



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:** \_\_\_\_\_

- 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](mailto: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/submit** in WINS (in the order listed):

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

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

- Access Rights/User Authorization for Child Nutrition Programs - *Attachment 2*
- SFSP Agreement - *Attachment 4*
- SFSP Questionnaire for New Sponsors - *Attachment 5*
- Procurement Standards - *Attachment 6*
- Certification Regarding Lobbying Child Nutrition Programs - *Attachment 7a*
- Free Meal Policy Statement and Media Release Assurance (whichever applies):
  - Open Sites - *Attachment 9a*
  - Closed Enrolled Sites and Camps - *Attachment 9b*
- 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:**

- IRS Tax Exemption Letter – proof of 501(c)(3) status (*non-profit organizations only; churches exempt*)
- Statewide Payee Registration - Attachment 8 (*for sponsors not already receiving payment(s) from the State of Washington*)
- Disclosure of Lobbying Activities - Attachment 7b (*only for sponsors involved in lobbying activities*)
- Sponsor Audit - most recently completed fiscal year audit for sponsors expending more than \$750,000 or more in federal funds (**exempt**: federal, state, & local government: i.e., schools, universities, cities). Tribal organizations are NOT exempt.
- 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 ([template on SFSP website](#))
- Non-School District Sponsors** purchasing meals from a non-school district vendor:  
When less than \$150,000 contract is expected:  
\_\_\_\_\_ Quotes  
\_\_\_\_\_ Finalized Agreement/Contract ([template on SFSP website](#))
- Non-School District Sponsors** purchasing meals from a school district:  
\_\_\_\_\_ Finalized Agreement/Contract ([template on SFSP website](#))