

Returning Non-SFSP Sponsor Checklist:

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

Organization Name: _____ Date: _____

- ☐ Alabama Secretary of State Business Entity Record (For non-governmental entities)
- ☐ Annual Sponsor Training Attestation Statement
- ☐ *Approved Waivers
- ☐ Board Minutes on Letterhead Approving Program Participation
- ☐ Business License(s) and Articles of Incorporation/Articles of Organization (For non-governmental entities)
- ☐ 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), 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 (SFSP-) 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)
- ☐ *Permanent Agreement for Unaffiliated Sites (SFSP-2)
- ☐ *Plate Cost Calculation Documentation
- ☐ Procurement Plan and Documentation
- ☐ *Public Notification for Rural Non-Congregate Meals (Use Public Release for Open & Migrant Sites Form 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 provided
- ☐ Year Round Public Service (SFSP-23)

*Item not required for submittal or approval

Recordkeeping & Management Forms

These forms should be stored on site for Audit Review. **Do not submit forms SFSP 14-22.**

- ☐ 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-16: Preoperational Site Visit - **This should be completed prior to site operation for new and problematic sites, as identified by the Administrative Review.**
- ☐ 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 every 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