

## Special Milk Program Application Checklist

The Special Milk Program (SMP) application includes completing applicable items and documents.

**All documents must be uploaded into WINS.** The [Adding Documents in WINS](#) resource provides detailed instructions on how to upload documents.

### Required by all sponsors - complete in WINS:

- Sponsor application
- Site application(s)
- Meal calendar for each site

### Required by NEW sponsors - upload into WINS:

- Access Rights/User Authorization for Child Nutrition Programs - *Attachment 2*
- Special Milk Program Agreement for Summer Camps - *Attachment 4*
- Certification Regarding Lobbying Child Nutrition Programs - *Attachment 6*
- Procurement Standards – *Attachment 8*

### Required by RETURNING sponsors as noted – upload into WINS:

- Access Rights/User Authorization for Child Nutrition Programs - *Attachment 2 – if there are changes*
- Special Milk Program Agreement for Summer Camps - *Attachment 4 – if there are changes*
- Certification Regarding Lobbying Child Nutrition Programs - *Attachment 6*
- Procurement Standards – *Attachment 8*

### Required as noted – fax to the Department of Enterprise Services (DES):

- Statewide Payee Registration - *Attachment 5 (for sponsors not already receiving payment(s) from the State of Washington)*

### Required by ALL sponsors IF applicable:

- Disclosure of Lobbying Activities– *Attachment 7*