

Wisconsin Department of Public Instruction



March 2, 2023

Announcements from the Summer Food Service Program (SFSP)

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SFSP Application – Open for Updates March 3rd!



Sponsors may begin updating their SFSP application starting March 3rd. It is due April 10th if ordering USDA Foods and/or requesting an advance in payment. All others are due May 5th. In addition to the Webinar mentioned below, here are several important resources to help you through the Process:

- [2023 Application Process](#)
- [2023 SFSP Application Manual](#)
- [2023 SFSP Requirements & Deadlines](#)

If you need assistance obtaining your agency code and/or password to access [Online Services](#), please contact Najat Shorette at 608-266-6856 or Najat.shorette@dpi.wi.gov.

2023 Application Process Webinar

Before logging in to update the SFSP application, please check out the 2023 Application Requirements & Deadlines Webinar which highlights changes throughout the application for this year. You can find the Webinar under the SFSP Mini Series section on the [SFSP Training Page](#).

Final Training Registration Reminder!



ALL SPONSORS are required to register for one of the training options to participate in the SFSP.

We'd love to see you in person at one of the Pop-ups or Full Day Trainings planned, so REGISTER TODAY! If registration remains low, we may need to cancel some of these training opportunities...but we don't want to. 😊

Option 1: Pop-up Sessions (Oak Creek, Sparta, Stevens Point, Appleton): These sessions will be an open time period (no formal presentation) where returning sponsors can 'pop-in' to receive program updates, the latest resources from DPI and USDA, and receive one-on-one training with the DPI SFSP consultants. We'll be there to help you plan your 2023 program, assist with identifying community partners and potential sites for expansion, and answer specific questions you may have. Each location will provide the same information; choose the one most convenient to you!

- [Oak Creek - Wednesday, March 15, 2023, 9:00 a.m. - 12:00 p.m.](#)
- [Sparta - Thursday, March 23, 2023, 1:30 p.m. - 4:00 p.m.](#)
- [Stevens Point - Thursday, March 30, 2023, 9:00 a.m. - 12:00 p.m.](#)
- [Appleton - Wednesday, March 29, 2023, 1:00 p.m. - 4:00 p.m.](#)

Option 2: Full Day Training (Rice Lake, Madison): These full day group trainings will provide a comprehensive review of the SFSP administrative and operational requirements. Topics covered will include site eligibility, meal service requirements, production planning, procurement, site training and monitoring, civil rights requirements, meal counting, claiming, and financial management. This training is for new sponsors, returning sponsors with new administrative staff and **any other sponsor personnel that that would like a complete refresher.**

- [Rice Lake - Wednesday, March 22, 2023, 9:00 a.m. - 3:30 p.m.](#)
- [Madison - Wednesday, April 5, 2023, 9:00 a.m. - 3:30 p.m.](#)

Option 3: E-Learning Course: If not attending a Pop-up or a Full Day Training, you are required to [Register for the E-Learning Course](#). This is available online and can be accessed 24/7 without a password. The 15 Lessons must be reviewed prior to starting SFSP operation. Complete the form at the end of each lesson for verification that the Lesson has been completed.

Summer Job Opportunity



The Wisconsin Department of Public Instruction's Community Nutrition Team has a Limited Term Employment (LTE) Nutrition Program Consultant summer job opportunity working with the Summer Food Service Program (SFSP). This position would work approximately ~500/hours during the months of mid-May through August 2023. Pay rate is \$25.32/ hour. This position includes traveling throughout Wisconsin conducting reviews of the SFSP at organizations (ex. Schools, college-prep programs, community centers, YMCAs, parks, etc.).

In this position, you will have the opportunity to collaborate with smart and dedicated team members in working with agency staff who operate the USDA Child Nutrition Programs and providing guidance on meeting required meal service regulations. If you are interested in traveling throughout the state of Wisconsin and contributing to the wellness, healthy growth and development of children and adults, then please contact cnt@dpi.wi.gov by March 17, 2023.

The information contained in this Bulletin is also located on the [SFSP website](#). Questions may be directed to your [assigned SFSP consultant](#) or sent to sfsp@dpi.wi.gov.



Program Abbreviation/Definition Key

SFA=School Food Authority
SSO=Seamless Summer Option
SFSP=Summer Food Service Program

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This institution is an equal opportunity provider.