



PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: APPLICATION


OSDE Child Nutrition Programs
www.sde.ok.gov/summerfood

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OBJECTIVES


- Applying to be an SFSP Sponsor
- VCA (Viable, Capable, Accountable) Checklist for Non-Profits
- How applications are approved
- What happens if an application is denied
- Permanent sponsor agreement
- What a sponsor may appeal
- Planning checklist

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APPLICATION REQUIREMENTS

- One time submission
- Paper forms
- Online forms
- Completed Application must be submitted by April 30th
- Incomplete applications

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APPLICATION REQUIREMENTS CONTINUED

- Application Materials must demonstrate adequate administrative and financial responsibility
- SA can deny the applications or require more additional evidence of financial and administrative responsibility
- All non-profits are required to submit an initial VCA Checklist.

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APPLICATION REQUIREMENTS CONTINUED

- To participate in the SFSP, sponsors must enter into a permanent program agreement with the SA
- The agreement specifies the rights and responsibilities of both the sponsor and the SA
- SFSP sponsors operating under a permanent agreement must submit renewal information annually for SA approval

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APPLICATION REQUIREMENTS CONTINUED

- State Agency-Sponsor Agreement
- A Sponsor must abide by the terms of the SFSP Agreement

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APPLICATION REQUIREMENTS CONTINUED

Applicants **must also submit:**

- **If private nonprofit:** Tax-exempt status code from the IRS. **Note:** Churches are not required to submit Federal tax-exempt documentation.
- **W-9 form**
- **UEI Number (formerly known as DUNS)**
Two ways to obtain
 1. Phone – call toll free at 1-866-606-8220
 2. Online – www.sam.gov

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APPLICATION REQUIREMENTS CONTINUED

- **Free Meal Policy Statement**
- **Camps that charge separately for meals**
- **Site Eligibility**
- **Sample One Month Menu**



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APPLICATION REQUIREMENTS CONTINUED

An example of the media release can be found under recordkeeping forms at the website: www.sde.ok.gov/summerfood

Media Release **must on sponsor letterhead and contain:**

- Nondiscrimination policy
- Complaint procedures
- Announcing the availability of free meals

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APPLICATION REQUIREMENTS CONTINUED

Sponsors Using A Food Service Management Company

- Copy of Request for Proposal
- Submit plans for advertisement of bids
- Sponsors that use an SFA must submit a copy of the vended agreement

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APPLICATION REQUIREMENTS CONTINUED

All Sponsors must certify:

- Training program
 - Topics and Location
 - Personnel

If the sponsor is a government entity or non-profit organization

- Direct operational control at each site

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APPLICATION REQUIREMENTS CONTINUED

SFSP Application consists of:

- Sponsor Application
- Site Application
- Application Addendum

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SUBMITTING APPLICATION

Deadline:

April 30th



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REVIEW OF APPLICATIONS

- Review by SA
- Applicants will be notified within 30 days of receiving a completed application of its approval or disapproval
- Applicants will be notified within 15 days if the application is incomplete
- Sponsors and sites must be approved prior to the start of meal service



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RENEWAL

Required annually with budget




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CHECKLIST

Planning checklist available on the webpage at: www.sde.ok.gov/summerfood under "Recordkeeping Forms"




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Questions?


Contact the State Agency at 405-521-3327
sfsp@sde.ok.gov

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NONDISCRIMINATION STATEMENT

This institution is an equal opportunity provider.

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