II. APPLICATION REQUIREMENTS
SFSP RETURNER REQUIREMENTS

• CHECKLIST
• NEW PERMANENT AGREEMENT
• CERTIFICATION STATEMENT FORM
• PRE-INSPECTION FORM FOR EACH SITE
• MEDIA RELEASE (UPON APPROVAL)
• BUDGET PLANNING SHEET
• COMPENSATION PLAN
• FOOD PREPARATION:
  • SELF PREP
    • MENUS, HEALTH INSPECTION REPORT
  • VENDING
    • MENUS, HEALTH INSPECTION REPORT, CONTRACT
• ON-LINE APPLICATION
  • SPONSOR APPLICATION
  • FACILITY APPLICATION (SIMILAR TO SITE DOCUMENT)
  • BUDGET APPLICATION
SCHOOLS

• CHECKLIST
• NEW PERMANENT AGREEMENT
• CERTIFICATION STATEMENT FORM
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• MEDIA RELEASE (UPON APPROVAL)
• BUDGET PLANNING SHEET
• COMPENSATION PLAN
• FOOD PREPARATION:
  • MENUS
  • HEALTH INSPECTION
• ON-LINE APPLICATION
  • SPONSOR APPLICATION
  • FACILITY APPLICATION (SIMILAR TO SITE DOCUMENT)
  • BUDGET APPLICATION
# NEW SPONSOR APPLICATION

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<td>1.</td>
<td>CHECKLIST</td>
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<td>PRE-INSPECTION FORM</td>
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<td>3.</td>
<td>STAARS SUBSTITUTE W-9 FORM</td>
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<td>4.</td>
<td>501(C)3 [NON-PROFIT AGENCIES]</td>
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<td>APPEAL PROCEDURES RECEIPT FORM</td>
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<td>6.</td>
<td>CERTIFICATION STATEMENT FORM</td>
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<td>BUDGET PLANNING SHEET</td>
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<td>COMPENSATION PLAN</td>
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<td>E-VERIFY CERTIFICATE FORM</td>
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<td>11.</td>
<td>FOOD SERVICE CONTRACT (IF APPLICABLE)</td>
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<td>DUNS</td>
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<td>13.</td>
<td>COPY OF FILED ARTICLES OF INCORPORATION/ARTICLES OF ORGANIZATION/FEDERAL, STATE, OR, LOCAL GOVERNMENTAL DOCUMENT</td>
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<td>14.</td>
<td>BOARD MEETING MINUTES</td>
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<td>15.</td>
<td>PERMANENT AGREEMENT (WILL SIGN AT SITE VISIT)</td>
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<td>16.</td>
<td>ETHNIC/RACIAL DATA FORM</td>
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<td>17.</td>
<td>COPY OF LAST TWO BANK STATEMENTS OR MOST RECENTLY FILED INCOME TAX RETURN</td>
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<td>18.</td>
<td>AUDIT REPORT (IF APPLICABLE)</td>
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ON-SITE VISIT

- REVIEW ON-LINE APPLICATION
  - SPONSOR APP
  - FACILITY APP
  - BUDGET APP
- ONE-ON-ONE PROGRAM TRAINING
- SIGN AGREEMENT
INELIGIBILITY FOR PUBLICLY FUNDED PROGRAMS

MUST NOT BE ON THE NATIONAL DISQUALIFIED LIST
MUST DEMONSTRATE

• FINANCIAL VIABILITY
  • FINANCIAL RESOURCES TO OPERATE PROGRAM
  • BUDGET
• ADMINISTRATIVE CAPABILITY
  • ADEQUATE NUMBER OF STAFF
• PROGRAM ACCOUNTABILITY
  • FINANCIAL SYSTEM
  • MAINTAIN RECORDS
  • COMPLY WITH PROGRAM REQUIREMENTS
STATE AGENCY

• WILL REVIEW PAPERWORK

• WILL CONDUCT SITE VISITS TO ALL NEW SPONSORS

• WILL BE AVAILABLE FOR QUESTIONS VIA E-MAIL OR PHONE DURING THE ENTIRE APPLICATION PROCESS
YEARLY SPONSOR REQUIREMENTS

• ATTEND TRAINING
• UPDATE ANY CHANGES TO SPONSOR INFORMATION
• UPDATE ON-LINE APPLICATION
• UPDATE ELIGIBILITY EVERY FIVE YEARS
TO BE APPROVED FOR PARTICIPATION

ALL OF THE FOLLOWING MUST TAKE PLACE:

• PARTICIPATE IN TRAINING
• **ALL** PAPER DOCUMENTATION MUST BE SUBMITTED
• ONLINE APPLICATION MUST BE COMPLETED
• ON-SITE VISIT CONDUCTED