When applying to operate the Summer Food Service Program (SFSP) in Oregon, the application process is broken down into four steps. Due to the short time frame of SFSP operations, there are deadlines that must be met in order to ensure timely processing of the organization’s application. The Oregon Department of Education Child Nutrition Programs (ODE CNP) will work with organizations on a case-by-case basis for operating the SFSP outside of the traditional summer timespan.

Application Process for the Summer Food Service Program

Step 1: Eligibility Assessment

Organizations must complete an eligibility assessment to assist ODE CNP in making an initial evaluation of the organization’s eligibility. If minimum requirements are met, organizations will be required to submit documentation in order for ODE CNP to perform a preliminary financial viability check. This is completed to show that in the event of a funding interruption the organization would be able to continue to operate their program with little to no impact on services.

**Due by March 1 (or following business day if date is on a weekend/ holiday)**

Step 2: Training and CNPweb Access Forms

Organization staff that will have oversight of the operations of the SFSP are required to complete new sponsor training. This may be held in person or virtually. Sponsor staff that are required to complete this are the Authorized Representative (the person who has the authority to enter into contracts with the state of Oregon) and the Food Program Coordinator (the person who will be completing the application process, train site level staff, oversee staff that will be preparing or serving meals, etc.).

CNPweb is the online system ODE CNP utilizes for program sponsors to submit information about their organization, the sites they operate, and claims for reimbursement. This is also how ODE CNP approves sponsors, their operations, and their claims. In order to be granted access to CNPweb the following forms must be completed: New Sponsor form, Add/ Modify Site Form, and User Authorization Form. At least two people at the organization should have access to CNPweb. CNPweb forms will be processed once certification that all required trainings has been submitted by required individuals.

**Due by April 1 (or following business day if date is on a weekend/ holiday)**

Step 3: Offline and CNPweb Forms

Applicant organizations are required to submit two forms of documents in the step of the application process- online and offline forms. An application checklist outlines the offline forms that are needed. Some of these forms have templates that are located in the Packet tab of CNPweb. Other forms are documents that the organization should have on file. Examples of these forms include the Budget, Free Meal Policy Statement, and W9. In addition, to the offline Budget, the organizations financial policies and procedures must be submitted.

CNPweb forms, also referred to as online forms, need to be completed by the organization and submitted to ODE CNP. These forms can be found in the “Applications” tab of CNPweb and include: Sponsor Information Sheet, Management Plan, Budget, and Site Information Sheet. A site information must be completed for each site the sponsor plans to operate the SFSP.

Application Process for the Summer Food Service Program

ODE CNP will hold office hours to connect with applicants on questions they may have and to offer technical assistance. Applicants will be notified when these are scheduled.

**Due by April 19 (or following business day if date is on a weekend/ holiday)**

Step 4: Application Review and Pre-approval Review

ODE CNP will review all offline and CNPweb forms that are submitted and request edits or additional information, if needed. If the application meets the requirements, ODE CNP will contact the applicant to schedule a pre-approval review. During the pre-approval review ODE CNP staff will assess the applicant’s potential for successful operation of the program and verify information provided in the application. If the applicant demonstrates the capability to successfully operate the program and, if applicable, submits any required corrections in the timeframe established, the application will be approved and the organization may operate the SFSP.

If at any point of the application process the applicant does not demonstrate having the capability to operate the program and/or is unable to meet program requirements, the application may be denied. ODE CNP will issue appeal rights to all denied applications.

**Due by June 1 (or following business day if date is on a weekend/ holiday)**

***For more information, please contact*** ***ode.communitynutrition@ode.oregon.gov******.***

*This institution is an equal opportunity provider.*