlines the submission and approval process for the Summer Food Service Program (SFSP) Application Packet and allowability of subsequent changes made to the packet.

### **Legal Requirements**

Laws and regulations that serve a basis for this procedure include:

[7 CFR 225.6](#) and specifically 7 CFR 225.6(b)(1), 7 CFR 225.6(c)(1), 7 CFR 225.6(d)(2), and 7 CFR 225.6(e)(1)(iii)

### **Application Packet Submission and Approval**

SFSP sponsors must have a signed SFSP Permanent Agreement and approved SFSP Application Packet prior to program operation. Application Packets must be submitted by April 20<sup>th</sup> for sponsors to be eligible to receive USDA Foods. All other packets must be submitted prior to June 1<sup>st</sup>, which is the Vermont state deadline. The Child Nutrition Coordinator will assess the packets for approval and may “Return for Correction” if information is insufficient or inaccurate. The Child Nutrition Coordinator will assist you in making the necessary changes for approval. Once the application is completed with the required information, the Child Nutrition Coordinator will approve the Application Packet.

### **Allowable Changes**

Changes to program operation, such as mealtimes, may be made throughout the summer. However, these changes must be approved in the Application Packet prior to implementation. Changes must be made in the Application Packet and approved, a minimum of 3 business days prior to the effective change date.

### **New Sites and Meal Services**

New sites may be added throughout the summer; however, no reimbursement will be received for meals served at these sites prior to approval of the Site Application. If a site is not at the maximum number of meal services for the particular site type, new meal services may be added throughout the summer, however no reimbursement will be allowed for meals served prior to approval of the Site Application. The site and/or meal types must be added a minimum of 3 business days prior to the effective start date.



## Site Caps

Prior to submission of the claim for reimbursement for meals served that month, if sponsors would like to change meal caps for any of their sites, they must notify the State Agency in writing, such as an email. In the Site Application, for each meal service, sponsors must enter their projected "Average Daily Participation" (ADP). The State Agency will enter the "Maximum number of meals that may be served" based on 120% of the ADP.

## Retroactively Adding Dates of Operation

A sponsor may request permission from the State Agency to retroactively add dates of operation. They must contact the State Agency within the 60-day filing deadline for the applicable month. The dates of operation cannot be changed to a date prior to the initial Site Application approval date. Sponsors must submit the following documentation to validate that meals were served:

- Master List (if applicable to the site type - if the site is open or closed-enrolled in a needy area, this is not applicable)
- Meal Count Documentation for each date to be added
- Menus, production records, or other documentation to show that meals served met meal pattern requirements
- Proposed claim information; fill out a copy of the SFSP Site Claim Report

The State Agency will review this documentation and may ask clarifying questions or for additional documentation. After this has been deemed acceptable, sponsors must revise the Site Application for the impacted site(s) to add the missing dates and then re-submit the Application Packet. The State Agency will re-approve the Site Application, make a note in the Internal Use only section documenting the change, "They submitted the meal counts and production records to allow for retroactive date additions" and then re-approve the Application Packet. If the sponsor has already filed a claim for reimbursement for the applicable month, they must submit a claim revision.

If the claim for reimbursement is submitted or revised past the 60-day deadline, sponsors have the option to request a One-Time Exception, which are allowed once every 36 months for each of the program types (NSLP, FFVP, CACFP, SFSP). If the One-Time Exception has already been used, the sponsor may request a late claim exception for Circumstances Beyond the Control of the Local Agency. This may or may not be approved by the Northeast Regional Office (NERO). Please refer to the [60-Day Deadline Dates for Claims for Reimbursement](#) and [Late Claim Procedure and Corrective Action Template](#) for more information.

## Unanticipated School Closure

During unanticipated school closures, sponsor may complete a simplified version of the SFSP Application Packet.

This institution is an equal opportunity provider.