



**SUMMER FOOD SERVICE PROGRAM
Checklist for Returning Sponsors**

SPONSOR NAME: _____

- This checklist is a guide to complete your Summer Food Service Program (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

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.

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

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

Complete/submit in Washington Integrated Nutrition System (WINS) in the order listed below (required for all sponsors):

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

Complete required training **AND certify** completion 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 Civil Rights or Procurement training within the last year, then you do not need to complete this training. 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

Submit documents using the [Summer Food Service Program online checklist](#) (required if applicable):

- Disclosure of Lobbying Activities (*only for sponsors involved in lobbying activities*)

- Food Service Agreement (for sponsors not preparing their own meals):
 - School Districts only** - *only when a Food Service Management Company (FSMC) contract is in place during the school year*
 - 8 Point Amendment to Food Service Management Company Contract
 - Non-School District Sponsors** purchasing meals from a non-school district vendor:
When contract is expected to be **more than** \$150,000:
 - Invitation for Bid (IFB) or quotes
 - Documentation of IFB advertisement or quotes
 - Finalized Agreement/Contract
 - Non-School District Sponsors** purchasing meals from a non-school district vendor:
When contract is expected to be **less than** \$150,000:
 - Quotes
 - Finalized Agreement/Contract
 - Non-School District Sponsors** purchasing meals from a school district:
 - Finalized Agreement/Contract

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

- Audit of most recently completed fiscal year 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 nine (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.