



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Summer Food Service Program Application Information for Sponsors Currently Operating During Emergency School Closure

Federal regulations require specific information be collected in the application process. This information sheet provides details. Use the appropriate *Sponsor Checklist* as your guide for what needs to be completed.

All forms in this document are linked on the [SFSP Program Materials and Required Documents webpage](#), under the **Application Materials** header.

Sponsor Name

The sponsor name is the legal entity under which the Summer Food Service Program (SFSP) operates.

Sponsor Contact Information

Current and accurate contact information is important to receive program notices and regulation changes. The SFSP contact should be someone actively involved in the administration of your program and able to respond to program questions. Office of Superintendent of Public Instruction (OSPI) uses email to send communications and announcements.

The claim contact listed should be the person who submits the monthly claim. Make sure to update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.

Signatures

A person who has legal authority to bind the sponsor to a contract must sign all forms requiring signatures. Documents with signatures should be submitted via the electronic checklist.

WINS (Washington Integrated Nutrition System) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the WINS Access Rights/User Authorization form, which is located on the [Child Nutrition WINS webpage](#). Only one form per sponsoring organization is needed for all child nutrition programs.

Site and Site Application

A site is the physical location where children consume meals in a supervised setting. Depending upon the need in the area the sponsor wishes to operate, a sponsor may have one site or numerous sites.

The *SFSP Sites and Site Eligibility Reference Sheet* provides a detailed description of the types of sites and how they qualify. This reference sheet is located on the [SFSP Program Materials and Required Documents webpage](#). A site application must be completed in WINS for each meal site. Contact the Community Nutrition Programs Lead to add a site.

**The non-area eligible site waiver ends June 30, 2020. During normal summer operation, the only non-area eligible sites that can be approved are closed enrolled sites or camps.*

Site Calendar

A site calendar identifies the operating days, meal types, times of service, and estimated average daily participation. A site calendar must be completed in WINS for each site.

When site changes occur, you must update your site calendar. Do not revise the calendar to extend your current operation through the summer. You must add a new schedule for sites that will continue operation during the summer months.

Budget

Community sponsors must complete a budget in WINS as part of the SFSP application. The SFSP Sponsor Budget Reference Sheet describes what to include in the budget and is located on the [SFSP Fiscal, Claims and Reimbursement webpage](#).

The budget must be revised to include costs associated with regular summer operation. School Sponsors are exempt from this requirement.

Health Department Notification

Sponsors are required to notify the local health department of their planned summer meal service sites. A Health Department Notification form letter is available on the [SFSP Program Materials webpage](#). A copy of the letter you send (or plan to send) must be submitted as part of the application process.

Media Release for Closed Enrolled Sites and/or Camps

Sponsors are required to submit a media release for any Closed Enrolled Sites and/or Camps with their application. OSPI is issuing a statewide media release for open sites, so submission of the media release for open sites is not required for application.

Free Meal Policy Statement

The Free Meal Policy Statement is an attestation that meals will be provided at no cost to children. The statement must be signed by someone with signature authority at your organization. A separate Free Meal Policy Statement is required for Open Sites and Closed Enrolled Sites/Camps.

Appeal Rights and Procedure

Sponsors are provided the Appeal Rights and Procedures as an avenue to dispute a denial of an application or an adverse action from an administrative review. The Appeal Rights and Procedures document will also be provided during the administrative review exit conference when an adverse action is taken. It is available on the [SFSP Program Materials webpage](#). You may print a copy and keep it for your records.