



Adding a SFSP site to an Agreement	
Program: <p style="text-align: center;">SFSP</p>	Revision Date: <p style="text-align: center;">4/17/2023</p>
<p>The following describes the process to be taken when adding a site to an SFSP agreement:</p> <ol style="list-style-type: none"> 1. Your organization, or a member of the RIDE SFSP team may identify a potentially eligible meal site. Prior to adding the site to your agreement your organization will need to get confirmation from RIDE that the site is area eligible. If the site is not area eligible then the Sponsor is responsible for collecting and maintaining documentation to show that 50% of the enrolled participants qualify for free or reduced-price meal benefits. 2. Once it has been determined that a site is eligible for participation, the Sponsor should reach out to RIDE to advise of the new site addition. 3. The site name, address as well as the anticipated start date must be emailed to ONLY one of the designated RIDE SFSP Specialists. 4. RIDE will then create the site in our CNP Connect system and add the site to the Sponsor’s agreement; this step can sometimes take a few days. 5. RIDE will then notify the Sponsor that the site has been added to their agreement and that the Sponsor can now go into CNP Connect and proceed with updating site specific information for the new site. 6. Once the Sponsor submits the agreement packet in CNP connect with the new site information, RIDE will review the site information and either reach out with any questions or approve the agreement packet. <p>Things to remember when adding a site:</p> <ul style="list-style-type: none"> ➤ A <u>preapproval</u> visit must be completed before the new site operates in the Summer Food Service Program. These visits are required to determine that the sites have adequate facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. All completed preapproval forms must be uploaded to your CNP agreement. ➤ In order to assure that site can be reimbursed for meals, Sponsors should notify RIDE of the site as soon as possible. Any meals served before the above steps have been completed and the Sponsor has received official approval from RIDE, will <u>NOT</u> be eligible for reimbursement. ➤ By agreeing to Sponsor a site, Sponsors will be responsible for conducting and documenting training, conducting monitoring visits (in addition to the preapproval visits), completing the annual beneficiary data form, and assuming all administrative responsibilities for all sites under their Sponsorship. 	