

# OSPI CNS Summer Food Service Program (SFSP) Checklist

## Sponsors Who Plan to Operate SFSP During Summer 2023

This checklist is a guide to completing your application and SFSP Application Submission Survey – you do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) application.

### Definitions

- **New Sponsors:** Organizations that have never operated SFSP or returning sponsors that did not operate SFSP in Summer 2022.
  - **Complete steps: 1, 2, 3a, 4, 5a, 6**
- **Returning Sponsors:** Organizations that operated SFSP during Summer 2022.
  - **Complete steps: 1, 2, 3b, 5b, 6**

**Disclaimer:** Due to the public health crisis, USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please refer to the [SFSP Communications and Updates webpage](#) as well as [OSPI's Nutrition and Meals Guidance webpage](#) for important updates.

### Requirements

Sponsors who wish to participate in the Summer Food Service Program (SFSP) during Summer 2023 must:

- Coordinate with other sponsors in their community to ensure efforts are not duplicated. To learn who also operates in your community, please reference the [USDA's Capacity Builder](#) or email your Program Specialist.
- Watch the [So You Want to Operate a Child Nutrition Program](#) and [So, You Want to Operate the SFSP](#) recordings. – **New SFSP Sponsors Only.**
- Complete the [New Sponsor Questionnaire](#) – **New SFSP Sponsors Only.**
- Complete Viability, Capability and Accountability (VCA) assessment. This will be sent to you from OSPI Child Nutrition Services—**New SFSP Sponsors and Returning SFSP Sponsors who did not operate in Summer 2022 Only (National School**



**Lunch Program (NSLP) and Child Adult Care Food Program (CACFP) sponsors in good standing are exempt).**

- Submit a SFSP WINS application.
- Fulfill Training Requirements.
- Submit Required Documentation for SFSP via the [2023 SFSP Application Submission Survey](#).
- Complete Preapproval Requirements- A preapproval visit will be scheduled by OSPI Child Nutrition Services—**New SFSP Sponsors only**.

The VCA assessment may take up to three months to complete. Additionally, it can take up to 30 days to process a complete application—please submit your WINS application and required paperwork at least 30 days prior to your planned start date.

### Checklist

- Step 1:** Notify OSPI Child Nutrition at [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us) of intent to operate the SFSP.
- Step 2:** Apply for SFSP prior to beginning operation. Submit the following in WINS:
  - Sponsor Application
  - Site Application(s)
  - Site Calendar(s)
    - Site schedules should extend through the last day of planned operation.
    - WINS meal service times should accurately reflect the meal service operation.
    - Schedules must include all days of meal service, and meal types served.
    - Note – the community should be kept up to date on changes through communication platforms such as websites, social media or other means.
    - Under Summer Meal Programs, meals can be served on weekends and holidays. If your organization plans to serve on weekends or holidays, please ensure they are included as operating days in your calendar.
  - Sponsor Budget (NSLP sponsors are exempt from this requirement)
  - Management Plan (NSLP and CACFP sponsors are exempt)
  - Contract Fact Sheet (if contracting with vendor/FSMC)

**Step 3: Complete Training Requirements**

**a. New Sponsors**

Complete the [SFSP New Sponsor Trainings](#):

- New Sponsor In-Person Training
- Budget and Financial Viability, Capability and Accountability (VCA) Training\*
- Civil Rights Training\*
- Procurement Training\*
  - What is Procurement? Developing Rules for Purchasing
  - Purchasing and Procurement: Micro Purchasing
  - Small and Informal Procurement in Child Nutrition Programs
- Train all staff on Civil Rights and responsibilities specific to their role within the program.

**b. Returning Sponsors**

Complete the [SFSP Returning Sponsor Trainings](#):

- Returning Sponsor Webinar
- Budget and Financial Viability, Capability and Accountability (VCA) Training\*
- Civil Rights Training\*
- Procurement Training\*
  - What is Procurement? Developing Rules for Purchasing
  - Purchasing and Procurement: Micro Purchasing
  - Small and Informal Procurement in Child Nutrition Programs
- Train all staff on Civil Rights and responsibilities specific to their role within the program.

**\*Important Note:** If your organization has operated another federal Child Nutrition Program and the lead program administrator for the SFSP has already completed Civil Rights or Procurement training during the current fiscal year, then you do not need to complete this training. Please maintain documentation of the alternative trainings completed. Returning SFSP sponsors in good standing are not required to view the Budget and VCA trainings unless assigned as part of Corrective Action from an administrative review.

**Step 4: Complete Preapproval Visit—NEW sponsors ONLY**

- Preapproval visit conducted by OSPI staff

**Step 5: Submit required documentation via the [2023 SFSP Application Submission Survey](#)**

**a. New Sponsors**

- [Health Department Notification Letter](#)
- [Lobbying Agreement](#)

- [Free Meal Policy Statement for Open Sites](#)
- [Free Meal Policy Statement for Closed Enrolled Sites and Camps](#)
- [Media Release for Closed Enrolled Sites and Camps](#)
- [Media Release for Open Sites](#)

#### Returning Sponsors

- [Health Department Notification Letter](#)
- [Free Meal Policy Statement for Open Sites](#)
- [Free Meal Policy Statement for Closed Enrolled Sites and Camps](#)
- [Media Release for Closed Enrolled Sites and Camps](#)
- [Media Release for Open Sites](#)

#### **Step 6:** Complete Monitoring Requirements for SFSP

All sponsors must complete a Pre-Operational Visit prior to the site operating SFSP, an Initial Site Visit within the first two weeks of operation, and a Site Review within the first four weeks of operation. The Initial Site Visit may **not** be waived in Summer 2023. The Initial Site review and the Site Review can be completed in the same visit.

- [Pre-Operational Site Visit](#)
- [Initial Visit](#)
- [Site Review Form](#)
- [Initial and Site Review Combo Form](#)

### SFSP Resources

- [Part 1: Sponsor Application and Site Application](#)
- [Part 2: Site Calendar and Budget](#) (note: the budget is not a requirement for NSLP sponsors)
- [Budget Reference Sheet](#)
- [Race & Ethnicity Reference Sheet](#)
- [Viability, Capability and Accountability \(VCA\) Reference Sheet](#)

### Acronym Reference

- CNS- Child Nutrition Services
- CACFP- Child and Adult Care Food Program
- NSLP- National School Lunch Program
- OSPI- Office of Superintendent of Public Instruction
- SFSP- Summer Food Service Program
- USDA- United States Department of Agriculture

– WINS- Washington Integrated Nutrition System