



**Arizona Department of Education  
Health and Nutrition Services  
Program Year 2022 Renewal Checklist for the Summer Food Service Program**

This checklist is intended to assist Community Organization (COs) and School Food Authorities (SFAs) applying to operate the Summer Food Service Program during summer of 2022. Additional information may be needed if there have been changes in your program operations. For more information, please review the following memorandum - HNS 04-2022: Serving Meals During Summer Months in 2022.

<p align="center"><b>USDA Foods in Schools (optional)</b></p>	<p><b>Establishing Participating during SFSP:</b> Entities will need to activate their myFOODS account for SFSP operations.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the “Entities with an Established myFOODS Account” section and if applicable “Delivery Sites” section of the <a href="#">myFOODS/FFAVORS Delivery and Contact Form</a>. Send form to <a href="mailto:ContactHNS@azed.gov">ContactHNS@azed.gov</a>.</li> <li><input type="checkbox"/> Log into myFOODS under the tab “Contacts”. Click “Edit”. Enter current contact information. Click “Update”. Users must click update even if no changes were made.</li> <li><input type="checkbox"/> Log into myFOODS under the tab “Delivery Sites”. Click “Edit”. Review delivery sites that will be used for SFSP operations. The sites listed in myFOODS will be the same sites listed in FFAVORS. Click “Update”.</li> </ul> <p><b>New USDA Foods in Schools?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <a href="#">myFOODS/FFAVORS Delivery and Contact Form</a> and follow the instructions for entities new to USDA Foods in Schools. Send the completed form to <a href="mailto:ContactHNS@azed.gov">ContactHNS@azed.gov</a>. After the form is submitted, HNS will contact you with additional information for activating the account and user permissions.</li> </ul>
<p align="center"><b>Management Plan &amp; Budget</b></p>	<p>SFAs and COs must complete a management plan in the CNP Management Plans and Budgets system. Additionally, COs are required to submit a budget to project anticipated program reimbursements and costs.</p> <ul style="list-style-type: none"> <li>o Available Resource: <a href="#">Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget for the Summer Food Service Program</a></li> </ul> <p><b>Sponsor Information Page:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unique Entity Identifier (UEI): the UEI is the official name of the “new, non-proprietary identifier” that will replace the D-U-N-S® number. To look-up your UEI, please visit <a href="https://sam.gov/content/duns-uei">sam.gov/content/duns-uei</a></li> <li><input type="checkbox"/> If you request an advance, you must submit <a href="#">proof of staff training</a> via email to your HNS Specialist.</li> <li><input type="checkbox"/> Contract for Vended Meals (<a href="#">Checklist</a>) (<a href="#">Template Contract</a>) email to <a href="mailto:Contracts@azed.gov">Contracts@azed.gov</a>.</li> <li><input type="checkbox"/> If you indicated that you would like to receive USDA Foods, you must upload a copy of the <a href="#">myFOODS/FFAVORS Delivery and Contact Form</a> that was submitted to <a href="mailto:ContactHNS@azed.gov">ContactHNS@azed.gov</a>.</li> <li><input type="checkbox"/> Brochures and/or Pamphlets that describe the Organization's year-round services <i>Required for COs only. SFAs may submit any upload.</i></li> <li><input type="checkbox"/> Annually Required Training Certificates:             <ul style="list-style-type: none"> <li>o <a href="#">Civil Rights Compliance in the Child Nutrition Programs</a> <i>Required for SFAs and COs.</i></li> <li>o <a href="#">Orientation to Serving Summer Meals</a> <i>Required for COs only.</i></li> </ul> </li> <li><input type="checkbox"/> Media Release (<a href="#">Open Sites</a>) (<a href="#">Closed Sites and Camps</a>) <i>Required for private non-profits only. SFAs and public non-profits are exempt and may submit any upload.</i></li> <li><input type="checkbox"/> <a href="#">Health Department Letters</a> <i>Required for non-school sites only. COs and SFAs who operate at community sites must submit a letter to the local health department.</i></li> </ul>

	<p><b>Site Information Page(s):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Eligibility and Eligibility Documentation (Available Resource: <a href="#">How to Determine &amp; Document Site Eligibility for Summer Meal Service</a>)</li> <li><input type="checkbox"/> Meal Participation - Number of Operating Days and Number of Meals Served Daily: <i>For COs, the figures inputted here are used to calculate anticipated reimbursement for summer operations. If it is unreasonable, it will be difficult to build an accurate budget.</i></li> <li><input type="checkbox"/> Civil Rights Data Collection (Available Resource: <a href="#">How to Complete the Civil Rights Data Collection</a>)</li> <li><input type="checkbox"/> <a href="#">Pre-Operational Site Visit</a> Required for all new sites and sites that had operational issues last PY.</li> <li><input type="checkbox"/> <a href="#">Non-Associated Site Agreement</a> required for sites that are not directly affiliated to the sponsoring entity.</li> </ul> <p><b>Administrative Capability:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training: All staff must be trained on all required SFSP topics and Civil Rights topics each program year, prior to assuming SFSP duties (after 10/1/21, before first date of operation).</li> </ul> <p><b>Financial Viability:</b> The entire Financial Viability page must be completed annually. Information you will need includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Publicly Funded Programs and Projected Revenue Sources</li> <li><input type="checkbox"/> Responsible Principals and Board Information, including upcoming board meeting dates</li> <li><input type="checkbox"/> Internal Controls, Financial Recordkeeping, and Conflicts of Interest</li> <li><input type="checkbox"/> An independent audit, IRS Form 990, AFR, or Profit &amp; Loss Statement dated within the last 12 months</li> <li><input type="checkbox"/> Last 3 Board Meeting minutes and List of Board Members</li> <li><input type="checkbox"/> Satisfaction of Liens/Judgements/Bankruptcies <i>if applicable</i></li> </ul> <p><b>Budget:</b> Community organizations are required to submit a budget. SFAs are exempt. Projected expenses and reimbursement should be calculated based on the PY21 summer reimbursement (found in the Claims section of CNPWeb), factoring in changes that affect reimbursement and costs, such as changes in participation, operating dates, food and supplies costs, inflation, etc.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Optional Tool: <a href="#">SFSP Budget Estimator</a></li> </ul>
<p style="text-align: center;"><b>CNPWeb Applications</b></p>	<p>Once the Management Plan and Budget are approved, submit Site and Sponsor Applications in the CNPWeb.</p> <ul style="list-style-type: none"> <li>○ Available Resources: <a href="#">Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program</a></li> </ul>
<p style="text-align: center;"><b>Camps Only</b></p>	<p>Camps charging separately for meals must keep the following information on file:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A statement that eligibility standards conform to the USDA family size and income standards for reduced-price meals.</li> <li><input type="checkbox"/> A description of the method(s) used to accept applications from families for program meals. The method(s) must ensure households are allowed to apply on behalf of children who are household members receiving SNAP, FDPIR or TANF benefits and are categorically eligible.</li> <li><input type="checkbox"/> A description of the method used to collect payments from children who pay the full price of the meal while preventing overt identification of children receiving a free meal.</li> <li><input type="checkbox"/> An assurance the camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. •An assurance that, if a family requests a hearing, the child shall continue to receive free meals until a decision is rendered.</li> <li><input type="checkbox"/> An assurance that there will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity.</li> </ul>