

## SFSP Application Requirements

### Items to be Uploaded:

- Executive Order Disclosure Form-EO9804 (Annually)
- Certificate of Authority (If Applicable)
- Food Service Contract (If Applicable)- Annually
- W-9 Taxpayer ID Certification (If Applicable)- (New)
- IRS Tax Exempt Letter (Annually)
- Direct Deposit Form (New)
- Copy of Health Inspection (Annual or After Certification expires)
- Notice of Action to the Health Department
- Notice of Action – Intent to Operate Multiple Sites Form Supplement (Schools Must Fill Out)
- Description of Method Used to Secure Corrective Action Including Follow-Up Plans (New)
- Description of Procedures for Collecting Daily Number of Meals (New)
- Copy of Public Release – actual document submitted for release (Annually)
- Institution’s Policy and Procedures (New)
- Institution’s Financial Management Policies, Procedures and Internal Controls. (New)
- Board Meeting Minutes – (Full year for New) {CURRENT SPONSORS need the official approval for SFSP minutes}
- Financial Statement – entity wide and child nutrition programs (SFSP)- (New or SD or Changes)
- IRS Form 990-Prefer the past three years (New)
- Supporting Source Documentation-Revenues (including donations, contributions and other grants) (New)
- Supporting Source Documentation-Expenditures (including 3 most recent bank statements, lease agreements with floor plans, and supporting documentation for all other expenses) (New)
- Disclosure of Less-Than-Arms-Length Transactions-including a description of the transaction and necessary supporting documentation related to the transaction. For Additional information, see the Less-Than-Arms-Length Transaction Memo which also discusses required supporting documentation (If Applicable)
- Job descriptions and duties of all staff and/or volunteers (New or Changes)
- Detailed Description of Budget Line Items. (New or Changes)
- DUNS# (If not previously supplied) (New)
- Procurement Documents (See CFR 225.17, 2CFR part 200, subpart D and USDA implementing regulations 2 CFR part 400 and part 415). (New or Changes)
- SFSP End of Summer Worksheet for SFSP 2018 (If Applicable)
- Summer Addendum (Annually)
- Addendum SFSP – Government Shutdown
- Congregate Feeding Waiver (Only If Sponsor Wants to Participate in Demonstration Project)
- Camp Session Form (If Applicable)
- Secretary of State registration (must be in good standings) (Annually)
- City/Business License (Annually)
- Surety Bond (New or Unpaid Fiscal Action)

### Online Modules to be Completed and Submitted:

- Site Application-2161
- Sponsor Application-2160
- Funds Received-SNP 4
- Meal Policy Statement
- Pre-Award Compliance Review-SNP6
- Public Release Verification-SNP7
- SFSP Agreement
- Officers Employee-SNP3
- Disclosure of Lobbying Activities-SFLLL
- Schedule for Site Visitation
- Schedule for Making Pre-Operational Visits

**Training Status**

- SFSP Annual Training
- Annual Health Department Training (ServSafe/Prometric/National Registry of Food Safety Professionals/360 training/Above Training-State Food Safety.com or any of these certifications)
- Application Training for New Participants