

## SFSP Sponsor Online Renewal Checklist

Thank you for completing the on-line portion of your Annual Renewal. Please use this checklist to ensure all required documents are provided. Upon receipt of the renewal, SED will contact you within 15 days to notify you of missing, incorrect and/or inaccurate information. In the event that you fail to provide the required information to complete your application/renewal within the time frame specified by SED, it will result in your application/renewal being deemed abandoned and therefore will not be subject to further processing or consideration for participation in the 2018 SFSP. Upon receipt of a complete and correct application/renewal, SED will issue notification regarding the approval or denial within 30 days. **Meals served prior to the approval date are not eligible for reimbursement.**

**All required documents must be complete and submitted to SED by June 1<sup>st</sup>. Submit all required documents to:**  
**New York State Education Department**  
**Child Nutrition Program Administration, Summer Food Service Program**  
**89 Washington Avenue, Room 375 EBA, Albany, NY 12234**  
**Fax: (518) 474-9920**  
**Email: [cnsfsp@nysed.gov](mailto:cnsfsp@nysed.gov)**

If you are unsure if a document applies to your organization contact SED.

1. **[Non-Profit Organization Financial Administrative Form](#)**, and **[Guide](#)** for non-profit organization Sponsors. Sponsors that operate in good standing with CACFP are not required to submit this form. (Include proof of NYS worker's compensation and disability benefits coverage).
2. **New Site Information Sheet** for all new sites and sites determined to have significant findings. For non-camp sites use **[Attachment 39](#)**, for camp sites use **[Attachment 40](#)**. (SED may request documentation to support a camp permit application has been completed and submitted to the Department of Health.
3. **[Free Meal Policy Statement](#)** for non-SFA Sponsors only.
4. **[Hearing Procedures Form](#)** for non-SFA Sponsors that operate camp sites.
5. **[Payee Information Form](#)** and **[Substitute W-9](#)** only if this needs to be updated, *original signature required*.
6. **[Separation by Gender during Child Nutrition Program Meal Service Exemption Request](#)**, if applicable.
7. **[Program Assessment Form](#)**, for all experienced non-SFA Sponsors that will be reviewed by SED this year, include a copy of the menu(s). Refer to the following link '**[2018 Sponsors to be Reviewed](#)**'.
8. **Copy of signed Contract or Contract Extension-** SED's '*Contract Types, Procedures and Checklist's Manual*' has been e-mailed to all Sponsors that use contracts for their SFSP. If you need these documents e-mailed to you, please contact your SED Representative.
9. **Sponsors must ensure that SED receives notification 48 hours in advance of all field trips.** Site field trip notifications can be made on line from the Profile/Renewal link, refer to page 27 of the Renewal Instructions.