

SFSP Application Checklist

Online Document	Completed		Comments
	YES	NO	
SFSP Sponsor Application- 2160			*Budget Page
SFSP Site Applications- 2161			*Active Sites
Funds Received- SNP4			*All State & Federal Funds
Meal Policy Statement- FRPS1			
Pre-Award Compliance Review- SNP6			
Public Release Verification- SNP7			*Please upload a copy of SNP8 or Press Release
SFSP Agreement			
Officers & Employees- SNP3 (if applicable)			*Emails and DOB must be included
Disclosure of Lobbying Activities- SFLLL			
Schedule for Site Visitation			
Schedule for Making Pre-Operational Visits			

Paper Document Must be completed & Uploaded	Completed		Comments
	YES	NO	
Executive Order Disclosure Form- EO9804			*Pages one (1) & two (2) must be completed in their entirety
Certificate of Authority			*All Individuals that require access to the SNP APP must complete this form
Food Service Contract (if applicable)			*Provide the Food Service Contract and page three (3) & four (4) of the Executive order must be completed.
W-9 Taxpayer ID Certification			
IRS Tax Exempt Letter (Non-Profits Only)			*501c3 form/ Non-Profit
Direct Deposit			
ADH Food Establishment Inspection Report (2 pages) & Permit *For each site			
Notice of Action *For each site; email to ADH and upload to SNP site			
Notice of Action-Multiple Sites (Schools Only)			
Description of Method Used to Secure Corrective Action, including Follow-Up Plans			
Description of Procedures for Collecting Daily Number of Meals			
Copy of Press Release			

Other Required Documents Must be completed & Uploaded	Completed		Comments
	YES	NO	
Not on ND, DHS, or HNP Exclusion List			
Institution's Policy's & Procedures			
Institution's Financial Management Policies, Procedures, and Internal Controls			
Board of Directors Bylaws			* Please upload Board of Director's Meeting Bylaws.

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Board of Directors Meeting Minutes			*One year of Board Meeting Minutes is required, including the minutes regarding the participation in the food program for the coming fiscal year.
Financial Statements (3 most recent months - Entity wide and child nutrition programs)			
Save a copy of the submitted budget			*HNP Coordinator will upload a final copy of the approved budget in SNP.
IRS Form 990 *Prefer last 3 years			
Supporting Source Documentation – Revenues			*This includes donations, contributions, and other grants.
Supporting Source Documentation –Expenditures			*Lease agreements w/floor plans, copies of bills, etc.
Disclosure of Less-Than-Arms-Length Transactions			*Must be disclosed to DHS
Job description and duties of all staff and/or volunteers			
DUNS Number			
Surety Bond			*Thirty-six (36) month surety bond for 25% of the estimated annual reimbursement.
Procurement documents			*See CFR 225.17, 2 CFR part 200, subpart D and 2 CFR part 400 and part 415.
Secretary of State registration			*Must be in Good Standing.
City/Business License (If Applicable)			
City Fire Inspection *For each site			
Cost Allocation Addendum– Food Related Supplies located in CFS2113 Part B2 (For all CACFP Providers)			
Civil Rights Complaint Procedure Form			*Keep a copy in the file and upload a copy into SNP site
HNU Training Requirements Acknowledgement Addendum			*Must be completed annually. Sign, date, and upload into the SNP site.
SFSP End of Summer Worksheet (existing only)			
Summer Addendum			
Congregate Feeding Waiver			
Camp Session Form			

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Training	Completed		Comments
	YES	NO	
SFSP New Participant Training			Certificate must be uploaded into the SNP site.
SFSP Refresher Training			Certificate must be uploaded into the SNP site.
Arkansas Department of Health Training			Or substituted with a valid certificate from ServSafe, Prometric, National Registry of Food Safety Professionals, 360, Above Training-State FoodSafety.com
All providers are required to have Food Manager Certification			Valid certificate from ServSafe, Prometric, National Registry of Food Safety Professionals, 360, Above Training-StateFoodSafety.com Effective January 2021

Application Coordinators:

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