SFSP New Sponsor Checklist

Documents to Submit for Eligibility

- FNS-80 (signature of highest ranking official)
- SFSP – 11 (Free Meal Policy)
- SFSP – 13 (Statement of Authority)
- SFSP -20 (Criminal convictions and participation in federal programs)
- Training Complete (yes or no)
- Duns Form
- STAARS Substitute W-9
- Appeals Procedure Notification form
- Organizational Chart (outline organization staff rank and order)
- EVERIFY Affidavit and MOU (www.uscis.go/everify)
- Governing Board Resolution to participate in SFSP program
- Private Non-Profit submit copy of 501 c3 from IRS
  *Churches submit articles of incorporation
- Submit one of the following:
  1. A-133 audit report
  2. Three most recent bank statements
  3. Form -990 (if applicable)

Items to Submit Prior to Site Operation

- Copy of Notification Letter sent to Local Health Department or use form (SFSP-12)
  1. Include site address, dates and times of site operation
- Media Release:
  1. Open Sites and Camps submit SFSP - 10
  2. Enrolled Sites and Camps submit SFSP – 10A
- Food Preparation:
  1. Contracting with FSMC Submit the following:
     Forms SFSP- 17
     SFSP 14 or cycle menus
     Health Inspection Report of Production Kitchen
  2. Contracting with SFA Submit the following:
     SFSP- 15
     SFSP 14 or cycle menus
     Health Inspection Report of Production Kitchen
  3. Self-Prep site Submit the following:
     SFSP -14
     Health Inspection Report of production kitchen
     Commodity Request Form and Agreement form FDP 6 (if applicable)
- FNS – 688 Bid and Contract (Food Preparation Contracts that exceed $150,000)
SUMMER FOOD SERVICE PROGRAM

Management Forms

**These forms are to be filed on site for Audit Review**

- SFSP – M9 (Daily Food Production Plan)
- Procurement Plan
- Staff Training (Agenda to include Civil Rights training & Staff sign in sheet)
- SFSP – M1 (Preoperational Site Visit)
  *To be completed prior to site operation for new and problem sites*

- Monitoring Forms:
  1. Self-prep sites use Form SFSP – M3 (complete every 4 weeks)
  2. Vended sites use Form SFSP – M4 (complete every 4 weeks)

- Daily Meal Count Forms:
  1. Open site use form SFSP – M6
  2. Closed Enrolled Site/Camps use form SFSP – M5

- Copy of Notification Letter sent to Local Health Department

- Copy of receipts of purchases
  * Milk receipts should match the exact amount of children served.
  Children are to be served milk each day none should be put back in storage. *

- Milk Donation Form
  * To be used if Milk is donated to program *

- Justice for All Poster
  *Displayed on site*

10/22/2015