

# OSPI Summer Food Service Program Reference Sheet

## Adding New Site(s)

This checklist supports sponsors seeking to add a new site to the Summer Food Service Program (SFSP). It outlines the required steps sponsors must complete to confirm site eligibility, maintain program compliance, and ensure all necessary documentation is properly submitted.

## Site Eligibility

Determine the site eligibility for SFSP. Note: If a site provides Summer School, the site must be an open site. If site is Rural Non-Congregate, Rural designation with the [FNS Rural Designation Map](#) or the [NKH Eligibility Map](#).

### Step 1. Confirm type of site being proposed.

- Open
- Restricted Open
- Closed Enrolled
- Camp
- Rural Non-Congregate

### Step 2. Verify eligibility using [school free or reduced lunch reporting](#) or [Census Data/Area Eligibility](#).

- Census Data/Area Eligible
- School Data Eligible
- Not Eligible

## Site Organizational Status

Determine site organizational status (non-profit or for-profit). If unclear, request legal name of site and use the [IRS Exempt Organizations Search Tool](#) to confirm nonprofit status. Note: If the site is for-profit, the site may only operate as Open or Restricted-Open SFSP site.

### Step 3. Site organizational status.

- Non-profit
- For-Profit



## Site Proximity: Nearby Meal Sites

Use the [USDA Capacity Builder Tool](#) to determine if nearby sites are serving SFSP meals. If a site is nearby, provide clear justification to show how meals will not be duplicated.

### Step 4. Nearby sites serving SFSP meals.

- No other SFSP sites within one mile.
- One or more SFSP sites within one mile.

## Documentation

### Step 5. Submit all required documentation to your SFSP specialist.

- Site Name
- Site Address
- Site Type
- Area Eligibility Verification
- IRS Status (if needed)
- Capacity Builder Review
- Justification for nearby sites (if needed)

## WINS

OSPI SFSP specialist will add the approved site to the sponsor's Washington Integrated Nutrition System (WINS) profile and notify the sponsor when the new site has been added and is ready for application submission.

## Reference

- [7 CFR 225.6\(g\)](#)
- [7 CFR 225.14](#)

## Resources

- [Sample Sponsor-Site Agreement](#)
- [SFSP Site Rules \(English\)](#)
- [Expanded SFSP Site Rules in English and Spanish](#)
- [SFSP Pre-Operational Site Visit Form](#)
- [Summer Food Service Program Administration Guide](#)

## Acronym Reference

- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- FNS – Food Nutrition Services
- NKH – No Kid Hungry
- OSPI – Office of Superintendent of Public Instruction
- SFSP – Summer Food Service Program
- USDA – United States Department of Agriculture
- WINS – Washington Integrated Nutrition System