



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

SUMMER FOOD SERVICE PROGRAM

**OPERATIONAL MEMORANDUM #2
FISCAL YEAR 2016**

SUBJECT: Sponsor Application Deadline and Application Amendment Procedures

DATE: February 1, 2016

In accordance with Federal Regulation 7 CFR 225.6(b), the Michigan Department of Education (MDE) has established a Summer Food Service Program (SFSP) application deadline of **May 6, 2016**. The 2016 SFSP application is scheduled to open March 1, 2016, through the Michigan Electronic Grants System Plus (MEGS+).

- 1) The SFSP application in MEGS+ and all required documentation must be complete, correct, and received by MDE on or before May 6, 2016. Applications for the 2016 SFSP will **not** be accepted after this date.
- 2) The initial SFSP application must be approved and certified before any claims for reimbursement will be made available. Submitted applications will be processed in the order they are received.
- 3) Sponsors must allow themselves sufficient time to complete the application process and make any potential corrections or additions in order to meet the May 6, 2016, deadline. Applications will only be returned to the sponsor for modifications after the initial application has been reviewed by MDE.
- 4) Initial application sites must be approved before beginning SFSP operations at that site. Meals served at a site prior to the site approval date cannot be claimed for reimbursement. If a sponsor is considering operating a SFSP site, the site should be included on the initial application to ensure timely approval and eligibility for reimbursement.
- 5) Any changes, such as the addition of sites or meal types, maximum capacity increases, changes to beginning or ending dates, etc., on an approved application must be made through the application amendment process in MEGS+. Application amendments must be submitted to MDE

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at least 72 hours prior to the implementation of the changes for MDE to review, approve and certify. Failure to submit amendments in a timely manner could result in the loss of reimbursement to the sponsor as changes must be first approved by MDE. Sponsors may continue to serve at sites prior to MDE approval without reimbursement until the amendments are approved and certified by MDE.

- 6) Private Non-Profit Organizations (PNOs) are eligible to participate in the SFSP according to the same terms and conditions as other service institutions. However, PNOs participating in the SFSP must have private non-profit status under section 501(c) of the Internal Revenue Code of 1986 and be exempt from taxation under 501(a) of that code.
- 7) All sponsors, including PNOs, may be approved to operate a maximum of 200 sites and serve a maximum total average daily attendance of 50,000 children as permitted by 7 CFR 225.6(b)(6)(i).

Questions regarding this operational memo may be directed to Sara Harmon or Stephanie Willingham at 517-373-3347.