



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** March 14, 2023

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

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 9, 2023**. The 2023 SFSP application is now part of the Coordinated Application in NexSys. The application opened on March 15, 2023, and is now available to sponsors.

- 1) If a sponsor plans to participate in SFSP, the Coordinated Application and required documentation must be complete, correct, and received by MDE on or before May 9, 2023.
- 2) Sponsors must allow enough time to complete the application process and make any potential corrections or additions to meet the May 9, 2023, deadline. Applications will only be returned to the sponsor for modifications after the initial application has been reviewed by MDE.
- 3) The Coordinated Application must be approved before starting SFSP operations. 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 of 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 NexSys. Application amendments must be submitted to MDE at least 72 hours (3 business days) prior to the implementation of 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).

Questions regarding this operational memorandum may be directed to the SFSP at [mde-sfsp@michigan.gov](mailto:mde-sfsp@michigan.gov) or at 517-241-5374.

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