

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.

The individual listed as the claim contact should have appropriate fiscal authority and internal controls in place to prevent unauthorized or unsupported claims. 2 CFR 200.303 requires internal controls over federal awards.

Signatures

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

Tax ID Number

Sponsors must enter their tax identification number. This is the number assigned by the Internal Revenue Service (IRS).

Unique Entity Identifier

All sponsors participating in the SFSP **receive** federal funds as a **subrecipient**, where OSPI serves as the pass-through entity. Therefore, sponsors 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 or 360-407-8180. Once you receive your statewide vendor number by email, please forward the notice to summermeals@k12.wa.us. Local Education Agencies are not required to have a Statewide Payee Registration number.

As part of federal requirements, SFSP records must be retained for three years after the submission of the final reimbursement claim for the fiscal year. If audit, litigation, or investigation findings remain unresolved, records must be kept until all issues are settled, even if this exceeds the three-year period.

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.

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 primary 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. Religious 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 for each site in WINS. You must update your site calendar when meal service changes occur. Meals served outside of planned days, times, or daily participation may not be reimbursed.

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](#) provides guidance on what to include in the budget. Additional budget resources are located under the *Financial Management* dropdown of the [SFSP Requirements and Materials webpage](#).

Purchasing and Procurement

Sponsors of the SFSP are reimbursed with funds from the USDA. Receiving federal funds means sponsors are responsible for following ethical business practices set by federal regulations. All institutions must create and follow procurement procedures and maintain documentation of the procurement process used to obtain goods and services with SFSP funds. Procurement practices are reviewed as part of the administrative review or as a separate procurement review.

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 a Food Service Management Company or Vendor 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 renewal application for another child nutrition program. The food service contract must cover the duration of approved summer operations.

Federal Single Audit

Institutions are required to maintain records that identify all federal funds received and expended. Such funds shall be identified by the Assistance Listing Number (ALN). The ALN for the SFSP is 10.559.

Institutions must also make these records available for review or audit by officials of federal agencies, the General Accounting Office, and OSPI or designee.

Institutions expending \$750,000 or more in federal funds prior to October 1, 2024 or \$1,000,000 after October 1, 2024 from all federal sources in any fiscal year must receive an audit, in accordance with 2 CFR Part 200 Subpart F, for that fiscal year. Audits must be:

- Completed within nine months of the end of that fiscal year, and
- Submitted to the Federal Audit Clearinghouse (FAC) by the earlier of 30 days following receipt of the completed audit or nine months following the end of the fiscal year.

If a tribe or tribal organization opts to not make the reporting information publicly available on the FAC website in accordance with 2 CFR Part 200 Subpart F Section 200.512(b)(2), a copy of the data collection form and reporting package must be emailed directly to cnsfiscalservices@k12.wa.us.

The Audit section of WINS does not need to be revised if it was approved during the 2024-25 renewal application of another child nutrition program. Sponsors must notify us of any audit findings and corrective action related to any program operated by CNS.

Health Department Notification

Sponsors are required to notify the local health department of their planned summer meal service. 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 [Open Sites](#) and/or [Closed Enrolled Sites, Camps](#) 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 documents 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](#).