



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

SUMMER FOOD SERVICE PROGRAM

**OPERATIONAL MEMO #2
FISCAL YEAR 2009**

SUBJECT: Sponsor Application Deadline and Application Amendment Procedures

DATE: February 23, 2009

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 1, 2009*. The 2009 SFSP application will be available through the Child Nutrition Application Program (CNAP) beginning February 23, 2009.

- 1) MDE will strictly enforce the deadline for SFSP applications. The SFSP application on CNAP and all required documentation must be complete, correct, and received by MDE on or before May 1, 2009. *No applications* for the 2009 SFSP will 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. An approved application includes everything the sponsor indicates and the state has approved on the online application.
- 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 1, 2009, 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. No meals served at a site prior to the site approval date can be claimed for reimbursement. If a sponsor is considering operating a SFSP site, it 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. All amendments to the application must be made *by the sponsor* on CNAP. MDE will not make any changes to the applications on behalf of the sponsor. Amended SFSP applications must be approved and certified by MDE before any changes can take effect. Failure to submit amendments in a timely manner could result in the loss of reimbursement to the sponsor.

Questions regarding this operational memo may be directed to Michelle Groothuis or Gloria Zunker at 517-373-3347.

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