

## 2025 SFSP Sponsor Renewal Information

Upon receipt of the online renewal, SED will contact you within 15 days to notify you of any missing, incorrect, or inaccurate information. Failure to provide the required information within the time frame will result in your application/renewal being deemed abandoned and will not be processed further for participation in the 2025 SFSP. Once a complete and correct application/renewal is received, SED will issue notification regarding approval or denial within 30 days.

- For any questions regarding document applicability to your organization, please contact your SFSP representative or [cnsfsp@nysed.gov](mailto:cnsfsp@nysed.gov).
- SED may request additional documentation from sponsors due to program irregularities.
- Sponsors not in good standing will be notified by SED.
- Meals served prior to the site approval date are **NOT** eligible for reimbursement.
- Renewal documents may be emailed to: [cnsfsp@nysed.gov](mailto:cnsfsp@nysed.gov) or directly to your SFSP representative except for the VCA Form and applicable documents which must be uploaded to SharePoint.
- **All Required Documents** must be complete and emailed to SED by **June 1<sup>st</sup>**.

Returning SFA's & Non-SFA's operating CACFP in good standing	Returning Non-SFA's in good standing <u><a href="#">up for review in 2025</a></u>	Returning Non-SFA's in good standing not up for review in 2025
New Site Sheets (if applicable)	<u><a href="#">VCA Form</a></u> & <u><a href="#">all applicable documents</a></u>	Worker's Compensation/Disability (if using SFSP funds for labor)
	*College's/Universities only <u><a href="#">VCA Form</a></u> & <u><a href="#">all applicable documents</a></u>	
	<u><a href="#">Free Meal Policy</a></u>	<u><a href="#">Free Meal Policy</a></u>
	<u><a href="#">Hearing Procedures</a></u> (Camps & Conditional Non-Congregate sites)	<u><a href="#">Hearing Procedures</a></u> (Camps & Conditional Non-Congregate Sites)
	<u><a href="#">Program Assessment Form</a></u>	New Site Sheets (if applicable)
	New Site Sheets (if applicable)	
<b>All Sponsors (if applicable)</b> <u><a href="#">Payee Information Form &amp; Substitute W-9</a></u> - only if payment information needs to be updated. Must be mailed to SED with original signature. <u><a href="#">Separation by Gender during Child Nutrition Program Meal Service Exemption Request</a></u> <u><a href="#">Copy of Signed Contract</a></u> with an SFA or for meals purchased from another source (if applicable) – Include a copy of the food service permit where meals are prepared. DOH Camp <u><a href="#">Permit- Residential</a></u> or Non-Residential Camp Sites		

**New Site Information Sheets:** For all new sites and sites that did not operate in 2024.

[Attachment 39 for Open or Closed Enrolled Sites](#)- no deadline to submit new sites.

[Attachment 40 for Residential or Non-Residential Camp Sites](#)- deadline to submit is June 1<sup>st</sup>

[Request for Non-Congregate Meal Service](#)- Sponsors in good standing in rural areas.

[Conditional Non-Congregate Site](#)- site is in a rural area, but not located in an eligible area.