



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

Step 1: Decide which checklist applies to you **Simplified** or **Seamless**. Complete and submit the forms on the appropriate checklist. 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 Simplified Sponsor:

- | Sponsor | ADE | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Sponsor Application |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Site Information Worksheet for each site |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 SFSP Vendor Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Sponsor Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Financial Viability Assessment (Private Non-Profits, only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Copy of tax-exemption 501(c)(3) letter from the IRS (Private or Public Non-Profit Organizations only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Documentation of site eligibility |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Copy of Current Audit or Current NSLP Review (Schools only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Copy of Training Certificate(s) (Private or Public Non-Profit Organizations only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Service Area Civil Rights Data Collection |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Civil Rights Pre-Award Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. U.S. Department of Agriculture Certification Regarding Debarment |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Certification Regarding Lobbying |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Copy of the Health Permit or Inspection (all non-school sites) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Policy Statement for free meals with Media Release |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Confirmation Policy Statement/Media Release was sent to media |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Food Distribution Program Delivery Information form (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Caterer/Vendor/FSMC Contract (if using caterer or Food Service Management Company) |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Documentation accounts are current with vendor/caterer (if applicable and for Private or Public Non-Profit Organizations only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Request for Proposal and Schedule for Bid Dates (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Food Service Agreement or NSLP Addendum for Schools (2 originals must be submitted, all pages of the Agreement) |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Sponsor/Site Add/Change/Delete Form (if new or applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Common Logon Permissions form for CNP Web/Common Logon (if new or applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Copy of W-9 (if new or applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Mandatory DUNS Reporting Number (if new or applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Pre-Operational Visit (new and problem sites) |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Sponsor/Non-Associated Site Agreement (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Copy of Current License (residential facilities only) |

Step 2: Once the paper application is approved, your SFSP Specialist will contact you to submit the following items via the CNP Web Program: Site Information Worksheet and Sponsor Application.

Once your online application is complete and the Food Service Agreement or Addendum 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 Food Service Agreement to the Sponsor Representative 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 Food Service Agreement 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.