



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 New 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](mailto: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):**

- WINS Access Rights/User Authorization for Child Nutrition Programs - *Attachment 2*
- SFSP Agreement between Sponsor and OSPI - *Attachment 4*
- SFSP Questionnaire for New Sponsors - *Attachment 5*
- Child Nutrition Programs Procurement Standards - *Attachment 6*
- Child Nutrition Programs Certification Regarding Lobbying Child Nutrition Programs - *Attachment 7a*
- Free Meal Policy Statement and Media Release Assurance:
  - Open Sites - *Attachment 9a* (if applicable)
  - Closed Enrolled Sites and Camps - *Attachment 9b* (if applicable)
- [Media Release Letter Template](#)
- [Health Department Notification Letter Template](#)

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

- IRS Tax Exemption Letter – proof of 501(c)(3) status (*non-profit organizations only; churches exempt*)
- Disclosure of Lobbying Activities - *Attachment 7b (only for sponsors involved in lobbying activities)*
- 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 Statewide Payee Registration to Department of Enterprise Services after Preapproval Visit:**

- Statewide Payee Registration - *Attachment 8* is for sponsors not already receiving payment(s) from Washington State. Reimbursement payments are made by electronic fund transfers through the Department of Enterprise Services (DES).

Submit your completed form directly to DES after you have had your preapproval visit. Step 6 on the form provides instructions on submitting the form. Contact DES directly at 360-407-8180 for assistance.

**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 audit 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.