

New School SFSP Sponsor Checklist:

(Use this checklist to upload all necessary documents in the LINQ online application)

Organization Name: _____ Date: _____

- ☐ Annual Sponsor Training Attestation Statement
- ☐ *Approved Waivers
- ☐ Board Minutes on Letterhead Approving Program Participation
- ☐ Certification of Compliance with Beason-Hammon Alabama Taxpayer and Citizen Protection Act
- ☐ Certification Statements-Ineligibility and Criminal Convictions (SFSP-3)
- ☐ Civil Rights Procedures
- ☐ Compensation Plan
- ☐ *Consent Form for Home Delivery
- ☐ *Contract – Food Service Management Company (SFSP-12) and/or SFA MOU (SFSP-11), if applicable
- ☐ *Contracts, if applicable
- ☐ Cost Allocation Worksheet and Supporting Documentation, if applicable
- ☐ E-Verify MOU Signature Page
- ☐ *Estimated Reimbursement Worksheet
- ☐ Ethnic and Racial Data Collection Form
- ☐ *Farm to Summer Activity Form (SFSP-24), if applicable
- ☐ Federal Identification Number (FEIN)
- ☐ Financial Viability Documentation
- ☐ **Submit one** of the following:
 - 1. Single audit report
 - 2. Three most recent bank statements
 - 3. Form -990
- ☐ Food Safety Plan (HACCP Manual)
- ☐ Health Department Letter (SFSP-9) pages 1 and 2
- ☐ Human Resources Policies and Procedures (Employee handbook)
- ☐ *Indirect Cost Plan, if applicable
- ☐ *Income Eligibility Forms and Templates for Letters to Households (Meal application and household letters -SFSP-25)
- ☐ Menus (SFSP-10)
- ☐ *Miscellaneous
 - 1. Health Inspection Report for Central or Production Kitchen, if applicable
 - 2. Food Permit for Central Kitchen or Production Kitchen, if applicable
 - 3. Alabama Department of Public Health Letter for location approval, if applicable
- ☐ *Monitoring Plan
- ☐ *MOU with SFA for Eligibility only if school data is used for site eligibility by a non-school site
- ☐ Non-Pricing Policy Certification (Free Meal Policy SFSP-5)

- ☐ Organizational Chart (SFSP-6)
- ☐ SFSP Permanent Agreement Addendum
- ☐ *Permanent Agreement for Unaffiliated Sites (SFSP-2)
- ☐ *Plate Cost Calculation Documentation
- ☐ Procurement Plan and Documentation
- ☐ *Public Notification for Rural Non-Congregate Meals (Use SFSP-7)
- ☐ Public Release for Media
 - 1. Public Release for Open & Migrant Sites (SFSP-7), if applicable
 - 2. Public Release for Enrolled & Camp Sites (SFSP-8), if applicable
- ☐ Receipt of Appeal Procedures
- ☐ Serious Deficiency Policies and Process, if applicable (For non-affiliated site sponsors only)
- ☐ Statement of Authority (SFSP-1)
- ☐ Summary of SFSP Reimbursement and Rollovers (SFSP Financial Summary Report SFSP-13)
- ☐ *Tax Status Documentation (501(c)(3) or IRS letter)
- ☐ Unique Entity Identifier (UEI) – Reference information
- ☐ Year Round Public Service (SFSP-23)

*Item not required for submittal or approval

Recordkeeping & Management Forms

Do not submit the items below. These forms should be stored on site for Audit Review.

- ☐ SFSP-14: Enrollment Form for Closed Sites & Camps (Weekly Roster)
- ☐ SFSP-15: Daily Meal Count Tally Sheet (Requires ALSDE approval to use)
- ☐ Staff Training (Agenda, Sign-In Sheet, and Resources)
- ☐ SFSP-17: Initial Site Visit Form (at least once during the first 2 weeks of operation)
- ☐ Monitoring Forms:
 - 1. SFSP-18: Self- prep sites (at least once during the first 4 weeks)
 - 2. SFSP-19: Vended sites (at least once during the first 4 weeks)
- ☐ Copy of receipts for purchases **Milk receipts should match the exact number of children served. Exception: sponsors implementing OVS. Milk must be served with all other unitized breakfast and lunch meals. Fresh milk should not be restocked for future meal service.**
- ☐ SFSP-20: Component Donation Form - **To be used if components are donated to the SFSP program**
- ☐ And Justice for All Poster – **Prominently displayed at each site**
- ☐ SFSP-21: Daily Food Production Plan (Food Production Record)
- ☐ SFSP-22: Meal Delivery Ticket