

SUMMER FOOD SERVICE PROGRAM

Application Requirements for New and Experienced Sponsors/Sites

Once a sponsor's initial program application has been approved by the State agency, the sponsor enters into a permanent agreement with the State agency and is required to submit more limited annual updates to the application. This chart indicates the elements of the application that are not required beyond the initial application. However, State agencies may require more information annually from sponsors that have demonstrated past operational problems.

Requirement	New Sponsors/Sites and Sponsors/Sites with Past Operational Problems	Experienced Sponsors/Sites
Site Information Sheet: 7 CFR 225.6(c)(2)(i) and (3)(i)		
Organized and supervised system for serving meals to children	Required	Not Required
Estimated number and types of meals to be served and times of service	Required	Required
Arrangements for delivery and holding of meals and storing leftovers for next day meal service	Required	Not Required
Arrangements for food service during periods of inclement weather	Required	Not Required
Access to means of communication for making necessary adjustments for number of meals to be served at each site	Required	Not Required
Whether the site is rural or non-rural and whether the site's food service will be self-prepared or vended	Required	Not Required
Open sites and restricted open sites: documentation supporting area eligibility determination	Required	Required Documentation must be submitted every five years when school or census data is used, or earlier if requested by the State agency.
Closed enrolled sites: the projected number of children enrolled and projected number of children eligible for f/rp meals for each site	Required	Required
NYSP sites: certification from sponsor that all children who will receive SFSP meals are enrolled participants in NYSP	Required	Not Required
Camps: number of children enrolled in each session who meet Program income standards	Required	Required

Application Requirements for New and Experienced Sponsors/Sites, Continued

Requirement	New Sponsors/Sites and Sponsors/Sites with Past Operational Problems	Experienced Sponsors/Sites
Migrant sites: certification from migrant organization that site serves children of migrant worker families. If site also serves non-migrant children, sponsor must certify that the site primarily serves migrant children.	Required	Not Required
Homeless meal sites: information that demonstrates that site is not a residential child care institution; description of method used to ensure that no cash payments or other in-kind services are used for meal service; certification that site only claims meals served to children	Required	Not Required
Other Application Requirements: 7 CFR 225.6(c)(2)(ii) and (3)(ii)		
Information that demonstrates that applicant meets requirements in §225.14; extent of Program payments needed including advance and start-up payments (if applicable); staffing and monitoring plan	Required	Not Required
Complete administrative and operating budget which includes projected administrative expenses and information of how sponsor will operate the Program within estimated reimbursement	Required	Not Required
Summary of how meals will be obtained; if invitation for bid is required, sponsors must submit a schedule for bid dates and a copy of their IFB	Required	Required If IFB is required, sponsors must submit schedule for bid dates and copy of IFB if a change has occurred from previous year. If method for procuring meals has changed from previous year, sponsors must submit a summary of how meals will be obtained.
For sponsors seeking approval as unit of local, municipal, county or State government, certification that it will directly operate the Program in accordance with §225.14(d)(3).	Required	Not Required