



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

July 2, 2018

Vendor #: 229300  
CNIPS ID#: 4028

Bertha Calderon  
City of Los Angeles  
Department of Recreation and Parks  
3900 West Chevy Chase Drive  
Los Angeles, CA 90039

Dear Summer Food Service Program Sponsor:

Congratulations on being approved as a returning Summer Food Service Program (SFSP) Sponsor for the 2017–18 program year.

Below are reminders of important operating procedures. Please ensure you carefully review the following topics.

### **Submitting Site Changes**

Sponsors should strive to make the following site changes in CNIPS one day before the change is to take effect to allow time for the SFSP Specialist to process the information.

- Meals offered
- Meal service dates
- Meal service times
- Field trips
- Average daily participation (ADP) increases, if needed

There will be no retroactive approval for the changes listed above.

Before changing a site's ADP, please view the "Maximum number of meals that may be served" in the CNIPS Site Application screen to determine whether an increase is needed. If a site needs to have its ADP increased, enter a reasonable number that would cover the site's ADP for the remainder of the month or remainder of the Program year.

Please contact your SFSP specialist for assistance if you:

- Want to decrease a site ADP
- Want a change to take effect later in the month
- Need to make a change, but the CNIPS application is in a "submitted" status

### **Non-operating Sites**

Please notify CDE as soon as you decide to cease operation of an approved site so that the site can be closed in the CNIPS. This will greatly assist our staff conducting compliance reviews.

### **Changing the Authorized Representative**

The Authorized Representative (AR) in CNIPS is the only person allowed to enter into an agreement or contract on behalf of your agency. If you want to change your AR, you must complete and submit the *Official Agency Certification* form that is located in the CNIPS Download Forms screen.

After your SFSP Specialist receives the *Official Agency Certification* form, he/she will provide a User ID and Password to the new AR.

### **User ID and Passwords**

The AR must not share his or her User ID or Password. Instead, the AR must create a User ID and Password for anyone he or she designates to access the CNIPS. Creating a User ID and Password in CNIPS is easy; simply select:

- 1) Security tab
- 2) User Manager
- 3) Add New User

### **Changing Administrative Staff**

Sponsors are required to ensure that administrative staff receive training in all aspects of the SFSP. This training includes, but is not limited to:

- Ensuring new staff are trained by experienced SFSP staff
- Requiring new staff to attend live training provided by NSD, when available
- Ensuring new administrative staff who will be working alone contact an SFSP Specialist by phone to receive training
- Encouraging experienced administrative staff to attend live training every three years if available.

### Schedule A Reports (Site Lists)

Sponsors may download Schedule A (site list) Reports in CNIPS by selecting:

- 1) Reports tab
- 2) SFSP 006CA – Schedule A (Site Information Summary Reports)
- 3) Selecting either “All Sites” or “Approved Sites Only”

### Obtaining Guidance Materials

Sponsors are strongly encouraged to obtain the SFSP handbooks listed below from the CNIPS Download Forms screen:

- *Administrative Guidance for Sponsor*
- *Monitor's Guide*
- *Site Supervisor's Guide*
- *Nutrition Guidance for Sponsors*
- *Food Buying Guide for Child Nutrition Programs*

In addition, the Nutrition Services Division also maintains various SFSP forms that are needed to appropriately operate your program and distributes policy information via e-mail. You can obtain these documents from the CNIPS Download Forms screen.

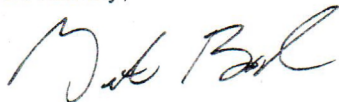
**Note:** Failure to comply with meeting the SFSP rules, policies, and/or timelines may result in the loss of reimbursement.

### CFDA Identification Number

The SFSP CFDA number is 10.559. Please share with auditors reviewing your records.

If you have any questions, please contact your SFSP Specialist identified in the CNIPS or by sending us an e-mail at [SFSP@cde.ca.gov](mailto:SFSP@cde.ca.gov). Thank you for your help serving meals to hungry children in your community.

Sincerely,



Gurjeet Barayah, Manager  
Summer Meals Unit  
Nutrition Services Division

Web | [www.cde.ca.gov](http://www.cde.ca.gov)  
Twitter | [@CDENutrition](https://twitter.com/@CDENutrition)  
YouTube | [www.youtube.com/user/cdenutrition](http://www.youtube.com/user/cdenutrition)