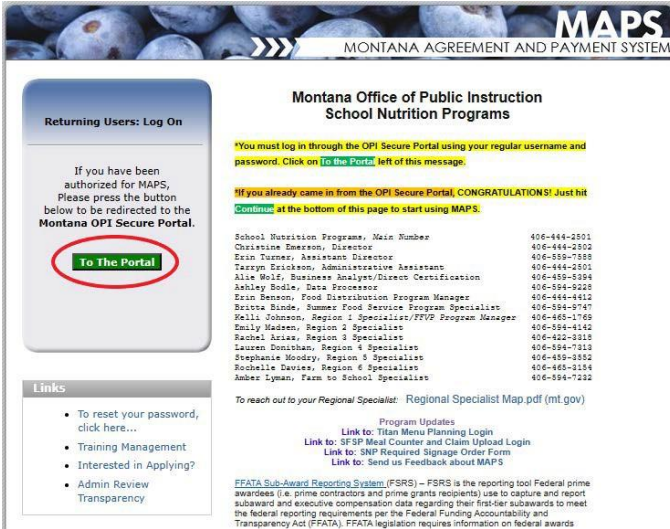
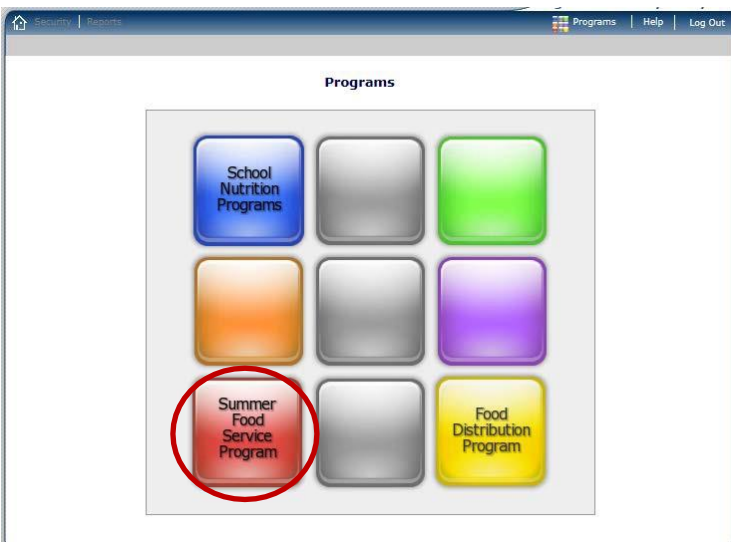


Summer Food Service Program: How-To Submit an Agreement in MAPS



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



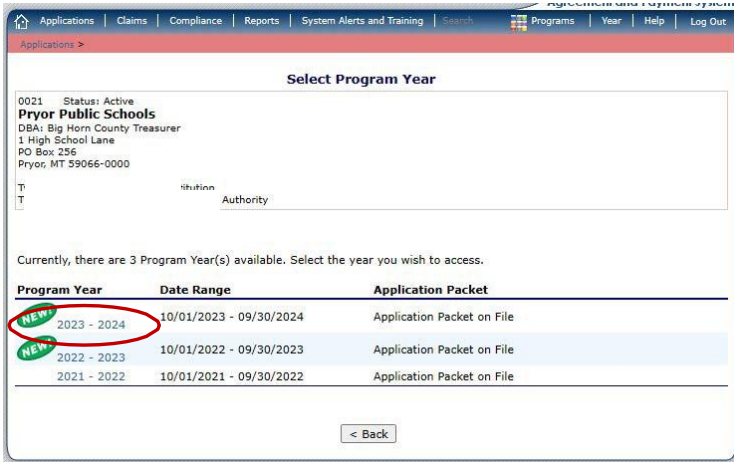
Click the **Summer Food Service Program** tile.
If you do not have this tile, please fill out a [user access request form](#).



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



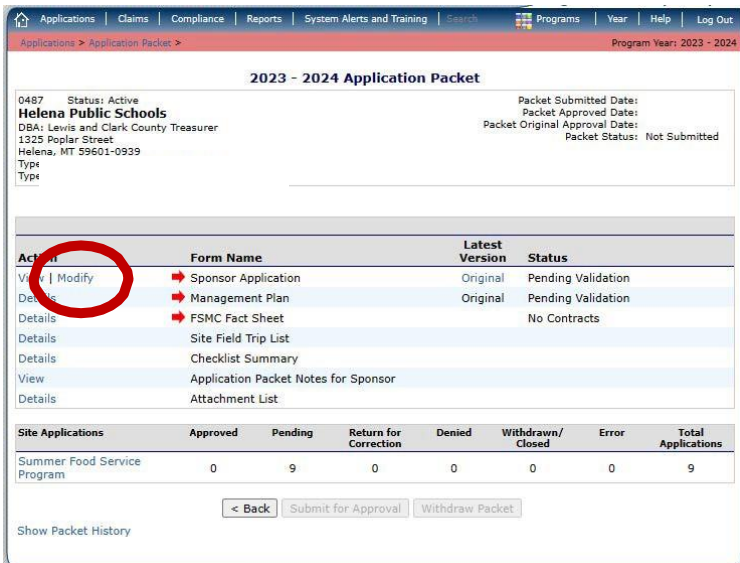
Click **Application Packet**.



Click the year of operation.



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



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 before or after your Application Packet has been Approved.

Applications > Application Packet > Program Year: 2023 - 2024

2023 - 2024 Application Packet

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 <<

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		

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

Show Packet History

Application Order of Completion:

1. Sponsor Application
2. Management Plan
3. Site Application(s)
4. Budget Detail (**Site Application MUST be done before Budget Detail**)
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

No management plan for this year.

*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**.

*Make sure you add dates when your staff will be trained. (must be before operation)

*Save data changes until there are no errors.

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

Management Plan Version: Original

Board Chairman
 (Required for Private Non-profit Organizations)

Salutation: First Name: Last Name:

Name: [] [] []

Date of Birth: [mm/dd/yyyy]

Title: []

Email Address: []

Phone: [] Ext: [] Fax: []

Home Address

Address Line 1: []

Address Line 2: []

City: []

State: MT Zip: [] [USPS Zip Code Lookup](#)

Administrative Staff

Administrative Personnel

Duties performed	Number of personnel in this position	Training Date
Overall Management	[1]	[] [] []
Claims Preparation	[1]	[] [] []
Accounting	[1]	[] [] []
Training/Monitoring	[1]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []

Operational Personnel

Duties performed	Number of personnel in this position	Training Date
Site Supervisor	[2]	[] [] []
Volunteer(s)	[]	[] [] []
Worker	[2]	[] [] []
[]	[]	[] [] []
[]	[]	[] [] []

S

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.
 (This MUST be done before the Budget 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 and send to SFSP Specialist to add to your App Packet.

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 Specialist will enter site eligibility data for Q25.

Site Application Section: MAPS Non-Congregate Section Guide (if applicable)

****If you do not plan to operate a non-congregate (grab and go) meal service at this site, please choose NO on question 36 for (congregate) 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). Ex: sit down for breakfast and leave with lunch.
 - Congregate meal service Monday-Thursday, then Friday-Sunday operates non-congregate meal service. Ex: daily sit-down M-Th, lunches to go for Fri-Sun.
 - 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.**

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 [Rural Designation Map](#) to ensure that the site you are planning to operate as non-congregate is considered rural. If so, please select **Yes**.

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 given to the kids.
 - If meals are 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.

Will multiple days of meals be provided?



Yes No

- If this site plans to operate multiday meal service, choose **Yes**. (ex. 3 days' worth of breakfast/lunches handed out on Fridays).
 - **Multiday meal service must be approved** in your submitted non-congregate integrity plan prior to operation.

How many calendar days of meals are included?

- **This number is the total days' worth of meals that you provide for during the distribution week.**
- **Examples:**
 - If you hand out 3 days' worth on Monday and 4 days' worth on Thursday; you'd enter 7.
 - If, on Fridays, you hand out meals for Friday, Saturday, and Sunday; you'd enter 3.

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

Breakfast AM Snack Lunch PM Snack Supper None

- Bulk meals are NOT necessarily the same as multi-day meals.
- 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. It's limited to 5 days worth.
- 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(s) (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.
 - This is not the same as selling meals to adults

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 or live in an area eligible areas and written parental consent must be obtained by the sponsor before delivery and maintained on file.
- 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.

Summer Food Service Program

MAPS Non-Congregate Section Guide (continued)

Other non-congregate meal information:

Non Congregate Meals: 3 days worth B/L meals on Mondays, 4 Days worth on Thursdays

- Please use this section to describe your operational functions. 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 congregate.
 - Ex: Hybrid site: Congregate breakfast from 8-10am with a non-congregate lunch to go.
 - Ex: Congregate lunch service Monday-Thursdays and Non congregate lunches Fridays (3 days worth) from 12-1pm.

37. If there is a waiver for non-congregate meals due to excessive heat, are you requesting this site be included?



Yes

No

N/A

- Select N/A here.

Meal Time Exception

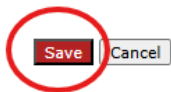
38. Provide explanation regarding any changes to meal service days or meal times indicated above (e.g., shift of meal time or days of no service due to holiday).

NO service July 4-7.
Daily Congregate Breakfast/Lunch meals, 2 days worth non congregate B/L handed out on Fridays (intended for Sat/Sun).

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

Here ends the non-congregate section of the Site Application

Please answer all other sections and questions in this site application and then click Save



You will be notified of any errors after you hit save.
Fix any errors identified and complete each site in your application packet.

The Site 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 Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Application later.

< Edit Finish Next Site

Summer Food Service Summer Food Service Program

Other Site Application Section Tips

CALENDARS:

General Site Information

17. Operation Dates: Start: 6/9/2025 End: 6/27/2025
 Click 'Calendar' to select the Meal Serving Dates: [Calendar](#)

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
0	0	0	0	0	0	0	0	15	0	0	0

Refresh From Calendar

18. Check meal type(s) to be served at this site:
 Breakfast AM Snack Lunch PM Snack Supper

19. Has the site ever participated in the Summer Food Service Program under this Sponsor? Yes No

Site Eligibility

June 2025							
	Su	Mo	Tu	We	Th	Fr	Sa
>							
>	1	2	3	4	5	6	7
>	8	9	10	11	12	13	14
>	15	16	17	18	19	20	21
>	22	23	24	25	26	27	28
>	29	30					

Lunch

Copy from Meal: OR Copy from

L1. Meal Serving Dates (non-camp only): Start: 6/9/2025 End: 6/27/2025
 L2. Click 'Calendar' to select the Meal Serving Dates: [Calendar](#)

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
0	0	0	0	0	0	0	0	15	0	0	0

Refresh From Calendar

L3. Meal Times: Start: 12:30 PM End: 1:00 PM

L4. Will Offer versus Serve (OVS) be implemented for Lunch? Yes No

L5. Meal Preparation Method: Self-Prep - Prepares on site

L6. Menu Planning Option: SFSP Menu Pattern

L7. Average Daily Participation: **25**

L8. Maximum number of meals that may be served (state use only): 35

L9. Indicate your plan for the receipt and storage of meals before serving to children:
 Appropriate holding equipment is not available. Meals will be delivered no earlier than one hour prior to the beginning of meal service.
 Appropriate holding equipment is available at site to maintain meals at appropriate temperatures until service.

L10. Indicate your plan for the storage or disposal of leftover meals or components:
 Refrigerate and serve the following day

L11. Indicate your plan for serving meals during inclement weather (ex: Ozone action days, excessive heat, rain):
 Serve indoors
 Describe the Other plan:

In the site applications you will be filling out your General Site information calendar as well as calendars for each meal you plan to serve.

Please make sure to click the calendar and make sure your month looks as it should.

For sponsors doing Non-Congregate multi-day meal distributions:

The calendar must be highlighted/gray for each day in which a child will be provided a meal for.

(i.e.: if you distribute 3 days worth of meals on Fridays, you will need to highlight Friday/Sat/Sunday. Not just the day the meals are given.)

B7/L7: Average Daily Participation:

Please be as accurate as possible here. This number means "how many children do you anticipate handing meals out to each day."

*OPI completes the max meals allowed.

NOTE: If, when you start operations, you find your ADP is different than what you put in your application, call your SFSP Specialist as soon as possible for approval for adjustments of this number. Not adjusting timely may affect the number of meals you can claim.

4 — Budget Detail

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
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

Show Packet History

(It's very important you've completed your site applications before doing this Budget section). 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			\$ <input type="text"/>
Non Food Supplies			\$ <input type="text"/>
Vended Food Costs			\$ <input type="text"/>
FSMC Contract Value			\$ <input type="text"/>
Food Service Labor			\$ <input type="text"/>
Rent/Utilities			\$ <input type="text"/>
Equipment Rental			\$ <input type="text"/>
Transportation	Rate per mile: <input type="text" value="0.000"/>		\$ <input type="text" value="0.00"/>
Other	<input type="text"/>		\$ <input type="text"/>
		Subtotal	\$0.00

Projected Administrative Costs			
Administrative Personnel (Salary and Fringe Benefits)			\$ <input type="text"/>
Office Expense			\$ <input type="text"/>
Facility and Utility			\$ <input type="text"/>
Transportation	Rate per mile: <input type="text" value="0.000"/>		\$ <input type="text" value="0.00"/>
Audit Fees			\$ <input type="text"/>
Legal Fees			\$ <input type="text"/>
Other	<input type="text"/>		\$ <input type="text"/>
Indirect Cost	<input type="text"/>	%	\$ <input type="text"/>
		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/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 determined 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. **(These may include pre-operational visits, management plans, and/or notification to sanitarians).**

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. (anything in blue should be clicked to see what is required)

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 on File to MTOPI	Document w/MTOPI	Status	Status Date	Last Updated By
Copy of your Notification of Operation to the County Sanitarian	 <input checked="" 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.

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 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

Show Packet History

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.

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: 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

Show Packet History

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

VIEW | MODIFY | DELETE

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. **Revisions need to be done/approved BEFORE a change in your operations occur.**
 - 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.