

SUMMER FOOD SERVICE PROGRAM

Application Information for Returning Sponsors

Federal regulations require specific information be collected in the application process. This information sheet provides details. Use the appropriate *Sponsor Checklist* as your guide for what needs to be completed.

Sponsor Name

The sponsor name is the legal entity under which the Summer Food Service Program (SFSP) operates.

Sponsor Contact Information

Current and accurate contact information is important to receive program notices and regulation changes. The SFSP contact should be someone actively involved in the administration of your program and able to respond to program questions. 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. Make sure to update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.

Signatures

A person who has legal authority to bind the sponsor to a contract must sign all forms requiring signatures. 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. If you are not currently registered with the Washington State Department of Enterprise Services (DES), complete the attached form or the fillable document available on the [\(DES\) website](#). Fax the completed form directly to DES at 360-664-3363. If you have questions about this process, please contact DES at payeehelpdesk@des.wa.gov or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to cns.supportstaff@k12.wa.us.

WINS (Washington Integrated Nutrition System) Sponsor Administrator

The WINS sponsor administrator is your organization's authorized agent that will grant access to WINS for all other staff. The sponsor administrator is designated on the WINS Access Rights/User Authorization form, which is located on the [Child Nutrition WINS webpage](#). 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. This reference sheet is located on the [SFSP Program Materials and Required Documents webpage](#). A site application must be completed in WINS for each meal site. Contact the Community Nutrition Programs Lead to add a site.

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.

Budget

All sponsors must complete a budget in WINS as part of the SFSP application. The SFSP Sponsor Budget Reference Sheet describes what to include in the budget and is located on the [SFSP Fiscal, Claims and Reimbursement webpage](#).

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 webpage](#). A signed Free Meal Policy Statement and Media Assurance form (*Attachments 9a and 9b*) 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 webpage](#). A copy of the letter you send (or plan to send) must be submitted as part of the application process. When site changes occur, the sponsor is required to notify the health department of the changes.

Appeal Rights and Procedure

Sponsors are provided the Appeal Rights and Procedures (*Attachment 4*) as an avenue to dispute a denial of an application or an adverse action from an administrative review. The Appeal Rights and Procedures 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 webpage](#). This copy is for your records.