

Enroll Centers for SFSP

Last Modified on 02/25/2019 2:47 pm CST

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 displays the 'Enroll New Center' application window, currently on the 'License / Schedule' tab. The window title is 'Enroll New Center' and the subtitle is 'Enrolling Center: SFSP'. The interface is divided into several sections:

- General Information:** Includes fields for State Site #, Master Menu, and Select Menu.
- Hours of Operation:** Fields for Opening and Closing times, with an 'Open 24 hours' checkbox.
- License Information:** Contains a 'License Type' dropdown menu (set to 'Center'), a 'Program Type' dropdown menu (set to 'Summer Food Program'), and a 'Rural or Self-Prep Site' checkbox.
- Capacities:** Fields for Max Capacity, Infants, Toddlers, Preschoolers, and School Age.
- Age Info:** Fields for Starting Age (0 Years) and Ending Age (13 Years).
- Other:** Fields for License #, State #, and Funding Source.
- At-Risk/SFSP:** A section with a checked 'At-Risk/SFSP' checkbox and a row of meal type checkboxes (B, A, L, P, D, E). The 'L' (Lunch) and 'P' (PM Snack) checkboxes are checked.
- Meal Schedule:** A table for defining meal times. The 'Lunch' and 'PM Snack' columns are highlighted with red boxes. Lunch is set from 12:00 PM to 1:00 PM, and PM Snack is set from 3:00 PM to 4:00 PM.
- Months Open:** A list of months from January to December, all of which are checked.
- Days Open:** A list of days from Monday to Sunday, all of which are checked.

A 'Next' button is located at the bottom center of the window.

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