



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**SUMMER FOOD SERVICE PROGRAM
OPERATIONAL MEMORANDUM #2
FISCAL YEAR 2018**

SUBJECT: Sponsor Application Deadline and Application Amendment Procedures

DATE: March 30, 2018

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 15, 2018**. The 2018 SFSP application opened on March 30, 2018, 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 15, 2018.
- 2) Sponsors must allow sufficient time to complete the application process and make any potential corrections or additions to meet the May 15, 2018, deadline. Applications will only be returned to the sponsor for modifications after the initial application has been reviewed by MDE.
- 3) Initial application sites must be approved before starting SFSP operations at that site. Meals served at a site prior to MDE approval 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.
- 4) 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 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.
- 5) All sponsors 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.

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