

SFSP 2012 ONLINE APPLICATION - Due May 15 or June 1

The deadline for completing the on line application and submitting the required checklist items is:

May 15 for sponsors that **request commodity food** and/or sponsors that **request an advance**
June 1 for sponsors **not requesting commodity food** or an advance

SFSP 2012 CHECKLIST ITEMS (Due May 15 or June 1 - see above)

FORM/INFORMATION in CD FOLDER Application	WHO MUST COMPLETE	WHAT TO SEND TO CHILD NUTRITION PROGRAMS
Eligibility Cover Sheet Open Sites	Sponsors with open sites	Completed and signed original
Media Release Information	ALL sponsors	Copy of each media release sent
Menu Planner Mon_Fri Menu Planner Sun_Sat	ALL sponsors (choose appropriate form)	Copy of one week of menus for the days you are operating and meals you are serving
Pricing Agreement	Only camp sponsors that charge separately for meals served to ineligible children	Signed original
Proof of Nonprofit Status	New sponsors that are Private Nonprofit organizations	Completed form and copy of 1986 IRS letter granting 501(c)(3) tax-exempt status
Sample Agreement for SFA to Provide Food Service	Sponsors that contract with a local school for meals	Copy of completed and signed agreement

Sample Letter to Department of Health	ALL sponsors	Copy of completed and signed letter
Staff Training Agenda	ALL sponsors who do not complete training by June 1	Copy of agenda for each training session to be conducted.
Contract with vendor (not on CD)— Contact Child Nutrition Programs for contract requirements.	Any sponsor contracting with a vendor to provide meals.	Copy of contract with Food Service Management Company

SFSP 2012 OTHER ITEMS and DEADLINES

FORM/INFORMATION and CD FOLDER LOCATION	WHO MUST COMPLETE	DEADLINE	WHAT TO SEND TO CHILD NUTRITION PROGRAMS
Staff Training Certification (in APPLICATION folder)	ALL SPONSORS must collect signatures of those who attended training. Training of all SFSP personnel (administrators, cooks, site supervisors, bookkeepers, etc.) must be conducted prior to the beginning of operations at any site.	Within one week of completing training	Copy of agenda for each training session and signatures of those attending
Eligibility Cover Sheet for Enrolled Sites	ALL SPONSORS OF ENROLLED SITES	Within one week of beginning date	Completed Cover Form <i>and Supporting Documentation for each enrolled site</i>
Eligibility Cover Sheet for Camp Sites	ALL SPONSORS OF CAMP SITES (residential and day camps) Note: Enter dates of all sessions on cover sheet and submit with first session documentation. After that, send only eligibility documentation	Within one week of beginning date of each camp session	Completed Cover Form with documentation for the first session. <i>For subsequent sessions send only supporting Documentation for each camp session at each site</i>

SFSP 2012 OTHER ITEMS and DEADLINES

FORM/INFORMATION and CD FOLDER LOCATION	WHO MUST COMPLETE	DEADLINE	WHAT TO SEND TO CHILD NUTRITION PROGRAMS
Request for Amendment to Application	ANY SPONSOR that needs to make a change in information in the on line application	As soon as the change needs to be made	Completed and signed form
Request for Field Trip Approval	ANY SPONSOR planning to take children off site for a meal	Prior to the date of the trip	Completed and signed form
Request for Meal Pattern Exception	ANY SPONSOR needing to use a different meal pattern (e.g., CACFP meal pattern instead of SFSP; exception due to religion or other circumstances; etc.	Prior to implementing an exception	Completed and signed form
Request for Unitized Meal Exception	ANY SPONSOR using a food service management company in a situation where unitized meals are not practical. (e.g., Bag lunches may not be the best way to serve meals when serving in a cafeteria.)	Prior to start of program operations	Completed and signed form