

Site Application Checklist:

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

- The required documents for each site vary based on the site type.
- **Documents in bold are mandatory for all site types.**
- Items marked with an asterisk (*) are only necessary for specific sites.
- The information provided in the online application will determine the specific documents needed for each site.

Site Name: _____

Date: _____

- ☐ **Ethnic and Racial Data – returning sites use last year’s information from the onsite review form. New sites may use census data.**
- ☐ **Fire Inspection Report**
- ☐ **Food Safety Plan (HACCP)**
- ☐ **Food Permit or Letter from Health Department**
- ☐ **Most recent health department inspection report**
- ☐ *Allocation Plan
- ☐ *Receipt of Appeal Procedures (For unaffiliated sites)
- ☐ *Certification of Compliance with Beason-Hammon Alabama Taxpayer and Citizen Protection Act
- ☐ *Consent Form for Home Delivery
- ☐ *Business License(s) and Articles of Incorporation/Articles of Organization (For non-governmental entities)
- ☐ *Site Licenses (DHR or US DoD)
- ☐ *Menus
- ☐ *Miscellaneous
- ☐ *E-Verify MOU Signature Page
- ☐ *Public Notification for Rural Non-Congregate Meals (Use Public Release for Open & Migrant Sites Form SFSP-7)
- ☐ *On-Site Visit Form
- ☐ *Organization Chart
- ☐ *Permanent Agreement
- ☐ *Plate Allocation
- ☐ *Pre-approval Site Review Form (for new and problem sites)
- ☐ *Procurement Plan and Documentation
- ☐ *Tax Status (501(c)(3) or Tax-exempt letter)
- ☐ *Approved Waivers

*May not be required for application approval