AT-RISK AFTERSCHOOL PROGRAM
New Sponsor Checklist

Sponsor Name: _____________________________ Reviewed by: _________________________________

Documents to Submit for Eligibility

☐ Checklist
☐ Pre-inspection Form for each site
☐ STAARS Substitute W-9 Form
☐ Media Release (upon approval)
☐ Budget Planning Worksheet for current fiscal year
☐ 501(c)3 Letter (non-profit agencies)
☐ Appeal Procedures Receipt Form
☐ Licensing information (if applicable)
☐ E-Verify complete MOU (www.uscis.go/everify)
☐ E-Verify Certificate of Compliance
☐ DUNS
☐ Last two most recent business bank statements OR most recent financial statement
☐ Proof of Site Eligibility

Food Preparation (choose one):

☐ Contract with FSMC
  ☐ Menus
  ☐ Schedule A – delivery schedule
  ☐ Health Inspection Report for kitchen

☐ Contract with SFA
  ☐ Menus
  ☐ Schedule A – delivery schedule
  ☐ Health Inspection Report for kitchen

☐ Self-Prep
  ☐ Menus
  ☐ Health Inspection Report for kitchen

Business Information (Choose one business type):

Corporation:
☐ Copy of filed Articles of Incorporation/Articles of Organization
☐ Copy of last board meeting minutes approving participation in At-risk program

Partnership:
☐ Federal, state, or local governmental document associating name of business with owner name
☐ Partnership agreement

Church:
☐ Copy of last board meeting minutes approving participation in At-risk program

If Applicable:
☐ Most recently issued audit report (if expenditures total $750,000 or more in federal funds during any fiscal year)

*All forms are required to be completed before submission.*