

New Non-Schools SFSP Sponsor Checklist:

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

For Private Non-Profit, Government Entities, Faith-Based Organizations, Colleges/Universities

Organization Name: _____ Date: _____

- Alabama Secretary of State Business Entity Record (For private non-profit, and faith-based entities, if applicable)
- Annual Sponsor Training Certificate
- *Approved Waivers, if applicable
- Board Minutes on Letterhead Approving Program Participation
- Business License(s) and Articles of Incorporation/Articles of Formation (For private non-profit, and faith-based entities, if applicable)
- Certification of Compliance with Beason-Hammon Alabama Taxpayer and Citizen Protection Act
- Certification Statements-Ineligibility and Criminal Convictions (SFSP-3)
- Civil Rights Procedures
- *Consent Form for Home Delivery, if applicable
- *Contract – Food Service Management Company (SFSP-12), if applicable
- SFA MOA (SFSP-11), if applicable
- *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. Form -990
 4. Financial statements from most recent fiscal year
- 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.
 - Employee Handbook – if salaries are paid from SFSP funds
 - *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 - 2 weeks (SFSP-10)

- *Miscellaneous
 1. Health Inspection Report for Central or Production Kitchen, if applicable
 2. Food Permit for Central Kitchen or Production Kitchen, if applicable
- Alabama Department of Public Health Letter for location approval, if applicable – document from the local health department stating the selected SFSP sites are not required to be permitted by the health department.
- MOA with School Food Authority (SFSP-11)
- Free Meal Policy (SFSP-5)
- Organizational Chart (SFSP-6)
- Permanent Agreement (CNP-1)
- *Permanent Agreement for Unaffiliated Sites (SFSP-2), if applicable
- Procurement Plan and Documentation
- Public Release for Media
 1. Public Release for Open & Migrant Sites, and Non-Congregate Sites (SFSP-7), if applicable
 2. Public Release for Enrolled & Camp Sites (SFSP-8), if applicable
- Receipt of Appeal Procedures
- Serious Deficiency Policies and Process, if applicable (For non-affiliated site sponsors only)
- STAARS Vendor Number – Reference information provided
- Tax Status Documentation (501(c)(3) or IRS letter)
- Unique Entity Identifier (UEI) – Reference information provided

*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)
- Staff Training (Agenda, Sign-In Sheet, and Resources)
- SFSP-16: Pre-Approval Site Visit - This should be completed prior to site operation for new sites.
- SFSP-17: Initial Site Visit Form (at least once during the first 2 weeks of operation)
- Monitoring Forms:
 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 every 4 weeks)
- Copy of receipts for purchases **Milk receipts should match the exact number of children served. Exception: 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 - **To be used if components are donated to the SFSP program**
- And Justice for All Poster – **Prominently displayed at each site**
- SFSP-21: Daily Food Production Plan (Food Production Record)
- SFSP-22: Meal Delivery Ticket