

**Summer Food Service Program Sponsor  
Financial Viability, Capability, and Accountability (VCA) Checklist**

**Colleges and Universities ONLY**

**Sponsors are required to submit the following documents to support information detailed in the VCA Form: This VCA Form and all applicable documents must be uploaded in SharePoint.**

*Please note that failure to provide requested information or documents by the provided deadline will result in the organization's application being deemed abandoned and therefore will not be processed for the 2025 SFSP.*

**B. Organizations Background and Eligibility**

Certificate of Assumed Name(s) (if applicable)

Certificate of Incorporation

Bylaws

Organizational Staff Chart

- *Staff job function category (administration, food service, monitor, ...)*
- *Staff type (employee, external contractor, volunteer, ...)*
- *Salary/wage funding source (SFSP, General Fund, ...)*

**C. Performance Standard 1: Financial Viability and Management**

Outreach Plan

Copy of most recent audited financial statements (if link not provided on the form)

Proof of NYS Workers' Compensation (if using SFSP funds to pay program staff)

Proof of Disability Benefits Coverage (if using SFSP funds to pay program staff)

**D. Performance Standard 2: Administrative Capability**

Contracts for any private labor companies being used (if applicable)

**E. Performance Standard 3: Internal Controls for Program Accountability**

Organization's internal controls demonstrating the following:

- *Funds/property received, and expenses incurred are handled with fiscal integrity and accountability*
- *Claims will be processed accurately, and in a timely manner*
- *Funds and property are properly safeguarded and used*
- *Expenses incurred are for authorized Program purposes*
- *A system of safeguards and controls is in place to prevent and detect improper financial activities by employees*