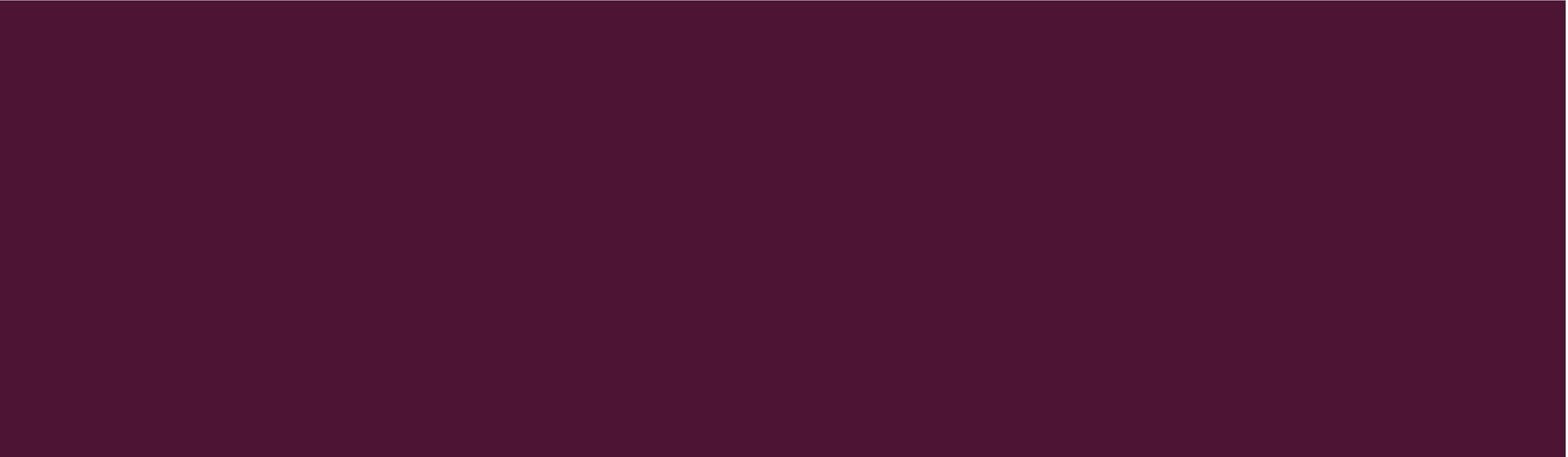




SY 2015-2016 SUMMER FOOD SERVICE PROGRAM

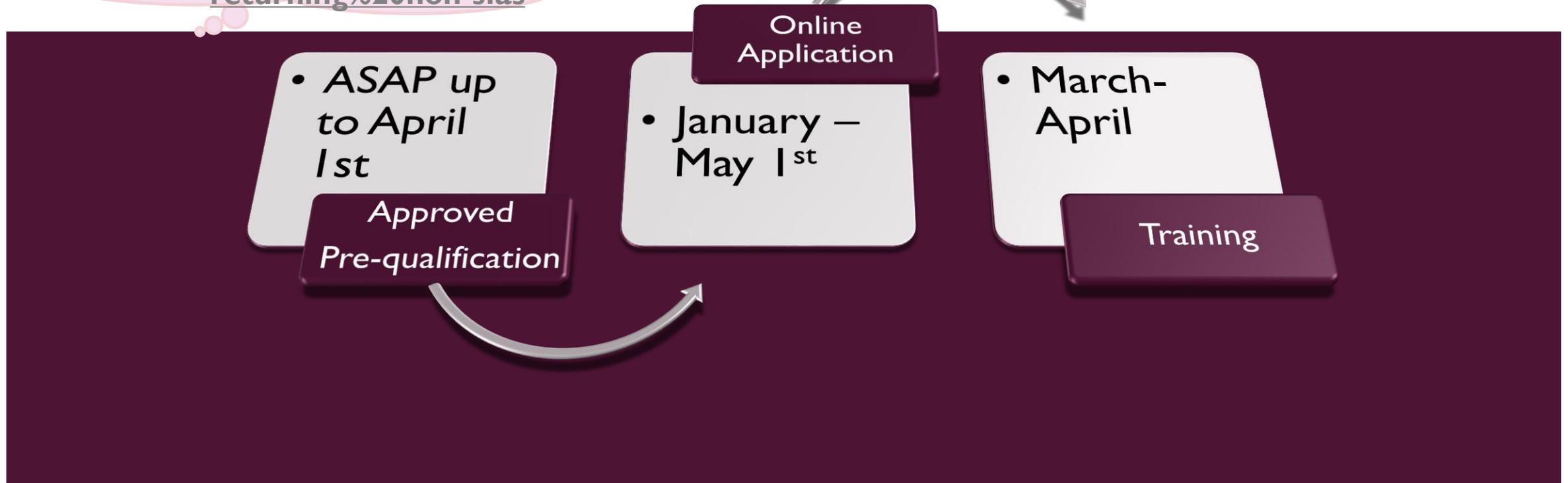
RETURNING NON SFA SPONSOR ONLINE APPLICATION TRAINING



This institution is an equal opportunity provider.”

ALL PRIVATE NONPROFIT AND PUBLIC NON-SFA ORGANIZATIONS

<http://childnutrition.ncpublicschools.gov/programs/summer-nutrition-opportunities/sfsp-2016/sfsp-2016/sfsp-returning%20non-sfas>



<p>Audience</p>	<p>Returning Sponsors - Non-SFA</p> <p>Includes Public or Private Non-profit organizations that participated in the SFSP under the NC Department of Public Instruction Summer 2015.</p>
<p>STEP 1</p> <p>SFSP Pre- Qualification</p>	<ol style="list-style-type: none"> 1. Review and begin completion of <i>Criminal Background Check Form</i> and <i>SFSP Pre-Qualification Form for Returning Sponsors</i>. 2. Attend the Pre-Qualification Workshop (webinar-based) for Returning Non-SFAs to aid in the process. <p><i>Workshops were conducted on the following dates:</i></p> <p>November 18 and December 4, 2015.</p> <ul style="list-style-type: none"> •  Recorded Webinar (47 min :46 sec) •  Powerpoint
<p>STEP 2</p> <p>SFSP Online Application Annual Renewal</p>	<ol style="list-style-type: none"> 1. Attend "SFSP Online Application Process" Workshop <p>*IMPORTANT NOTE* Only Pre-Qualified Sponsors may attend a workshop for the SFSP On-Line Application. The webinar registration link will be provided to sponsors after successful completion of the pre-qualification process.</p> <p>Webinar-based workshops have been scheduled. To register for the workshop of your choice click on the date.</p> <ul style="list-style-type: none"> •  January 13, 2015 (2:00 - 3:30 pm) •  January 22, 2015 (9:30 - 11:00 am)
<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 Returning Non-SFAs</p> <p>1 1/2 Day Workshops</p>	<p>All sponsors approved by the NCDPI School Nutrition Services to participate in the 2016 Summer Food Service Program are required to attend and complete a SFSP Continuing Education 1 1/2 day workshop. The dates are:</p> <ul style="list-style-type: none"> • Greensboro (at Deep River) March 15-16 • Hickory Metro Convention Center: March 22-23 • New Bern Convention Center: April 20-21 <p>Workshop registration information will be provided to approved sponsors at a later date.</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: _____

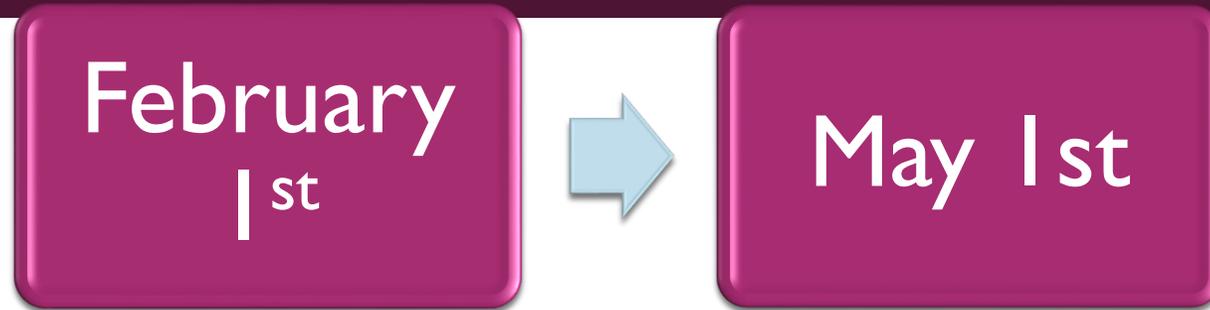
See reverse side for instructions on how to complete this form.

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 should be the same as 2015 unless you have made a change. If you have changed your username, submit an access form indicating the change. 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 Attendance (ADA)
 - Include 5 previous daily meal count sheets as justification
 - Operating days
 - Site addition or deletion
 - Meal preparation method

Submit for
Approval



SUMMER FOOD SERVICE PROGRAM

APPLICATION PACKET USER GUIDE



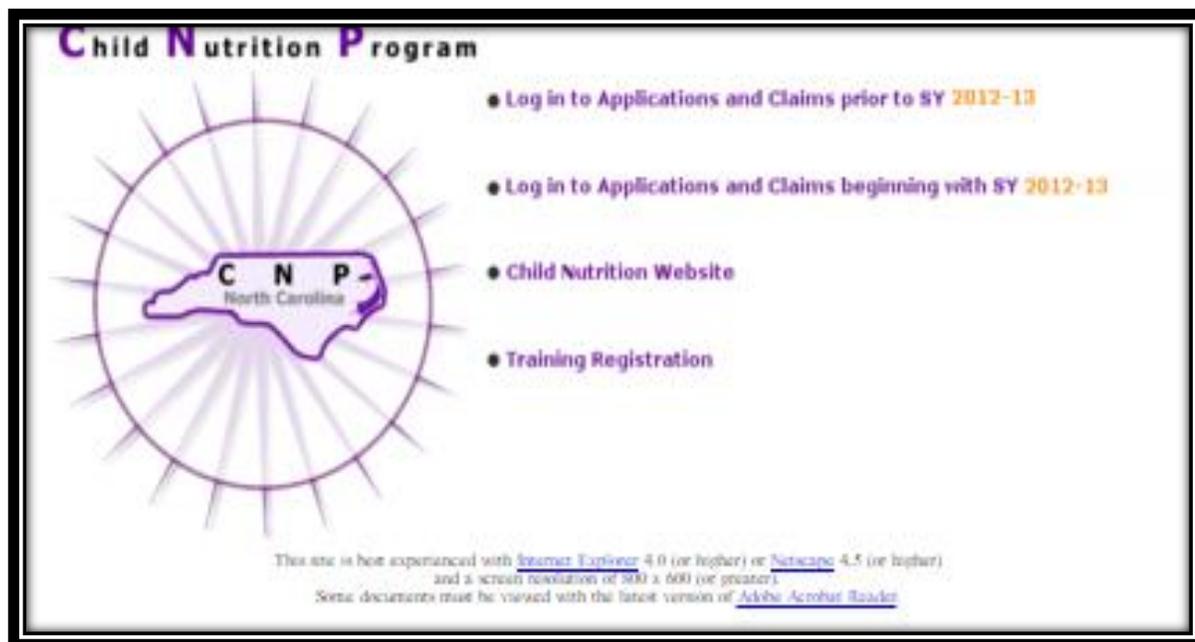


ACCESSING THE HOME PAGE



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*



ACCESSING THE HOME PAGE

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



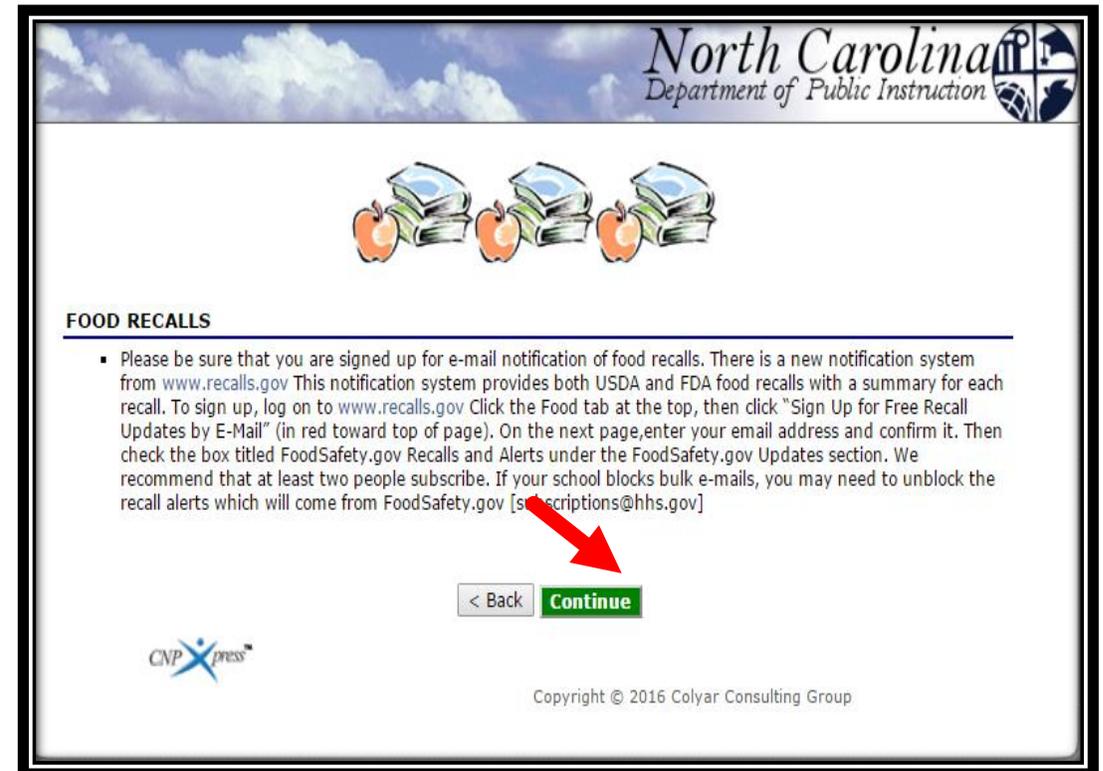
North Carolina
Department of Public Instruction

Please login using your NCID credentials

NCID User Name:

Password:

3. Click continue



North Carolina
Department of Public Instruction



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]

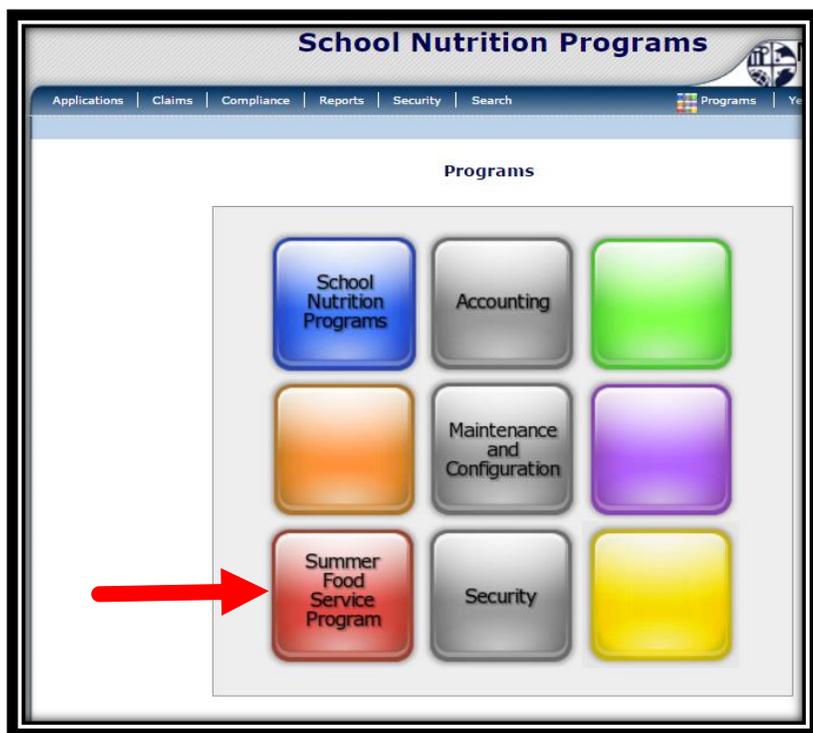
CNP *press*

Copyright © 2016 Colyar Consulting Group

ACCESSING THE HOME PAGE

4. Click on the Summer Food Service Program Button

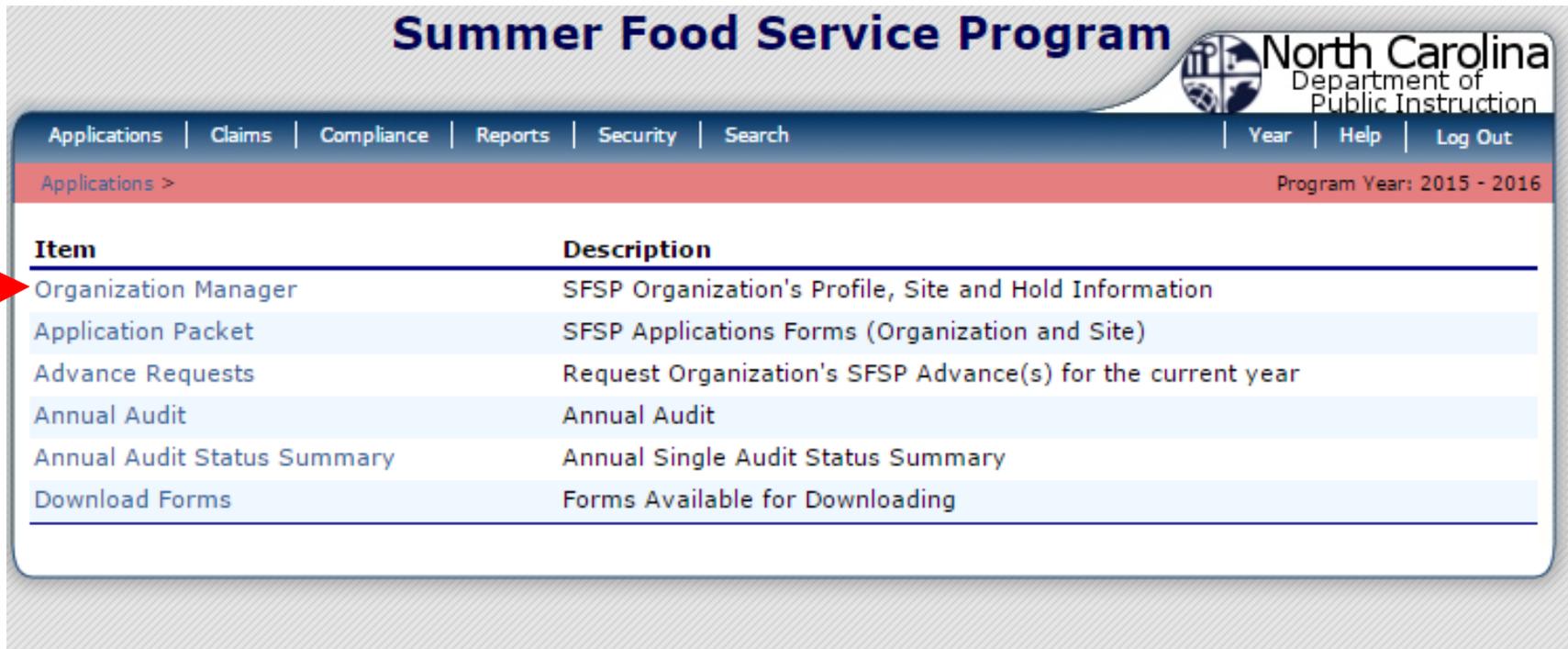
Note: If a user only have access to the Summer Food Service Program module, the other Program screens will be grayed out.



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 North Carolina Department of Public Instruction

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

Applications > Organization Manager >

Sponsor Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Batch Holds	Batch Hold Options for Enrolled Programs.
Payment Holds	Payment Hold Options for Enrolled Programs.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER - SPONSOR PROFILE

Sponsor Profile

Sponsor Information

Agreement Number: 100

Sponsor Name: Brunswick County Schools

Type of Agency: Educational Institution

FED# (##-####): 56-6000993

County: Brunswick (010)

DUNS Number:

Communication Preference: Electronic Paper

Vendor ID: 566000993

Vendor Group:

FFVP Vendor Group: FV

NC Grant:

Payment Type: LEA/Charter School

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: Public School District

Region: 2

SNP Consultant:

SNP Field Service Representative: Sharpe, Rebecca

Summer Food Service Program

Claims are reported by: SFA Site

One-Time Exception Used Date:

Legacy Agreement Number:

SFSP Code: School Food Authority

State Entity Code: State-Supported School

Field Service Representative: Lawson, Kayla

SFSP Specialist:

Status

Sponsor Status: Active

Created By: mta_mccormack on: 8/1/2012 11:00:24 AM Modified By: HelenParker on: 8/18/2015 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 | Programs | Year | Help | Log Out

Applications > Organization Manager >

Sponsor Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Item	Description
Sponsor Profile	Specific information for the Sponsor.
Site Manager	Site List and Site Options for the Sponsor.
Batch Holds	Batch Hold Options for Enrolled Programs.
Payment Holds	Payment Hold Options for Enrolled Programs.
Sponsor Notes	Additional notes for the Sponsor.

< Back

ORGANIZATION MANAGER – SITE MANAGER

The screenshot shows the 'Summer Food Service Program' interface for the 'Sponsor Site Manager'. The header includes the program name and the North Carolina Department of Public Instruction logo. A navigation bar contains links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail indicates the current location: Applications > Organization Manager >. The main content area displays details for a site with ID 09063, which is active for Summer 2016. It notes that there is no address on file for this year and the region is blank. Below this is a table with columns for Site ID, Site Name, and Status. The table is currently empty, with a yellow message bar stating 'There are no Sites available.' At the bottom, there are two buttons: '< Back' and 'Create New Site'. A red arrow points to the 'Create New Site' button.

Summer Food Service Program North Carolina Department of Public Instruction

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

Applications > Organization Manager >

Sponsor Site Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Site ID	Site Name	Status
There are no Sites available.		

< Back Create New Site

ORGANIZATION MANAGER – SITE MANAGER

Summer Food Service Program North Carolina Department of Public Instruction

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

Applications > Organization Manager >

VIEW | MODIFY | DELETE

Site Profile

Site Information

Site ID: 001 **System Generated**

Site Name:

County: **Click the arrow and select the county**

Program Participation

Site will operate in the following programs:

SNP SSO SFSP

Status

Site Status: Active ▼

Save Cancel

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

ORGANIZATION MANAGER – SITE MANAGER

4. Click Finish



Summer Food Service Program

North Carolina Department of Public Instruction

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

Applications > Organization Manager >

Site Profile Confirmation

The Site Profile has been saved.

< Edit Finish

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.



Summer Food Service Program

North Carolina Department of Public Instruction

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

Applications > Organization Manager >

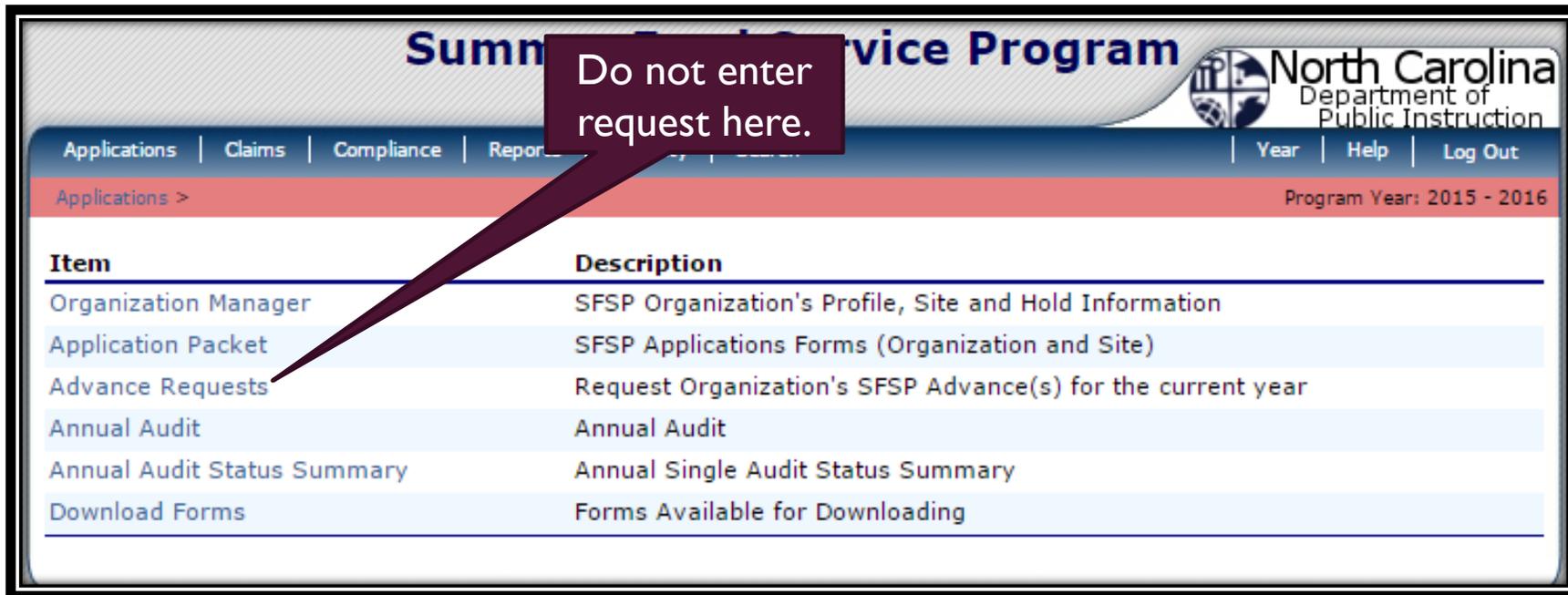
Sponsor Site Manager

09063 Status: Active
Summer2016
No address on file for this year
Region:

Site ID	Site Name	Status
001	Jumping Jack Flash	Active

< Back Create New Site

ACCESSING THE HOME PAGE



The screenshot shows the home page of the Summer Food Service Program (SFSP) for North Carolina. The page title is "Summer Food Service Program" and it is part of the "North Carolina Department of Public Instruction". The navigation menu includes "Applications", "Claims", "Compliance", "Reports", "Year", "Help", and "Log Out". The current page is "Applications >" for the "Program Year: 2015 - 2016". A table lists various items and their descriptions. A callout box with the text "Do not enter request here." points to the "Advance Requests" link in the table.

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



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

Summer Food Service Program  North Carolina Department of Public Instruction

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

Applications > Program Year: 2014 - 2015

Download Forms

View:

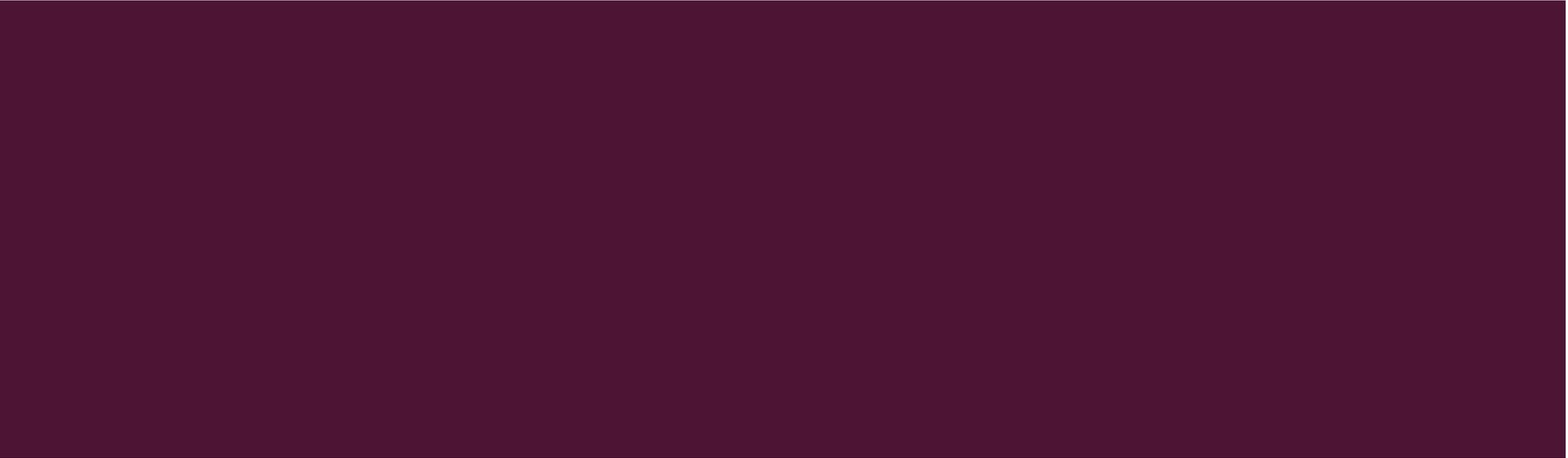
Form ID	Description	Last Modified	New Sponsor?
2015-2016 Summer Food Service Program Application for NonSFA Sponsors (24)			
New Sponsor Application Checklist	Checklist of application documents for New Public or Private Nonprofits	01/09/2016	Y
Returning SFSP APP. Checklist	Checklist of application documents for Returning Public and NonProfits	01/09/2016	Y
Breakfast Menu	Fillable Breakfast Menu	01/09/2016	Y
Lunch and Supper Menu	Fillable Lunch and Supper Menu	01/09/2016	Y
Snack Menu	Fillable Snack Menu	01/09/2016	Y
Affidavit of Self Preparation	Required affidavit for sponsors using/renting facilities not owned.	01/09/2016	Y
State - Sponsor Agreement	State - Sponsor SFSP Agreement for all sponsors excluding SFAs	01/10/2016	Y
Attachment A- Local Government	General Terms and Condition - Required for Local Government Sponsors	01/10/2016	Y
Attachment A- Private	General Terms and Condition - Required for Private Nonprofit Sponsors	01/10/2016	Y
Attachment A- State Department	General Terms and Condition - Required for State and Federal Government Sponsors	01/10/2016	Y
Attachment C- Reporting	Notice of Certain Reporting Requirements - Required for Private Nonprofit and Federal sponsors	01/10/2016	Y
Attachment D	Notarized Conflict of Interest Policy. Required for Federal and Private sponsors	01/10/2016	Y
Training Agenda & Certification	Frontline staff training agenda & certification of required SFSP training	01/10/2016	Y
Civil Rights Training	Certification to support the completion of the required civil rights training for SY 15-16	01/10/2016	Y
Pre-award Compliance	Pre-award compliance is required for all sponsors annually excluding SFAs	01/10/2016	Y
Affidavit For Camps	This affidavit is required for sponsors administering camp sites	01/10/2016	Y
Free Meal Policy Statement	The free meal policy statement is required for all sponsors	01/10/2016	Y
Heat Demonstration Project	A spreadsheet to document sites and claim data for the extreme heat demonstration	01/10/2016	Y
Income Eligibility Form	Used to document individual eligibility for camp and closed enrolled sites.	01/10/2016	Y
Census Average Template	Using this forms to document average of more than one census block	01/10/2016	Y
CEP Schools	This is a listing of all school's ISP numbers. The ISP must be 50% or greater to be considered eligible.	01/10/2016	Y
Migrant Site Certification	This certification is required to document that the site primarily serves migrant children	01/10/2016	Y
Appeal Procedures	Procedures for request an appeal	01/10/2016	Y





WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





STEP 1: CREATING AN APPLICATION



CREATING AN APPLICATION

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



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

D9066 Status: Active
Brunswick County Schools
No address on file for this year
Regions:

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

The screenshot displays the 'Summer Food Service Program' application interface. The main header includes the program name and the North Carolina Department of Public Instruction logo. A navigation bar contains links for Applications, Claims, Compliance, Reports, Security, and Search, along with Year, Help, and Log Out options. The breadcrumb trail shows 'Applications > Application Packet >'. The application title is 'SFSP Sponsor Application For School Year: 2015 - 2016'. The application ID is 09070, with a status of 'Active' and the organization 'Brunswick County Schools'. A red arrow points to the message: 'The Application has been saved with errors.' Below this, a detailed error list is shown in a table format.

Code	Error Description
201110	Street address must be completed. Address line 2 may be blank.
201111	Mailing address must be completed. Address line 2 may be blank.
201120	Summer Food Service contact information must be completed. Ext. and Fax may be blank.
201133	Authorized Representative contact information must be completed. Ext., Fax and Address line 2 may be blank.
201229	Name of supervisory person who attended training is required if neither the Summer Food Service Program Contact nor the Primary Authorized Representative completed State's training.
201201	The question "Does your agency provide year round public services..." must be answered.
201225	The question "List any federal agency providing financial support to your agency" must be answered.
201301	The question "Will the prototype Public Release provided by CDE be used" must be answered.
201433	Name and title of person(s) conducting training must be entered.
201434	Dates training will be provided must be entered.
201600	The SFA Certification statement must be checked.

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

HOME PAGE

Before

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	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

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

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 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 > 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:	Central Kitchen
2. Facility Name:	Booker T. Washington Community Center
Facility Address	
3. Address Line 1:	727 Pennsylvania Avenue
Address Line 2:	
4. City:	Rocky Mount
5. State:	NC Zip: 27802
Facility Contact	
6. Name:	Mr. Brian Harrell
7. Email Address:	brian.harrell@rockymountnc.gov
8. Phone:	(252) 972-1155 Ext: 0 Fax: (252) 972-1232
9. Title:	Recreation Services Supervisor
Vended Facility Information	
10. If vended by a School Food Authority (SFA) or another SFSP Sponsor, enter SFA/Sponsor name. If vended by an 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.	
<input type="radio"/> I will be using state's Invitation For Bid and contract (FNS 688)	
<input type="radio"/> I am exempt from competitive bidding and will use a simple written agreement	
<input type="radio"/> 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?	
<input type="radio"/> Yes	
<input type="radio"/> No	
<input type="radio"/> 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:	Not Started
Approved Date:	
Approved By:	
Internal Comments:	
Comments to Sponsor:	
Created By: CynthiaErvin on: 12/21/2015 3:42:04 PM	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

CREATING SITE APPLICATION

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 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

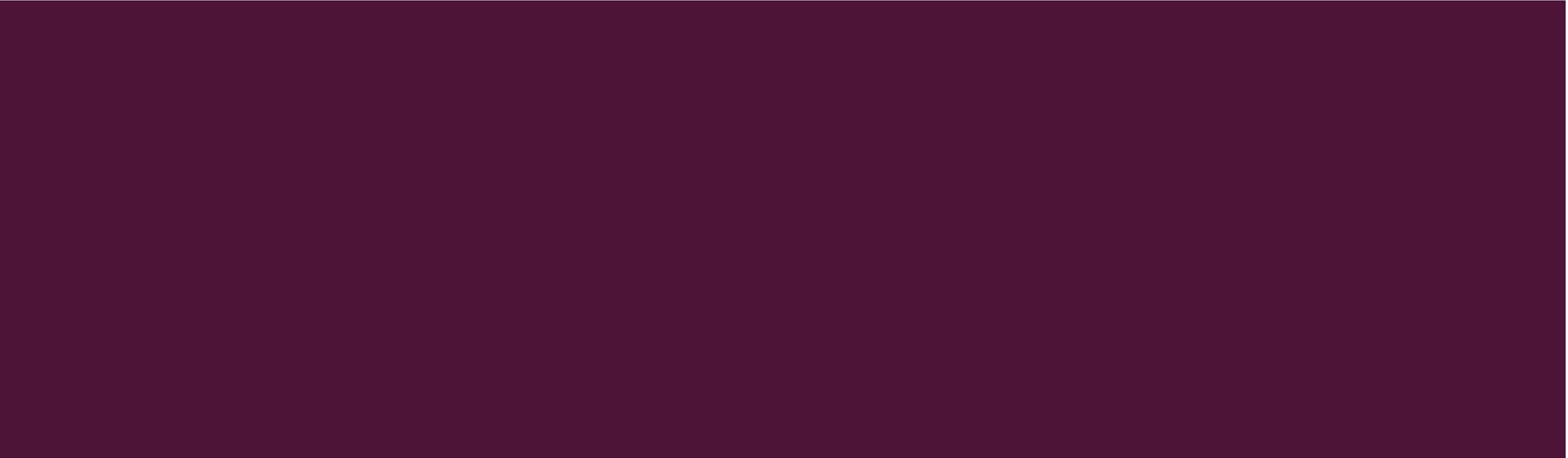
Application Effective Date:	10/1/2015
Status:	Error
Original Approval Date:	
Original Date of Participation:	06/01/2015
Dates of Operation:	Start: _____ End: _____
Disaster Meal Service Approved:	<input type="radio"/> Yes <input type="radio"/> No
Infants Approved:	<input type="radio"/> Yes <input type="radio"/> 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

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Operating Reimbursement			
Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	1,845	\$6,088.50
Snack	0	0	\$0.00
Supper	0	0	\$0.00
		Subtotal	\$6,088.50
Administrative Reimbursement			
Meal	Sites	Total Meals	Total
Breakfast	0	0	\$0.00
Lunch	1	1,845	\$636.52
Snack	0	0	\$0.00
Supper	0	0	\$0.00
		Subtotal	\$636.52

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Projected Administrative Costs		
Administrative Personnel (Salary and Fringe Benefits)	\$	<input type="text"/>
Office Expense	\$	<input type="text" value="450.00"/>
Facility and Utility	\$	<input type="text"/>
Transportation	Rate per mile: <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Audit Fees	\$	<input type="text"/>
Legal Fees	\$	<input type="text"/>
Other	<input type="text"/>	\$ <input type="text"/>
Indirect Cost	<input type="text"/> %	\$ <input type="text"/>
Subtotal		\$450.00
Cost Reimbursement Summary		
Total SFSP Costs		\$6,925.02
Total SFSP Reimbursement		\$6,725.02
Excess SFSP revenue amount from the prior program year or previous participation in SFSP	\$	<input type="text" value="200"/>
Amount from other funding resources (e.g. grant, donations)	\$	<input type="text"/>
Other funding resources	<input type="text"/>	<input type="text"/>
Balance		\$0.00

CREATING BUDGET DETAIL (IF NOT A SCHOOL FOOD AUTHORITY)

Adult Meal Information

1. a. Will meals be served to program adults? Yes No
b. Will meals be provided at no cost to program adults? Yes No

2. a. Will meals be served to non-program adults? Yes No
b. Will meals be provided at no cost to non-program adults? Yes No
c. If yes, indicate funding source

3. If no, provide the amount charged for Adult meals:

Adult Breakfast	\$	<input type="text"/>
Adult Lunch	\$	<input type="text"/>
Adult Snack	\$	<input type="text"/>
Adult Supper	\$	<input type="text"/>

Use of Excess Funds

Identify how excess funds will be used

- Used to improve the meal service or other aspects of the SFSP
- Kept for next year's SFSP operations
- Pay for allowable costs of other child nutrition programs
- Other (explain how funds will be used)

Internal Use Only

Status: Pending Validation

Internal Comments:

Sponsor Comments:

Created By: CynthiaErvin on: 1/12/2016 10:26:42 PM Modified By: CynthiaErvin on: 1/12/2016 10:26:42 PM

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

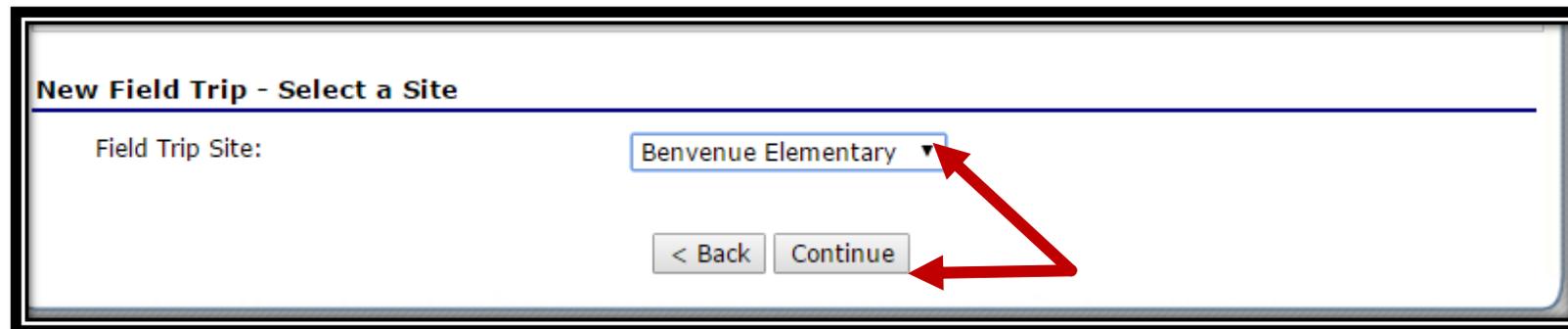
CREATING SITE FIELD TRIP LIST (IF APPLICABLE)

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



Sponsor	Total Items	Submitted Items	Approved Items
Food Bank of Central and Eastern North Carolina	1	0	0
Summer Food Service Program Sites			
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



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

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 SPONSOR APPLICATION CHECKLIST

Upload as first item to attachment list

RETURNING SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM			
Sponsor Name: _____		Agreement Number: _____	
<p>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".</p> <p>** 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.</p>			
List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
Meal Preparation Required Documents			
Menu(s) (include menu items and individual serving sizes; upload in the SN Technology System)			
For Self-Preparation Sponsor:			
Health Department Inspection Report(s) or Permit(s) (for all food preparation locations - upload in the SN Technology System)			
Affidavit of Self-Preparation Sponsors (for each food preparation location not owned by the sponsor - upload in the SN Technology System)			
Upload in the SN Technology System			
Organization Application			
Management Plan			
Food Production Facility			
SFSP Site Application (complete for each site - Click on the Summer Food Service Link)			
SFSP Budget (must complete all site applications first)			
Field Trip Request			
Checklist Summary			
SFSP Budget Justification (as required by NC/DPI, upload in the SN Technology System)			
Sponsor and Site's Required Documents			
Attachment A - General Terms & Conditions (Required for all Organization Types; Complete Specific Attachment A for your Organization Type - upload in the SN technology system)			
Attachment B - Federal Certifications (Required for all Organization Types - upload in the SN technology system)			
Attachment C - Notice of Certain Reporting and Audit Requirements (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			
Attachment D - Notarized Conflict of Interest Policy (Required for Federal and Private Non-Profit Organizations - upload in the SN technology system)			

RETURNING SPONSOR APPLICATION CHECKLIST SUMMER FOOD SERVICE PROGRAM			
List of Application Documents	Sponsor use only	SNP Consultant use only	Program use only
SFSP Training Agenda (include dates and topics; upload in the SN Technology System)			
2016 SFSP Sponsor Training Certificate (upload in the SN Technology System)			
Civil Rights Training Certification (upload in the certification SN Technology System)			
Cognizant Agency Indirect Cost Rate (if applicable, upload in the SN Technology System - not required for SFA)			
Pre-award Compliance (upload in the SN Technology System)			
Migrant Certification (upload in the SN Technology System)			
For Sponsor who operates SFSP camp sites: Affidavit of Enrollment (upload in the SN technology system)			
Extreme Heat Demonstration Project Form- for outdoors sites without temperature control alternative as applicable			
Procurement			
Procurement Plan (Required for all sponsors - upload in the SN technology system)			
For SFSP Meal Vendor (previously known as FSMC):			
General Terms and Conditions (Upload in the SN Technology System)			
Health Department Inspection Report (for all food preparation locations, upload in the SN Technology System)			
If SFSP Meal Vendor Contract is \$90,000 or over, (upload the following in the SN Technology System)			
Invitation to Bid			
Bid Announcement			
Bids received (all)			
Bid Bond			
Performance Bond			
For SFSP Meal School Food Authority:			
Sponsor SFSP Meal School Food Authority Contract (include cycle menu, upload in the SN Technology System)			
Health Department Inspection Report(s) (for the location's where food is prepared, upload in the SN Technology System)			
General Terms and Conditions:			
Read and Keep on file			
Administrative Appeal Procedures			
Complete for each site and Keep on file			
Sponsor Site Agreement			

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.

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 blue arrow points from the 'Food Production Facility List' row to the text 'Optional (only if using a vendor or central kitchen)'. At the bottom, there is a summary table for 'Site Applications' and a 'Submit for Approval' button.

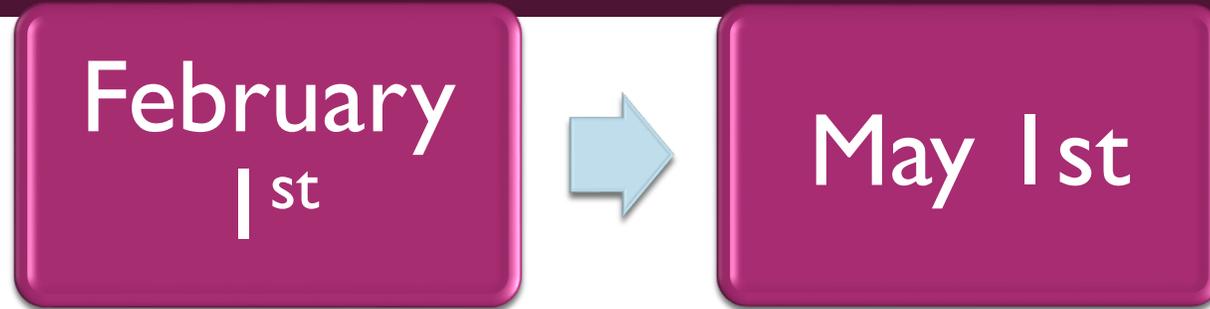
Action	Form Name	Latest Version	Status
View Modify	✓ Organization Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	✓ Checklist Summary (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!

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

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ADDITIONAL WORKSHOPS...

Civil Rights

Frontline Staff

Procurement Webinar -TBA February 2016

Small Purchase Threshold

Formal Purchasing – Vended

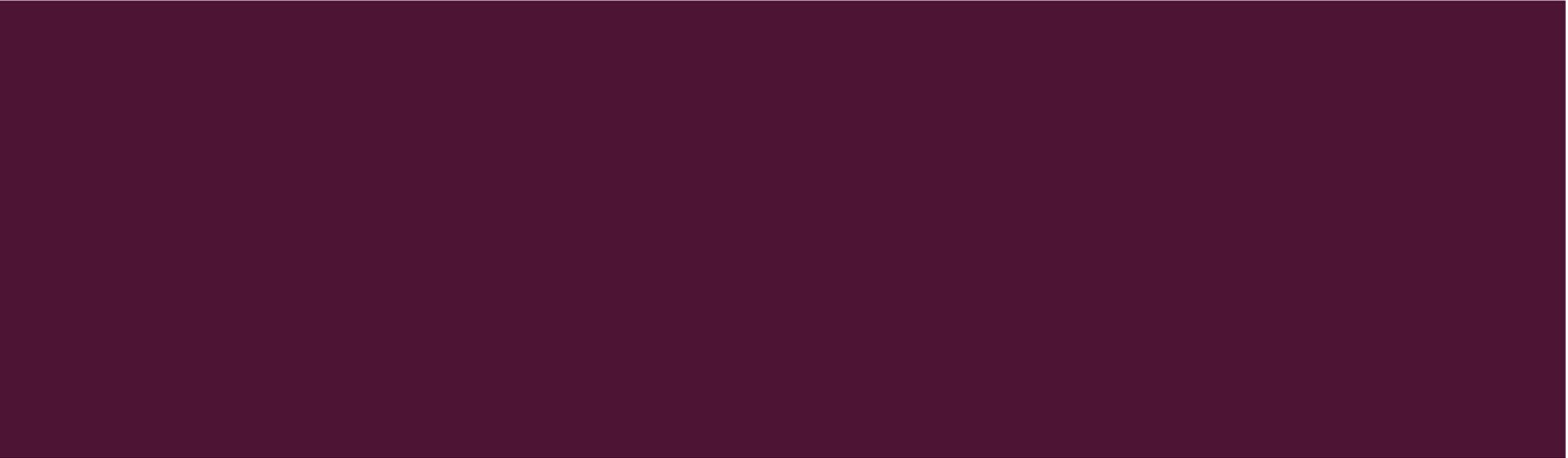
Formal Purchasing – Self Preparation

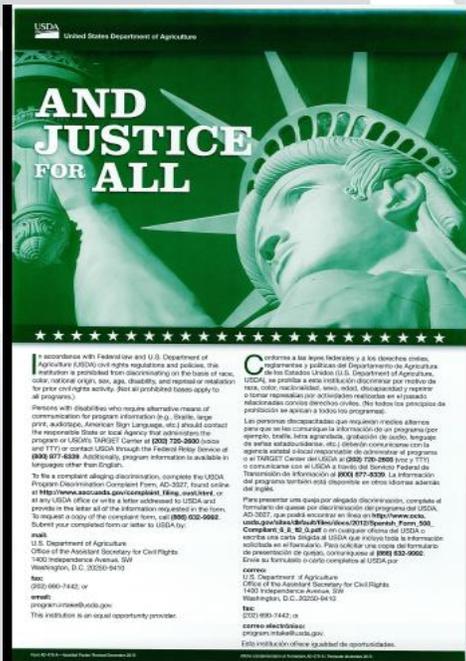
Micro - Purchasing



WHAT QUESTION ARE THERE?

NO QUESTION IS TOO SMALL OR IRRELEVANT...





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- (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.

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