



Arizona Department of Education
2016 Summer Food Service Program
Seamless Application Checklist

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

SPONSOR ADE

1. Provide a description of how you will promote the availability of your Summer Food Service Program to the community. Submit copies of ads, flyers, etc.
2. A current AFR, NSLP review, or independent audit
3. [Documentation of site eligibility](#)
4. County Health Department: [Letter](#) / [Contact List](#) (for all **non-school** sites)
5. [Sponsor/ Non-Associated Site Agreement](#) (if applicable)
6. Copy of current license (residential facilities only)
7. [Food Distribution Program Delivery Information form](#) (if applicable)
8. [Caterer/Vendor Contract/FSMC Contract](#) (if using caterer or Food Service Management Company)

NEW Sponsors must also submit:

9. [Agreement and Conditions-Seamless Summer Feeding Option for NSLP Sponsors](#) (submit 2 complete originals)
10. [Sponsor/Site Add/Change/Delete Form](#)
11. [Common Logon Permissions form for SFSP CNP Web/Common Logon](#)

When adding NEW SITES also submit:

12. [Sponsor/Site Add/Change/Delete Form](#)
13. [Documentation of site eligibility](#)
14. [Pre-operational Visit](#) (for non-school sites)
15. [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
(Name of SFA/School Sponsor)

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

Signature of Designated Official

Date

Revised 1/2016