

SFSP APPLICATION INSTRUCTIONS

Application must be Completed and Submitted to the State Agency (SA) by April 30 (sites may be added later if needed)

BEFORE starting the on-line Application, located on the Single Sign-on, submit the following documents to the (SA):

E-mail: Franza.Schrader@sde.ok.gov Fax Number: 405-521-2239

1. Certificate of Authority (if new or changed from last year)
2. Electronic Funds Transfer with canceled check (if new or changed from last year)
3. 501 (3) C for non-profits (not required of churches or SFA)
4. DUNS # documentation with current date
5. VCA (not required of SFA, Public or Tribal Governments)

On **COMPLETION** of the on-line application submit the following documents:

1. Training Certification Statement
2. Eligibility certification for each site
3. Written agreement with site personnel (apartment manager, church pastor, park and recreation department, etc.) giving permission to your organization to operate the SFSP at that location
4. Agreement with Food Service Management Company (if applicable)
5. 4-week Cycle Menu
6. Audit (if required)
7. Application Addendum (Submission of the **APPLICATION ADDENDUM** to the SA signifies that the SFSP Application is complete and ready for review by the SA.)

AFTER the Application Addendum has been received by the SA:

- A. The application will be reviewed and an **e-mail** will be sent if changes are needed or if more explanation or further documentation is required.
- B. Notice of Application Approval will be e-mailed to you with instructions on how to print the Media Release
- C. Send to the SA proof of submission of **Media Release** to the local newspaper and/or other media and to the local Health Department.
- D. Send in **samples of community outreach** items your organization will be using, such as pictures of posters, copies of flyers, newsletters, school announcements, social media announcements, etc.

Be sure to use the current **Civil Rights Statement** on all material that is given out to the public.