How to apply to participate in the Summer Food Service Program in 3 Steps

**STEP 1**

**Thoroughly Complete Viability Screening*** (Non-profits only)

- Potential Sponsor Viability Checklist
- Delegation of Authority Form
- SFSP Affidavit
- Tax Exempt Status
- Certification of Tax Exempt Status for Churches (Churches only)
- Integrated Auxiliary Organization Form (Churches only)

*Submit forms to:* DECAL 2 Martin Luther King Jr., Drive, Suite 754, East Tower Atlanta, GA 30334.

Attention: Nutrition Division: Application Services Manager or email to Demetria.Thorton@decal.ga.gov

**Deadline:** Seven business days before the last New Sponsor Training: April 28 & 29.

*Organizations that meet all of the requirements of the viability screening process will be registered to attend the required 2-day training program for New Sponsors.

**STEP 2**

**Attend Virtual 2-day New Sponsor Training**

*Held virtually in March & April*

At training, a new sponsor will learn how to:

- Complete the application
- Identify meal sites
- Organize and manage the program
- Monitor Sites
- Submit claims online

**STEP 3**

**Complete the SFSP Application**

- 3-Part application:
  1. Online application
  2. Paper Documentation
  3. Successful pre-operational visit

- Submit your online application to allow for any corrections
- Pre-op visit to ensure program compliance and general oversight of the program

*This institution is an equal opportunity provider.*