

OSPI CNS Summer Food Service Program (SFSP) Reference Sheet

SFSP New Sponsor Process

The Summer Food Service Program (SFSP) is a U.S. Department of Agriculture (USDA) program. Sponsors operating this program provide meals at no cost to children during both the summertime and unanticipated school closures. SFSP may be operated by public or private non-profit entities, including Local Education Agencies (LEAs), colleges, universities, residential camps, and units of local, county, municipal, state, or federal government.

Federal child nutrition programs, including the SFSP, have unique and complex regulations and requirements that must always met. If your organization has never operated a child nutrition program, it is strongly recommended you consider operating your site(s) under an existing SFSP sponsor the first year. This allows your organization to:

- Serve meals to the community and get acquainted with the program requirements.
- Sponsors have final administrative and financial responsibility for all sponsored sites.
 - Unknown projection of participation numbers during the first year may lead to Program unsustainability. Becoming a sponsored site allows new operators to gauge participation levels at proposed sites for future planning and budgeting.
 - SFSP is a reimbursement program. This means funding is only provided for eligible meals that are served to participants.

If you would like to be referred to a sponsor in your area, please email summermeals@k12.wa.us. Otherwise, if you would like your organization to be assessed for sponsor eligibility independently, please proceed with **Part A** below.

Part A: Planning

1. Sponsors of SFSP must follow USDA requirements. Watch recorded webinars found on the [Operating Child Nutrition Moodle](#) to ensure your organization is eligible and able to meet requirements.
 - So, You Want to Operate a Child Nutrition Program
 - So, You Want to Operate a Summer Food Service Program
2. Search the [USDA Capacity Builder](#) to see if your proposed site(s) are in an area already serviced by other SFSP sites. To avoid the duplication of services, new proposed sites cannot be served in whole or part by another site, unless it can be demonstrated to the satisfaction of OSPI that each site will serve children not served in the same area or the same meal (7 CFR 225.6(d)).



3. Submit the [New Sponsor Questionnaire](#) to notify OSPI of your intent to operate the SFSP. Use the [New Sponsor Questionnaire Checklist](#) for a summary the information requested.
4. Complete the Assessment of [Financial Viability, Administrative Capability, and Program Accountability \(VCA\)](#) to determine if your organization is eligible to apply for SFSP.
5. Participate in New Sponsor Annual Training and complete online training modules available on the SFSP Training webpage. All staff must be trained on their role within the program prior to beginning program operations. New Sponsor Annual Training is provided in the spring each year.
6. Determine if your organization plans to use an outside contractor to provide meals, meal service, management, or consulting services.
 - If your organization plans to utilize any of these services, you must have a contract or agreement approved by OSPI before the contract or agreement is executed and before claims for reimbursement can be paid.
 - Details regarding contract and agreement requirements can be found at [on the FSMC webpage](#).
7. Develop or adapt organization's Procurement Plan & Code of Conduct to meet federal procurement regulations – follow the [Procurement Checklist](#).
 - Procurement of all goods and services is conducted at the most restrictive threshold.
 - Details on the Procurement process can be found on the [Procurement webpage](#).
8. Plan a menu that meets the [SFSP meal pattern requirements](#).

Part B: Application Process

**To be completed after eligibility determination.*

1. **WINS**

The Washington Integrated Nutrition System (WINS) is the online system used to collect application information and to process claims for reimbursement. Once OSPI determines a new institution is eligible to proceed with applying, the application process for SFSP begins in April and closes on June 15th every year.

- a. Designate a WINS Sponsor Administrator by signing and submitting the [WINS Access Rights/User Authorization Form](#).
- b. Watch [WINS training videos](#) and review WINS resources
- c. Create a sponsor profile and complete program application pieces:
 - Sponsor Application
 - Site Application(s) & Site Calendar(s)
 - Sponsor Budget (Approved NSLP/SBP Sponsors are exempt from this requirement)
- d. Upon application approval, enter into Permanent Agreement with OSPI.

2. Application Forms

In addition to the WINS application requirements, specific forms and documents must be submitted before the SFSP application is considered complete.

- a. Complete all applicable forms and documents*:
 - Certification Regarding Lobbying
 - Disclosure of Lobbying Activities
 - Free Meal Policy Statement(s)
 - Health Department Notification Letter
 - Media Release
 - Statewide Payee Registration (if applicable)
- b. Submit all required documentation to OSPI. The application will be processed within 30 days of a complete and correct submission.
- c. A preapproval visit must be conducted by an OSPI CNS Program Specialist before the SFSP application can be approved.

Next Steps

As required in [7 CFR 225.7\(d\)\(2\)](#), an Administrative Review of the SFSP is required to be conducted in a sponsor's first year of operation. Once your institution is approved to participate in the SFSP, a CNS Program Specialist will contact you to set up the dates of the review.

Resources

- [7 CFR 225](#)

Resources

- [SFSP Sponsor Budget Reference Sheet](#)
- [OSPI CNS Summer Food Programs webpage](#)
- [USDA Summer Food Programs webpage](#)
- [SFSP Administration Guide](#)

Acronym Reference

- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- LEA- Local Education Agency
- SFSP- Summer Food Service Program
- OSPI- Office of Superintendent of Public Instruction
- USDA- United States Department of Agriculture
- VCA- Viability, Capability, Accountability
- WINS- Washington Integrated Nutrition System