



Arizona Department of Education
Summer Food Service Program
 Sponsor Application Process Statement

Step 1: Sponsors of the Summer Food Service Program **must register** and attend a SFSP training.

Step 2: Decide which program, **Simplified** or **Seamless**; you would like to operate then complete the corresponding forms for that program. All applicable SFSP Sponsor forms are located at <http://www.azsummerfood.gov>. Please print the necessary forms for your program. (Identified below.)

The following hard copy forms must be submitted to the Arizona Department of Education's Summer Food Service Program at the following address: Arizona Department of Education, 1535 W. Jefferson, Bin #7 Phoenix, AZ 85007

Documents 1 - 6 are required. Documents 7 – 15 are required if you are a new sponsor:

- | | | |
|--------------------------|--------------------------|---|
| Sponsor | ADE | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. SFSP Sponsor Application Process Statement |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. SFSP Sponsor Paper Application and Budget (Simplified only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. SFSP Paper Site Application (Simplified only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Program Policies & Procedures: Recordkeeping; Monitoring; Claiming |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Applicable Job Descriptions |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Copy of Training Certificate(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Food Service Agreement (2 originals must be submitted, all 21 pages of the Agreement) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Free and Reduced-Price Policy Statement (2 originals must be submitted) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Certification Regarding Lobbying |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Child Nutrition Programs Civil Rights Pre-Award Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. State of Arizona Substitute W-9 Form (needed in order to be added to the accounting system) |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. U.S. Department of Agriculture Certification Regarding Debarment |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Mandatory Reporting of DUNS Number |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Common Logon Permissions form for CNP Web/Common Logon |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Add/Change/Delete Health and Nutrition Entity Data Form |

Documents 16-26 are required if they apply to your organization:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Seamless Agreement (required only for Seamless Sponsors, must be signed by designated official) |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Public Release (Required for all open sites) |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Public Release for Closed Enrolled & Camp Sites |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Template form for Health Department Notification |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Health Certificate/Letter (Either a health certificate showing that the health department is aware that food is served at that location or a letter to the health dept. informing them of the sponsors participation in the program and that meals will be served at the locations. This is required for all non-school sites .) |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Agreement to Furnish Food Service for the Summer Food Service Program Between the Sponsor and Non-Associated Site |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. For Private or Public Non-Profit Organizations Only: Copy of tax-exemption 501(c)(3) letter from the IRS |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. For Residential Facilities Only: Copy of current license for each site(s) participating in the program |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Caterer/Vendor Contract (if using caterer) |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Food Service Management Company Contract/Addendum/Renewal |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Food Distribution Program Delivery Information form |

Step 3: Once the paper application is approved, your SFSP Specialist will contact you to submit the following items via the CNP Web Program: Site Application Information Page and Sponsor Application Information Page.

Once your online application is complete and the Food Service Agreement is signed by both parties (the Arizona Department of Education and you, the sponsoring agency), the HNS Office will mail one copy of the signed Food Service Agreement to the School Food Authority Contact listed on the application.

Once your on-line application has been reviewed and approved, you will receive an Online Confirmation (via the CNP Web Program).

It is not until you receive approvals, (a signed Food Service Agreement and CNPWeb online approval) that you may begin claiming reimbursable meals served to children.

I _____, understand that the steps listed above must be completed before _____
 (Printed Name of Designated Official) (Name of Sponsoring Entity)

is approved for the Summer Food Service Program and that I will not be able to claim any meals that are served before official approval is given.

 Signature of Designated Official

 Date