

## Summer Meals Sponsor Application Packet Process Reminders

Packets must be approved prior to meal service. Sponsors without an approved Application Packet will not be reimbursed for any meals served. If you wish to receive USDA Foods, your Application Packet must be submitted and approved by **April 20**. All others must submit by **June 1**!

The online system can be accessed here: <https://vt.cnpus.com/prod/Splash.aspx> – click ‘SFSP’. Make sure you select the current year – **2019-2020**.

Please review the following reminders when completing the Application Packet:

### Organization Application

- Racial and Ethnic Data must be entered by number of students/children, not percentages.
- Indicate an Authorized Signer (cannot be a FSMC employee).

### Budget Detail

- Do not complete this section until the Site Applications are complete. The projected number of meals served will automatically populate in the Budget Detail, based on the projected Average Daily Participation multiplied by the days of operation entered in the Site Applications.

### Food Production Facility List

- This section is required for FSMCs or Central Kitchens that will send meals to other locations.

### Site Field Trip List

- This must be completed prior to the fieldtrip, but does not need to be complete prior to packet approval.

### Checklist Summary

- You must upload your Letter to the Vermont Department of Health *and* the Media Release.

### Site Applications

- Complete one for each of the sites where meals are served and consumed.
- Indicate the correct site county in Question 4.
- For site eligibility, please use the most current year’s data possible. There is a 5-year eligibility rule when establishing area eligibility based on census and school data. However, if it qualifies in the current year, that information must be provided to extend the 5-year period as much as possible. IF you are using Census Data to establish site eligibility, as per question 31, you must upload a screenshot of the FRAC Summer Food Mapper or USDA Area Eligibility Mapper in the “Checklist Summary” for each respective site.
- The days of operation in each month must correspond with the beginning and end dates in the General Site Information section and the section for each meal served.
- Select the appropriate “Meal Service Method” for each type of meal service. If a Food Service Management Company provides meals for your site, whether they are prepared their or not, you must select “Vended by Food Service Management Company (FSMC).
  - Satellite Site – Receives meals from a (central kitchen)
  - Self-Prep – Prepares on site and serves on site
  - Vended by School Food Authority (SFA) – meals are purchased from a school
  - Vended by Food Service Management Company (FSMC) – site with a FSMC contract providing meals
  - Vended by another SFSP Sponsor – meals purchased from another sponsor

This institution is an equal opportunity provider.