

# *OSPI Summer Food Service Program (SFSP) Information*

## **Application Information**

Federal regulations require specific information be collected in the application process. This information sheet provides details. Use the appropriate *Sponsor Checklist* as your guide for what needs to be completed.

All forms in this document are linked on the [SFSP Program Materials and Required Documents webpage](#), under the **Application Materials** dropdown.

### **Sponsor Name**

The sponsor's name is the legal entity under which the Summer Food Service Program (SFSP) operates.

### **Sponsor Contact Information**

Current and accurate contact information is important to receive program notices and regulation changes. The SFSP contact should be someone actively involved in the administration of your program and able to respond to program questions. The Office of Superintendent of Public Instruction (OSPI) uses this contact information to email communications and announcements.

The claim contact listed should be the person who submits the monthly claim. Make sure to update information as changes occur in the Washington Integrated Nutrition System (WINS), the online application and claims system.

### **Signatures**

A person who has legal authority to bind the sponsor to a contract must sign all forms requiring signatures. Documents with signatures may be scanned/emailed, mailed, or faxed.

### **Tax ID Number**

If the tax ID number has changed, you must notify [summer meals inbox](#).

### **Unique Entity Identifier**

All sponsors participating in the SFSP and receiving federal funds must obtain a Unique Entity ID (UEI). UEI numbers are obtained through the System for Award Management (SAM) website. Please note that participating in SFSP does NOT require you to *register*, instead select the option to "get a Unique Entity ID Only." There is no charge to obtain a UEI.

Note: the questions for the registration pertain to your total business or organization, not just the SFSP.



### **Statewide Payee Registration Washington State**

Sponsors must have a Statewide Payee Registration number to receive payments. If you are not currently registered with the Washington State Office of Financial Management (OFM), [complete the fillable document](#). Fax the completed form directly to Department of Enterprise Services (DES) at 360-664-3363. If you have questions about this process, please contact DES at [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov) or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to [summermeals@k12.wa.us](mailto:summermeals@k12.wa.us). Local education agencies are not required to have a Statewide Payee Registration number.

### **Washington Integrated Nutrition System (WINS) Sponsor Administrator**

The WINS Sponsor Administrator is your organization's authorized agent that will grant access to WINS for all other staff. The Sponsor Administrator is designated on the [WINS Access Rights/User Authorization form](#), which is located on the Child Nutrition WINS webpage. Only one form per organization is needed for all child nutrition programs. If the Sponsor Administrator has left your organization, a new User Authorization form is needed.

### **Responsible Principals/Individuals Form**

Per SFSP Regulations, the State Agency must not approve a sponsor to operate the SFSP in which the institution and/or the responsible principals have been placed on the National Disqualified List (NDL) or been previously terminated from a Child Nutrition Program. The responsible principal is defined as the person who bears responsibility for the operation of the SFSP. The names, date of births, and mailing addresses of the responsible principals must be provided with the application.

### **Financial Viability, Administrative Capability, and Program Accountability (VCA)**

Sponsors must be able to demonstrate financial viability and administrative capability prior to applying to operate SFSP. The financial documentation requested may include your organization's most recent Profit/Loss statement, income tax return, and current balance sheet. Please refer to the [VCA Reference Sheet](#) and Financial Management dropdown on the [SFSP Requirements and Materials webpage](#) for additional information. Local education agencies are not required to complete the VCA.

### **501(c)3**

Private, non-profit organizations must send a copy of their 501(c)3 status to OSPI. This status is checked annually before application approval. Church organizations are exempt from this requirement.

### **Site and Site Application**

For congregate meal sites, a site is the physical location where children consume meals in a supervised setting. For rural non-congregate meals, the site is the distribution location or route where meals are served. A sponsor may have one site or numerous sites. The [SFSP Sites and Site Eligibility Reference Sheet](#) located on the [SFSP Requirements and Materials webpage](#) provides a detailed description of the types of sites and how they qualify.

A site application must be completed in WINS for each meal site. Contact the [Summer Food Service Program inbox](#) to add a site.

### **Site Calendar**

A site calendar identifies the operating days, meal types, times of service, and estimated average daily participation. A site calendar must be completed in WINS for each site. You must update your site calendar when meal service changes occur.

### **Budget**

Sponsors must complete a budget in WINS as part of the SFSP application (NSLP Sponsors are exempt from this requirement). The [SFSP Sponsor Budget Reference Sheet](#) describes what to include in the budget. Additional budget resources are located under the *Financial Management* dropdown of the [SFSP Requirements and Materials webpage](#).

### **Management Plan**

Sponsors must submit a Management Plan demonstrating compliance with the performance standards in 7 CFR 225.6(d). Requirements for the Management Plan are outlined in 7 CFR 225.6(e). NSLP and CACFP sponsors in good standing are exempt from this requirement.

### **Contract Fact Sheet**

Sponsors who contract with Food Service Management Companies or Vendors must complete a Fact Sheet in WINS as part of the application process. The Fact Sheet gathers information about the food service contract(s) including food service management companies, vendors, proper procurement, and contract start and signature approval dates. The Fact Sheet does not need to be resubmitted if it included the SFSP and was approved during the 2023–24 renewal application for another child nutrition program. The food service contract must cover the duration of approved summer operations in WINS.

### **Health Department Notification**

Sponsors are required to notify the local health department of their planned summer meal service sites. A [Health Department Notification form letter template](#) is available on the [SFSP Program Materials webpage](#). A copy of the letter you send (or plan to send) must be submitted as part of the application process.

### **Media Release for Open Sites, Closed Enrolled Sites and/or Camps**

Sponsors are required to submit a [media release for any Closed Enrolled Sites, Camps, and/or Open Sites](#) with their application.

### **Free Meal Policy Statement**

The Free Meal Policy Statement is an attestation that meals will be provided at no cost to children. The statement must be signed by someone with signature authority at your organization. A separate [Free Meal Policy Statement](#) is required for Open Sites and Closed Enrolled Sites/Camps.

NSLP/SBP sponsors only need to submit the policy statement(s) once with the initial application unless there is a substantive change to the district's free and reduced-price policy. Then a revised policy statement must be provided to OSPI.

### **Appeal Rights and Procedure**

Sponsors are provided the [Appeal Rights and Procedures](#) as an avenue to dispute a denial of an application or an adverse action from an administrative review. The Appeal Rights and Procedures document will also be provided during the administrative review exit conference when an adverse action is taken. It is available on the [SFSP Program Materials webpage](#).

### **Hearing Procedures for Camps**

Sponsors of camps must establish hearing procedures for families requesting an appeal of a denial of an application for free meals. These procedures must be submitted with the sponsor application. A Hearing Procedures template can be found on the [SFSP Program Materials webpage](#).

*This institution is an equal opportunity provider.*