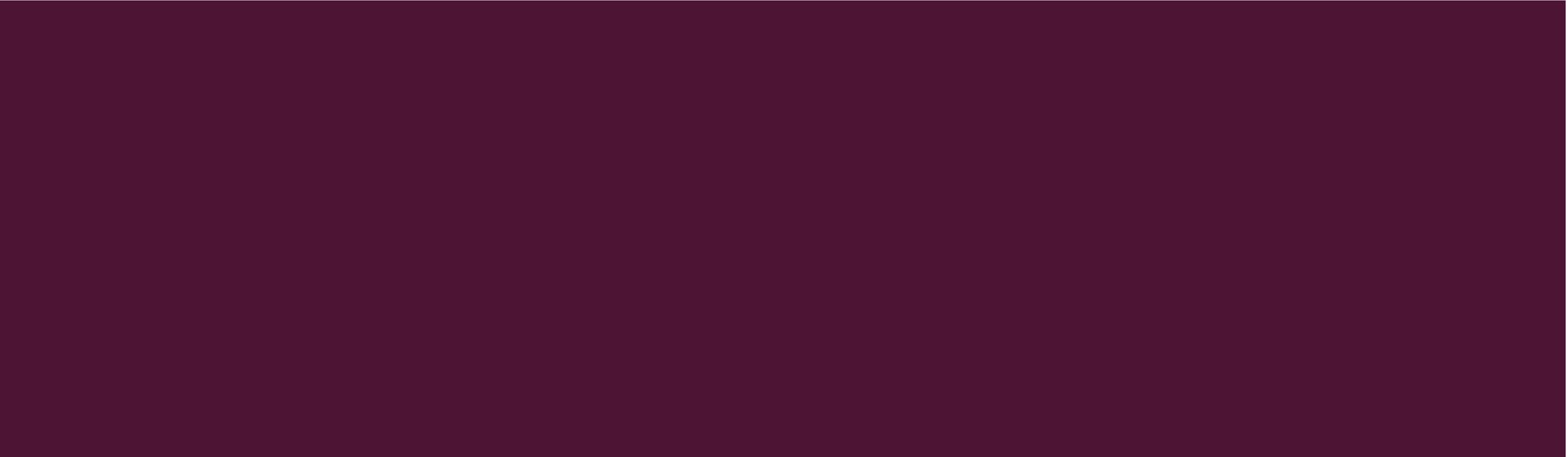




SY 2015-2016 SUMMER FOOD SERVICE PROGRAM

SFA SPONSOR ONLINE APPLICATION TRAINING



“This institution is an equal opportunity provider.”

ALL SCHOOL FOOD AUTHORITY (SFA)

<http://childnutrition.ncpublicschools.gov/programs/summer-nutrition-opportunities/sfsp-2016/sfsp-2016/sfsp%202016-sfas>



<p>Audience</p>	<p>School Food Authorities</p> <p>Includes new and returning Traditional Public Schools, Charters Schools and NonPublics currently participating in the National School Lunch/School Breakfast program.</p>
<p>STEP 1</p> <p>Complete and submit Statement of Intent</p>	<p>School Food Authorities that plan to participate in the 2016 Summer Food Service Program must complete and submit a PDF Statement of Intent to the state agency. This form:</p> <ul style="list-style-type: none"> • is for SFAs only; • Requires signature of Superintendent; • Cannot be faxed or emailed. Hard copies must be submitted to State Agency at the address on the form.
<p>STEP 2</p> <p>Online Application Annual Renewal Process</p>	<p>1. School Food Authorities may elect to attend an Online Application Annual Renewal Workshop. Attendance is optional; however, we encourage SFAs to attend to ensure the online application is completed accurately.</p> <p>Webinar-based workshops have been scheduled for:</p> <ul style="list-style-type: none"> • January 15, 2016 (9:30 - 11:00 am) • January 29, 2016 (2:00 - 3:30 pm) <p>2. Complete 2016 Online SFSP Renewal Application in the School Nutrition Technology System.</p>
<p>STEP 3</p> <p>Approval by State Agency</p>	<p>IMPORTANT NOTE: All sponsors must be fully approved to participate in the 2016 SFSP Program in order to claim meals for reimbursement. Sponsors WILL NOT be reimbursed for meals served prior to full approval to participate in the SFSP program.</p>
<p>Step 4</p> <p>Attend SFSP Required Continuing Education for School Food Authorities</p> <p>1 Day Workshop</p>	<p>SFAs approved to participate in the 2016 Summer Food Service Program are required to attend and complete a 1 day workshop. Workshop dates and locations are as follows:</p> <p>CLICK HERE to register for the workshop of your choice.</p> <ul style="list-style-type: none"> • Greensboro - Deep River: March 16 • Hickory Metro Convention Center: March 23 • New Bern Convention Center: April 21 <p>NOTE: A Webinar-based workshop will be provided as well. Date TBA.</p>

ACCESS TO THE SCHOOL NUTRITION TECHNOLOGY SYSTEM (SNTS)

SCHOOL NUTRITION APPLICATION ACCESS - SUMMER FOOD SERVICE PROGRAM(SFSP)

COMPUTER APPLICATION NAME: School Nutrition Technology System

SEND TO: Cynthia.Ervin@dpi.nc.gov

PURPOSE: To add, change, or delete employee(s) access to the School Nutrition Technology System

ACTION: A = Add a new employee to the School Nutrition Technology System
C = Change a current user's access rights
D = Delete a user out of the School Nutrition Technology System

DUE DATE: Five days prior to desired effective date

FORM MUST BE TYPED EXCLUDING SIGNATURES

I request the following access level to the School Nutrition Technology System- SFSP for the person(s) listed below:

Action (A, C or D)	Operator Name			Operator's NCID User Name	Security Level (see back of form)	Contact Phone Number	Email Address
	First	MI	Last				

SCHOOL FOOD AUTHORITY'S CHILD
NUTRITION DIRECTOR:

Print: _____

Signature: _____

Date: _____

I understand that by giving the person(s) above access to the automated School Nutrition Technology System, I am giving them approval for the application/payment submission. Also, I accept the responsibility for any incorrect financial information entered by this person.

SCHOOL FOOD AUTHORITY'S
FINANCE OFFICER:

Print: _____

Signature: _____

Date: _____

SCHOOL FOOD AUTHORITY INFO
(LEA/Charter, Camp)

Organization Name: _____

Agreement #: _____

(DPI Use Only)

SCHOOL NUTRITION SECTION CHIEF:

Print: Lynn Harvey

Signature: _____

Date: _____

FINANCIAL SERVICES ASST DIR:

Director's Signature is not required
for non-NC DPI employees

Print: _____

Signature: _____

Date: _____

SECURITY ADMINISTRATOR SIGNATURE:

Date: _____

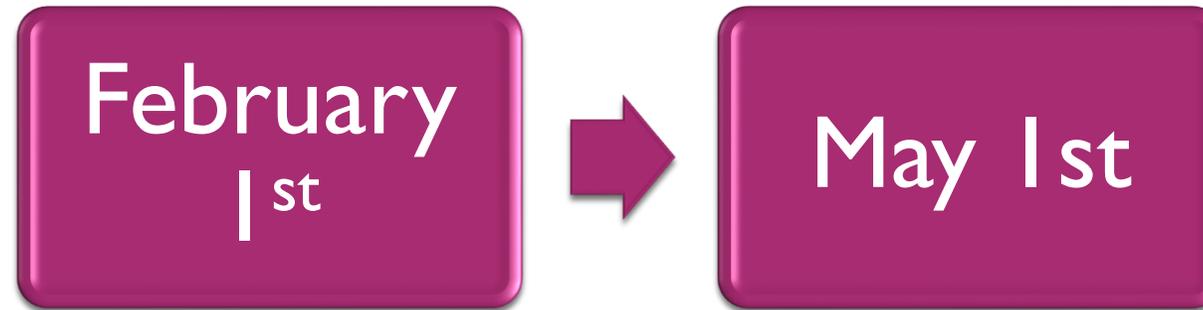
See reverse side for instructions on how to complete this form.

Revised 02/2015

SNTS LOG IN

- The link to the system is: <https://www.ncchildnutrition.org/snp/Splash.aspx> . Use your NCID and password to log-in to the system. Make sure you enter your NCID is correctly. The NCID is the same in NSLP or as 2015 unless you have made a change. If you have changed your username, submit a SN Application Access form indicating the new username. If your NCID password needs to be reset, please follow the steps below or contact the NCID Helpdesk at 1-800-722-3946 for assistance.
- 1. Go to NCID.nc.gov
- 2. Click NCID above
- 3. Enter User NCID: xxxxxxxx
- 4. Click on forgot your password and follow the instructions from there.

APPLICATION DEADLINES



- Early submission: February 1, 2016
- **SUBMISSION:** May 1, 2016
- The state agency has 15 days to notify the sponsor of an incomplete application.
- The state agency has 30 days to approve/deny a correct and complete application.

Submit 45+ days before your program's start date!

REMEMBER...

A sponsor may not claim reimbursement until:

- A valid executed agreement with the State Agency
- **AND**
- 2016 application has been approved.

CHANGES THAT REQUIRE PRIOR APPROVAL

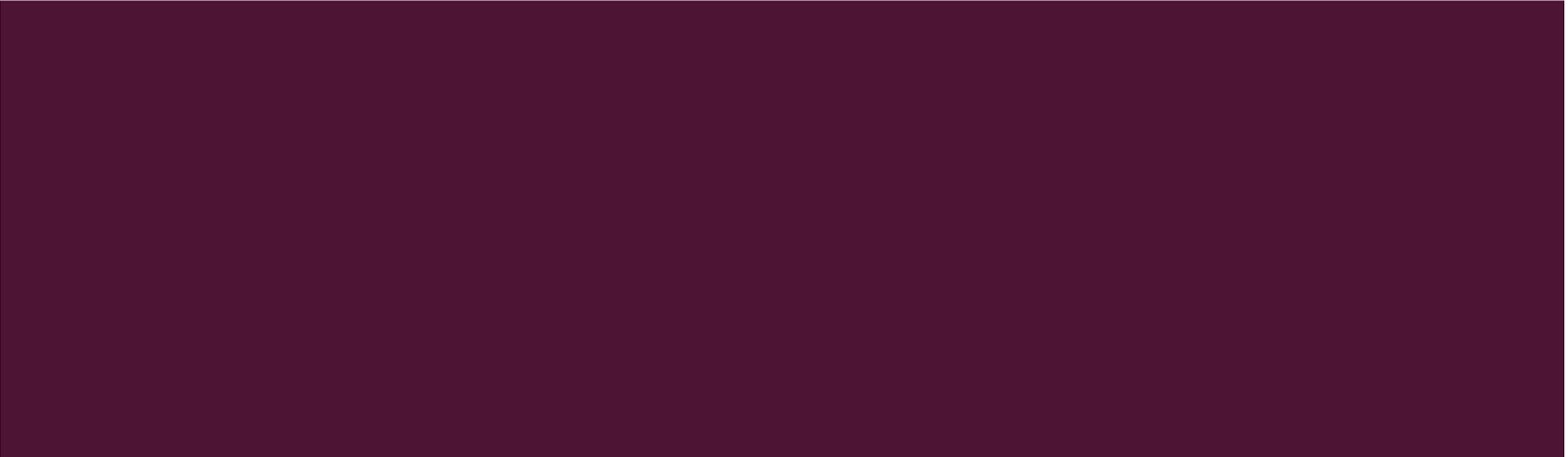
- Submit in SFSP technology system:
 - Sponsor/site address
 - Sponsor/ Organization type
 - Meal Vendor/SFA
 - Include the new contract
 - Eligibility Data
 - Average Daily Participation (ADP)
 - Include the Weekly Consolidation that includes the 5 previous daily meal counts
 - Operating days
 - Site addition or deletion
 - Meal preparation method

Submit for
Approval



SUMMER FOOD SERVICE PROGRAM

APPLICATION PACKET USER GUIDE





ACCESSING THE HOME PAGE



ACCESSING THE HOME PAGE

1. Log into <https://www.ncchildnutrition.org/> and click on *Log in to Applications and Claims beginning with SY 2012-13*

Child Nutrition Program



- Log in to Applications and Claims prior to SY 2012-13
- Log in to Applications and Claims beginning with SY 2012-13 ←
- Child Nutrition Website
- Training Registration

This site is best experienced with Internet Explorer 4.0 (or higher) or Netscape 4.5 (or higher) and a screen resolution of 800 x 600 (or greater).
Some documents must be viewed with the latest version of Adobe Acrobat Reader.

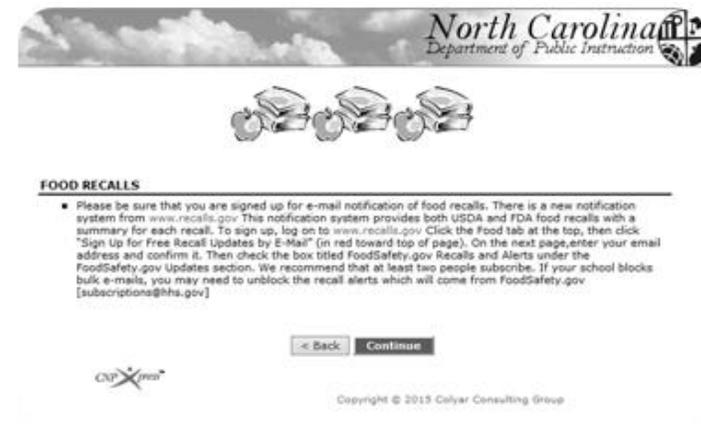
ACCESSING THE HOME PAGE

2. Enter NCID User Name and Password. Click the Login button



The screenshot shows the login page for the North Carolina Department of Public Instruction. At the top, there is a banner with the department's logo and the text "North Carolina Department of Public Instruction". Below the banner, the text "Please login using your NCID credentials" is displayed in a large, bold font. Underneath, there are two input fields: "NCID User Name:" with the text "mary_jane" entered, and "Password:" with a series of dots representing a masked password. A "Login" button is positioned below the password field.

3. Click continue



The screenshot shows the home page of the North Carolina Department of Public Instruction. At the top, there is a banner with the department's logo and the text "North Carolina Department of Public Instruction". Below the banner, there are three icons representing food safety: a bowl of food, a plate of food, and a glass of milk. The text "FOOD RECALLS" is displayed in a bold font. Below this, there is a paragraph of text providing information about food recalls and e-mail notifications. At the bottom, there are two buttons: "< Back" and "Continue".

FOOD RECALLS

- Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov. This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov. Click the Food tab at the top, then click "Sign Up for Free Recall Updates by E-Mail" (in red toward top of page). On the next page, enter your email address and confirm it. Then check the box titled FoodSafety.gov Recalls and Alerts under the FoodSafety.gov Updates section. We recommend that at least two people subscribe. If your school blocks bulk e-mails, you may need to unblock the recall alerts which will come from FoodSafety.gov [subscriptions@hhs.gov]

< Back Continue

Copyright © 2015 Colyar Consulting Group

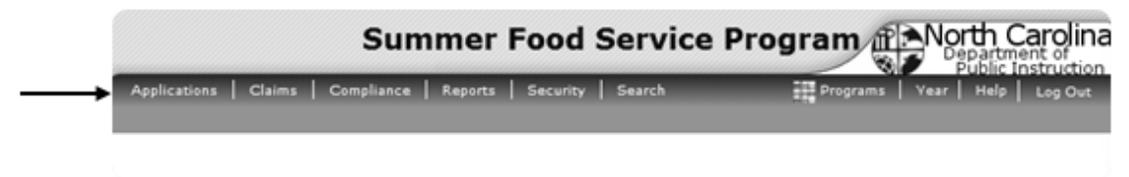
ACCESSING THE HOME PAGE

4. Click on the Summer Food Service Program Button

Note: If a user only have access to the Summer Food Service Program module, the other Program screens will be grayed out.



5. Click Applications on the menu bar to display items listed under Applications



ACCESSING THE HOME PAGE



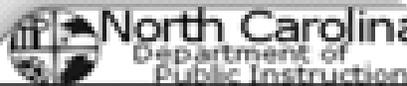
Summer Food Service Program  North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

ORGANIZATION MANAGER

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Manager

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Bolivia, NC 28422
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER - SPONSOR PROFILE

Sponsor Profile

Sponsor Information

Agreement Number:

Sponsor Name:

Type of Agency:

FED (##-####):

County:

DUNS Number:

Communication Preference: Electronic Paper

Vendor ID:

Vendor Group:

FPVP Vendor Group:

NC Grant:

Payment Type:

Program Participation

Select the program(x) available to the Sponsor:

School Nutrition Programs (SNP) Summer Food Service Program (SFSP)

Permanent Agreement Approved

Select the program(x) that NCDPI has an approved Permanent Agreement:

School Nutrition Programs (SNP)

National School Lunch Program (NSLP) Special Milk Program (SMP)

School Breakfast Program (SBP) Seamless Summer Option (SSO)

After-school Snack Program (ASP) Fresh Fruit and Vegetable Program (FFVP)

Summer Food Service Program (SFSP)

Summer Food Service Program (SFSP)

School Nutrition Program

Claims are reported by: SFA Site

One-Time Exception Used Date:

Legacy Agreement Number:

Type of SNP Organization:

Region:

SNP Consultant:

SNP Field Service Representative:

Summer Food Service Program

Claims are reported by: SFA Site

One-Time Exception Used Date:

Legacy Agreement Number:

SFSP Code:

State Entity Code:

Field Service Representative:

SFSP Specialist:

Status

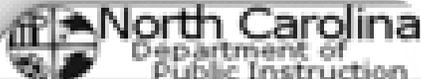
Sponsor Status:

Created By: wnc_mcmurray on: 8/1/2012 11:00:24 AM Modified By: HelenParker on: 8/18/2016 2:13:00 PM

This is completed by the state.

View to verify that everything is correct. If there need to be any modifications notify consultant.

ORGANIZATION MANAGER - SITE MANAGER

Summer Food Service Program  North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Manager

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Bolivia, NC 28422
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER – SITE MANAGER

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Site Manager

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Bolivia, NC 28422
Region:

Site ID	Site Name	Status
302	Belville Elementary	Active
304	Bolivia Elementary	Active
308	Brunswick County Academy	Active
310	Jessie Mae Monroe Elementary	Active
316	Leland Middle	Active
320	Lincoln Elementary	Active
326	North Brunswick High	Active
332	Shalotte Middle	Active
334	South Brunswick High	Active
335	South Brunswick Middle	Active
336	Southport Elementary	Active
338	Supply Elementary	Active
340	Union Elementary	Active
342	Virginia Williamson Elem	Active
344	Waccamaw Elementary	Active
348	West Brunswick High	Active
307	Brunswick Early College	Active
339	Town Creek Elementary School	Active
309	Cedar Grove Middle School	Active
349	Seagrove (Mobile Site)	Active
350	Alvin Caviness Park	Active
351	Oak Island Park and Rec	Active
7777	Amanda's New Beginning School	Active

< Back Create New Site

Review the sites to ensure all the sites you plan to operate are there.



ORGANIZATION MANAGER – SITE MANAGER

The screenshot shows the 'Summer Food Service Program' interface for the North Carolina Department of Public Instruction. The page title is 'Summer Food Service Program' and the logo for the North Carolina Department of Public Instruction is visible. The navigation menu includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The current page is 'Organization Manager' under 'Applications'. The page has 'VIEW | MODIFY | DELETE' options. The main content is titled 'Site Profile' and is divided into three sections: 'Site Information', 'Program Participation', and 'Status'. In the 'Site Information' section, the 'Site ID' is '7778' and the name is 'System Generated'. The 'Site Name' and 'County' fields are empty. In the 'Program Participation' section, the 'SFSP' checkbox is checked. In the 'Status' section, the 'Site Status' is 'Active'. 'Save' and 'Cancel' buttons are at the bottom.

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Organization Manager >

VIEW | MODIFY | DELETE

Site Profile

Site Information

Site ID: 7778 System Generated

Site Name:

County:

Program Participation

Site will operate in the following programs:

SNP SSO SFSP

Status

Site Status: Active

- Under Site Information complete Site and County name
- Select SFSP for summer food program
- Click Save

ORGANIZATION MANAGER – SITE MANAGER

4. Click Finish



The screenshot shows the 'Site Profile Confirmation' page in the Summer Food Service Program application. The page title is 'Site Profile Confirmation' and the message states 'The Site Profile has been saved.' Below the message are two buttons: '< Edit' and 'Finish'. The page header includes the North Carolina Department of Public Instruction logo and navigation links for Applications, Claims, Compliance, Reports, Security, and Search. The breadcrumb trail is 'Applications > Organization Manager >'.

To view the profile created, click finish, then back to return to the sponsor manager. Click on site manager and select the appropriate site id to view the details.



The screenshot shows the 'Site Profile' details page in the Summer Food Service Program application. The page title is 'Site Profile' and the message states 'The Site Profile has been saved.' Below the message are two buttons: '< Edit' and 'Finish'. The page header includes the North Carolina Department of Public Instruction logo and navigation links for Applications, Claims, Compliance, Reports, Security, and Search. The breadcrumb trail is 'Applications > Organization Manager >'. The page contains the following information:

- Site Information**
 - Site ID: 7777
 - Site Name: Amanda's New Beginng School
 - County: Wake (092)
- Program Participation**
 - Site will operate in the following programs:
 - SNP
 - SSO
 - SFSP
- Status**
 - Site Status: Active

Created By: AmandaCruz on: 6/22/2015 10:56:09 AM

Buttons: Save, Cancel

ACCESSING THE HOME PAGE

Summer Food Service Program

North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

Do not enter request here.

ACCESSING THE HOME PAGE DOWNLOAD FORMS

Summer Food Service Program  North Carolina
Department of
Public Instruction

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications >](#) Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

ACCESSING THE HOME PAGE DOWNLOAD FORMS

2015-2016 Summer Food Service Program Application for SFA



2015-2016 Summer Food Service Program Application for SFA (9)				
SFA Checklist	Tentative Checklist to be used to begin the application and tracking progress.	01/14/2016	Y	
Heat Demonstration project	A spreadsheet to document sites and claim data for the extreme heat demonstration	01/14/2016	Y	
Sponsor Site Agreement	Required agreement for all non school sites operated by a SFA and all other sites operated by non SFAs	01/14/2016	Y	
Affidavit of Enrollment	Required for all sites classified as a camp site	01/14/2016	Y	
Migrant Site Certification	This certification is required to document that the site primarily serves migrant children	01/14/2016	Y	
CEP School	This is a listing of all school's ISP numbers. The ISP must be 50% or greater to be considered eligible.	01/14/2016	Y	
Media Release Template	used to advertise open sites	01/14/2016	Y	
Training Agenda	used to document annual frontline staff training especially nonSFA sites	01/14/2016	Y	
Census Averaging Template	Using this forms to document average of more than one census block	01/14/2016	Y	

RETURNING SFA APPLICATION CHECKLIST



Sponsor Name: _____ Agreement Number: _____

The following is a checklist of the required documents to be returned for SFSP approval. Please Check (✓) each item after completion in the first column titled "Sponsor use only".

**** Special Note Concerning Reimbursement:** According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
Complete in the SN Technology System			
SFSP Organization Application			
Management Plan			
Food Production Facility			
SFSP Site Application (<i>complete for each site</i>)			
Field Trip Request			
Sponsor's Required Documents			
SFSP Training Agenda (<i>include dates and topics - upload in the SN technology system</i>)			
2016 SFSP Sponsor Training Certificate (<i>upload certificate in the SN technology system</i>)			
Civil Rights Training Certification (<i>upload certification in the SN technology system</i>)			
Extreme Heat Demonstration Project Form- for outdoors sites without temperature control alternative, As applicable (<i>upload certification in the SN technology system</i>)			
Read and Keep on file			
Administrative Appeal Procedures			

Special Note Concerning Reimbursement:
According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

Mail completed application packets to:
North Carolina Department of Public Instruction
School Nutrition Section
Summer Food Service Program
6324 Mail Service Center
Raleigh, NC 27699-6324
Phone: 919-807-3505 Fax: 919-807-3516

NC DPI SFSP Checklist 1/16

SPONSOR SITE AGREEMENT

North Carolina Department of Public Instruction
 School Nutrition Programs
 Summer Nutrition Programs
 Sponsor/Site Agreement

SITE INFORMATION			
SPONSOR NAME: _____	AGREEMENT NUMBER: _____		
LEGAL NAME OF SITE: _____	COUNTY: _____		
Owner of Site if different from Legal: _____			
SITE PHYSICAL ADDRESS:			
_____	_____	_____	_____
Street	City	State	Zip code
SITE MAILING ADDRESS:			
_____	_____	_____	_____
Street	City	State	Zip code
TELEPHONE #: () _____	FAX #: () _____		

- I. Does a For Profit Corporation own this site? Yes No
- II. The site's authorized signer agrees to:
- A. Attend sponsor-training sessions;
 - B. Serve meals to economically disadvantaged children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled);
 - C. Provide adequate supervision during meal service with accurate "Point of Service" meal counts;
 - D. If meals are not prepared on site, immediately notify the sponsor if meals are not delivered or picked up at the scheduled times;
 For sites picking up meals - The site representatives will report to (school/location) _____ at (time) _____ to pick up meals for (meal) _____, at (time) _____ to pick up meals for (meal) _____, and at (time) _____ to pick up meals for (meal) _____;
 - E. Immediately report, to the sponsor, any changes in the number of meals required as attendance fluctuates;
 - F. Comply with all Hazard Analysis Critical Control Point (HACCP) requirements including inspecting, taking and recording temperatures of meals delivered, prepared or picked up. Refuse to receive or serve meals that are questionable including those that may be spoiled, frozen, damaged, unsafe, or not within appropriate temperature ranges; assure meals are handled properly such that all meals are served the within proper time and temperature requirements and are handled properly to ensure safe and wholesome meals are served to children.
 - G. Immediately notify the sponsor of any meal service times that should be changed. Do not change the meal service time without prior approval from the sponsor as doing so may jeopardize funding;
 - I. Report immediately to the sponsor any other problems that pertain to meal service;
 - J. Comply with FNS Instruction 113-1 pertaining to Civil Rights Compliance and Enforcement;
 - K. Maintain and submit on a timely basis reports and records as required by the sponsor including but not limited to the daily meal records and delivery receipts; and

L. Sex Offender Registry Checks – SFSP Sites

Sponsors shall ensure all sites conduct criminal background checks on each of its employees and volunteers who directly engage in any services at SFSP sites. The site representative shall certify that criminal background checks were conducted on each of its employees and volunteers (including site representatives) prior to engaging in any contact with the children.

Site employees and volunteers (including site representatives) shall not be allowed to provide services at SFSP sites if the employee or volunteer:

- has been convicted of a felony;
- has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; or
- ~~has~~ engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of children or organizations' personnel.

Site representative will submit copies of a government issued photo identification of employees and volunteers (including site representatives) involved with the SFSP to the Sponsor prior to providing services at SFSP sites.

Sponsors shall check the National Sex Offender Registry (<http://www.ncsopw.gov/>) to ensure that none of the site employees and volunteers (including site representatives) appear on the list. Any individuals appearing on the list shall not be allowed to provide services at SFSP sites. NCDPI may audit the Sponsor's records to ensure compliance with this requirement.

Certification Statement and Signature

My signature indicates that I certify I have read and agree to the statements above. Further I agree that any violation of the above-mentioned rules and criminal background check requirements constitutes grounds for the termination of the site agreement. Based upon evidence of non-compliance, the sponsor and/or the State agency reserves the right to immediately terminate the site and will not consider the site for renewal in the following year.

For the Site:

Signature of Site Authorized Representative	Date
_____	_____
_____	_____
Print Name	Title

For the Sponsor:

Signature of Sponsor Authorized Representative	Date
_____	_____
_____	_____
Print Name	Title



COMING SOON

**SCHOOL NUTRITION TECHNOLOGY
SYSTEM (SNTS) USER MANUAL
for Returning School Food Authorities
(SFAs)**



**North Carolina
Department of Public Instruction**

**School Nutrition Program
Summer 2016**



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





STEP I: CREATING AN APPLICATION



CREATING AN APPLICATION

1. Go back to main menu and click on Application Packet

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Year | Help | Log Out

Applications > Program Year: 2015 - 2016

Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading

CREATING AN APPLICATION

2. Click on the current Program Year

Summer Food Service Program

North Carolina
Department of
Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications >

Select Program Year

09066 Status: Active
Brunswick County Schools
No address on file for this year.
Region:

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
2015 - 2016	10/01/2015 - 09/30/2016	Not Started
NEW! 2014 - 2015	10/01/2014 - 09/30/2015	Not Started
2011 - 2012	10/01/2011 - 09/30/2012	Not Started

< Back

Then Click Enroll

CREATING AN APPLICATION

3. Click Add to add an organization application – **Adding the application is mandatory.**



Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09066 Status: Active
Brunswick County Schools
No address on file for this year
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

Action	Form Name	Latest Version	Status
Add	Organization Application		Not Started

< Back

Show Packet History

CREATING AN APPLICATION

Items should be completed in order as listed:

1. Organization Application
2. Management Plan
3. Food Product Facility List
4. Summer Food Service Program
5. Budget Detail
6. Site Field Trip List



Summer Food Service Program  North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09064 Status: Active
Brunswick County Schools
1551 Rock Quarry Road
Raleigh, NC 27610
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
Details	Management Plan	Original	Error
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (4)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	1	1

[< Back](#) [Submit for Approval](#) [Recommend Approval](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING ORGANIZATION APPLICATION

VIEW | MODIFY

SFSP Sponsor Application For School Year: 2015 - 2016

09070 Status: Active
Brunswick County Schools
No address on file for this year
Region:

Version: Original

Sponsor Type

1. Type of Agency: Educational Institution
2. Type of SFSP Organization:

Physical Address

3. Address Line 1:
- Address Line 2:
4. City:
5. State: Zip:
6. County:

Mailing Address

Same as the Physical Address

7. Address Line 1:
- Address Line 2:
8. City:
9. State: Zip:

Summer Food Service Program Contact

- | | Salutation | First Name | Last Name |
|---|----------------------|---------------------------|---------------------------|
| 10. Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11. Email Address: | <input type="text"/> | | |
| 12. Phone: | <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> |
| 13. Title: | <input type="text"/> | | |
| 14. <input type="checkbox"/> This person attended current program year's NCDPI training. Date Training Completed: | <input type="text"/> | | |

Primary Authorized Representative

Same as the Summer Food Service Program Contact

- | | Salutation | First Name | Last Name |
|--------------------|----------------------|---------------------------|---------------------------|
| 15. Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 16. Email Address: | <input type="text"/> | | |
| 17. Phone: | <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> |
| 18. Title: | <input type="text"/> | | |

Mailing Address

Same as the Sponsor Mailing Address

19. Address Line 1:
- Address Line 2:
20. City:
21. State: Zip:
22. This person attended current program year's NCDPI training. Date Training Completed:

Claim Contact

- | | Salutation | First Name | Last Name |
|---|----------------------|---------------------------|---------------------------|
| 23. Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 24. Email Address: | <input type="text"/> | | |
| 25. Phone: | <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> |
| 26. Title: | <input type="text"/> | | |
| 27. <input type="checkbox"/> This person attended current program year's NCDPI training. Date Training Completed: | <input type="text"/> | | |

Training Attendance

28. If neither the Summer Food Service Program Contact nor the Primary Authorized Representative attended the current program year's NCDPI training, provide the name of the supervisory person who attended the training.
Person Who Attended:
29. Date Training Completed:

CREATING ORGANIZATION APPLICATION

General Questions

30. Does your agency provide year round public services to the community(ies) other than operating the SFSP? Yes No

If No, which of the following circumstance applies?

If Other, please describe.

31. List any federal agency providing financial support to your agency or enter "NONE":

Outreach

32. Will the prototype Public Release provided by NCDPI be used? Yes No

Sponsor Training

33. Sponsor certifies that the required training of all site personnel covering the applicable aspects of the regulations (Part 225) will take place prior to the first day of program operation and training attendance records will be on file. This includes providing training on the following topics: Purpose of the program, Site eligibility, Duties of a monitor, Record keeping, Site operations, Meal pattern requirements.
34. Name and title of person(s) conducting training:
35. Indicate the dates training will be provided:

Certification

36. State policies and rules require an agency to certify information regarding past business participation and criminal background. Please answer the following questions:

1. Has the agency or any of the agency's principals participated in any publicly funded programs within the past seven years? Yes No

NOTE: Principal means any individual who holds a management position within, or is an officer of, the SPONSOR (sponsor), including all members of the SPONSOR's board of directors, or otherwise exercises control of, or determines the actions of, the SPONSOR.

Publicly funded means money that is received from a local, state, or federal governmental agency.

If yes, submit a listing of the publicly funded programs in which the SPONSOR and its principals have participated in the past seven years and currently participate in.

2. Within the past seven years, has the SPONSOR or any principals been declared ineligible to participate in any publicly funded programs for violating program requirements? Yes No

If yes, answer question #3.

3. Were the violations corrected and eligibility restored, including payments of debts owed? Yes No

If yes, submit documentation of reinstatement, including proof of payment of debts owed, if applicable.

If no, submit a detailed explanation.

4. Has the SPONSOR or any of the SPONSOR's principals been convicted of any activity that occurred within the past seven years that indicated a lack of business integrity? Yes No

NOTE: A lack of business integrity includes fraud, antitrust violations, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving stolen property, making false claims, and obstruction of justice.

If yes, submit a detailed explanation.

37. This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#)

CREATING ORGANIZATION APPLICATION

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2010 - 2011

VIEW | MODIFY | DELETE

SFSP Sponsor Application For School Year: 2010 - 2011

100 Status: Active
Brunswick County Schools
35 Referendum Drive
Bolivia, NC 28422
Region:

Code	Error Description
201225	The question "List any federal agency providing financial support to your agency" must be answered.

Version: Original

Sponsor Type

- Type of Agency: Educational Institution
- Type of SFSP Organization: School Food Authority

Physical Address

- Address Line 1: 123 New Beginning School Blvd
- Address Line 2:
- City: Raleigh
- State: NC Zip: 27610
- County: Wake (092)

Mailing Address

Same as the Physical Address

- Address Line 1: 123 New Beginning School Blvd
- Address Line 2:
- City: Raleigh
- State: NC Zip: 27610

Summer Food Service Program Contact

If you see this error sign, select back, correct the error and click on save.

HOME PAGE

Before

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2010 - 2011

2010 - 2011 Application Packet

100 Status: Active
Brunswick County Schools
 35 Referendum Drive
 Bolivia, NC 28422
 Region:

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify 	➔ Organization Application	Original	Error
Add	➔ Budget Detail		
Details	➔ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Returns for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

After

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > Program Year: 2010 - 2011

2010 - 2011 Application Packet

100 Status: Active
Brunswick County Schools
 35 Referendum Drive
 Bolivia, NC 28422
 Region:

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify 	✓ Organization Application	Original	Not Submitted
Add	➔ Budget Detail		
Details	➔ Management Plan		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Returns for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

Show Packet History

CREATING MANAGEMENT PLAN

Summer Food Service Program North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search

Applications > Application Packet >

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

2015 - 2016 SFSP Management Plan

07001 Status: Active
City of Rocky Mount
 331 South Franklin Street
 Rocky Mount, NC 27804
 Region:

Management Plan Version: Original

Board Chairman
 (Required for Private Non-profit Organizations)

Name: Salutation: First Name: Last Name:

Date of Birth: (mm/dd/yyyy)

Title:

Email Address:

Phone: Ext: Fax:

Home Address

Address Line 1:

Address Line 2:

City:

State: Zip:

Administrative Staff

Name: Position title:

Has this person attended the mandatory SFSP training provided by NCDPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by NCDPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by NCDPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by NCDPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by NCDPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by NCDPI)
Overall Management	<input type="text"/>	<input type="text"/>
Claims Preparation	<input type="text"/>	<input type="text"/>
Accounting	<input type="text"/>	<input type="text"/>
Training/Monitoring	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Operational Personnel

Duties performed	Number of personnel in this position	Training Date (Do NOT list training provided by NCDPI)
Site Supervisor	<input type="text"/>	<input type="text"/>
Volunteer(s)	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sponsor Monitoring Plan

Have you developed a system to ensure all required monitoring visits will be conducted? Yes No

Internal Use Only

Status: Pending Validation

Internal Comments:

Comments to Sponsor:

Created By: CynthiaErvin on: 12/21/2015 3:42:06 PM

Then Click Finish

CREATING FOOD PRODUCTION FACILITY LIST

Summer Food Service Program  North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search  Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09064 Status: Active
Brunswick County Schools
1551 Rock Quarry Road
Raleigh, NC 27610
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

 Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
Details	Management Plan	Original	Error
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (4)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	1	1

Show Packet History

CREATING FOOD PRODUCTION FACILITY LIST

Summer Food Service Program 

Applications | Claims | Compliance | Reports | Security | Search  Programs | Year | Help | Log Out

Applications > Application Packet > Food Production Facility List >

Food Production Facilities

09064 Status: Active Brunswick County Schools 1551 Rock Quarry Road Raleigh, NC 27610 Region:

Facility Name

There are no Food Production Facilities available.

[< Back](#) [Add Facility](#) 

CREATING FOOD PRODUCTION FACILITY LIST

Food Production Facility Information

1. Food Preparation Type:

Food Production Facility Information

1. Food Preparation Type:

2. Facility Name:

Facility Address

3. Address Line 1:

4. Address Line 2:

5. City: State: Zip:

Facility Contact

6. Name:

7. Email Address:

8. Phone: Ext: Fax:

9. Title:

10. If approved by another food authority (e.g., school SFSP sponsor, state SFSP sponsor) or entity other than an SFA or another SFSP Sponsor, enter the entity's name:

11. If meals will be vended, indicate whether the Sponsor is using NCDPI-provided contract/agreement forms, approved alternate form or is exempt from competitive bidding and will use a simple written agreement.

I will be using state's Invitation For Bid and contract (FNS 688)

I am exempt from competitive bidding and will use a simple written agreement

I have received state approval to use an alternate form

12. If the Sponsor uses a SFSP Vendor, was it included in the RFP and contract?

Yes

No

N/A, I am not using a SFSP Vendor

13. Contract Start Date:

14. Contract End Date:

15. Number of renewal years specified in the contract:

Internal Use Only

Status:

Approved Date:

Approved By:

Internal Comments:

Comments to Sponsor:

Created By: CynthiaErvin on: 12/23/2015 3:42:04 PM



CREATING SITE APPLICATION

Summer Food Service Program  North Carolina Department of Public Instruction

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2015 - 2016

2015 - 2016 Application Packet

09064 Status: Active
Brunswick County Schools
1551 Rock Quarry Road
Raleigh, NC 27610
Region:

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
Details	Management Plan	Original	Error
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	➔ Checklist Summary (4)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	1	1

[< Back](#) [Submit for Approval](#) [Recommend Approval](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING SITE APPLICATION



Action	Site ID / Site Name	Version / Status
View Modify Admin	350 Alvin Caviness Park	Original / Error (14)
View Modify Admin	302 Belville Elementary	Original / Pending Validation
View Modify Admin	309 Cedar Grove Middle School	Original / Pending Validation
View Modify Admin	310 Jessie Mae Monroe Elementary	Original / Pending Validation
View Modify Admin	320 Lincoln Elementary	Original / Pending Validation
View Modify Admin	354 Middleton Park	Original / Pending Validation
View Modify Admin	326 North Brunswick High	Original / Pending Validation
View Modify Admin	351 Oak Island Park and Rec	Original / Pending Validation
View Modify Admin	352 Seaside United Methodist Church	Original / Pending Validation
View Modify Admin	332 Shallotte Middle	Original / Pending Validation
View Modify Admin	334 South Brunswick High	Original / Pending Validation
View Modify Admin	336 Southport Elementary	Original / Pending Validation
View Modify Admin	355 Southport P&R	Original / Pending Validation
View Modify Admin	338 Supply Elementary	Original / Pending Validation
View Modify Admin	339 Town Creek Elementary School	Original / Pending Validation
View Modify Admin	353 Virginia Williamson Elementary School	Original / Pending Validation
View Modify Admin	348 West Brunswick High	Original / Pending Validation

[Add Site Application](#)

Total Sites Enrolled: 17

CREATING SITE APPLICATION

Code	Error Description
203165	Site Eligibility - The question, "Is this site open only to enrolled summer school students who receive academic credit?" must be answered.
203170	Site Eligibility - The question, "Did this site operate last year?" must be answered.
203194	Site Eligibility - The question, "Do you know of another Summer Food Service Program or Summer Seamless Option feeding site within one-fourth mile?" must be answered.
203197	Site Eligibility - The question, "Is the owner/operator of this site a For-Profit organization?" must be answered.
203291	Site Operation - Operation Start Date is required.
203292	Site Operation - Operation End Date is required.
203368	Lunch - Meal Serving Start date is required.
203374	Lunch - Meal Serving End date is required.
203365	Lunch - At least one month must have at least one day of operation.
203373	Lunch - At least one service day must be selected.
203384	Lunch - Average Daily Participation is required.
203620	Outreach - Advertisement Date is required.
203622	Outreach - At least one Advertisement Method must be selected.
203626	The Certification checkbox must be checked.

Version: Original

Physical Address

1. Address Line 1:	<input type="text" value="704 N. Clarendon Avenue"/>
Address Line 2:	<input type="text"/>
2. City:	<input type="text" value="Southport"/>
3. State:	<input type="text" value="NC"/> Zip: <input type="text" value="28461"/>
4. County:	<input type="text" value="Brunswick (010)"/>
5. Nearest cross street:	<input type="text"/>

Mailing Address

Same as the Physical Address

6. Address Line 1:	<input type="text" value="35 Referendum Drive"/>
Address Line 2:	<input type="text"/>

General Site Information

17. Operation Dates: Start:  End: 

18. Enter the number of days the Site will operate each month:

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>	<input type="text" value="6"/>	<input type="text" value="18"/>	<input type="text" value="8"/>	<input type="text" value="0"/>							

19. Check meal type(s) to be served at this site:

Breakfast AM Snack Lunch PM Snack Supper

20. Has the site ever participated in the Summer Food Service Program under this Sponsor? Yes No

21. Geographic Location:

<http://www.fns.usda.gov/rural-designation>

Site Eligibility

CREATING SITE APPLICATION

Lunch

L1. Meal Serving Dates (non-camp only): Same as the Site Start: End:

L2. Enter the number of days the meal will be served each month: Same as the Site

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text" value="0"/>											

L3. Days served: Mon-Fri Sun Mon Tue Wed Thu Fri Sat

L4. Meal Times: Start: : End: :

L5. Meal Service Method:

L6. Menu Planning Option:

L7. Average Daily Participation (non-camp only):

L8. Maximum number of meals that may be served (state use only):

L9. Indicate your plan for the receipt and storage of meals before serving to children:

Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.

Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

L10. Indicate your plan for the storage or disposal of leftover meals or components:

L11. If this is an outdoor site, indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain):

Describe the Other plan:

Self-Prep - Receives meals (Central Kitchen)

Self-Prep - Prepares on site

Vended by School Food Authority (SFA)

Vended by SFSP Vendor

Vended by another SFSP Contracting Entity

CREATING SITE APPLICATION

Certification

This is to certify that this Sponsor intends that all electronic signatures executed by our employees, agents, or representatives, located anywhere in the world, are legally binding equivalent of traditional handwritten signatures. By checking the box, this Sponsor is certifying by electronic signature that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation or withholding of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Internal Use Only

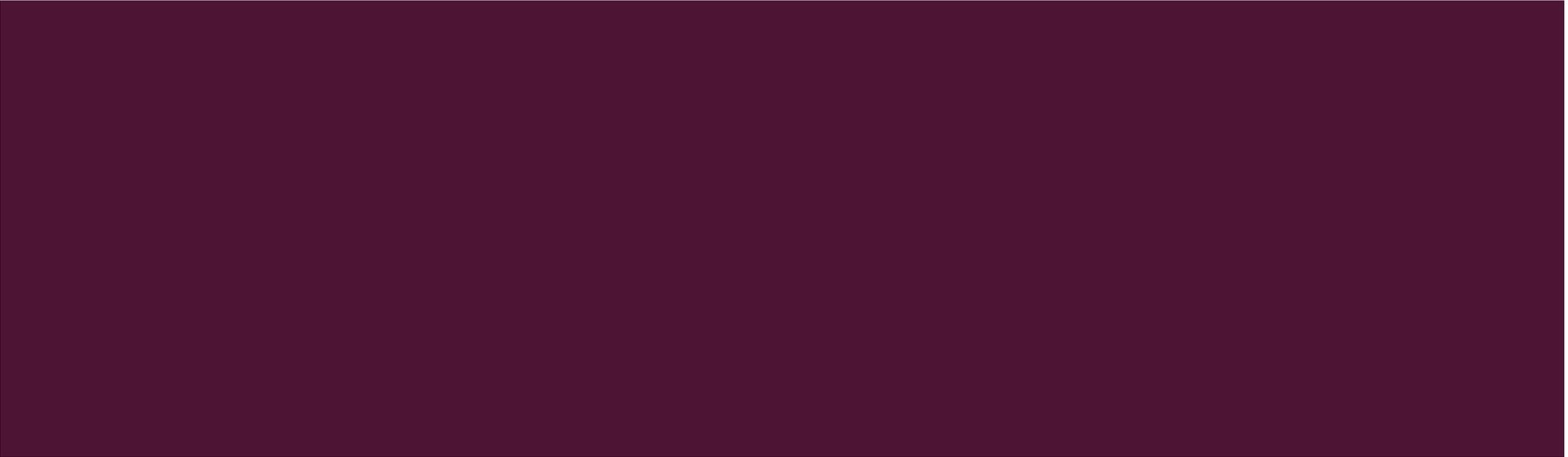
Application Effective Date:	10/1/2015
Status:	Error
Original Approval Date:	
Original Date of Participation:	06/01/2015
Dates of Operation:	Start: _____ End: _____
Disaster Meal Service Approved:	<input type="radio"/> Yes <input type="radio"/> No
Infants Approved:	<input type="radio"/> Yes <input type="radio"/> No
Indicator of who determined the site to be seriously deficient:	
Census Data determined by:	
Maximum number of meals that may be served for:	
Breakfast	0
AM Snack	0
Lunch	0
PM Snack	0
Supper	0
Internal Comments:	
Comments to Sponsor:	

Created By: StephanieTatum on: 12/16/2015 4:28:50 PM Modified By: StephanieTatum on: 12/18/2015 2:59:06 PM



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...



CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

< Back Submit for Approval Approve Return Deny Withdraw Packet

Show Packet History

Not Required

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	→ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	→ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

< Back Submit for Approval Approve Return Deny Withdraw Packet

Show Packet History

Requires prior
NCDPI
approval

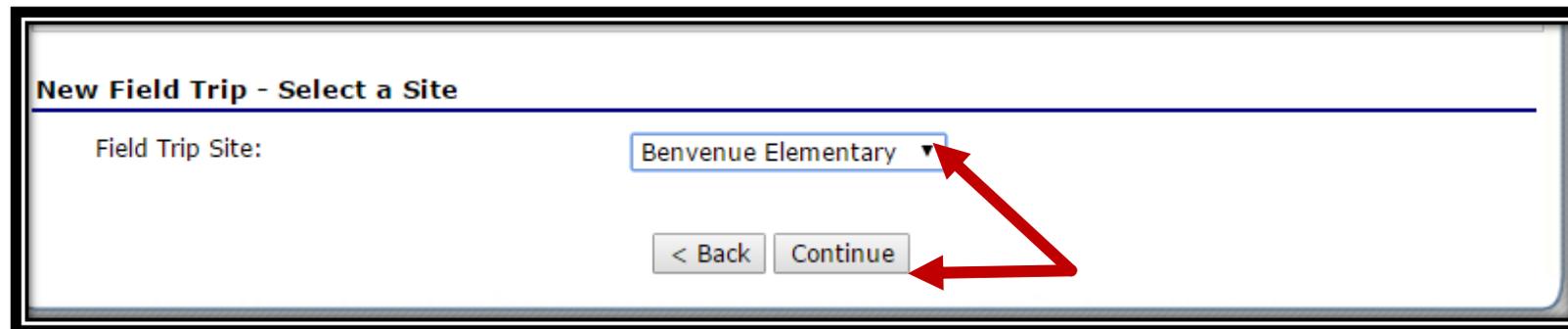
CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Site	Field Trip Name	Date	Status
There are no Field Trips yet.			



New Field Trip - Select a Site

Field Trip Site:



CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

Trip Details

1. Trip Date:

Specific Date

Date Range Start Date: End Date:

Multiple Dates

2. Status of Site:

3. Affected Meal Type(s):

Breakfast

AM Snack

Lunch

PM Snack

Supper

4. Number of Children Attending Field Trip:

5. Name of Field Trip Destination:

6. Cancel Request:

Comments:

Internal Use Only

Status:

Internal Comments:

Comments to Sponsor:

Created By: CynthiaErvin on: 1/12/2016 11:57:25 PM Modified By: CynthiaErvin on: 1/12/2016 11:57:25 PM

CREATING CHECKLIST SUMMARY

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	→ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

< Back Submit for Approval Approve Return Deny Withdraw Packet

Show Packet History

CREATING CHECKLIST SUMMARY



<u>Sponsor</u>	<u>Total Items</u>	<u>Submitted Items</u>	<u>Approved Items</u>
Food Bank of Central and Eastern North Carolina	1	0	0
<u>Summer Food Service Program Sites</u>	<u>Total Items</u>	<u>Submitted Items</u>	<u>Approved Items</u>
210 Johnston	0	0	0
A Kidz Zone Academy	0	0	0
A Touch From Above Faith Center	0	0	0
Aberdeen Recreation Station	0	0	0
ACTS of Vance County Inc.	0	0	0
AHA Moments Learning Center	0	0	0
All About Us Kids	0	0	0
AOGCC Vacation Bible School	0	0	0
Aspiring Generations Foundation	0	0	0
Bailey Area Ministries	0	0	0
Beaver Creek Food Pantry	0	0	0
Bethlehem Missionary Baptist Church	0	0	0
Boys & Girls Club - Wayne County	0	0	0
Boys & Girls Club of the Sandhills Aberdeen	0	0	0
Boys & Girls Clubs - Beaufort	0	0	0
Boys & Girls Clubs - Havelock	0	0	0
Boys & Girls Clubs of the Sandhills - Southern Pines	0	0	0
Boys & Girls Clubs Wayne County - Northern Wayne	0	0	0

CREATING CHECKLIST SUMMARY

Required Forms/Documents to send to NCDPI	Document Submitted to NCDPI	Date Submitted to NCDPI	Document on File w/NCDPI	Status	Status Date	Last Updated By
Training Agenda	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	01/07/2016	TylerWeidig

Required Forms/Documents to send to NCDPI	Document Submitted to NCDPI	Date Submitted to NCDPI	Document on File w/NCDPI	Status	Status Date	Last Updated By
Training Agenda	<input checked="" type="checkbox"/>	01/13/2016	<input type="checkbox"/>	Pending Approval	01/07/2016	CynthiaErvin

The Checklist has been saved.

CREATING ATTACHMENT LIST

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Budget Detail		
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	Site Field Trip List		
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

< Back Submit for Approval Approve Return Deny Withdraw Packet

Show Packet History



Upload PDF Format

CREATING ATTACHMENT LIST

Remember to upload training agenda and health inspection reports in attachment list.

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

< Back **Add Attachment**

Attachment Detail

1. File To Attach: No file chosen

2. Comment:

Save

VIEW | **MODIFY** | DELETE

CREATING ATTACHMENT LIST

Upload items as it appear on the application checklist. Name the document the same as it is on the check list

Attachment Detail

File To Attach: Lunch Menu.docx

Comment:

VIEW | **MODIFY** | DELETE

The Attachment Detail has been processed.

Attachments

Action	File Name	Type	Date	Comment
View Modify	Lunch Menu.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	01/13/2016	Lunch Meun
View Modify	Lunch Menu.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	01/13/2016	Lunch Menu

Total Attachments: 2

RETURNING SFA APPLICATION CHECKLIST



Sponsor Name: _____ Agreement Number: _____

The following is a checklist of the required documents to be returned for SFSP approval. Please Check (✓) each item after completion in the first column titled "Sponsor use only".

**** Special Note Concerning Reimbursement:** According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
Complete in the SN Technology System			
SFSP Organization Application			
Management Plan			
Food Production Facility			
SFSP Site Application (<i>complete for each site</i>)			
Field Trip Request			
Sponsor's Required Documents			
SFSP Training Agenda (<i>include dates and topics - upload in the SN technology system</i>)			
2016 SFSP Sponsor Training Certificate (<i>upload certificate in the SN technology system</i>)			
Civil Rights Training Certification (<i>upload certification in the SN technology system</i>)			
Extreme Heat Demonstration Project Form- for outdoors sites without temperature control alternative, As applicable (<i>upload certification in the SN technology system</i>)			
Read and Keep on file			
Administrative Appeal Procedures			

Special Note Concerning Reimbursement:
According to 7 C.F.R. § 225.9 (d), SFSP reimbursements shall not be paid for meals served at a site before the sponsor has received written notification that the site has been approved for participation in the program.

Mail completed application packets to:
North Carolina Department of Public Instruction
School Nutrition Section
Summer Food Service Program
6324 Mail Service Center
Raleigh, NC 27699-6324
Phone: 919-807-3505 Fax: 919-807-3516

NC DPI SFSP Checklist 1/16

APPLICATION PACKET NOTES FOR ORG

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
View Modify Admin	Budget Detail	Original	Error
Details	Management Plan	Original	Error
Details	➔ Food Production Facility List (2)		
Details	➔ Site Field Trip List (2)		
Details	Checklist Summary		
Details	Application Packet Notes (1)		
View	Application Packet Notes for Org (1)		
Details	Attachment List (2)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	6	0	0	0	0	6

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)

APPLICATION PACKET NOTES FOR ORG

1/13/2016 **Attachment list**

Please submit the following documents by uploading in the attachment list:

1. training agenda
2. health inspection reports for all location whee meals are prepared for the SFSP

Created By: CynthiaErvin on: 01/13/2016 12:52:03 AM Modified By: CynthiaErvin on: 01/13/2016 12:54:45 AM

[< Back](#)

SUBMITTING FOR APPROVAL

Click on the modify button save, finish and exit back out to activate the

[Submit for Approval](#)

The screenshot shows the '2010 - 2011 Application Packet' page for Brunswick County Schools. The page includes a header with navigation links and a main content area with a table of application forms. A red button labeled 'Submit for Approval' is visible at the bottom of the page.

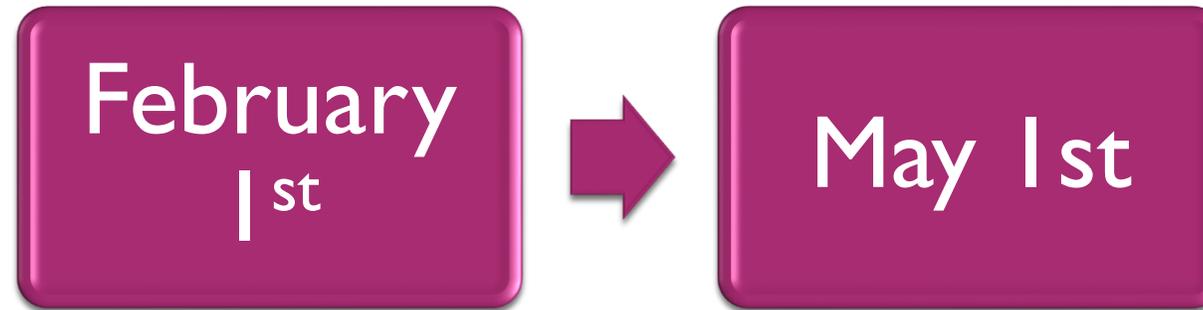
Action	Form Name	Latest Version	Status
View Modify	✓ Organization Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		Optional (only if using a vendor or central kitchen)
Details	Site Field Trip List		
Details	✓ Checklist Summary (4)		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Submit for Approval

APPLICATION DEADLINES



- Early submission: February 1, 2016
- **SUBMISSION:** May 1, 2016
- The state agency has 15 days to notify the sponsor of an incomplete application.
- The state agency has 30 days to approve/deny a correct and complete application.

Submit 45+ days before your program's start date!

ADDITIONAL WORKSHOPS...

SFSP Webinar- TBA

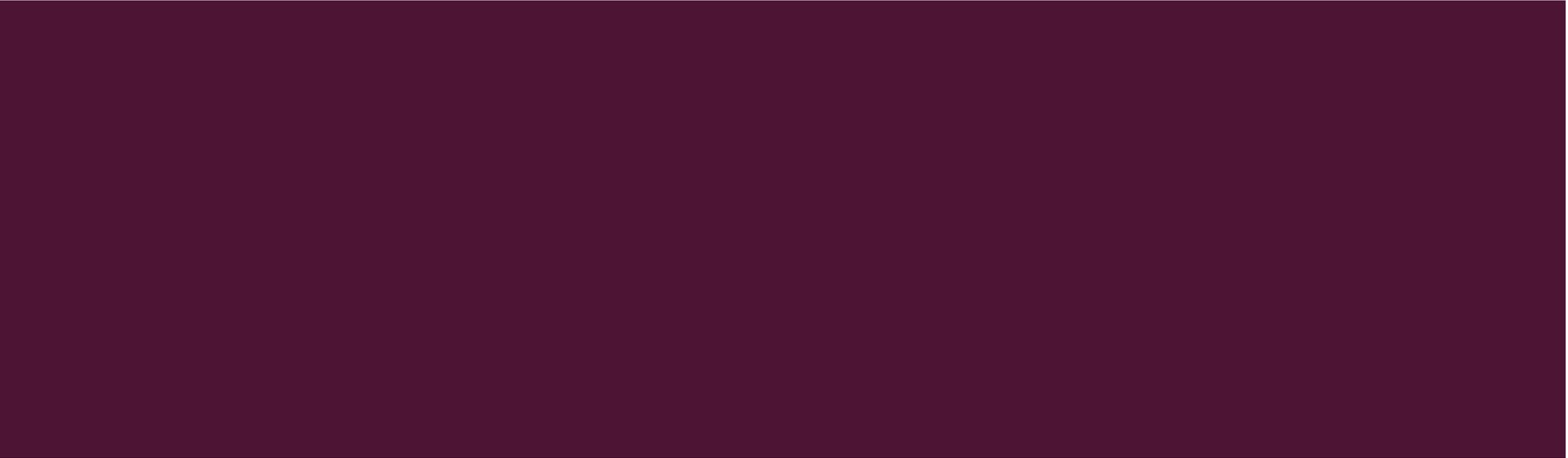
Civil Rights - Optional

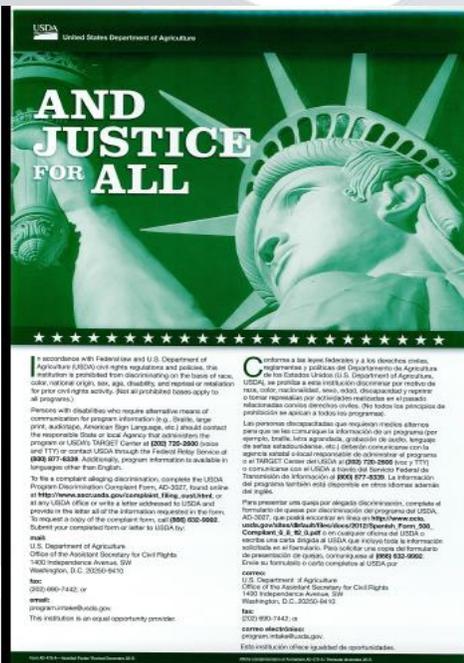
Frontline Staff - Optional



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Tax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.”