



**Arizona Department of Education  
Summer Food Service Program  
Seamless Application Checklist**

**Step 1:** Sponsors of the Summer Food Service Program are strongly encouraged to attend a SFSP training.

**Step 2:** Decide which program, **Simplified New, Simplified Renewal** 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

The following documents are required if you are a Seamless Sponsor:

- | <b>Sponsor</b>           | <b>ADE</b>               |                                                                                                          |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Public Release (Required for all open sites; camps and closed enrolled sites have a separate release) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Free and Reduce Price Policy Statement                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Sponsor/ Non-Associated Site Agreement (if applicable)                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Seamless Agreement (if applicable)                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Food Distribution Program Delivery Information form (if applicable)                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Caterer/Vendor Contract (if applicable)                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Documentation accounts are current with vendor/caterer (if applicable)                                |

When adding sites, please also submit:

- |                          |                          |                                           |
|--------------------------|--------------------------|-------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Sponsor/Site Add/Change/Delete Form    |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Add/Change Addendum                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Pre-approval Visit                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Sponsor/Non-Associated Site Agreement |

**Step 3:** Once the paper documents are received, 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 CNP Web 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