

SFSP APPLICATION INSTRUCTIONS

The SFSP Application must be completed and submitted to the State Agency (SA) by *April 30th* each year (sites may be added later if needed).

BEFORE starting the on-line Application, you must submit the following documents to the (SA):

E-mail: Dee.Houston@sde.ok.gov or sfsp@sde.ok.gov Fax Number: 405-521-2239

1. Certificate of Authority (if new employee needing access to SFSP application)
2. Exempt Payee – EFT Direct-Deposit Enrollment Form (if new or different bank info)
3. 501(c)(3) for non-profits (not required of churches or SFAs)
4. UEI documentation with current expiration date from SAM.gov
5. VCA (not required of SFAs, Public or Tribal Governments)

Upon COMPLETION of the on-line application, you must submit the following documents:

1. Training Certification Statement
2. Eligibility certification for each site
3. Site type (congregate or non-congregate), and (open, restricted open or closed enrolled)
4. 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 (if applicable)
5. Agreement with Food Service Management Company (if applicable)
6. Detailed 4-week Cycle Menu
7. Audit (if required)
8. Application Addendum

AFTER the Application Addendum and all required documents have been received by the SA:

- A. The application will be reviewed and an **e-mail** will be sent if there are corrections to be made, if more explanation is needed 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 and/or social media announcements, etc.

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