

**ALSDE Summer Food Service Program  
Returning Sponsor Application Checklist**

Sponsor Type (Check all that apply)

SFSP \_\_\_\_\_

CACFP \_\_\_\_\_

NSLP \_\_\_\_\_

- SFSP-20** Certification Regarding Participation in Other Publicly Funded Programs Form
- SFSP-11** Free Meal Policy Statement Form
- Copy of letter being sent to local health department or use form **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)
- SFSP 01-** Financial Summary Form
- Training **webinar form**
- Waiver Requests Annual Attestation Statement** (if applying for any of the waivers listed below)
  - To request OVS for Meal Service (not applicable to School Systems).
  - To waive Mealtime Restrictions between meals.
  - To request to use Area Eligibility for closed enrolled sites.
  - To waive the first week site monitoring for returning sites with no problems.
- Self-Preparation sponsor submit the following:
  - Kitchen Health Inspection report (excluding sponsors already operating NSLP)
  - SFSP 14 (cycle menus)
- Vended Sponsor using SFA (School Food Authority) submit the following:
  - Form SFSP-15
  - Form SFSP - 14
  - Vended Kitchen Health Inspection report
- Vended Site using FSMC submit the following:
  - Vended Kitchen Health Inspection report
  - Form SFSP -17
- Invitation for Bid and Contract **FNS-688** (access form at alsde.edu)  
Original copy of FNS-688

**If Applicable submit the following:**

- SFSP -13** Statement of Authority/Signature(submit if Supt, Rep., has changed from previous year)
- Copy of Rental Agreements or contract for Services
- Commodity Agreement & Commodity Request Form (if applicable )

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
2. Invoices and receipts documenting 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:**

**Phone: 334-694-4659**