

## 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 2023 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 emailed to SED by June 1<sup>st</sup>**

You may email documents to: [cnsfsp@nysed.gov](mailto:cnsfsp@nysed.gov) or directly to your SFSP representative.

If you are unsure if a document applies to your organization, please contact your SFSP representative.

1. **Non-Profit Organization Financial Administrative Form**, and **Guide** for non-profit organizations Sponsors. Include proof of NYS worker's compensation and disability benefits coverage. Sponsors that operate in good standing with CACFP are not required to submit this form.
2. **New Site Information Sheet(s)** must be submitted for all new sites and sites that did not operate in 2022.
  - Open and closed enrolled sites- use New Site Information Sheet for Non-Camp Sites, **Attachment 39**.
  - Residential or non-residential camp sites, use New Site Information Sheet for Camp Sites **Attachment 40**. Please Note: SED may request documentation to support a camp permit application has been submitted to the Department of Health. The deadline to submit new site sheets for camps is June 1<sup>st</sup>.
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, ***must be mailed to SED with an original signature.***
6. **Separation by Gender during Child Nutrition Program Meal Service Exemption Request**, if applicable.
7. **Contract**- Sponsors that are purchasing meals from an outside source must submit a contract to SED for approval prior to SFSP operations.
  - **SFSP Contract Procedures and Attachments**: Includes SFA Agreement, Commercial FSMC Contract (competitive procurement) and annual extension.
  - **Addendum for Non-Congregate Meal Service in Rural Areas**: Must be included with the contract if operating a non-congregate meal service.
8. **Program Assessment Form** For Non-SFA **Sponsors that are up for review in 2023.**