II. APPLICATION REQUIREMENTS
SFSP RETURNER REQUIREMENTS

• CHECKLIST
• NEW PERMANENT AGREEMENT
• CERTIFICATION STATEMENT FORM
• MEDIA RELEASE (UPON APPROVAL)
• BUDGET PLANNING SHEET
• FOOD PREPARATION:
  • SELF PREP
    • MENUS, HEALTH INSPECTION REPORT
  • VENDING
    • MENUS, HEALTH INSPECTION REPORT, CONTRACT
• ON-LINE APPLICATION
  • SPONSOR APPLICATION
  • FACILITY APPLICATION (SIMILAR TO SITE DOCUMENT)
  • BUDGET APPLICATION
SCHOOLS

• CHECKLIST
• NEW PERMANENT AGREEMENT
• CERTIFICATION STATEMENT FORM
• MEDIA RELEASE (UPON APPROVAL)
• BUDGET PLANNING SHEET
• FOOD PREPARATION:
  • MENUS
• ON-LINE APPLICATION
  • SPONSOR APPLICATION
  • FACILITY APPLICATION (SIMILAR TO SITE DOCUMENT)
  • BUDGET APPLICATION
**NEW SPONSOR APPLICATION**

| 1. CHECKLIST |
| 2. PRE-INSPECTION FORM |
| 3. W-9 |
| 4. 501(C)3 [NON-PROFIT AGENCIES] |
| 5. APPEAL PROCEDURES RECEIPT FORM |
| 6. CERTIFICATION STATEMENT FORM |
| 7. BUDGET PLANNING SHEET |
| 8. E-VERIFY COMPLETE MOU |
| 9. E-VERIFY CERTIFICATE FORM |
| 10. FOOD SERVICE CONTRACT (IF APPLICABLE) |
| 11. DUNS |
| 12. COPY OF FILED ARTICLES OF INCORPORATION/ARTICLES OF ORGANIZATION/FEDERAL, STATE, OR, LOCAL GOVERNMENTAL DOCUMENT |
| 13. BOARD MEETING MINUTES |
| 14. PERMANENT AGREEMENT (WILL SIGN AT SITE VISIT) |
| 15. ETHNIC/RACIAL DATA FORM |
| 16. EITHER COPY OF LAST TWO BANK STATEMENTS OR MOST RECENTLY FILED INCOME TAX RETURN |
| 17. AUDIT REPORT (IF APPLICABLE) |
ON-SITE VISIT

- REVIEW ON-LINE APPLICATION
  - SPONSOR APP
  - FACILITY APP
  - BUDGET APP
- ONE-ON-ONE PROGRAM TRAINING
- SIGN AGREEMENT
INELIGIBILITY FOR PUBLICLY FUNDED PROGRAMS

MUST NOT BE ON THE NATIONAL DISQUALIFIED LIST
MUST DEMONSTRATE

• FINANCIAL VIABILITY
  • FINANCIAL RESOURCES TO OPERATE PROGRAM
  • BUDGET
• ADMINISTRATIVE CAPABILITY
  • ADEQUATE NUMBER OF STAFF
• PROGRAM ACCOUNTABILITY
  • FINANCIAL SYSTEM
  • MAINTAIN RECORDS
  • COMPLY WITH PROGRAM REQUIREMENTS
STATE AGENCY

• WILL REVIEW PAPERWORK

• WILL CONDUCT SITE VISITS TO ALL NEW SPONSORS

• WILL BE AVAILABLE FOR QUESTIONS VIA E-MAIL OR PHONE DURING THE ENTIRE APPLICATION PROCESS
YEARLY SPONSOR REQUIREMENTS

• ATTEND TRAINING (VIA WEBINAR)
• UPDATE ANY CHANGES TO SPONSOR INFORMATION
• UPDATE ON-LINE APPLICATION
• UPDATE ELIGIBILITY EVERY FIVE YEARS
TO BE APPROVED FOR PARTICIPATION

- PARTICIPATE IN TRAINING
- **ALL** PAPER DOCUMENTATION MUST BE SUBMITTED
- ONLINE APPLICATION MUST BE COMPLETED
- ON-SITE VISIT CONDUCTED