

New SFSP Sponsor from Existing CNP Program

Sponsor Application Checklist
Summer Food Service Program

Check all that apply:

NSLP _____

CACFP _____

- Permanent Agreement **FNS -80**
- Statement of Authority/Signature **SFSP - 13**
- Certification Regarding Participation in Other Publicly Funded Programs **SFSP-20**
- Free Meal Policy Statement **SFSP-11**
- Copy of letter being sent to local health department: or use **prototype letter SFSP 12**
 - Include site location and meal service times
- Public Statement on Non Discrimination Media Release
 - **SFSP-10** (Open and Migrant Sites) OR **SFSP-10A** (Closed Enrolled Sites and Camps)
- Training Documentation

FOOD PREPARATION FORMS:

- Self-Preparation sponsor submit the following:
 - Form SFSP 14
 - Kitchen Health inspection report (excludes SFA)
- Vended sponsor submit the following:
 - Production Kitchen Health inspection report
 - SFSP -15 & SFSP – 14 vending with an SFA
 - SFSP -17 vending with FSMC

Invitation for Bid and Contract **FNS-688**

Original copy of FNS-688

- | | |
|-----------------------------------|--|
| 1. Copy of proposed bid | 5. Performance Bond |
| 2. Copy of newspaper announcement | 6. Copy of Bid Schedule |
| 3. Cycle menus | 7. Copy of all bids/letters of rejection |
| 4. Bid bond | 8. Kitchen health inspection report |

If Applicable submit the following:

- Copy of Rental Agreements or contract for Services (if applicable)
- Commodity Agreement & Commodity Request Form (if requesting commodities)

All SFSP Forms can be downloaded from the ALSDE.EDU website.

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KEEP THE FOLLOWING DOCUMENTS ON FILE

1. Copy of letter to Health Department or SFSP- 12
2. Invoices and receipts of food purchases
3. Cycle Menus
4. Site Monitoring Forms
5. Staff training documentation to include:
 - a. Agenda should include civil rights training
 - b. SFSP staff sign – in sheet
6. Site labor records
7. Milk and Food receipts and (Milk donation form if applicable)
8. Purchased supplies and services receipts

For Vended Sites:

1. Meal delivery tickets

Contact Information:

334-694-4659

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