



Arizona Department of Education  
**Summer Food Service Program**  
**Simplified New Application Checklist**

**Step 1:** Sponsors of the Summer Food Service Program **must register** and 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 Simplified New Sponsor:**

- | Sponsor                  | ADE                      |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Sponsor Application & Budget Spreadsheet   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 3 months of recent bank statements   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Copy of Training Certificate(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Service Area Civil Rights Data Collection  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. U.S. Department of Agriculture Certification Regarding Debarment   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Certification Regarding Lobbying   |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Health Certificate/Letter (Health certificate showing that the health department is aware 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 <b>all non-school sites.</b> ) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Public Release (Required for all open sites; closed enrolled sites and camps have a separate release)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Food Distribution Program Delivery Information form (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Free and Reduced-Price Policy Statement (2 originals must be submitted)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Caterer/Vendor Contract (if using caterer)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Documentation accounts are current with vendor/caterer (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Sponsor/Site Add/Change/Delete Form   |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Pre-Approval visit (if adding a new site)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Sponsor/Non-Associated Site Agreement (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. NYSP Certification (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Migrant Certification (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Local, municipal, county or state government certification (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. <b>For Private or Public Non-Profit Organizations Only:</b> Copy of tax-exemption 501(c)(3) letter from the IRS   |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Request for Proposal and schedule for bid dates (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Food Service Agreement (2 originals must be submitted, all 21pages of the Agreement)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Common Logon Permissions form for CNP Web/Common Logon  |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Copy of W-9   |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Mandatory DUNS Reporting Number   |

**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 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.