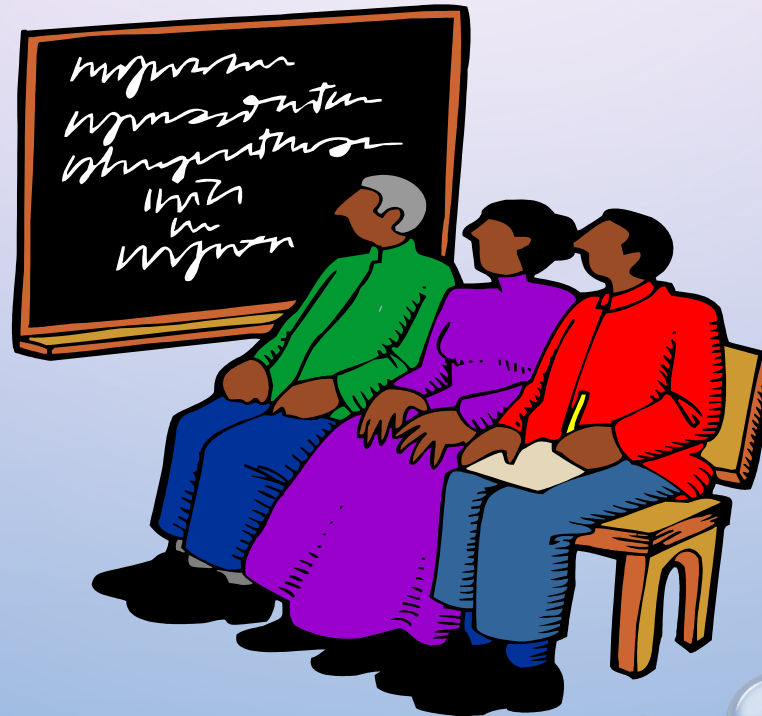


II. APPLICATION REQUIREMENTS



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
- PRE-INSPECTION FORM FOR EACH SITE
- 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

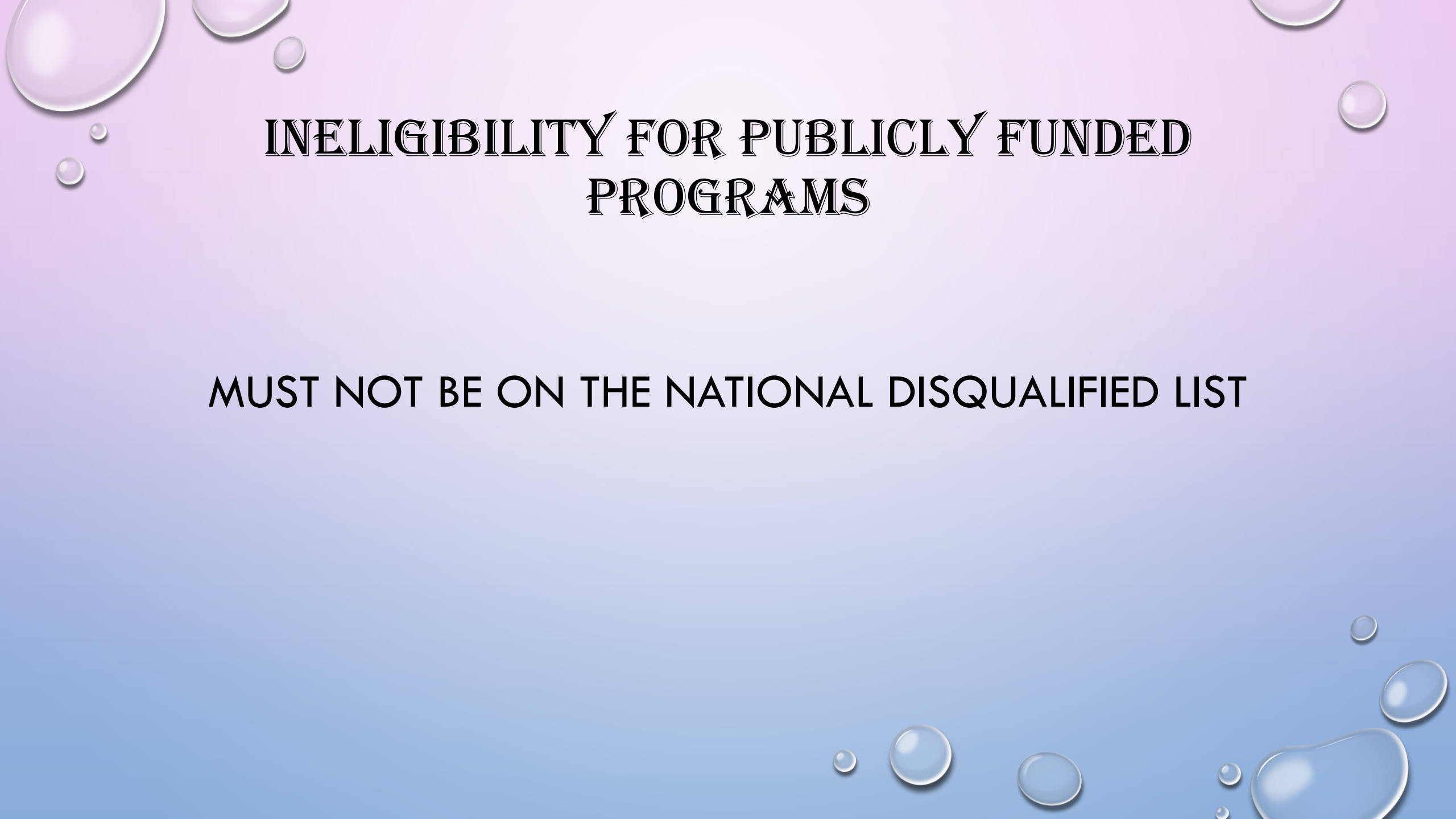


NEW SPONSOR APPLICATION

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

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