

Enroll Centers for SFSP

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1. Click **Enroll Center** from the toolbar at the top of the window. The Enroll New Center window opens.
2. Complete all required information in the **General** tab. Required fields are red. For more information, see [Enroll Centers](#) .
3. Click **Next**. The License/Schedule tab opens.
4. Click the **License Type** drop-down menu and select **Center**.
5. Click the **Program Type** drop-down menu and select **Summer Food Program**. The At-Risk/SFSP box is checked automatically.
6. In the **At-Risk/SFSP** section, check the box next to each meal that is approved for SFSP.
7. In the **Meal Schedule** section, enter the meal times for the SFSP meals you selected.

The screenshot shows the 'Enroll New Center' window with the 'License / Schedule' tab selected. The window title is 'Enroll New Center'. The tab bar shows 'General', 'License / Schedule', and 'Oversight'. The 'Enrolling Center: SFSP' is indicated at the top right of the form area.

General Information:

- State Site #: [Text Field]
- Master Menu: [Dropdown]
- Select Menu: [Dropdown]

[Hours of Operation]

- Opening: [Text Field]
- Closing: [Text Field]
- Open 24 hours: ☐

[Night Hours]

- Opening: [Text Field]
- Closing: [Text Field]

[License Information]

- [License Type]**: License Type dropdown menu, currently set to 'Center'.
- [License Start/End]**:
 - Start Date: No Start Date
 - End Date: No End Date
- [Capacities]**:
 - Max Capacity: 0
 - Infants: 0
 - Toddlers: 0
 - Preschoolers: 0
 - School Age: 0
 - Waiver: ☐
- [Age Info]**:
 - Starting Age: 0 Years
 - Ending Age: 13 Years
- [Other]**:
 - License #: [Text Field]
 - State #: [Text Field]
 - Funding Source: --- Select ---

[Regular Meals]

- Approved Meals: ☐ A ☐ L ☐ P ☐ D ☐ E

[At-Risk/SFSP]

- At-Risk/SFSP #: [Text Field]
- At-Risk/SFSP Meals: ☒ B ☐ A ☒ L ☒ P ☐ D ☐ E

[Meal Schedule]

- Num of Servings: 1
- Primary Serving: [Text Field]
- Breakfast: Starting [Text Field] Ending [Text Field]
- AM Snack: Starting [Text Field] Ending [Text Field]
- Lunch**: Starting 12:00 PM Ending 1:00 PM
- PM Snack**: Starting 3:00 PM Ending 4:00 PM
- Dinner: Starting [Text Field] Ending [Text Field]
- Evening Snack: Starting [Text Field] Ending [Text Field]

[Months Open]

- All Months: ☐
- January: ☒
- February: ☒
- March: ☒
- April: ☒
- May: ☒
- June: ☒
- July: ☒
- August: ☒
- September: ☒
- October: ☒
- November: ☒
- December: ☒

[Days Open]

- Monday: ☒
- Tuesday: ☒
- Wednesday: ☒
- Thursday: ☒
- Friday: ☒
- Saturday: ☐
- Sunday: ☐

Next button at the bottom right.

8. Finishing entering any other information in the **License/Schedule** and **Oversight** tabs.
9. When finished, click **Save**.