New Sponsor Application Process Overview
PY 2024

The Summer Food Service Program (SFSP) application is a multi-step process. Organizations newly interested in the sponsorship must complete the process in the following order:

Step 1: Learn about the SFSP and if applicable, submit the required core documents.

1. Review SFSP FAQ to learn more about the sponsorship and site operations.
2. Complete and submit the SFSP Interest Survey.
3. The Indiana Department of Education (IDOE) will contact the agency representative to confirm sponsor and site eligibility and determine if SFSP meal service is already available in the proposed service area. SFSP participation as a program site rather than a sponsorship may be decided at this time.

Per USDA regulations, private non-profit agencies must meet additional criteria to qualify for SFSP sponsorship. A set of "core" requirements must be submitted and reviewed by the State Agency **prior** to being able to access the program application in the Child Nutrition Programs' web portal (CNPweb). In addition, any potential applicant agency must be determined to be in "good standing" with no past due balance or unresolved issues related to CNP participation, including prior termination.

Private non-profit agencies, except for private schools currently operating School Nutrition Programs (SNP) and Child and Adult Care Food Program (CACFP) sponsors, must complete the additional application requirements listed below:

o   Submit a copy of the IRS 501(c)3 document. This is also required for residential camp sponsors. Church sponsors may submit a state tax-exempt certificate.

o   Provide proof of the organization's status with the Indiana Secretary of State Office. The applicant organization must be in "active" status to apply for SFSP sponsorship.

o   Submit agency's Unique Entity Identifier (UEI) number. This number is used as the primary means of agency identification for federal awards. The number will be first issued by Federal Government in SAM.gov. Resources that address the transition from DUNS to UEI number are available at UEI Transition FAQ page. Organizations that already have a UEI number, will be able to view or renew it, if needed.

o   Provide proof of agency's financial and administrative viability by submitting: (1) SFSP Financial Viability and Sponsor Management Plan, (2) Profit/Loss Statement for a previous fiscal year and (3) Bank statements for a minimum of 12 prior operating months.

   All core documentation must be submitted to summermeals@doe.in.gov. This is followed by the IDOE administrative and financial readiness review.

Access to the CNPweb is granted only after a satisfactory completion of Step 1.

![Indiana Department of Education seal and logo]

Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

After successfully completing Step 1, an applicant organization will be contacted by a SFSP Field Specialist, a member of the state agency staff, assigned to help a new applicant organization to successfully navigate the application process. In addition, a Field Specialist will conduct a pre-approval visit at a sponsor facility prior to the approval at CNPweb.

Step 2: Complete the SFSP electronic Application at CNPweb.

At the minimum, the SFSP application includes the following digital forms at the CNPweb:
- Sponsor Information Sheet
- Site Information Sheet(s) for each site
- Program Budget

Per USDA guidance, current SNP and CACFP sponsors follow a more streamlined process.

Step 3: Access, complete and upload all the additional required forms into CNPweb.

Depending on a type of sponsor operations, several additional documents will be required. Additional application documents include but are not limited to: Sponsor Agreement, a notification to the local health department, an annual procurement compliance form and a program announcement.

The timeframe for approval will be within 30 days of the submission of all the required paperwork if the documentation is completed correctly and there are no additional questions or concerns.

New sponsor application deadline is **April 30, 2024**. Agencies may monitor their application status online and receive a special email communication upon approval.