

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), 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. Initial Application Packets must be submitted prior to June 1st, which is the Vermont state deadline. The Child Nutrition Programs reviewer assigned to the packet will assess for approval and may “Return” them if information is insufficient or inaccurate. The Child Nutrition Programs reviewer will assist in making the necessary changes for approval. Once the application is completed with the required information, the Child Nutrition Programs reviewer 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 Meal Service Operation tab of the Site Application, for each meal service, sponsors must enter their projected “Average Daily Attendance” (ADA). The system will calculate the “Site cap” based on 120% of the ADA.

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- for residential camp, non-residential camp, and closed-enrolled sites in non-area eligible locations (not applicable to open sites or closed-enrolled sites established via area eligibility)
- Meal Count Documentation for each date to be added
- Menus, production records, or other documentation to show that meals served met meal pattern requirements

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(s) for the impacted site(s) to add the missing dates and then re-submit the Site Application(s) and the Application Packet. The State agency will re-approve the Site Application(s), make an Internal comment in the Review tab documenting the change, stating “They submitted the meal counts and meal pattern documentation to allow for the addition of retroactive days of operation” and then re-approve the overall SFSP 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 “USDA Good Cause”. 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 for Reimbursement Procedure](#).

Unanticipated School Closure

During unanticipated school closures, sponsors may complete a “Summer Food Service Program Unanticipated Closure” Application Packet.

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