



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION - Child Nutrition Services
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SUMMER FOOD SERVICE PROGRAM Checklist for Returning Sponsors

SPONSOR NAME: _____

- Use this checklist as a guide in completing your Summer Food Service Program application. Once all required elements are complete and your application is ready for review, **EMAIL** this checklist and all applicable documents to cns.supportstaff@k12.wa.us.

Complete/submit in WINS in the order listed (required for all sponsors):

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

Complete required training **AND certify** completion (required for all sponsors):

- Webinar or In-Person Training
- Intro to SFSP
- Civil Rights
- Summer Food Meal Service Types

Submit forms via email with checklist (required for all sponsors):

- Free Meal Policy Statement and Media Release Assurance:
 - Open Sites - *Attachment 3a* (if applicable)
 - Closed Enrolled Sites and Camps - *Attachment 3b* (if applicable)
- [Media Release Letter Template](#)
- [Health Department Notification Letter Template](#)

Submit documents via email with checklist (required if applicable):

- Food Service Agreement (for sponsors 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](#)
 - Non-School District Sponsors** purchasing meals from a non-school district vendor:
When contract is expected to be **more than \$150,000**:
 - Invitation for 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 contract is expected to be **less than \$150,000**:
 - Quotes
 - Finalized Agreement/Contract
 - Non-School District Sponsors** purchasing meals from a school district:
 - Finalized Agreement/Contract

Submit Audit to Federal Audit Clearinghouse (FAC) – required for sponsors expending \$750,000 or more in federal funds:

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

Audits must be:

- Completed within nine (9) months of the end of that fiscal year;
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or 9 months following the end of the fiscal year.

If a Tribal Organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be submitted to OSPI, Child Nutrition Services.