

Summer Food Service Program: How-To Submit an Agreement in MAPS

MAPS
MONTANA AGREEMENT AND PAYMENT SYSTEM

Montana Office of Public Instruction
School Nutrition Programs

Returning Users: Log On

If you have been authorized for MAPS, Please press the button below to be redirected to the Montana OPI Secure Portal.

To The Portal

Links

- To reset your password, click here...
- Training Management
- Interested in Applying?
- Admin Review Transparency

***You must log in through the OPI Secure Portal using your regular username and password. Click on [To the Portal](#) left of this message.**

If you already came in from the OPI Secure Portal, CONGRATULATIONS! Just hit [Continue](#) at the bottom of this page to start using MAPS.

School Nutrition Programs, Main Number	406-464-2501
Christine Emerson, Director	406-464-2502
Erin Turner, Assistant Director	406-559-7558
Taryn Erickson, Administrative Assistant	406-464-2501
Alie Wolf, Business Analyst/Direct Certification	406-659-1584
Ashley Bodie, Data Processor	406-594-9228
Erin Benson, Food Distribution Program Manager	406-464-8412
Britta Binder, Summer Food Service Program Specialist	406-594-9747
Kelli Johnson, Region 1 Specialist/FFVP Program Manager	406-465-1769
Emily Hadden, Region 2 Specialist	406-594-1412
Rachel Azias, Region 3 Specialist	406-422-2010
Lauren Donishan, Region 4 Specialist	406-594-7513
Stephanie Mondry, Region 5 Specialist	406-659-2152
Rochelle Davies, Region 6 Specialist	406-465-2154
Amber Lyman, Farm to School Specialist	406-594-7252

To reach out to your Regional Specialist: [Regional Specialist Map.pdf \(mt.gov\)](#)

Program Updates
Link to: Titan Menu Planning Login
Link to: SFSP Meal Counter and Claim Upload Login
Link to: SNP Required Signage Order Form
Link to: Send us Feedback about MAPS

FFATA Sub-Award Reporting System (FSRS) – FSRS is the reporting tool Federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their federal subawards to meet the federal reporting requirements per the Federal Funding Accountability and Transparency Act (FFATA). FFATA legislation requires information on federal awards

Log into MAPS via the OPI Secure Portal, using your username and password.

Security | Reports | Programs | Help | Log Out

Programs

School Nutrition Programs

Summer Food Service Program

Food Distribution Program

Click the **Summer Food Service Program** tile.

Summer Food Service Program MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | System Alerts and Training | Search | Programs | Year | Help | Log Out

SUMMER FOOD SERVICE PROGRAM

Click **Applications** in the upper left corner to begin the online agreement.

Item	Description
Application Packet	SFSP Applications Forms (Sponsor and Site)
Food Service Management Contracts	Manage Food Service Management Contract and Sponsor to Sponsor Agreements
Document Library	Library containing downloadable documents and urls

Click **Application Packet**.

Select Program Year

0021 Status: Active
Pryor Public Schools
 DBA: Big Horn County Treasurer
 1 High School Lane
 PO Box 256
 Pryor, MT 59066-0000

Currently, there are 3 Program Year(s) available. Select the year you wish to access.

Program Year	Date Range	Application Packet
2023 - 2024	10/01/2023 - 09/30/2024	Application Packet on File
2022 - 2023	10/01/2022 - 09/30/2023	Application Packet on File
2021 - 2022	10/01/2021 - 09/30/2022	Application Packet on File

[< Back](#)

Click the year of operation.

2023 - 2024 Application Packet

0487 Status: Active
Helena Public Schools
 DBA: Lewis and Clark County Treasurer
 1325 Poplar Street
 Helena, MT 59601-0939
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Enrolled

The Sponsor has not started in the current year (2024).
 Click 'Enroll' to enroll for this year based on your prior year's information.

[Enroll](#) [Cancel](#)

Click **Enroll** in the bottom of the screen if you see Enroll, if not, move on to the next step.

2023 - 2024 Application Packet

0487 Status: Active
Helena Public Schools
 DBA: Lewis and Clark County Treasurer
 1325 Poplar Street
 Helena, MT 59601-0939
 Type:
 Type:

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details	➔ Management Plan	Original	Pending Validation
Details	➔ FSMC Fact Sheet		No Contracts
Details	Site Field Trip List		
Details	Checklist Summary		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	9	0	0	0	0	9

[< Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Show Packet History

You are now on the **Application Packet** screen.

Click **Modify** to start the Sponsor Application.

Applications > Application Packet > Program Year: 2023 - 2024

VIEW | MODIFY | DELETE

SFSP Sponsor Application For School Year: 2023 - 2024

0487 Status: Active
Helena Public Schools
 DBA: Lewis and Clark County Treasurer
 1325 Poplar Street
 Helena, MT 59601-0939

Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Version: Original

Sponsor Type

- Type of Agency: Educational Institution
- Type of SFSP Organization: School Food Authority

Physical Address

- Address Line 1: 1325 Poplar Street
- Address Line 2:
- City: Helena
- State: MT Zip: 59601-0939 USPS Zip Code Lookup
- County: Lewis & Clark (025)

Save Cancel

You are now in the **Sponsor Application**.

Fill out all fields in the **Sponsor Application**.

Click **Save** at the bottom of the screen.

Applications > Application Packet > Program Year: 2023 - 2024

SFSP Sponsor Application For School Year: 2023 - 2024

0487 Status: Active
Helena Public Schools
 DBA: Lewis and Clark County Treasurer
 1325 Poplar Street
 Helena, MT 59601-0939

Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Office of Public Instruction rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

< Edit Finish

The system will tell you if you have **errors** or **warnings** on the data entered in the Sponsor Application.

Click **Edit** to fix **errors/warnings**.

Save data changes until there are no errors.

Click **Finish** to move onto steps 1-6.

Applications > Application Packet > Program Year: 2023 - 2024

2023 - 2024 Application Packet

0487 Status: Active
Helena Public Schools
 DBA: Lewis and Clark County Treasurer
 1325 Poplar Street
 Helena, MT 59601-0939
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	➔ Management Plan	Original	Pending Validation
Details	➔ FSMC Fact Sheet		No Contracts
Details	➔ Site Field Trip List		
Details	➔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	9	0	0	0	0	9

< Back Submit for Approval Withdraw Packet

Show Packet History

All items in the Application Packet are listed.

IMPORTANT

These sections must be completed in a specific order. Follow steps 1-6 listed on the next page.

Do not complete the items from top to bottom as listed on the screen.

Application Packet — Order of Completing Forms

****IMPORTANT: The Application Packet must be completed in the order specified below. 1—5. ****
Step 6 can be completed after your Application Packet has been Approved.

The screenshot shows the '2023 - 2024 Application Packet' interface. At the top, there are navigation tabs: Applications, Claims, Compliance, Reports, System Alerts and Training, Search, Programs, Year, Help, and Log Out. Below the navigation, the breadcrumb path is 'Applications > Application Packet >' and the 'Program Year: 2023 - 2024' is displayed.

The main section is titled '2023 - 2024 Application Packet'. It displays the following information:

- 0776 Status: Active
- Poplar Public Schools**
- DBA: Roosevelt County Treasurer
- 400 4th Ave. west
- Poplar, MT 59255-0458
- Type of Agency: Educational Institution
- Type of SFSP Organization: School Food Authority
- Packet Submitted Date:
- Packet Approved Date:
- Packet Original Approval Date:
- Packet Status: Not Submitted

Below this information is a table with the following columns: Action, Order of forms, Form Name, Latest Version, and Status.

Action	Order of forms	Form Name	Latest Version	Status
View Modify	1	✓ Sponsor Application	Original	Not Submitted
Add	4	➔ Budget Detail		
Details	2	➔ Management Plan	Original	Pending Validation
Details	6	Site Field Trip List		
Details	5	➔ Checklist Summary (1)		
View		Application Packet Notes for Sponsor		
Details		Attachment List		

Below the table is a summary table for 'Site Applications':

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn / Closed	Error	Total Applications
Summer Food Service Program 3	0	1	0	0	0	0	1

At the bottom of the interface, there are buttons for '< Back', 'Submit for Approval', and 'Withdraw Packet'. A link for 'Show Packet History' is also present.

Application Order of Completion:

1. Sponsor Application
2. Management Plan
3. Site Application(s)
4. Budget Detail (if applicable)
5. Checklist Summary
6. Site Field Trip List (as needed)

1 - Sponsor Application

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details	➔ Management Plan	Original	Pending Validation
Details	Site Field Trip List		
Details	Checklist Summary		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Fill out the Sponsor Application completely. Click **Save** and **Finish** when you have no **errors**.

2 - Management Plan

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Pending Validation
Details	➔ Management Plan	Original	Pending Validation
Details	Site Field Trip List		
Details	Checklist Summary		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

Show Packet History

Click **Details** next to Management Plan.

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488

Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Version	Status	Approved Date
Original	Pending Validation	

Click **Original**.

*New SFSP Sponsors will see a **Add Management Plan** button



Management Plan Version: Original

Board Chairman
 (Required for Private Non-profit Organizations)

Name: Salutation: First Name: Last Name:

Date of Birth: (mm/dd/yyyy)

Title:

Email Address:

Phone: Ext: Fax:

Home Address

Address Line 1:

Address Line 2:

City:

State: Zip: USPS Zip Code Lookup

Administrative Staff

Name: Position title:

Has this person attended the mandatory SFSP training provided by MTOPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Name: Position title:

Has this person attended the mandatory SFSP training provided by MTOPI this program year? Yes No

If this is a returning Sponsor, is this person performing the same function in SFSP as last year? Yes No N/A

Fill out all sections of the Management Plan that pertain to your organization.

Click **Save** at the bottom of the screen.

The system will tell you if you have **errors/warnings** on the data entered into the Sponsor Application.

Click **Edit** to fix **errors/warnings**.

Save data changes until there are no errors.

Click **Finish** to move onto steps 3-6.

3—Site Applications

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	➔ Budget Detail	Original	Pending Validation
Details	✓ Management Plan	Original	Pending Approval
Details	Site Field Trip List		
Details	➔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

From the Application Packet main screen click **Summer Food Service Program** below the Site Applications section.

2023 - 2024 Application Packet - SFSP Site List

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Action	Site ID / Site Name	Version/ Status
View Modify	1205 Frazer Elementary	Original / Pending Validation

Add Site Application

Total Sites Enrolled: 1

< Back

Click **Modify** to complete each site application.

Only previous sites or new sites set up by the State agency will display.

Fill out a [New Site Request Form](#) if you wish to add a new site.

SFSP Site Application For School Year: 2023 - 2024

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

1205 Status: Active
FRAZER ELEMENTARY
 325 6th Street
 Frazer, MT 59225

Version: Original

Physical Address

1. Address Line 1: 325 6th Street
 Address Line 2:
 2. City: Frazer
 3. State: MT Zip: 59225 USPS Zip Code Lookup
 4. County: Valley (053)
 5. Nearest cross street: Main street

Mailing Address

Same as the Physical Address

6. Address Line 1: 325 6th Street
 Address Line 2:
 7. City: Frazer
 8. State: MT Zip: 59225 USPS Zip Code Lookup

Sponsor Contact for this Site

Fill out the entire site application and click **save** at the bottom of the screen.

The system will tell you if you have **errors/warnings** on the Site Application.

Click **Edit** to fix **errors/warnings**. Save data changes until there are no errors. Click **Finish** to move onto steps 4-6.

NOTE: OPI School Nutrition Programs will enter site eligibility data for Q25.

MAPS Non-Congregate Section Guide (if applicable)

****If you do not plan to operate a non-congregate meal service at this site, please choose NO on question 36 and complete the rest of the questions on the site application packet.**

The following is a guide to filling out this section in MAPS if you are planning to operate non-congregate at any of your sites this year. **Please keep in mind that in addition to this section, if you are planning to serve non-congregate you will also be required to submit an [integrity plan](#) before your application can be approved.** If you have additional questions on non-congregate meal service, please refer to the [Sun Meals To-Go page](#) for guidance and FAQ's.

Before submitting your SFSP Application, please ensure you have completed your annual training on Bright Track and submitted your integrity plan.

Non-Congregate Meal Service Operation

36. Do you plan to provide non-congregate meals at this site? ? Yes No Both

- **Remember**, non-congregate meal service means that children may take their meals to-go and are not required to remain on-site to consume their meals.
 - If you are planning to operate exclusively non-congregate meal service at this site, select **Yes**.
 - If you are planning to operate exclusively congregate meal service at this site, select **No**.
 - Choose **Both** if you are planning to operate a combination of congregate meal service for some meals and then non-congregate service for other meals (Hybrid Site).
 - The following are examples of hybrid type scenarios:
 - Congregate Meal Service for one meal (like breakfast) and non-congregate for another meal service (like lunch)
 - Congregate meal service, for example, Monday-Thursday, then Friday-Sunday operates non-congregate meal service.
 - Operate congregate meal service in June, then non-congregate meal service in July.
- **Reminder that at no time can a site provide congregate and non-congregate meal service during the same meal.**

If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included? ? Yes No N/A

- Please select N/A to this question.

Do you plan to provide non-congregate meals at this location as a rural location? Yes No

- If you are operating non-congregate at this site it **MUST** qualify as a rural location where there is no congregate service. Please reference the [USDA Food and Nutrition Service Area Eligibility Map](#) to ensure that the site you are planning to operate as non-congregate is considered rural. If so, please select **Yes**.

Will multiple days of meals be provided? ? Yes No

- If this site plans to operate multiday meal service, choose **Yes**.
 - Multiday meal service must be approved in your submitted non-congregate integrity plan prior to operation. This service may allow the site to provide the child with multiple days' worth of meals at once.

Summer Food Service Program

MAPS Non-Congregate Section Guide

Check the day(s) meals will be distributed.

Mon-Fri: Sun: Mon: Tue: Wed: Thu: Fri: Sat:

- Select the days that meals will be served/handed out. For example:
 - If meals will be handed out daily, select each day they will be distributed.
 - If meals will be handed out each weekday, select Monday-Friday.
 - If multiday meals will be distributed on Monday (for 3 days' worth of meals) and Thursday (for 4 days' worth of meals), check the box for Monday and Thursday. Then explain further in your non-congregate integrity plan.

How many calendar days of meals are included?

- This number is the total days' worth of meals that you provide at one distribution. For example, if you distribute on Monday, but have included enough meals to cover Monday, Tuesday, and Wednesday, before distributing again on Thursday, you would answer 3. If this varies depending on the day, please make note of it in the additional comment box at the bottom of this section.

Which meals are given in bulk (check all that apply)?

Breakfast AM Snack Lunch PM Snack Supper None

- Bulk meals are when food components are given in mass/bulk quantities and are not singularly itemized. Examples of this may include serving a gallon of milk (rather than 8oz units), a loaf of bread, or a box of cereal. If you plan to serve any meals in this manner, please specify which. More detailed information regarding your bulk meal service plan must be documented in your non-congregate integrity plan request form for approval. Please note that FSMC's are not allowed to provide Bulk meals as meals must be unitized.
- If you are not planning to serve bulk meals, select **None**.

Will meals be provided to parents/guardians?

Yes No

- Will this site allow a child's parent/guardian to pick up their child's meal (without the child present) for the non-congregate meal service?
 - For parent/guardian pick-up to be approved, Sponsors must provide a suitable plan to maintain program integrity in their integrity plan.

Summer Food Service Program

MAPS Non-Congregate Section Guide

Is this site providing home delivered meals?

Yes No

- Home delivered meals are non-congregate meals delivered straight to a child's home.
- The child must qualify for free/reduced meals and written parental consent must be obtained by the sponsor and maintained on file.
- Please refer to the Rural Non-Congregate FAQ for more information on home delivered meals.
- If you answer **Yes** to this question, the State agency will be in further contact with you to ensure that you have a comprehensive plan in place and sponsor must provide more details in the non-congregate [integrity plan](#) for approval.

Other non-congregate meal information:

Monday Congregate option. Tues-Friday Non-Congregate

- Please use this section to describe any operational functions not captured in the previous questions. For example, if you are operating a hybrid site, please specify which days, times, and meal services will be non-congregate and which will be congregated.

Meal Time Exception

37. Provide explanation regarding any changes to meal service days or meal times indicated above (e.g., shift of meal time or days of no service due to holiday).

5 days of non-congregate meals (breakfast and lunch) will be handed out on Mondays. There will be no meal service on July 4th due to holiday. Daily congregated breakfast meal service will be provided, but daily lunch service will be non-congregate

- This question is **REQUIRED** to be answered
- Add non-congregate meal service details here such as multi-day meals. (like example above)
- This information about your site's operation is publicly posted at the [USDA's Summer Meal Finder website](#) once your MAPS application is approved.

4 — Budget Detail

Applications | Claims | Compliance | Reports | System Alerts and Training | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Program Year: 2023 - 2024

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Details	✓ Sponsor Application	Original	Not Submitted
View Modify	➔ Budget Detail	Original	Pending Validation
View Details	✓ Management Plan	Original	Pending Approval
View Details	Site Field Trip List		
View Details	➔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
View Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

From the Application Packet main screen click **Add** next to Budget Detail.

Operating Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	1	2,600	\$7,046.00
Lunch	1	5,200	\$24,544.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Subtotal			\$31,590.00

Administrative Reimbursement

Meal	Sites	Total Meals	Total
Breakfast	1	2,600	\$695.50
Lunch	1	5,200	\$2,561.00
Snack	0	0	\$0.00
Supper	0	0	\$0.00
Subtotal			\$3,256.50

Revenue: Estimated revenue amounts will appear under the operating and administrative reimbursement sections.

NOTE: These amounts are estimated based on site application information (meals served, ADP, and days of operation).

Projected Operating Costs

Food	\$	
Non Food Supplies	\$	
Vended Food Costs	\$	
FSMC Contract Value	\$	
Food Service Labor	\$	
Rent/Utilities	\$	
Equipment Rental	\$	
Transportation	Rate per mile:	0.000 \$ 0.00
Other		\$
Subtotal		\$0.00

Projected Administrative Costs

Administrative Personnel (Salary and Fringe Benefits)	\$	
Office Expense	\$	
Facility and Utility	\$	
Transportation	Rate per mile:	0.000 \$ 0.00
Audit Fees	\$	
Legal Fees	\$	
Other		\$
Indirect Cost		% \$
Subtotal		\$0.00

Cost: Enter in all requested cost estimates.

Click **save** at the bottom of the page to return back to the application packet main page. If you have **errors** or **warnings** please go back to the budget sheet and revise.

Click **Finish** to move onto steps 5-6.

5 — Checklist Summary

NOTE: The number of checklist items (both at the site and sponsor level) is automatically calculated in MAPS. New sponsors will have more items than returning sponsors. Different site types will require different items. All checklist items requested must be uploaded by the sponsor before the completed application can be approved.

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Site Field Trip List		
Details	➔ Checklist Summary (1)		
Details	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Show Packet History

From the Application Packet main screen click **Details** next to Checklist Summary.

SFSP Checklist Summary

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority


Sponsor	Total Items	Submitted Items	Approved Items
Frazer Public Schools	1	0	0
Summer Food Service Program Sites	Total Items	Submitted Items	Approved Items
Frazer Elementary	0	0	0

< Back

Click the **Sponsor Name** below the Sponsor line.

SFSP Checklist

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Required Forms/Documents to send to MTOPI	Document Submitted to MTOPI	Date Submitted to MTOPI	Document Submitted on File w/MTOPI	Status	Status Date	Last Updated By
Copy of your Notification of Operation to the County Sanitarian	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/07/2024	KLilley

Action Checklist Item Comment Attachment Date/Time

There are no attachments

Save Cancel

Click the **blue paperclip** to upload a document.

Check the **box** under Document Submitted to MTOPI.

Repeat these steps for each checklist item. Once all items have been uploaded, click **save**.

Repeat this process for **site** level items. Access site level information by clicking **Site Name**.

Submit Completed Application

Once you have completed the previous steps, you should see **green check marks** next to all fields. If you see red arrows, it means there are **errors** or incomplete data that needs to be fixed before your application can be submitted.

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
View Modify	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Site Field Trip List		
Details	✓ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back **Submit for Approval** Withdraw Packet

Click the red **Submit for Approval** button at the bottom of the Application Packet.

montanaopiut.cnpus.com says

You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

Click **OK** in the pop-up box if your application is ready to submit.

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date: 03/07/2024
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Submitted for Approval

The Application Packet is currently under review by the State and is unavailable for changes.

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
View	✓ Budget Detail	Original	Pending Approval
Details	✓ Management Plan	Original	Pending Approval
Details	Site Field Trip List		
Details	✓ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	1	0	0	0	0	1

< Back Submit for Approval Withdraw Packet

Your application is now submitted to OPI and under review.

6—Site Field Trip List

NOTE: Sponsors submit ALL field trip notifications within MAPS after the Application has been approved.

FIELD TRIP = A temporary arrangement for meals to be served off-site. A field trip means that kids that normally attend the site are being transported off-site during meal service times to attend a sponsor-led activity.

2023 - 2024 Application Packet

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Packet Submitted Date: 03/07/2024
 Packet Approved Date: 03/07/2024
 Packet Original Approval Date: 03/07/2024
 Packet Status: Approved

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
View Revise	✓ Budget Detail	Original	Approved
View Revise	✓ Management Plan	Original	Approved
Details	Site Field Trip List	Original	Approved
View	✓ Checklist Summary (1)		
Details	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications

Program	Approved	Pending	Returns for Correction	Denied	Withdrawn/ Closed	Error	Applications
Summer Food Service Program	1	0	0	0	0	0	1

Buttons: [Back](#) | [Submit for Approval](#)

Click **Details** next to **Site Field Trip List**.

2023 - 2024 Field Trips - Site List

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

Site	Field Trip Name	Date	Status
There are no Field Trips yet.			

Buttons: [Back](#) | [Create New Field Trip](#)

Click **Create New Field Trip** button.

Site Field Trip

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

New Field Trip - Select a Site

Field Trip Site: Frazer Elementary

Buttons: [Back](#) | [Continue](#)

Click **Continue** button.
 Select **Site** from the drop down menu if you have more than one site.

Site Field Trip

0927 Status: Active
Frazer Public Schools
 DBA: Valley County Treasurer
 325 6th Street
 Frazer, MT 59225-0488
 Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

1205 Status: Active
FRAZER ELEMENTARY
 325 6th Street
 Frazer, MT 59225

Trip Details

- Trip Date:
 - Specific Date:
 - Date Range: Start Date: End Date:
 - Multiple Dates:
- Status of Site: ▼
- Affected Meal Type(s):
 - Breakfast
 - AM Snack
 - Lunch
 - PM Snack
 - Supper
- Number of Children Attending Field Trip:
- Name of Field Trip Destination:

Fill out requested information. Click **save** when done.

Complete a Site Field Trip Information sheet for EVERY field trip.

Important Notes

1. Once your application is approved by the state agency:
 - You may revise your agreement, however, please note that clicking on revise will create a new revision. EVEN IF YOU DO NOT HIT SAVE.
 - If you accidentally click revise when you just wanted to view, delete the revision.
 - Each time a revision is started/submitted the OPI office will need to review and approve the revision.
 - Site Application revisions are submitted by clicking the Submit for Approval button on the Application Packet screen
2. Sponsors may add a site or change site information at any point throughout the summer. Submit a 'New Site Request Form' (found in MAPS under Applications>Document Library>then search "new site request").
3. Only 1 Site Application needs to be completed before submitting an Application Packet to the State Office. If a sponsor operates multiple sites, complete site applications for those sites that start earliest in the summer.
4. Submit applications no later than **two weeks** before a site is ready to open. Late applications may result in a lost opportunity to claim meals for reimbursement.