

## NEW TO SUMMER FOOD SERVICE PROGRAM

1. Complete [SFSP Access Request Form](#) on Nutrition Services Home page to notify NDE that you intend to operate the SFSP and at which sites.
2. Access and sign first page of [SFSP Permanent Agreement](#); scan and save digital copy.
3. NDE NS team member notifies SFSP contact via email that access to SFSP application in CNP is granted.
4. SFA verifies meal service site(s) eligibility by one of the following:
  - a. Use 19-20 NSLP claim demonstrating 50% or more of enrolled students eligible for Free or Reduced price meals; or
  - b. Access [Area Eligibility map](#) to search school building/meal site location on the map to document eligibility by census data; or
  - c. Use Statewide Area Eligibility waiver which allows non-area eligible sites to participate in the SFSP and feed students
5. Complete SFSP application in CNP (Sponsor application, site application(s) including meal service start date not before Sept. 1 and the end date Sept. 30, 2020; upload signed SFSP Permanent Agreement to Checklist Summary; submit application packet for approval).
6. SFA receives email confirmation of application approval.\*

## RETURNING TO SUMMER FOOD SERVICE PROGRAM

1. Complete [SFSP Access Request Form](#) on Nutrition Services homepage to notify NDE that you intend to operate the SFSP and at which sites.
2. NDE NS team member notifies SFSP contact via email that new sites (not operated the SFSP previously) have been added the Sponsor's site profile.
3. Update and add information for site application(s) including: meal service start date not before Sept. 1, and end date Sept. 30, 2020.
4. Submit application packet for approval.
5. SFA receives email confirmation of application approval.\*



*\*The application packet for FY20 expires on 9/30/2020. A new SFSP application packet will need to be completed and submitted for FY21 SFSP meals served in October, November and December. This application packet will also need NDE approval for meals to be claimed through the SFSP.*

