

# New Application Checklist

Use this checklist to ensure all required items are complete for application to the Summer Food Service Program (SFSP). New sponsors will be required to complete questionnaires prior to gaining access to the CNP web-based system; the completed questionnaires must be emailed to SFSP ([SFSP@health.mo.gov](mailto:SFSP@health.mo.gov)). Upon receipt, the Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) will provide Network User Access or follow up if needed. The sponsor will complete additional information directly on the CNP web-based system. Some forms must be downloaded from the Checklist Tab, completed and then uploaded to the system. This is outlined below:

## Forms on the SFSP website that the applicant will complete and email to DHSS-CFNA:

- SFSP Potential New Sponsor Questionnaire
- SFSP Site Eligibility Questionnaire (one for each meal site)
- Network User Access Request

## Forms completed directly in the CNP web-based system:

- Sponsor Information Sheet
- Site Information Sheet (one for each meal site)
- Sponsor Budget
- Sponsor Management Plan

## Additional forms needed to complete the application for new sponsors:

**If you are a returning sponsor, you will only need to upload items that are checkmarked on the Checklist Tab as required.**

- Policy Statement for New Sponsors
- Vendor Input/ACH-EFT Application (for direct deposit)
- Annual Subrecipient Information Form (ASIF)
- Unique Entity Identifier (UEI Screenshot form SAM.gov)
- Sponsor/Site Agreements with each meal service site (required if the sponsor does not own location)
- Food Service Management Contract for vended sites (templates on the SFSP website)
- Documentation of IRS section 501(c)(3) Status
- Copy of IRS tax-exempt letter for Nonprofit Religious Organizations (if not a 501(c)(3) status)
- Financial Documentation/Bank Statements
- Date of attendance to the DHSS-CFNA provided SFSP training (Certification of Completion)
- E-Verify Memorandum of Understanding
- Verification of Vendor No Tax Due (if applicable)

# Site Operation Checklist

Use this checklist to ensure sites are ready for SFSP operations.

- Documentation of Training to Program Personnel: Required before start of program operations and kept onsite for DHSS review.
- Pre-Operational Site Review: Completed for each new site prior to site application submission and kept onsite for Department of Health and Senior Services-Community Food and Nutrition Assistance (DHSS-CFNA) review.
- “And Justice For All” Poster: Must be displayed in a prominent location at each site where it can be easily viewed.
- Sponsor/Site Agreement: Must complete before adding a site at a location the sponsor does not own.
- Daily Meal Count Form: Completed at the point of service for each meal. Must be dated and kept with monthly records.
- Medical Food Substitution Form: Have a few copies available for participants with allergies and or special dietary needs. Must be signed by a physician.
- 2<sup>nd</sup> & 4<sup>th</sup> Week Monitor Site Review Form for Self-Preparation Sites or Vended Sites: Sponsors are required to conduct reviews within the first two weeks of operation and again within the first four weeks of operation. There is also space to record your beneficiary data which is required once per year.
- Enrollment Form and Attendance Records: Required for Closed Enrolled Sites and Camps. Must have an enrollment form for each child and an attendance record for each day of operation.