

Summer Food Service Program—Application Instructions

Welcome to the Summer Food Service Program! Please read the following instructions BEFORE completing the application online. Each sponsor must complete the Sponsor Application, Site Application(s), and budget before being approved. Please provide all data requested. When preprinted information is incorrect, please make corrections to the data.

You must complete all required fields. The following instructions are designed to explain those items that may need clarification. Access the system at www.isbe.net/nutrition. You will need your ISBE Web Application Security (IWAS) login name and password to access the system.

SPONSOR APPLICATION

I. SPONSOR INFORMATION

- A. This information cannot be changed online. Click on *Edit*, make changes, and then click on *Submit to ISBE*.
- E. The authorized sponsor representative must be an individual who can legally bind the organization administratively and financially.

II. FOOD SERVICE

- B. Combination should be used for the *Method of Meal Preparation* if a sponsor has some sites as self-prep and additional sites as vended.
- C. Field only applies to school food authorities.
- D. Field only applies to school food authorities.

III. PROGRAM REQUIREMENTS

- A. The service you provide to the community does not refer specifically to food service. If your organization provides some type of community service during most or all of the year, i.e., public school, Head Start, Meals on Wheels, public housing, energy assistance, etc., the question is answered YES.
- C. The application to participate in the Summer Food Service Program cannot be approved until the State agency receives a signed copy of the letter to the local health department. This can be faxed to Amy Bianco at 217/524-6124.

SITE APPLICATION

The Site Applications have been preprinted with information from last year's program. If any of the preprinted information has changed, make any necessary changes. A new Site Application must be completed for any new sites you intend to operate.

The following are some items that may need additional clarification.

I. SITE INFORMATION

- A. This information cannot be changed online. Click on *Edit*, make changes, and then click on *Submit to ISBE*.
- B. This information cannot be changed online. Click on *Edit*, make changes, and then click on *Submit to ISBE*.
- F. Indicate the period of operation for this site only.

NOTE: Once the Site Application has been submitted and approved, you can go to the *Days of Operation* or *Participation Detail* links to adjust the number of days you are operating,

submit field trip requests, change meal services and serving times, or adjust meal participation levels.

II. ELIGIBILITY

B. Indicate how the site will establish eligibility. For a complete discussion of acceptable eligibility guidelines, refer to *Site Eligibility* on page 13 of the *2009 Administrative Guidance for Sponsors* located on our website at http://www.isbe.net/nutrition/pdf/sfsp_admin_guide.pdf.

C. If a child care program is operating at the same location, you must complete this section and a Clarification of Participation form (ISBE Form 67-81). Submit ISBE Form 67-81 to our office. A copy of this form is available on our website at <http://www.isbe.net/nutrition/htmls/summer.htm> under *Forms*.

NOTE TO CAMP SPONSORS: A camp worksheet has been added and must be completed with your application. Click on *Show Worksheet* and follow the instructions.

III. FOOD SERVICE

C. Type of program

i. *Enrolled*—Enrolled sites serve only children in a specific program or activity and require documentation that at least 50 percent of enrolled children are eligible.

ii. *Open to Public*—Eligibility of the site is documented by school area data and is open to all children.

iii. *Residential/Day Camp*—Reimbursement is available only for those meals served to children with eligible applications on file.

D. *Highest Daily Participation* (HDP)—Indicates the highest number of children anticipated at a site on any day by meal type.

Average Daily Participation (ADP)—Indicates the average number of children expected at the site on any day by meal type.

BUDGET

All sponsors must complete an administrative and operational budget. Indicate the administrative and operational costs you plan to claim for reimbursement by line item. **Your total administrative costs cannot exceed the multiplication of your anticipated operating days times the estimated daily attendance times the applicable rates of reimbursement for each meal type you plan to serve.** The system will not allow you to submit an administrative budget that exceeds this calculation.

For sponsors earning over \$300,000, the system will display a detailed administrative and operational budget. These sponsors must also submit a detailed Management Plan. The Management Plan must be submitted to our office before your application can be approved.

Note: The budget can be updated at any time and as frequently as desired.

A. WAGES

Complete the *Labor—Administrative Labor Worksheet* which is located on the website at http://www.isbe.net/nutrition/excel/administrative_labor_worksheet.xls and fax to Amy Bianco at 217/524-6124.