



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services
PO BOX 47200 · OLYMPIA WA 98504-7200
360-725-6200 · TTY 360-664-3631

SUMMER FOOD SERVICE PROGRAM Checklist for Returning Sponsors

SPONSOR NAME: _____

- Once all required elements are complete, **SEND** this checklist to OSPI to inform us that your application is ready for review:

Fax: 360-664-9397 (ATTN: SFSP) Email: sarah.hamblin@k12.wa.us

Use this checklist as a guide in completing the required elements for application of the program.

All documents must be electronically filed (e-file) in WINS. Review [Adding Documents in WINS](#) for detailed instructions on how to e-file documents.

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

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

Required by all sponsors - **e-file** in WINS:

- Free Meal Policy Statement and Media Release Assurance (whichever applies):
 - Open Sites - *Attachment 3a*
 - Closed Enrolled Sites and Camps - *Attachment 3b*
- Media Release Letter copy ([template on SFSP website](#))
- Health Department Notification Letter copy ([template on SFSP website](#))

Required as it applies - e-file in WINS:

- Sponsor Audit - most recently completed fiscal year audit for sponsors expending more than \$750,000 or more in federal funds (**exempt: federal, state, and local government: i.e., schools, universities, cities**)

- Food Service Agreement (for sponsor not preparing their own meals):
School Districts only - only when a FSMC contract is in place during the school year
_____15 Point Amendment to Food Service Management Company Contract ([template on SFSP website](#))

- Non-School District Sponsors** purchasing meals from a non-school district vendor:
When more than \$150,000 contract is expected:
_____ Invitation to Bid (IFB) or quotes
_____ Documentation of IFB advertisement or quotes
_____ Finalized Agreement/Contract

- Non-School District Sponsors** purchasing meals from a non-school district vendor:
When less than \$150,000 contract is expected:
_____ Quotes
_____ Finalized Agreement/Contract

- Non-School District Sponsors** purchasing meals from a school district:
_____ Finalized Agreement/Contract