



Sponsor Pre-Approval Form

Sponsor:	
CTD:	Site Types: <input type="checkbox"/> Open <input type="checkbox"/> Closed Enrolled <input type="checkbox"/> Camp
Date of Visit:	Number of Sites:
Contact/Title:	

STAFFING/TRAINING

Is there a staff person(s) in the following positions:	
Director/Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Supervisor(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monitor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Staff	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is staffing adequate for the number of children participating in the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are the Monitor and the Site Supervisor separate people? <i>(Monitor cannot be the Site Supervisor.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Has adequate training been conducted and documented for each staff person? <i>(Please use the training checklist to ensure all training has been conducted.)</i> If training has not yet been completed, document date that it is scheduled:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ELIGIBILITY

Was eligibility determined for each site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how eligibility was determined:	

<p>If sponsor is operating a <i>closed enrolled site</i>, are participants involved in other programs that are not an accredited summer school? <i>(If serving summer school children only, sponsor CANNOT participate in the SFSP and must claim meals through NSLP.)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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OUTREACH

Describe the outreach that the sponsor has conducted:

If sponsor has not started outreach, please describe a future outreach plan:

RECORDKEEPING/REPORTING

<p>Does the sponsor have systems in place to document the following costs: Administrative and Operational Labor, Administrative Supplies, Food Supplies, Non-Food Supplies, Food, Marketing and Outreach Supplies?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Describe the systems in place:

<p>Does the sponsor know that recordkeeping forms are available on the website? (http://www.azed.gov/hns/sfsp/sfspforms/)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Is a system in place to keep accurate meal count records? (<i>Meal Count Summary, Excel Spreadsheet, etc.</i>)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Does sponsor understand the budget process and how claims are completed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Are production records available? Does staff understand how to complete a production record?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p>Are sanitation/health certificates or kitchen permits on file for the caterer or central kitchen?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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FOOD SERVICE

Describe how the sponsor will take meal counts at the point of service:

Vended/Central Kitchen: Will meals be delivered within one hour of meal service? Yes No

Vended/Central Kitchen: Are there adequate holding facilities available at the site? If not, describe how the sponsor will ensure that proper temperatures are maintained: Yes No

If catered/vended, does sponsor understand that they may only claim meals given to children and that the delivery counts may not be used? Yes No

CIVIL RIGHTS

Is access to the program nondiscriminatory with regard to age, sex, disability, race, color, or national origin? Yes No

Is the sponsor aware of the Racial Ethnic Data form? Does the sponsor understand how to complete it? Yes No

Are procedures in place to receive complaints alleging discrimination? Yes No

PROCUREMENT

Are the sponsor's purchasing procedures within guidelines? Yes No

Describe the method of procurement used for obtaining services – i.e. small, micro, etc.:

SITE

If the sponsor is operating an open site, is it apparent that outreach has been conducted? Yes No

Is site location easily accessible to all children in the community? Yes No

What is the estimated number of students served for this site:

Are posters displayed at all sites in prominent places of the food service area? Yes No

Does the site appear to be safe and able to accommodate the Average Daily Participation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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RURAL/ NON-CONGREGATE FEEDING

Is the site designated rural? Have they provided supporting documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the sponsor participating in conditional rural? If so, has the sponsor established eligibility for those they plan to serve? If the sponsor has not completed the process, provide an anticipated completion date:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Describe how the sponsor will be determining eligibility, if not yet determined (meal applications, school data):

Is the site operating non-congregate feeding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If so, describe the non-congregate procedure, including how to prevent serving duplicate meals:

Is the site offering multi-day meals? If so, have they completed and provided a plan for the meal service requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Describe the plan for meeting meal service requirements:
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Is the site offering bulk meals? If so, are they aware that parent consent forms are needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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OTHER

Describe any additional technical assistance provided (if applicable):
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HNS Program Specialist Name

Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

*mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*

fax: (833) 256-1665; or (202) 690-7442

email: program.intake@usda.gov.

This institution is an equal opportunity provider.