



SUMMER SPECIAL MILK PROGRAM Application Checklist

SPONSOR NAME: _____

- The Special Milk Program (SMP) application includes completing applicable items and documents. **All documents must be uploaded into WINS** use the [Adding Documents in WINS](#) resource for details.

All Sponsors - Complete/submit in WINS in the order listed:

- Sponsor application
- Site application(s)
- Milk Calendar for each site

All Sponsors - Complete/upload into WINS:

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

New Sponsors - Complete/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)

Returning Sponsors - Complete/upload into WINS (required if there are changes):

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

Complete if needed:

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