

Summer Food Service Program (SFSP) Paper Application Instructions:

- ◆ The training flyer is enclosed for your convenience. Training is mandatory for sponsors new to the program this year. Training is optional for experienced sponsors, but recommended. If you have new personnel, it is highly recommended they participate in the new sponsor training.
- ◆ The four-page Sponsor Application and the two page Site Information Sheet(s) (one for each site) must be completed. Sponsors new to the program must complete the Policy Statement.
- ◆ Vended sponsors: please be sure to complete the Food Service Management Company name and address on page 1 of the sponsor application. Please note that final approval of your application is pending receipt of your signed FSMC contract.
- ◆ Multi-site and/or Urban site sponsors: please note that on the Site Information Sheets you must describe the geographic boundaries to be served by each site. If the boundaries overlap, please include a brief statement indicating the necessity for each site.
- ◆ Please be sure all questions are complete and that all the forms have been **signed and dated**.
- ◆ In addition to the above, the Vendor Input form must be completed by NEW sponsors. Previous sponsors need to complete it if they have changes of address, contact, or phone number.
- ◆ Direct deposit is required by the State of Missouri. If you have not already done so, complete and return the ACH/EFT form to avoid delays in SFSP reimbursement (no paper checks will be issued).
- ◆ The Income Eligibility Guidance is for new sponsors of camps or enrolled sites. Sponsors of camps or enrolled sites must keep documentation of income eligibility on file. Refer to the instructions and forms included in the booklet.
- ◆ It is required that you train your program personnel; please use the Documentation of Training form as your sign-in sheet for your training session(s). When you have completed training your program personnel, update your online application and submit this form to our office at that time or with your first Claim for Reimbursement. Claims will not be processed without documentation of training.
- ◆ The Site Change Worksheet is for reporting field trips that all participants will be attending; changes in meal times, meal types, or number of children or eligible disabled adults served; change of dates of operation; or sites closing.

Be sure to keep a copy of the application for your records.

Please submit your **original, completed, signed and dated** application packet to the following address by the deadline dates listed in the application letter:

Missouri Department of Health and Senior Services
Bureau of Community Food and Nutrition Assistance
920 Wildwood (for shipping services such as UPS or FEDEX)
P.O. Box 570 (for U.S. Mail)
Jefferson City, MO 65102

If you have any questions about the application forms or the approval process, please call us for technical assistance at our toll-free number, 888-435-1464.