



**SUMMER FOOD SERVICE PROGRAM**  
**Checklist for New 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](mailto: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](mailto:summermeals@k12.wa.us) or call 360-725-6200.

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

- Sponsor application
- Site application(s)
- Site calendar(s)
- Sponsor budget

**Complete** required training **AND** **certify** completion in the [Summer Food Service Program online checklist](#) (required for all sponsors):

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

**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](#):

- WINS Access Rights/User Authorization for Child Nutrition Programs
- SFSP Questionnaire for New Sponsors
- Free Meal Policy Statement (as applicable):
  - Open Sites
  - Closed Enrolled Sites and Camps
- Closed Enrolled and Camp Sites' 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
- 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)*

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

- IRS Tax Exemption Letter – proof of 501(c)(3) status (*non-profit organizations only; churches exempt*)
- 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

**Submit Statewide Payee Registration to Department of Enterprise Services after Preapproval Visit: (as applicable)**

- The [Statewide Payee Registration form](#) is for sponsors not already receiving payment(s) from Washington state. Reimbursement payments are made by electronic fund transfers through the Office of Financial Management (OFM).

Submit your completed form directly to OFM after you have had your preapproval visit. Step 6 on the form provides instructions on submitting the form. Contact OFM directly at 360-407-8180 for assistance.

**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.

**Submit OSPI Child Nutrition Programs Permanent Agreement after Preapproval Visit**

- Once all other aspects of the SFSP application have been completed and approved, the Permanent Agreement will be emailed to you directly.
  - The Permanent Agreement must be signed by someone with signature authority within your organization