

SFSP Sponsor Application Checklist

Please use this checklist as a guide to ensure that all required documents are submitted. Refer to the Application Instruction Booklet for more detailed instructions on completing the application and required forms. **All required paper documents and electronic applications sections of GA ATLAS must be completed and submitted to Bright from the Start within 30 days of notification of application availability and no later than June 15th.** Upon receipt of the application package, Bright from the Start has 15 days to provide technical assistance and notify you of missing or inaccurate information. Upon receipt of a complete application package, **Bright from the Start has 30 calendar days to issue written notification regarding the approval or denial of the application.** Sponsors are encouraged to submit complete applications in sufficient time prior to the planned start date of meal service to allow time for adequate review and approval. **Meals served prior to the approved effective date of operation are not eligible for reimbursement.** Electronic forms are available on the flash drive provided during annual training or online at <http://www.decal.ga.gov/BftS/FormList.aspx?cat=SFSP>. **Sponsors are required to use all forms provided by Bright from the Start unless otherwise directed or approval to use alternate forms is granted.** Application forms should be scanned and uploaded into GA ATLAS. Application forms that require original signatures **must** be mailed to the address below.

Please return to all required application documents to:

**Bright from the Start – DECAL
Attn: Nutrition Application Team
2 Martin Luther King Jr. Drive SE
Suite 754, East Tower
Atlanta, GA 30334**

Part A-Required Documents-complete, sign and return to Bright from the Start:

General Application Documents: **New Sponsors**

1. **DECAL/Sponsor Permanent Agreements** for participation in the SFSP (*Two originally signed and dated forms must be submitted with the application package*) (☑-Attachment D)
2. **IRS Tax Exempt Letter from IRS (provided by IRS)** - (Requirement for new Private Non-Profit Organizations).
Under IRS Internal Revenue Code of 1986, private non-profit organizations are required to have tax exempt status. Tax exempt status must remain effective at all times. A copy of the letter received by the organization from the IRS must be submitted with the Potential Sponsor Viability Checklist or application to verify the tax-exempt status.
3. **IRS Tax Form W-9**
4. **Certification of Tax-Exempt Status for Churches and Integrated Auxiliary Organizations** (☑-located on the SFSP Flash Drive)
This form is only required for Churches or Faith Based Organizations that are not incorporated and do not have tax exempt status, or are incorporated and have tax exempt status as a group.
5. **Certificate of Incorporation** – Required for all new private non-profit organizations.
6. **Proof of Paid Annual Registration Fee to the Georgia’s Secretary of State Office** - Required for all new private non-profit organizations.
7. **Affidavit Verifying Legal Status and Secure and Verifiable Documentation (SAVE Affidavit)** (☑-located on the SFSP Flash Drive)
8. **Delegation of Authority Form and Board Meeting Minutes** (☑-located on the SFSP Flash Drive)
9. **Vendor Management Form** (☑-Attachment N)
10. **ATLAS Enrollment/Change Form** (☑-Attachment N-1) – submitted at training.
11. **Public Release Certification Form and Site Listing Report** – (☑-Attachment C-1 & C-3 or C-2 & C-3)
12. **Health Department Cover Letter** – (☑-Attachment E)
A separate form is required for each county location of feeding sites. This form or the sponsor’s personal notification letter is required for all sites, new or returning. (☑-Attachment E & C-3)
13. **Food Service Permit - Vended:** must submit a food service permit from the FSMC. **Self-Prep:** must submit a food service permit for the central kitchen or each site where meals will be prepared.
14. **Food Service (Kitchen) Permit Inquiry Form**
15. **Letter to School Food Authority** requesting meal preparation (☑-Attachment I)
The letter is **only** required for sponsors that plan to receive unitized meals, with or without milk/juice, from a food service management company
16. **Total Projected Program Income Worksheet** (☑-Appendix A)
17. **Immigration Affidavit and Agreement (E-Verify)** (☑-located on the SFSP Flash Drive)

This form is only required for private non-profit sponsors. Government, Military Installations, School Food Authorities/Boards of Education and Colleges/Universities are exempt.

18. **Management Plan Supporting Documents** – Organization’s compensation plan, staffing plan, training agenda and resource materials, etc.
19. **Annual SFSP Menu Form** (☒-located on the SFSP Flash Drive)

General Application (Sponsor-Level) Documents: **Experienced Sponsors**

1. **IRS Tax Form W-9**
2. **Annual Affirmation Statement** (SAVE Affidavit) (☒-located on the SFSP Flash Drive)
3. **Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations** (☒-located on the SFSP Flash Drive)
This form is only required for Churches or Faith Based Organizations that are not incorporated and do not have tax exempt status, or are incorporated and have tax exempt status as a group.
4. **Proof of Paid Annual Registration Fee to the Georgia’s Secretary of State Office** - Required for all new private non-profit organizations.
5. **Delegation of Authority Form and** Board Meeting Minutes(☒-located on the SFSP Flash Drive)
6. **Vendor Management Form** (☒-Attachment N)
This form is **only** required if there has been a change in the bank routing or account number used to receive monthly reimbursements.
7. **ATLAS Electronic Enrollment/Change Form** (☒-Attachment N-1)
This form is **only** required if new user names/passwords are needed or if a new organization and the form was not submitted prior to attending training.
8. **Public Release Certification Form and Site Listing Report** – (☒-Attachment C-1 & C-3 or C-2 & C-3)
9. **Health Department Cover Letter** – (☒-Attachment E & C-3)
A separate form is required for each county location of feeding sites. This form or the sponsor’s personal notification letter is required for all sites, new or returning.
10. **Food Service Permit- Vended:** must submit a food service permit from the FSMC. **Self-Prep:** must submit a food service permit for the central kitchen or each site where meals will be prepared.
11. **Food Service (Kitchen) Permit Inquiry Form**
12. **Letter to School Food Authority** requesting meal preparation (☒-Attachment I)
The letter is **only** required for sponsors that plan to receive unitized meals, with or without milk/juice, from a food service management company.
13. **Total Projected Program Income Worksheet** (Appendix A)
14. **Immigration Affidavit and Agreement (E-Verify)** (☒-located on the SFSP Flash Drive)
This form is only required for private non-profit sponsors. Government, Military Installations, School Food Authorities/Boards of Education and Colleges/Universities are exempt.
15. **Management Plan Supporting Documents** – Organization’s compensation plan, staffing plan, training agenda and resource materials, etc.
16. **Annual SFSP Menu Form** (☒-located on the SFSP Flash Drive)

Part B- Additional Required Documents:

Required Documents for Programs using a School Food Authority (School System), Vendor/Supplier, or Food Service Management Company (FSMC):

1. **Contract/Agreement to Furnish Foods** (☐ Form Appendix C-1)

The Contract is required for all Sponsors that will receive unitized meals, with or without milk/juice, from a school.

Required Documents for Sponsoring Organizations following formal procurement standards:

1. **SFSP Procurement Checklist** (☐ Form Attachment R)

This document will help your organization determine the procurement method required to vend meals/snacks.

2. **Public Release Announcement** seeking food service vendors and/or food service management companies.

3. **Contract/Agreement to Furnish Food** (☐ Form Appendix C-1)

Or

4. **Proposed Invitation for Bid (IFB)** (Form available on Bright from the Start's website & Flash Drive)

*Bright from the Start must review IFB and bid announcement letter prior to organization's publication date.

Part C-Additional Required Documents for Camps, NYSP and Upward Bound Programs:

1. **Camp Income Application and Household Letter to Parents**

The income application and household letter is only required when the sponsor is not using the SFSP Income Application provided by Bright from the Start (Attachment 10).

2. **NYSP Brochure**

The brochure must contain an accurate description of the SFSP and include the non-discrimination statement.

Part D-Required (Site-Level) Documents for Experienced site(s)-submit to Bright from the Start:

Note: Sponsors have the ability to scan and upload these documents in GA ATLAS.

An **experienced** site means:

- A site that participated in agreement with your organization in the prior year.

The following site documents must be submitted with the application:

1. Pre-operational Visit Form-one per site (☐-Attachment L-1) ***Pre-operational visits must be conducted for new sites and any sites that experienced operational problems in the previous year before a site operates the summer program.***
2. Health/Food Inspection for each site with onsite kitchen preparation (self-prep sites only)
3. Letter of Approval to Operate-Exemption from Licensure-non-residential day camps or closed-enrolled sites only. For facilities/sites that need to apply for an exemption, the exemption application and instructions for submission can be found at: <http://www.decal.ga.gov/documents/attachments/ExemptionApplication.pdf>
4. Proof of Non-Profit Status as issued by the IRS. (**This is only required for unaffiliated sites**, i.e., closed enrolled or camps sites (residential or non-residential)
 - a. ___Submit copy of 501 © 3 documentation with IRS letterhead (Excludes SFA sites, government entities and colleges/universities).
 - i. ___If a church, which has tax-exempt status under the umbrella of the national church affiliation, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form (with Option 1 selected) along with the group ruling list attached to the IRS letter which contains the church's name, or

submit a letter from the person legally responsible for the church verifying that that subordinate church is included in the tax-exempt status of the national organization along with item a. above.

- ii. ___If a church or the parent organization has not filed for tax-exempt status with the IRS, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form with Option 2 completed and signed by the Delegated Principal of the church/integrated auxiliary of the church.

Note: The information below must be completed, maintained on file, and made available for review upon request.

1. Annual Sponsor/Site Agreement, (☒-Attachment 14) this form is required when sponsors provide meals at unaffiliated sites, i.e. vacation Bible schools or recreational camps.
2. Site Supervisor annual training documentation (attendance sheets/sign in-out sheets) (☒-Attachment M-1, M-2, and /or M-3)

Additional documentation may be required for the following:

1. Unaffiliated sites located in schools may require submission of a letter of authorization. The letter must be on the school's letterhead signed by the Superintendent or other authorized school official acknowledging operation of the SFSP on the school's property.
2. Sites located in for-profit apartment communities may require a letter of authorization from the apartment manager or owner allowing operation of the SFSP on the property. For gated apartment communities, the letter must also indicate that the site is open to all children from the community and that they have access to the SFSP. For-profit sites must operate as open sites and be accessible to all children in the community. See the SFSP Administrative Guidance Manual, Page 13 for eligibility requirements for for-profit sites.

Part E- Required (Site-Level) Documents for Adding NEW site(s)-submit to Bright from the Start:

*A new site means:

- A site location that has never been approved to operate in the SFSP, or
- A site that has never been approved to operate in agreement with your organization, or
- A site that has moved to a new location/address.

1. ADD-A-SITE Checklist (☒-Attachment Q) *Only required when adding a site after the application is approved*
2. Pre-operational Visit Form-one per site (☒-Attachment L-1) (**Pre-operational visits must be conducted for new sites and any sites that experienced operational problems in the previous year before a site operates the summer program.**)
3. Site eligibility documentation, if school data is not used. (Example: 2016 Census Tract Data)
4. Public Release Certification – Please sign and date. (☒-Attachment C-1 & C-3 or C-2 & C-3)
5. Health Department Form Letter – **One per county.** (☒-Attachment E & C-3)
6. Health Permit - **Vended:** *must submit a food service permit from the FSMC. Self-Prep: must submit a food service permit for the central kitchen or each site where meals will be prepared.*
7. Letter of Approval to Operate-Exemption from Licensure-non-residential day camps or closed-enrolled sites only. For facilities/sites that need to apply for an exemption, the exemption application and instructions for submission can be found at: <http://www.dec.al.gov/documents/attachments/ExemptionApplication.pdf>
8. Proof of Non-Profit Status as issued by the IRS. (**This is only required for unaffiliated sites**, i.e., closed enrolled or camps sites (residential or non-residential)
 - a. ___Submit copy of 501 © 3 documentation with IRS letterhead Excludes SFA sites, government entities and colleges/universities)
 - i. ___If a church which has tax-exempt status under the umbrella of the national church affiliation, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form (with Option 1 selected) along with the group ruling list attached to the IRS letter which contains the church's name, or submit a letter from the person legally responsible for the church verifying that that subordinate church is included in the tax-exempt status of the national organization along with item a. above.
 - ii. ___If a church or the parent organization has not filed for tax-exempt status with the IRS, submit the Certification of Tax Exempt Status for Churches and Integrated Auxiliary Organizations form with Option 2 completed and signed by the Delegated Principal of the church/integrated auxiliary of the church.
9. (**Vended sites only**) Copy of notification letter from sponsor to FSMC concerning the addition of the new site(s), estimated number of meals/snacks to be delivered, or a copy of the meal delivery plan provided to the FSMC that includes the new sites and the estimated number of meals/snacks to be delivered.

Note: The information below must be completed, maintained on file, and made available for review upon request.

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Part F- Required Electronic Application sections:

Complete and submit via GA ATLAS: *The electronic application is located in Bright from the Start's Child Nutrition Program Database. Access the database by using the following web address:* <https://www.decalatlas.com>.

Below are sections of the electronic application that must be completed in order to submit the application via GA ATLAS. All hard copy documents and electronic sections must be submitted in order to complete the application process.

1. **Annual Certification Statements** (Experienced sponsors only)
2. **Institution Application**
3. **Board of Directors**
4. **Budget Questions and Assertions**
5. **Budget Detail**
6. **Management Plan**
7. **Checklist Summary (Institution and Site Level Supporting Documentation can be scanned and uploaded into GA ATLAS or can be mailed via U.S. Postal Service.)**
8. **Site Applications**
9. **Advance Requests (Can be submitted via the Advance Requests link on the Dashboard under "Additional Forms".)**

All required application documents (sponsor or site-level), site application forms, Bright from the Start's Application Instruction Booklet, Budget Guidance Manual, and Procurement Manual, or SFSP federal regulations are available via Bright from the Start's annual flash drive provided at training, or can be downloaded from Bright from the Start's website at <http://www.decal.ga.gov/Nutrition/NutritionServicesMain.aspx>.