

New School SFSP Sponsor Checklist:

(Use this checklist to upload all necessary documents in the LINQ online application)

For Public, Charter, and Private Schools

Organization Name: _____ Date: _____

- Annual SFSP Sponsor Training Attestation Certificate
- *Approved Waivers, if applicable
- Board Minutes on Letterhead Approving Program Participation
- Certification of Compliance with Beason-Hammon Alabama Taxpayer and Citizen Protection Act
- Certification Statements-Ineligibility and Criminal Convictions (SFSP-3)
- Civil Rights Procedures
- Employee Handbook (required if requesting operational and/or administrative salaries are paid from SFSP)
- *Consent Form for Home Delivery, if applicable
- *Contract – Food Service Management Company (SFSP-12)
- *Contracts, if applicable
- E-Verify MOU Signature Page
- *Farm to Summer Submission Form (SFSP-24), if applicable
- Federal Identification Number (FEIN)
- Financial Viability Documentation
- Submit one** of the following:
 1. Single audit report
 2. Three most recent bank statements
 3. Annual Financial Report
- Food Safety Plan (HACCP Manual)
- Health Department Letter (SFSP-9) pages 1 and 2 – letter sent to local health department listing site locations, dates of operation, and meal service times.
- *Indirect Cost Plan, if applicable
- *Income Eligibility Forms and Notice to Households of Approval/Denial of Benefits (Meal application and household letters -SFSP-25), if applicable
- Menus (SFSP-10)- Provide 2 weeks of menus.
- *Miscellaneous
 1. Health Inspection Report for Central or Production Kitchen, if applicable
 2. Food Permit for Central Kitchen or Production Kitchen, if applicable
 3. Alabama Department of Public Health Letter – document from the local health department stating selected SFSP sites are not required to be permitted by the health department.
- *MOA with School Food Authority (SFSP-11), if applicable
- Free Meal Policy (SFSP-5)

- Organizational Chart (SFSP-6)
- SFSP Permanent Agreement Addendum
- *Permanent Agreement for Unaffiliated Sites (SFSP-2), if applicable
- *Plate Cost Analysis Documentation, if applicable
- Procurement Plan and Documentation
- Public Release for Media
 1. Public Release for Open, Migrant, & Rural Non-Congregate Sites (SFSP-7), if applicable
 2. Public Release for Enrolled & Camp Sites (SFSP-8), if applicable
- Receipt of Appeal Procedures
- *Tax Status Documentation (501(c)(3) or IRS letter), if applicable
- Unique Entity Identifier (UEI) – Reference information
- STAARS, if applicable

*Item not required for submittal or approval

Recordkeeping & Management Forms

All forms below should be stored on site for Audit Review and may be requested to be uploaded to the SFSP Linq Application according to the Linq Checklist Summary.

- SFSP-14: Enrollment Form for Closed Sites & Camps (Weekly Roster)
- SFSP-15: Daily Meal Count Tally Sheet (Requires ALSDE approval to use)
- SFSP-16: SFSP Pre-Approval Site Visit Form (Unaffiliated Sites, if applicable)
- Staff Training (Agenda, Sign-In Sheet, and Resources)
- SFSP-17: Initial Site Visit Form (at least once during the first 2 weeks of operation)
- Monitoring Forms: All sites must be monitored within the first 4 weeks
 1. SFSP-18: Self- prep sites (at least once during the first 4 weeks)
 2. SFSP-19: Vended sites (at least once during the first 4 weeks)
- Copy of receipts for purchases **Milk receipts should match the exact number of children served. Exception: SFA Sponsors implementing OVS. Milk must be served with all other unitized breakfast and lunch meals. Fresh milk should not be restocked for future meal service.**
- SFSP-20: Component Donation Form, if applicable- **To be used if components are donated to the SFSP program**
- Non-Discrimination Statement – **Prominently displayed at each site**
- SFSP-21: Daily Food Production Plan (Food Production Record)
- SFSP-22: Meal Delivery Ticket, if applicable