



To: Summer Food Service Program Sponsors

From: Brigette Hires, Director
Office of Nutrition

Date: January 12, 2024

Re: Summer Food Service Program (SFSP) Application Deadlines

Policy

Beginning with the 2024 application, the Ohio Department of Education and Workforce requires all new SFSP applicants and returning SFSP sponsors submit complete SFSP application packets through the Claims Reimbursement and Reporting System (CRRS) no later than 10 calendar days prior to the sponsor's first SFSP meal service day, or June 15, whichever comes first. Failure to meet this deadline results in automatic denial of the SFSP application. This deadline does not apply to sponsors applying to serve in areas impacted by an unanticipated school closure during the period from October through April (or at any time of the year in an area with continuous school calendar).

New sites may be added throughout the program period. The approval process may take up to 5-10 business days. Meals may only be claimed as of the date a complete and correct site application has been submitted. Program sponsors are advised to submit new site applications 10 business days prior to the start of the first operating day to allow time for any necessary corrections.

Revisions to existing sites' operating dates may be submitted throughout the program period. The approval process may take up to 5-10 business days. Meals may only be claimed as of the date a complete and correct site application has been submitted and meals cannot be claimed retroactively. For example, if an approved site had an original first operating day of June 15, and the sponsor on June 12 submits a complete and correct site revision adjusting the first operating day to June 1, the sponsor may only claim meals served as of June 12. Program sponsors submitting revisions to approved site operating dates should do so 10 business days prior to the start of the first operating day to allow time for any necessary corrections.

Please contact your assigned education program specialist or the Office of Nutrition at (614) 466-2945 with any questions.