Summer Food Service Program (SFSP) Application Instructions

Before you can begin using the system, you must be assigned a user ID and password that provides the required security rights. Please contact Ashley Moen at moen_a@cde.state.co.us if you do not have a User ID and Password OR if you are a current claim system user but have not yet been set up with access to the SFSP. Once this set-up is complete, you may use the Internet and your assigned user ID and password to access and log onto the web site.

For questions on completing the application, please contact Ashley Moen at moen_a@cde.state.co.us or 303-866-6653.

Accessing the Web Site

You can access the system from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line: https://cde.cnpus.com/codoe/splash.aspx. You can also access the site from the SFSP website at http://www.cde.state.co.us/nutrition/nutrisummer.

1. Enter your assigned **User ID**

2. Enter your **Password**

3. Select **Log On**

If this is your first time logging on, the system will automatically require you to change your password.
1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation
3. Select **Save** to continue to the Programs page

Users who also have access to the School Nutrition Programs will see this screen when logging in. Click on the red button, Summer Food Service Program.
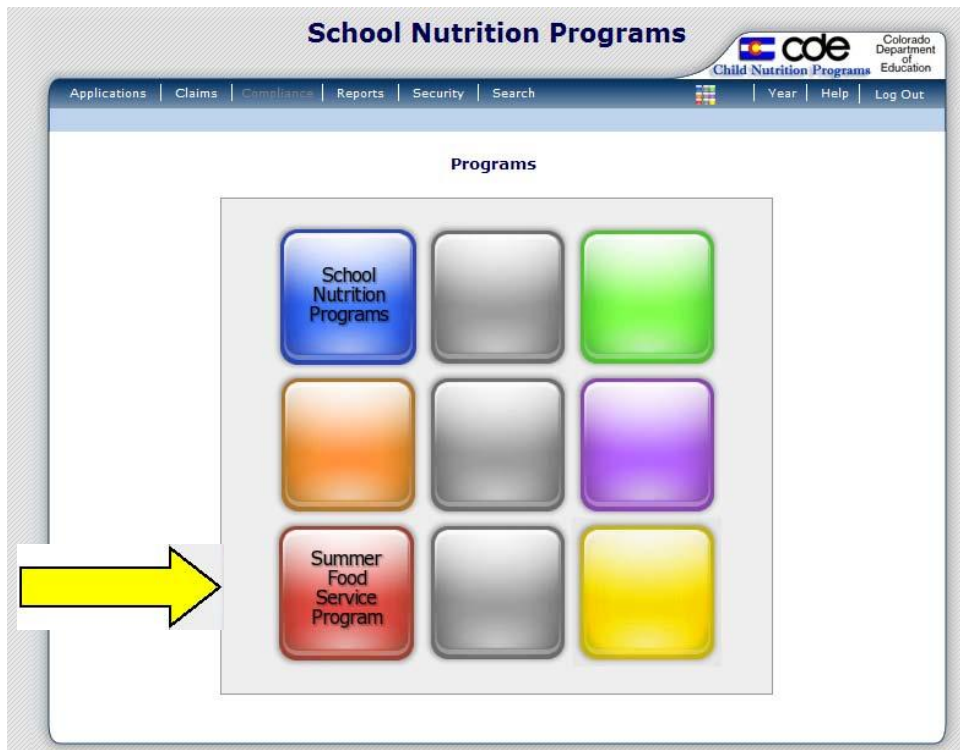
This will take you to the Summer Food Service Program Home Page.

Summer Food Service Program Home Page

From the Summer Food Service Program home page, you can select a menu item from the blue menu bar at the top of the page. (The yellow arrow above indicates menu items.)

Applications: Access to overall application-related items including:
• Application Packet & Forms
• Advances

Claims: Access to SFSP claim entry screens and sponsor-specific payment history

Reports: This field is not being used at this time

Security: Access to change password

Sponsor Application Packet
To Access an Application Packet
1. On the blue menu bar on the Summer Food Service Program Home Page, select **Applications.**
2. From the Applications menu, select **Application Packet**. A screen will come up asking you to add a sponsor application. Click on Add.
3. The sponsor application will display.

Step 1: Sponsor Application
In order to participate in the Summer Food Service Program, sponsors must submit a Sponsor Application to the state for review and approval.

The Sponsor Application consists of ten sections that must be filled out in order to complete the Sponsor Application.

Section 1: Addresses
Input the street and mailing address of the sponsor.

Section 2-5: Contact Information
Input the contact name, email address, and phone number, etc., for the Summer Food Service Program Contact, the Superintendent/Chairman of the Board/Owner, Claim Contact, and Other Authorized Representative. Under each section, indicate if this person will attend the <u>Sponsor's</u> current program year's training. If yes, indicate the date training will be completed.
Note: The Sponsor Contact and the Superintendent/Chairman of the Board/Owner will receive application packet emails. If you do not want the Superintendent/Chairman of the Board/Owner to receive emails, please input the Sponsor Contact email in question 16.

Section 6: Vendors
Complete questions 33-41. Some may not be applicable. Note: Question 33 applies to all sponsors, not just SFAs. If yes to question 33 and no to question 34, please contact Ashley Moen at moen_a@cde.state.co.us or 303-866-6653. If yes to question 35, the CDE SFSP Invitation for Bid and Contract must be used. Questions 37-41 are to be completed using the Food Service Management Company's (vendor) contact information.

Section 7: Training Attendance
Complete question 42 if neither the SFSP Contact nor the Superintendent/Chairman of the Board/Owner attended the current program year's CDE training.

Section 8: General Questions
Complete questions 43-46.

Section 9: Outreach
Indicate outreach dates and methods in questions 47-48. Note: Closed-enrolled and Camp sites must send out a media release, contrary to the application wording. Indicate the date the media release was sent out in question 47 and indicate the outreach methods in question 48.

Section 10: Certification
Read the certification statement and check the box next to question 49.

Once the Sponsor Application is completed, click **Save**. A confirmation screen will appear. Click **Edit** if the application has errors and revise the application OR click **Finish** if the application is complete. This will return the user to the main Application Packet Screen. Below is a screen shot of the Application Packet screen.

To return to the sponsor application at any time from the Application Packet Screen, click on View (to view) or Modify (to make any changes) next to Sponsor Application.

Application Packet Screen

Step 2: Food Production Facility List

The Food Production Facility section of the Application Packet contains information about each food production facility that the sponsor will use to provide meals to its sites. For example, if the sponsor vends from a Food Service Management Company (or vendor) or satellites meals to sites from a central kitchen, that information will need to be listed. If the sponsor is self-prep, this section does not need to be completed.

To Add a Food Production Facility

1. Select **Details** next to Food Production Facility List. The Food Production Facilities list screen displays.

2. Select the **Add Facility** button. A blank Food Production Facility screen is displayed.

3. Complete the form. **Note:** In question 1 you will indicate whether this facility is a central kitchen or a vendor. Question 3-9 must be completed using the central kitchen or vendor's information. For question 11, indicate what contract you are using for vended meals. The OMB No. 0584-0280 form is also referred to as the CDE SFSP Invitation for Bid and Contract and must be used and uploaded in the checklist summary for contracts exceeding the small purchase threshold ($150,000). **Note:** If your contract is under the small purchase threshold ($150,000) you will indicate that "I have received state agency approval to use an alternate form". The informal purchasing quotes form (or equivalent) must be uploaded in the checklist summary.

Note: If CDE has reviewed your contract and provided written approval, and your contract is not the CDE SFSP Invitation for Bid and Contract, you will indicate that "I have received state agency approval to use an alternate form". The contract used must be uploaded in the checklist summary.

4. Select **Save**. A confirmation screen displays.

5. Select **Edit** to return to the Food Production Facility screen OR select **Finish** to return to the Food Production Facilities list screen. Click Back to return to the Application Packet.
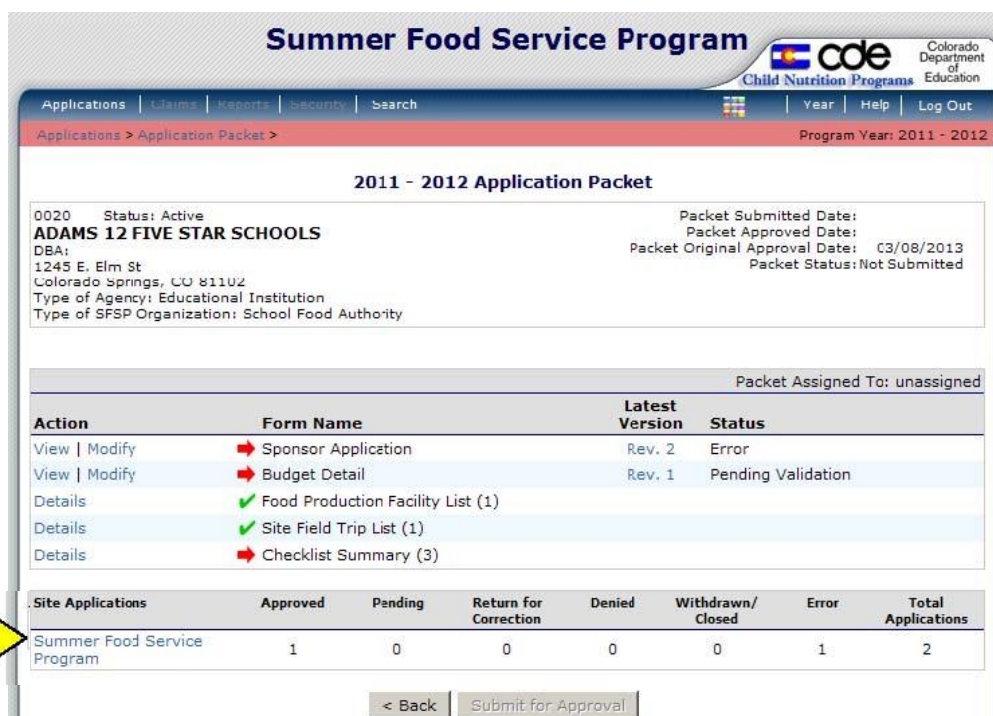
To Modify a Food Production Facility

1. Select **Details** next to Food Production Facility List. The Food Production Facilities list screen displays.

2. Select the facility you want to modify. The Food Production Facility screen displays.

3. Modify any desired information.

4. Select **Save**. A confirmation screen displays.

5. Select **Edit** to return to the Food Production Facility screen OR select **Finish** to return to the Food Production Facilities list screen. Click Back to return to the Application Packet.

Step 3: Site Applications

Sponsors must complete a Site Application for each of their sites. Note that the site applications must be done as the **third** step in order to get other steps to function. The Site Application screen provides access to the site's annual application for the Summer Food Service Program for both new and renewing sites. Sites must complete a new application annually; however, if a site participated last year, some of the site information will roll over.

To Add a New Site

1. Under Site Applications, select **Summer Food Service Program**.

The Application Packet- SFSP Site List screen displays.
2. At the bottom of the site list, select **Add Site Application**.

The SFSP Available Site(s) screen displays.

3. If the site you would like to add an application for is listed, select the site. If the site you would like to add an application for is not listed, select **Add New Site.** The 'Quick' Site Profile screen displays.

4. The system automatically defaults the Site ID to the next available ID for this Sponsor.

5. Enter the site name and county.

6. Select **Save**. The Site Application for the new site is displayed.

To Enter/Modify a Site Application
1. From the Application Packet screen, under Site Applications, select **Summer Food Service Program**. The Application Packet- SFSP Site List screen displays.

2. Select the site whose application you would like to enter/modify. The site's Site Application is displayed.

3. Enter/modify any desired information.

4. Select **Save**. A confirmation screen displays.

5. Select Edit to return to the SFSP Site List screen.

6. Repeat for each site that will participate in the program.

7. When done with all sites, click on Back to return to the Application Packet screen.

Each site application consists of ten sections. Each section must be completed.
Sections 1-3: Contact Information
Input all contact information for the site including Street Address, Sponsor Contact, and Site Supervisor.
Note: Please make sure that the site contact information is up to date and accurate. The site's address and phone number will be provided to partner organizations for the Kids Food Finder map and the National Hunger Hotline.

Sections 4-5: General Site Information & Site Type
Complete questions 14 through 20.

Sections 6-7: Site Eligibility & Site Operation
Complete questions 21-33. **Note:** For question 23, please refer to the SFSP webpage link 'How to Determine Site Eligibility'. Use the FRAC Summer Mapper to determine the census group/block number. Use the October 1 count of schools' free and reduced percentages for school data. Make sure that the school data being used is in the attendance area of the site.
For question number 26, indicate any meal service variations, such as 'closed for the fourth of July.'
Question 28 asks which meals you will be serving. Those meals will then populate on the application below. Enter all information for each meal service you are serving. **Note:** when entering in the Average Daily Participation (ADP) for each meal service, estimate the number of children attending plus no more than a 10% increase to account for fluctuation.
Question 34 is completed only for camps.

Section 8: Special Meal Pattern & Dietary Needs
Complete question 35.

Section 9: Food Production Facility Information
Question 36 identifies where meals are prepared.

Section 10: Certification
Read the certification statement and check the box next to question 37.

To View a Site Application
1. From the Application Packet Screen, under Site Applications, select Summer Food Service Program. The Application Packet- SFSP Site List screen displays.
2. Select View next to the site whose application you would like to view. The site's Site Application is displayed.

To Delete a Site Application
1. From the Application Packet Screen, under Site Applications, select Summer Food Service Program. The Application Packet- SFSP Site List screen displays.
2. Select Modify next to the site whose application you would like to delete. The site's Site Application is displayed.
3. Select Delete on the Edit menu in the top-right corner.
4. The system transfers you to the bottom of the screen and a warning message is displayed.
5. Select the Delete button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

Step 4: Budget Detail
To Add/Modify a Budget Detail

1. Select Modify next to Budget Detail. The Budget Detail screen displays with the most current budget data.

2. Modify any desired information. Some information is filled in automatically based on the type of site (self-prep/rural or vended) and based on the reimbursement rates.

3. Select Save. A confirmation screen displays.

4. Select Edit to return to the Budget Detail screen OR select Finish to return to the Application Packet screen. Click on Back to return to the Application Packet screen.

Step 5: Checklist Summary

A checklist is automatically generated based upon answers to specific questions from the sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the state.   The checklist feature allows sponsors to keep track of documents and their dates of submission.

To Access a Checklist

1. From the Application Packet, select details next to **Checklist Summary**. The Checklist Summary screen displays.

2. Select your sponsor name. The Checklist screen displays.

Note: Only Sponsors and sites that have completed their applications and have additional required documents will have a checklist.

3. To access the forms that need to be uploaded, click on the name of the form. Save this to your computer and fill it out.

To Upload an Attachment to a Checklist Item

1. Select the blue paper clip next to the document you wish to upload. The Checklist File Upload Details screen displays.

2. Use the Browse button to select the file to upload. This is the file you will have saved to your computer in Step 3 above. Note: Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.   If desired, enter a brief comment.

3. Repeat these steps for all forms that need to be uploaded. (Note for Private Non-Profits: Churches are not required to submit the Documentation of Tax-exempt Status. If you are completing an application for a church, please simply click the "Document Submitted to CDE" box next to this document.)

4. In the checkbox next to each form, under Document Submitted to CDE, click to enter a checkbox.

5. Click on **Save**.

Step 6: Submitting the Application to CDE

Once you have completed the Sponsor Application, Food Production Facility List, Site Applications, Budget Detail, and Checklist Summary, go to the Application Packet screen and click on the red Submit for Approval button. Click Okay.

In big red letters, the following message will appear: The Application Packet is currently under review by the State and is unavailable for changes.

Note: If corrections need to be made, the packet will be returned to the sponsor in the claim system, along with comments (on the sponsor and/or site application) on what needs to be corrected. Please keep an eye out on your email (including junk mail, just in case) for communication from the system. You can also go to the system to check the application status at any time.

Please allow for 30 days (from the time all requirements are completed) for CDE to approve your applications/forms.

Note: Once the application packet is approved by CDE, you will receive an email from DOE stating that your application packet is approved. Please check your application packet to determine which sites were approved. Please remember that once your application packet is approved, any changes must be submitted to CDE prior to the implementation date of the change.

Note: Sponsors must request the following site changes at least one day before the change is to take effect in order for the change to be reimbursable: meal service start and end dates, meal service start and end times, and dates and locations of field trips. Changes in site's Average Daily Participation (ADP) must be submitted and approved prior to submitting a claim.

Miscellaneous

To navigate around the system, you can use the Back buttons or use the blue tabs at the top of the screen to go to different pages.

"Session conflicts"—Sometimes, if you go back to the system without having closed it out completely, a Session conflict message will pop up. Click on Activate to log back in.

Warnings and Errors. Once you submit an application or complete a form, it may come back with warnings and/or errors. Warnings are just a note for you to double-check something. Applications and forms can still be submitted with warnings on them. If you receive an error, however, this will need to be corrected prior to submission.

Site Field Trip List (if applicable)

The Site Field Trip section of the Application Packet contains information about any field trips that an approved site will conduct for the specified year. All field trips must be entered in the system before they occur.

1. Select **Details** next to Site Field Trip List. The Field Trip-Site list screen displays.

2. Select the **Create New Field Trip button**.

3. Select the sponsor's site that will conduct the field trip.

4. Select the **Continue** button. The Site Field Trip screen is re-displayed with the selected site at the top of the page. This screen has fields required for completion.

5. Complete the form.

6. Select **Save**. A confirmation screen displays.

7. Select **Edit** to return to the Site Field Trip screen OR select **Finish** to return to the Field Trip – Site list screen. Click on Back to return to the Application Packet screen.

To Modify a Site Field Trip

1. Select **Details** next to Site Field Trip List. The Field Trip – Site List screen displays.

2. Select the site's field trip you want to modify.   The Site Field Trip screen for this site displays.

3. Modify any desired information.

4. Select **Save**. A confirmation screen displays.

5. Select **Edit** to return to the Site Field Trip screen OR select **Finish** to return to the Field Trip – Site list screen. Click on Back to return to the Application Packet screen.

To Cancel a Site Field Trip

1. Select **Details** next to Site Field Trip List. The Field Trip-Site list screen displays.

2. Select the field trip you want to cancel.   The Site Field Trip screen displays.

3. Check the box in question 10 "Cancel Request."

4. Select **Save**. A confirmation screen displays.

5. Select **Edit** to return to the Site Field Trip screen OR select **Finish** to return to the Field Trip – Site list screen. Click on Back to return to the Application Packet screen.

WARNING: A cancelled field trip cannot be "un-cancelled".   If the Sponsor decides to re-instate the field trip, a new field trip must be added.

Advance Requests (if applicable)

Once CDE approves the application, sponsors may use the Advance Requests menu option to submit a request for operational or administrative payment advances and to view the status of their submitted requests.

To Access Advance Requests

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.

To Add an Advance Request

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select **Add** next to the advance month for which you would like an advance. The Advance Request screen displays.
4. Select the type of advance you are requesting, and click the Certify button.
5. Select **Save.** A confirmation screen displays.
6. Select **Edit** to return to the Advance Request screen OR select **Finish** to return to the Advance Request list screen. Click Back to return to the Application Packet.

==Note:== At least one site must have at least ten operating days in the advance month to request an advance.

To View or Modify an Advance Request

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the advance you would like to view or modify. The Advance Request screen displays.
4. Update information, if desired.
5. Select **Save.** A confirmation screen displays.
6. Select **Edit** to return to the Advance Request screen OR select **Finish** to return to the Advance Request list screen.