

Special Milk Program – Summer 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 ALL sponsors – upload into WINS:**

- Certification Regarding Lobbying Child Nutrition Programs (*Attachment 4*)
- Disclosure of Lobbying Activities (*Attachment 5*) – *if applicable*

➤ **Required by NEW sponsors - upload into WINS:**

- Access Rights/User Authorization for Child Nutrition Programs (*Attachment 2*)
- Procurement Standards (*Attachment 6*)
- Special Milk Program Agreement for Summer Camps (*Attachment 7*)

➤ **Required by RETURNING sponsors if there are changes – upload into WINS:**

- Access Rights/User Authorization for Child Nutrition Programs (*Attachment 2*)
- Special Milk Program Agreement for Summer Camps (*Attachment 7*)

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

- Statewide Payee Registration (*Attachment 8*) – *for sponsors not already receiving payment(s) from the State of Washington*