

Sponsor Name:

	OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION Child Nutrition Services Old Capitol Building, PO BOX 47200 Olympia, WA 98504-7200 (360) 725-6200 FAX (360) 664-9397 TTY (360) 664-3631	SFSP AGREEMENT NUMBER  
	<h2 style="margin: 0;">SIMPLIFIED SUMMER FOOD PROGRAM CHECKLIST FOR RETURNING SPONSORS</h2>	

Check the appropriate box to indicate if item is enclosed. If item does not apply, check the "not applicable" box. Submit the sponsor application, site information, and budget on-line. You do not need to mail copies of these three forms to the Office of Superintendent of Public Instruction (OSPI). However, all other required forms must be submitted to OSPI by mail.

- | Enclosed                 | On-line                  | N/A                      |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          |                          | Simplified Summer Food Program Agreement (Form SPI 1145AGREE) - Mail with <u>original</u> signature.   |
|                          | <input type="checkbox"/> |                          | Simplified Summer Food Program Sponsors Application (Form sf001)—Application for Participation.  |
|                          | <input type="checkbox"/> |                          | Simplified Summer Food Program Site Application(s) (Form sf002)—Site information sheet. Submit one for each site.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | Site Eligibility Criteria (for each open site)—must be mailed to OSPI. If the sponsor is using school data which was reported to OSPI for October for the most current school year, you do not need to submit a copy.  |
|                          |                          |                          | <input type="checkbox"/> Public/nonprofit private schools located in the area of the site.<br><input type="checkbox"/> Organization determined by the state agency as a migrant organization.<br><input type="checkbox"/> Housing Authority data.<br><input type="checkbox"/> Census tract information (include census tract and block group numbers).<br><input type="checkbox"/> Tribal authority (BIA). |
|                          | <input type="checkbox"/> |                          | Simplified Summer Food Program Budget (Form SPI 1145-E)—Submit estimated budget for the summer.  |
| <input type="checkbox"/> |                          |                          | Sponsor Training Information—training documentation form(s) that includes the date, planned topics, and trainer(s)—must be mailed to OSPI.   |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | Simplified Summer Food Program Food Distribution Program Application (Form SPI 1145 Summer Commodities)—must be mailed to OSPI with an <u>original</u> signature if requesting commodities.  |
| <input type="checkbox"/> |                          |                          | Procurement Standards (Form SPI CNS 1145 Summer Food)—must be mailed to OSPI with an <u>original</u> signature.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | 15-Point Amendment (Form SPI 1145 Amend)—if vended, must be mailed to OSPI with an <u>original</u> signature.  |
| <input type="checkbox"/> |                          |                          | Certification Regarding Lobbying (Form SPI CNS 280 LOB)—must be mailed to OSPI with an <u>original</u> signature.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | Disclosure of Lobbying Activities (Attachment 2)—if applicable, must be mailed to OSPI.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | Statewide Vendor Registration and Direct Deposit Authorization and the Request for Taxpayer Identification Number (W-9). Sponsor must submit if information has changed from last year.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | User Authorization(s) for Child Nutrition Programs (Form SPI 1532A CNP User Auth)—must be mailed to OSPI with an <u>original</u> signature if information has changed from last year.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | <b>Open sites only:</b> Free Meal Policy Statement (Exhibit 1 SFSP-1)—must be mailed to OSPI with an <u>original</u> signature.  |
| <input type="checkbox"/> |                          | <input type="checkbox"/> | <b>Enrolled sites and residential camps:</b> Mail the following to OSPI: <ul style="list-style-type: none"> <li>• Free Meal Policy Statement (Exhibit 1a SFSP-2) with original signature</li> <li>• Letter to Parents (Exhibit 2 SFSP-3) with original signature</li> <li>• Confidential Income Statement (Exhibit 3 Form SPI 1145-B)</li> </ul>   |

Enclosed

N/A

Media Release—A copy of the media release to be submitted to local media along with a copy of the letter of request to the media must be sent to OSPI.

Letter to Health Department—A copy of the letter to be sent to the health department must be mailed to OSPI.

Field Trip Notification (Form SPI 1145F)—Complete and include this form if field trip schedule is known at the time of application.

Menus—One month's menus must be mailed to OSPI to ascertain sponsor is familiar with meal pattern requirements.

Forms—Submit copies of your monitoring forms, meal count form(s), meal delivery and receipt forms to OSPI. If using forms from the Administrative Guidance for Sponsors or those handed out at training, indicate here \_\_\_\_\_ and do not mail copies to OSPI.

Audit—An audit must be submitted to OSPI as part of the application process if the following applies:  
Fiscal year ending after December 31, 2003 and the total amount of federal funds expended was \$500,000 or more.

Indirect Cost Agreement—a copy of the indirect cost agreement must be submitted to OSPI if claiming an indirect cost rate on the budget. School districts are exempt.