Arizona Department of Education

2016 Summer Food Service Program

Simplified SCHOOLS Application Checklist

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

Sponsor	ADE	
☐	☐	1. Sponsor Application
☐	☐	2. Site Information Worksheet for each site
☐	☐	3. SFSP Vendor Information Form
☐	☐	4. A current AFR, NSLP review or an independent audit
☐	☐	5. Documentation of site eligibility
☐	☐	6. Service Area Civil Rights Data Collection
☐	☐	7. Civil Rights Pre-Award Compliance
☐	☐	8. U.S. Department of Agriculture Certification Regarding Debarment
☐	☐	9. Certification Regarding Lobbying
☐	☐	10. Health Department: Letter / Contact List (for all non-school sites)
☐	☐	11. Media Release: Open Sites / Closed Enrolled and Camps
☐	☐	12. Sponsor/Non-Associated Site Agreement (for all non-school sites)
☐	☐	13. Copy of Current License (residential facilities only)
☐	☐	14. Food Distribution Program Delivery Information form (if applicable)
☐	☐	15. Caterer/Vendor/FSMC Contract (if using caterer or Food Service Management Company)

NEW Sponsors must also submit:

☐	☐	16. NSLP Addendum for Schools (2 originals must be submitted, all pages of the Addendum)
☐	☐	17. Sponsor/Site Add/Change/Delete Form
☐	☐	18. Common Logon Permissions form for SFSP CNP Web/Common Logon

When adding NEW SITES also submit:

☐	☐	19. Sponsor/Site Add/Change/Delete Form
☐	☐	20. Documentation of site eligibility
☐	☐	21. Pre-operational Visit (for non-school sites)
☐	☐	22. Sponsor/Non-Associated Site Agreement (for non-school sites)

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 not be
(Name of SFA or School Sponsor)

able to claim any meals that are served before official approval is given.

_____ _____
Signature of Designated Official Date

This institution is an equal opportunity provider.