



Arizona Department of Education

**2016 Summer Food Service Program Simplified Application Checklist
PUBLIC and PRIVATE NON-PROFIT ORGANIZATIONS**

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

Sponsor

ADE

1. [Sponsor Application](#)
2. [Site Information Worksheet](#) for each site
3. [SFSP Vendor Information Form](#)
4. [Sponsor Budget](#)
5. [Financial Viability Assessment](#) / [Board Confirmation Letter](#)
6. Copy of tax-exemption 501(c)(3) letter from the IRS
7. [Documentation of site eligibility](#)
8. Copy of Training Certificate(s)
9. [Service Area Civil Rights Data Collection](#)
10. [Civil Rights Pre-Award Compliance](#)
11. U.S. Department of Agriculture [Certification Regarding Debarment](#)
12. [Certification Regarding Lobbying](#)
13. Health Department: [Letter](#) / [Contact List](#)
14. Media Release: [Open Sites](#) / [Closed Enrolled and Camps](#)
15. [Sponsor/Non-Associated Site Agreement](#) (if applicable)
16. Copy of Current License (residential facilities only)
17. [Food Distribution Program Delivery Information](#) form (if applicable)
18. [Caterer/Vendor/FSMC Contract](#) (if using caterer or Food Service Management Company)
19. Documentation accounts are current with vendor/caterer (if applicable)

NEW Sponsors must also submit:

20. [Food Service Agreement](#) (2 originals must be submitted, send all pages of the Agreement)
21. [Sponsor/Site Add/Change/Delete Form](#)
22. [Common Logon Permissions form for SFSP CNP Web/Common Logon](#)
23. [Copy of W-9](#)
24. [Mandatory DUNS Reporting Number](#)

When adding NEW SITES also submit:

25. [Sponsor/Site Add/Change/Delete Form](#)
26. [Documentation of site eligibility](#)
27. [Pre-operational Visit](#)
28. [Sponsor/Non-Associated Site Agreement](#) (if applicable)

I, _____ understand the documents listed above must be submitted before
(Printed Name of Designated Official)

_____ is approved for the Summer Food Service Program and that I will
(Name of Sponsoring Entity)

not be able to claim any meals that are served before official approval is given.

Signature of Designated Official

Date