



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

New Sponsor Application Process Overview PY 2021

Summer Food Service Program (SFSP) application is a multi-step process. Organizations interested in sponsorship or site participation must complete the steps in order listed below:

Step 1: Learn more about SFSP

1. View a short SFSP Introduction [presentation](#) online
2. Learn more about SFSP sponsorship and site operations by visiting SFSP [Frequently Asked Questions \(FAQ\)](#)
3. Complete SFSP [Interest Survey](#) to indicate your desire to participate
4. Prepare to talk about your sponsorship plans and site operations with State Agency
5. IDOE will contact interested organizations for a *Potential Sponsor Assessment* to determine agency and site eligibility and discuss any existing meal service that may already be established in the area to be served. In addition, SFSP participation as a program site rather than a sponsorship may be determined during this time.

Per USDA regulations, private non-profit agencies must meet some additional criteria to qualify for SFSP sponsorship. These requirements must be met **prior** to receiving access to the online sponsor portal called Child Nutrition Program (CNP) web where the application is completed.

Private non-profit agencies, except for private schools currently operating National School Lunch Program (NSLP) and current Child and Adult Care Food Program (CACFP) sponsors, must meet a few additional requirements to gain CNP web access:

- 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*
- Submit proof of your organization's current active status with the Indiana Secretary of State [Office](#)
- Provide organization's DUNS number. *Non-federal agencies that receive reimbursement from taxpayer funded federal Child Nutrition programs are required to have the Dun and Bradstreet Data Universal Numbering System (DUNS) as their identifier. Contact our office if you need more information*
- Provide proof of financial viability. *This includes a profit/loss statement for a previous fiscal year and bank statements for a minimum of 12 operating months*
- **State Agency will conduct a thorough organizational background check and review agency's fiscal readiness**

All required documents must be submitted to summermeals@doe.in.gov



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ATTENTION!! Access to CNPweb is granted only after satisfactory completion of Step 1.

Once Step 1 is complete, an applicant organization will be assigned a Field Specialist, a School and Community Nutrition (SCN) team member that will be a sponsor's contact person for any meal service-related questions and other technical assistance. He/she will contact the agency to schedule a pre-approval visit or phone call that must be completed before the sponsorship approval and prior to a start of program operations.

Step 2: Complete the online portion of the SFSP application in the CNPweb

Application documentation required for establishing a new sponsorship depends on a specific sponsor type. In addition, per USDA guidance, some paperwork requirements are waived for current Child Nutrition Program (NSLP and CACFP) sponsors. All required forms are available in the CNP web.

See detailed [Instructions](#) for completing CNP web portion of the application.

Step 3: Download the sponsor specific off-line forms from the CNPweb, complete the documentation and then upload the documentation back to the CNPweb.

The timeframe for approval will be within 30 days if all the documentation is completed correctly and there are no additional questions or concerns. Agencies may monitor their application status online and will receive a special email notification upon approval.