OSPI Summer Food Service Program (SFSP) Checklist

Sponsors Who Plan to Operate SFSP During Summer 2026

This checklist is a guide to completing your application and SFSP Application Submission Survey — you do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) application.

Definitions

- **New Sponsors**: Organizations that have never operated SFSP or returning sponsors that did not operate SFSP in Summer 2025.
  - ***Complete steps: 1a & b, 2, 3a, 4***
- **Returning Sponsors**: Organizations that operated SFSP during Summer 2025.
  - ***Complete steps: 1a & c, 2, 3b, 4***

Requirements

Sponsors who wish to participate in the Summer Food Service Program (SFSP) during Summer 2026 must:

☐ Coordinate with other sponsors in their community to ensure efforts are not duplicated. To learn who also operates in your community, please reference the USDA's Capacity Builder or email your assigned Program Specialist in WINS. *If you do not have an assigned Program Specialist in WINS, please email summermeals@k12.wa.us.*

☐ Watch the *So You Want to Operate a Child Nutrition Program* and *So You Want to Operate the SFSP* recordings — **New SFSP Sponsors Only.**

☐ Complete the New Sponsor Questionnaire — **New SFSP Sponsors Only.**

☐ Complete Viability, Capability and Accountability (VCA) assessment. This will be sent to you from OSPI — **New SFSP Sponsors and Returning SFSP Sponsors who did not operate in Summer 2025 only. National School Lunch Program (NSLP) and Child Adult Care Food Program (CACFP) sponsors in good standing are exempt**.

☐ Fulfill Training Requirements.

☐ Submit an SFSP WINS application.

☐ Submit Required Documentation for SFSP via the 2026 SFSP Application Submission Survey.

☐ Receive preapproval visit, which will be scheduled by OSPI — **New SFSP Sponsors*.**

**Returning SFSP sponsors with operational issues from the previous year and those applying for rural non-congregate meal service may also receive a preapproval visit at the discretion of OSPI.*

The VCA assessment may take up to three months to complete. VCA documents for Summer 2026 operations are due by **March 1**. This is to ensure adequate time for the assessment and application submission process.

Additionally, regulations allow 30 days for State agencies to process a complete and correct application. Please see the table below for application for due dates based on the type of sponsor or first day of operation.

Sponsor Category	The application due date by:
New Sponsor	Financial Viability, Capability, and Accountability (VCA) due March 1 Application due April 15
Sponsors that had Significant Operational Problems in their 2025 Review	April 15
Returning Sponsors that are new to Rural Non-Congregate Operation	May 1
All Other Sponsors should apply based on the first day of program operations:	
Between June 1-15	May 15
After June 15	June 1

Checklist:

☐ **Step 1:** Complete Training Requirements

a. **All SFSP Sponsors**

1. ☐ Complete the required online training:
   a. Enroll in the SFSP Training Course using this link.
   b. Bookmark your SFSP Canvas dashboard (https://waesd.instructure.com/) to return to the course later.
   c. Find the link on the homepage that matches your status (New Sponsor or Returning Sponsor).
   d. Click on that link and begin your training.

b. **New Sponsors**

☐ All online training assigned to New SFSP Sponsors in Canvas, including:

- ☐ New Sponsor Introduction to SFSP course
- ☐ Budget and Financial Viability, Capability and Accountability (VCA) Training*
- ☐ Civil Rights Training*
- ☐ Procurement Training*
  - ☐ Procurement- Introduction
- ☐ Procurement- Small Purchases
  - ☐ Procurement- Micro- Purchasing
- ☐ Train* all staff on Civil Rights **and** responsibilities specific to their role within the program. Sponsor staff training must take place before operations begin.

c. **Returning Sponsors**

☐ All online training assigned to Returning Sponsors in Canvas, including:

- ☐ Returning Sponsor Updates course
- ☐ Budget and Financial Viability, Capability and Accountability (VCA) Training
- ☐ Civil Rights Training*
- ☐ Procurement Training*
  - ☐ Procurement- Introduction
  - ☐ Procurement- Small Purchases
  - ☐ Procurement- Micro-Purchasing
- ☐ Train* all staff on Civil Rights **and** responsibilities specific to their role within the program. Sponsor staff training must take place before operations begin.

*** Important Note:** If your organization has operated another federal Child Nutrition Program and the lead program administrator for the SFSP has already completed Civil Rights or Procurement training during the current fiscal year, then you do not need to complete this training. Please maintain documentation of the alternative trainings completed. Returning SFSP sponsors in good standing are not required to view the Budget and VCA trainings unless assigned as part of Corrective Action from an administrative review.

☐ **Step 2**: Apply for SFSP prior to beginning operation. Submit the following in WINS:

- ☐ Sponsor Application
- ☐ Site Application(s)
- ☐ Site Calendar(s)
  - Site schedules should extend through the last day of planned operation.
  - WINS meal service times should accurately reflect the meal service operation.
  - Schedules must include all days of meal service, and meal types served.

- Your community should be kept up to date on changes through communication platforms such as websites, social media, or other means.
- Meals may be served on weekends and holidays under SFSP. If your organization plans to serve on weekends or holidays, please ensure they are included as operating days on your calendar(s).

☐ Budget (NSLP sponsors are exempt)

☐ Management Plan (NSLP and CACFP sponsors are exempt)

☐ Contract Fact Sheet (if contracting with a vendor/FSMC)

☐ **Step 3:** Submit required documentation via the 2026 SFSP Application Submission Survey

a. **New Sponsors**

☐ Health Department Notification Letter

☐ Lobbying Agreement

☐ Free Meal Policy Statement for Open Sites

☐ Free Meal Policy Statement for Closed Enrolled Sites and Camps

☐ Media Release for Closed Enrolled Sites and Camps

☐ Media Release for Open Sites

☐ Hearing Procedures for Camps

☐ Site Eligibility Documentation (area-eligibility, projected Free/Reduced Price enrollment, housing data, etc.)

☐ Unique Entity ID (if applicable)

☐ Signed FSMC Contract or Interagency Vendor Contract (if applicable and not already on file with OSPI)

b. **Returning Sponsors**

☐ Health Department Notification Letter

☐ Free Meal Policy Statement for Open Sites*

☐ Free Meal Policy Statement for Closed Enrolled Sites and Camps*

☐ Media Release for Closed Enrolled Sites and Camps

☐ Media Release for Open Sites

☐ Hearing Procedures for Camps

☐ Site Eligibility Documentation (if new or renewing eligibility, including rural designation)

**NSLP/SBP sponsors only need to submit the policy statements once with the initial application to participate unless there is a substantive change in the district's free and reduced-price policy; then a revised policy statement must be provided to OSPI.*

☐ **Step 4:** Complete Monitoring Requirements for SFSP

All sponsors must conduct a Pre-Operational Site Visit prior to operation, and an Initial Site Visit within the first two weeks of operation, for all new sites and sites that had operational issues the prior summer. New sites include sites that did not operate the prior summer and rural sites adding or switching to non-congregate meal service in summer 2026.

The Pre-Operational Visit may be waived for new sites that operate another Child Nutrition program (NSLP/SBP or CACFP) and are in good standing with OSPI.

A Food Service Site Review must be conducted at all operating sites within the first four weeks of operation.

- ☐ Pre-Operational Site Visit
- ☐ Initial Visit
- ☐ Food Service Site Review

SFSP Resources

- Part 1: Sponsor Application and Site Application
- Part 2: Site Calendar and Budget (note: the budget is not a requirement for NSLP/SBP sponsors)
- Budget Reference Sheet
- Race & Ethnicity Reference Sheet
- Viability, Capability and Accountability (VCA) Reference Sheet
- Monitoring Reference Sheet
- Site Eligibility Reference Sheet

Acronym Reference

- CACFP – Child and Adult Care Food Program
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- SFSP – Summer Food Service Program
- USDA – United States Department of Agriculture
- WINS – Washington Integrated Nutrition System

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