

TECHNICAL ASSISTANCE NOTE No. 2009-20



Department of Education
Dr. Eric J. Smith,
Commissioner

School Business Services
Food and Nutrition Management

Contact: Amy White

(850) 245-9253

*Process for Approving New
Sponsors for the Summer Food
Service Program*

DATE: March 20, 2009

TO: Sponsors of the Summer Food Service Program (SFSP)

FROM: Cathy J. Reed, Program Administrator
Food and Nutrition Management 

SUBJECT: Process for Approving New Sponsors for the Summer Food Service Program

All potential SFSP sponsors, including public or private non-profit school food authorities; public or private nonprofit residential camps; public or private non-profit colleges or universities; units of local, county, municipal, state, or federal government; and any other type of private non-profit organization interested in sponsoring the SFSP, must attend sponsor training. During training, prospective sponsors receive instructions on program requirements, the application process, SFSP recordkeeping requirements, and the Child Nutrition Program (CNP) system.

Prior to receiving access to the CNP system, the prospective sponsor must have a satisfactory pre-operational visit completed by FNM staff and the following documentation must be submitted to FNM:

1. New Sponsor Application
2. New Site Application(s)
3. CNP Authorization Form
4. Proof of 501 (c) 3 status (if applicable)
5. Documentation of all state and federal funding received in the past twelve months
6. Documentation of receipt, operation, or management of state and/or
7. federal funding in the past five years
8. Documentation of all current or prior lawsuits filed against the potential sponsor
9. Description of the applicant's financial management system used to track and record program expenditures
10. A copy of the current operating budget that includes all funding sources
11. A copy of the current chart of accounts (balance sheets and income
12. statement accounts)
13. A copy of the most recent financial statement, filed federal tax return, or single audit report
14. A copy of the organizational chart
15. A list of the applicant's current Board of Directors
16. Proof of a completed background/fingerprint check

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Food and Nutrition Management will review all documents provided to determine SFSP sponsor eligibility. Once eligibility has been determined, the authorized contact will be issued an identification number and password to access the CNP system and will be required to complete the online sponsor application and site(s) applications.

When the online sponsor application, site application(s), and checklist are completed, Food and Nutrition Management will forward the original SFSP agreements to the Deputy Commissioner, Finance and Operations for signature. The prospective sponsor's status will be pending approval until the agreement has been executed. The date the agreement is signed by the FNM Administrator is the official approval date that the new sponsor may begin participating in the SFSP. Sponsors may begin claiming reimbursable meals served on their official approval date.

If you have questions, please contact Amy White at (800) 504-6609 or amy.white@fldoe.org.

CJR/iw/set