



Arizona Department of Education
Summer Food Service Program 2015
Seamless Application Checklist

Step 1: Decide which program, **Simplified** or **Seamless** you would like to operate then complete the corresponding forms for that program. All applicable SFSP Sponsor forms are located at <http://www.azed.gov/health-nutrition/cacfp/>.

Submit hard copy forms to the Arizona Department of Education's Summer Food Service Program at the following address:
 Arizona Department of Education, 1535 W. Jefferson, Bin #7 Phoenix, AZ 85007

The following documents are required if you are a Seamless Sponsor:

- | Sponsor | ADE | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Agreement and Conditions-Seamless Summer Feeding Option for NSLP Sponsors (submit 2 complete originals) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Submit a copy of a current audit or a current NSLP review |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Documentation of site eligibility |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Provide a description of how you will promote the availability of your Summer Food Service Program to the community. Submit copies of documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Copy of the Health Permit or Inspection (for all non-school sites) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Food Distribution Program Delivery Information form (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Caterer/Vendor Contract/FSMC Contract (if using caterer or Food Service Management Company) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Sponsor/ Non-Associated Site Agreement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Copy of current license (residential facilities only) |

When adding sites, please also submit:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Sponsor/Site Add/Change/Delete Form |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Add/Change Addendum |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Pre-operational Visit (new and problem sites) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Sponsor/Non-Associated Site Agreement |

Step 2: Once the paper documents are received, your SFSP Specialist will contact you to submit your site applications and sponsor application on the CNP Web.

Once your online application is complete and the Agreement and Conditions-Seamless Summer Feeding Option for NSLP Sponsors is signed by both parties (the Arizona Department of Education and you, the sponsoring agency), the HNS Office will mail one copy of the signed Agreement and Conditions to the School Food Authority Contact listed on the application.

Once your on-line application has been reviewed and approved, you will receive an Online Confirmation (via the CNP Web Program).

It is not until you receive approvals, (a signed Agreement and Conditions and CNP Web online approval) that you may begin claiming reimbursable meals served to children.

I _____, understand that the steps listed above must be completed before _____
 (Printed Name of Designated Official) (Name of Sponsoring Entity)

is approved for the Summer Food Service Program and that I will not be able to claim any meals that are served before official approval is given.

 Signature of Designated Official

 Date