



## **Summer Food Service Program Application Checklist for Sponsors Currently Operating During Emergency School Closure**

**SPONSOR NAME:** \_\_\_\_\_

**For sponsors who are currently operating SFSP during the emergency school closure and wish to extend through the summer months**, a revised SFSP application must be completed and submitted. This checklist is a guide to complete your traditional SFSP application. We recommend gathering all of your required materials before using the online checklist to submit your application.

**Coordinate with other SFSP sponsors** in your community to ensure efforts are not duplicated. *To learn who also operates in your community, please reference the [USDA's Capacity Builder](#) or email [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us)*

**To submit your application, go to the [Summer Food Service Program online checklist](#).** Child Nutrition Services (CNS) automatically receives notifications when the checklist is completed.

For questions, or printed copies of the required application materials, please email [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us) or call 360-725-6200.

*Disclaimer: The application requirements outlined here are current as of April 15, 2020. Application requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please check CNS Updates and OSPI's website for all important policy changes.*

**Revise/Resubmit in Washington Integrated Nutrition System (WINS) in the order listed (required for all sponsors):**

- Sponsor application
- Site application(s)
- Site calendar(s)
- Sponsor budget (School Districts are exempt from this requirement)

*The above pieces should be revised to reflect SFSP operation outside of the unanticipated school closure. The USDA waivers, including non-congregate feeding & non-area eligibility, expire on June 30, 2020.*

**Certify completion of required training for 2020 in the [Summer Food Service Program online checklist](#) (required for all sponsors):**

- Webinar or In-Person Training
- [Civil Rights\\*](#)
- [What is this Procurement Thing? for SFSP Sponsors\\*](#)

*\*If your organization operates another federal Child Nutrition Program during the school year and the lead program administrator for the SFSP has already completed the Civil Rights or Procurement training within the last year, the training above does not need to be completed. Please maintain documentation of the alternative trainings completed.*

**Submit forms using the [Summer Food Service Program online checklist](#) (required for all sponsors).**

All forms are located under the **Application Materials header** on the [SFSP Program Materials and Required Documents webpage](#):

- Responsible Principal(s) Names & Birthdates (will be collected in the electronic checklist)
- Free Meal Policy Statement (as applicable):
  - Open Sites
  - Closed Enrolled Sites and Camps
- Closed Enrolled Sites and/or Camps' Media Release Letter (if applicable)  
*OSPI will be issuing a statewide media release for open sites. Although a Media Release for Open Sites is not required, it is recommended that sponsors continue to submit a media release locally to advertise their program.*
- Health Department Notification Letter
- Disclosure of Lobbying Activities (*only for sponsors involved in lobbying activities*)

**Tribal Organizations ONLY: Submit Audit to Federal Audit Clearinghouse (FAC)**

- Audit of most recently completed fiscal year audit for sponsors expending \$750,000 or more in federal funds

Audits must be:

- Completed within nine (9) months of the end of that fiscal year;
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

**If a Tribal Organization opts** to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI, Child Nutrition Services.