

Summer Food Service Program (SFSP) Checklist for FY 2024 On-Line Application

[Summer Meals Resources and Reference Library | Department of Education \(nh.gov\)](#)

The following attachments must be completed in order for you to have an approved SFSP application packet on file with the Office of Nutrition Program and Services (ONPS). Please fill out and upload all attachments to the online application [here](#). If you are having issues gaining access to your online application, please reach out to Patty Carignan at patricia.j.carignan@doe.nh.gov. Once there is an approved on-line application packet with the ONPS, you will be eligible to receive your monthly claim reimbursements, if your application is not approved, then you will not be able to participate in SFSP.

Must be completed by ALL Entities and uploaded unless otherwise instructed:

- Application Certification Signature Page
- Corrective Action Procedure
- Free Meal Policy Statement – If Charging or Not Charging for Meals (ensure correct version)
- Meal Count Consolidation
- Monitor Schedule Form
- News / Public Release
- Permanent Agreement – Required yearly
- Department of Health Letter – a signed copy that was sent to the local health department.
- Identification of Eligibility Attestation (Site Determination)- examples: copy of 50% list or color copy of eligibility mapper
- Training Schedule
- Viability, Capability, Accountability Document
- Upward Bound Letter – this is only for Upward Bound Programs

*The items below are for the Sponsor/Site use only.
These items should not be uploaded to the SFSP application.*

- Income Eligibility Guidelines (2024-2025) for Free & Reduced Applications
- Meal Count Worksheets
- Parent Application for 2024-2025
- Parent Application Instructions
- Parent Letter for 2024-2025
- Reimbursement Rates 2024-2025

This Institution is an equal opportunity provider