

SUMMER FOOD SERVICE PROGRAM

Application Information for Returning Sponsors

Federal regulations require specific information be collected in the application process. The following provides details regarding that information. Please use the appropriate Sponsor Checklist as your guide in what is needed to be completed for the paper portion of the application.

Sponsor Name

The sponsor name is the legal entity under which the Summer Food Service Program (SFSP) operates. If your name changes, please contact us immediately.

Sponsor Contact Information

Current and accurate contact information is very important so that you receive program notices and regulation changes. The SFSP contact should be someone actively involved in the administration of the SFSP and able to respond to program questions. The Office of Superintendent of Public Instruction (OSPI) uses email to send communications and announcements. The claim contact listed should be the person who submits the monthly claim. Be sure to update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.

Signatures

All forms requiring signatures must be signed by a person who has legal authority to bind the sponsor to a contract. Documents with signatures may be scanned/emailed, mailed, or faxed.

Statewide Payee Registration Washington State

Sponsors must have a Statewide Payee Registration number in order to be paid. You will need to update your Statewide Payee Registration if you have had a change in your mailing address, bank account information, business name, contact information or payment preferences. Detailed instructions are provided at the [Washington State Department of Enterprise Services \(DES\) website](#).

WINS (Washington Integrated Nutrition System) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that provides access to WINS for all other staff. If there has been a change in your designated sponsor administrator, complete and submit the [WINS Access Rights/User Authorization](#) form. Only one form per sponsoring organization is needed for all child nutrition programs.

Site and Site Application

A site is the physical location where children consume meals in a supervised setting. Depending upon the need in the area the sponsor wishes to operate, a sponsor may have one site or numerous sites. The [SFSP Sites and Site Eligibility Reference Sheet](#) provides a detailed description of the types of sites and how they qualify. A site application must be completed in WINS for each meal site. Contact the SFSP Supervisor to add a new site in WINS.

Budget

All sponsors must annually complete a budget in WINS as part of the SFSP application process. The [SFSP Sponsor Budget Reference Sheet](#) describes what to include in the budget.

Site Calendar

A site calendar identifies the operating days, meal types, times of service and estimated average daily participation. A site calendar must be completed in WINS for each site.

Media Release

Sponsors are required to issue a media release statement to local media announcing their sponsorship of the SFSP. The release must include a free meal policy statement and meal service information. Media release forms are available on the [SFSP Program Materials/Forms](#) web page. A signed Free Meal Policy Statement and Media Assurance form and a copy of the (proposed) media release must be submitted as part of the application process.

Health Department Notification

Sponsors are required to notify the local health department of their planned summer meal service sites. A Health Department Notification form letter is available on the [SFSP Program Materials/Forms](#) webpage. A copy of the letter you send (or plan to send) must be submitted as part of the application process.

Appeal Rights and Procedure

Sponsors are provided with appeal rights and a procedure to follow (Attachment 4) as an avenue to dispute an adverse action from an administrative review. The appealable adverse actions are listed with the procedure to follow to appeal the adverse action. The appeal rights and procedure document will also be provided during the administrative review exit conference when an adverse action is taken. It is available on the [SFSP Program Materials/Forms](#) webpage.