



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 Child Nutrition Services
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**SIMPLIFIED SUMMER FOOD PROGRAM
 CHECKLIST FOR NEW SPONSORS**

Check the appropriate box to indicate if item is enclosed. If item does not apply, check the "not applicable" box. You must complete the Simplified Summer Food Program (SSFP) application packet in its entirety and mail to the Office of Superintendent of Public Instruction (OSPI).

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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enclosed</p> | <p>N/A</p> | <p><input type="checkbox"/> Simplified Summer Food Program Agreement (FORM SPI 1145AGREE)—Mail with <u>original</u> signature.</p> <p><input type="checkbox"/> <input type="checkbox"/> IRS Tax-Exempt letter 501(c)3—Copy must be mailed to OSPI for all sponsors with the exception of churches.</p> <p><input type="checkbox"/> Simplified Summer Food Program Sponsor Application (Form SPI 1145-C)—Return with <u>original</u> signature.</p> <p><input type="checkbox"/> Simplified Summer Food Program Questionnaire for New Sponsors (Form SPI 1145NS)—Complete and return to OSPI.</p> <p><input type="checkbox"/> Simplified Summer Food Program Site Application(s) (Form SPI 1145-D)—Submit one for each site.</p> <p><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 of the most recent school year, you do not need to submit a copy to OSPI.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public/nonprofit private schools located in the area of the site. <input type="checkbox"/> Organization determined by the state agency as a migrant organization. <input type="checkbox"/> Housing Authority data. <input type="checkbox"/> Census tract information (include census tract and block group numbers). <input type="checkbox"/> Tribal authority (BIA). <p><input type="checkbox"/> Worksheet for Calculating Simplified Summer Food Program Budget (Form SPI 1145-E/1)—Return one for each site.</p> <p><input type="checkbox"/> Simplified Summer Food Program Budget (Form SPI 1145-E)—Submit estimated budget for the entire summer.</p> <p><input type="checkbox"/> Sponsor Training Information—Include form(s) with the date, planned topics, and trainer(s). Must be mailed to OSPI. If using OSPI's training agenda, check here _____. Do not mail to OSPI.</p> <p><input type="checkbox"/> <input type="checkbox"/> Simplified Summer Food Program Food Distribution Program Application (Form SPI 1145 Summer Commodities)—If requesting commodities must be mailed to OSPI with an <u>original</u> signature.</p> <p><input type="checkbox"/> SSFP Procurement Standards (Form SPI CNS 1145 Summer Food)—Must be mailed to OSPI with an <u>original</u> signature.</p> <p><input type="checkbox"/> <input type="checkbox"/> 15-Point Amendment (Form SPI 1145 Amend)—If vended, a signed copy must be mailed to OSPI.</p> <p><input type="checkbox"/> Certification Regarding Lobbying (Form SPI CNS 280 LOB)—Must be mailed to OSPI with an <u>original</u> signature.</p> <p><input type="checkbox"/> <input type="checkbox"/> Disclosure of Lobbying Activities (FORM SPI CNS 280F-EXH-VII)—If applicable, must be mailed to OSPI.</p> <p><input type="checkbox"/> <input type="checkbox"/> Statewide Vendor Registration and Direct Deposit Authorization and the Request for Taxpayer Identification Number (W-9)—Must be mailed to OSPI.</p> <p><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.</p> <p><input type="checkbox"/> <input type="checkbox"/> Open sites only: Free Meal Policy Statement (Exhibit 1 SFSP-1)—Must be mailed to OSPI with an <u>original</u> signature.</p> <p><input type="checkbox"/> <input type="checkbox"/> Enrolled sites and residential camps: Mail the following to OSPI:</p> <ul style="list-style-type: none"> • Free Meal Policy Statement (Exhibit 1a SFSP-2) with original signature • Letter to Parents (Exhibit 2 SFSP-3) • Confidential Income Statement (Exhibit 3 Form SPI 1145-B) |
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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 mailed 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 or faxed 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 OSPI 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 12/31/03 and the total amount of federal funds expended was \$500,000 or more.

Note: Public school districts, educational service districts, public universities and colleges, cities, counties, other municipalities, for-profits, and federal government agencies are exempt and do not need to mail a copy of the audit to OSPI. However, tribal organizations must submit a copy of the most recent audit.
- Indirect Cost Agreement—A copy of the indirect cost agreement must be mailed to OSPI if claiming an indirect cost rate on the budget. School districts are exempt.