



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**SUMMER FOOD SERVICE PROGRAM**

**OPERATIONAL MEMO #2  
FISCAL YEAR 2010**

**SUBJECT:** Sponsor Application Deadline and Application Amendment Procedures

**DATE:** April 6, 2010

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, 2010*. The 2010 SFSP application is now available through the Child Nutrition Application Program (CNAP).

- 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, 2010. *Applications* for the 2010 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. 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, 2010, 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, 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. 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 Lisa Brown-Taylor at 517-373-3347.

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