

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

Colleges and Universities ONLY

Federal regulation 7CFR Part 225.14 (c)(1) requires applicant sponsors applying for participation in the Summer Food Service Program to submit information sufficient to document that the institution is financially and administratively capable of operating the SFSP, and accepts final financial and administrative responsibility for total program operations.

In accordance with 7 CFR 225.6(b)(11) and 7 CFR 225.6(d) The State agency shall not approve the application of any applicant sponsor which submits fraudulent information or documentation when applying for Program participation or which knowingly withholds information that may lead to the disapproval of its application.

The State agency may only approve the applications of those sponsors that meet the three performance standards: financial viability, administrative capability, and Program accountability. The State agency must deny applications that do not meet all of these standards. The State agency must consider past performance in the SFSP or another Child Nutrition Program, and any other factors it deems relevant when determining whether the sponsor's application meets the performance standards.

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.

A. Contact Information

Provide information for the organization's primary contact person

Organization Primary Contact Person

First Name:

Last Name:

Title:

Organization Name:

T/A or DBA Name:

Street Address:

City:

State:

Zip:

Mailing Address:

City:

State:

Zip:

Telephone Number:

Fax Number:

Organization Email:

Federal ID Number:

NYS OSC Vendor ID Number:

*Check each item as completed and complete all sections.
Refer to the VCA Checklist of documents to ensure all applicable attachments are submitted.*

B. Organization Background and Eligibility:

7 CFR 225.2 defines a sponsor as a “public or private non-profit school food authority, a public or private non-profit residential summer camp, a unit of local, municipal, county or State government, a public or private non-profit college or university participating in the National Youth Sports Program (NYSP), or a private non-profit organization which develops a special summer or other school vacation program providing food service similar to that made available to children during the school year under the National School Lunch and School Breakfast Programs and which is approved to participate in the Program.”

1- Has the organization’s tax-exempt status ever been revoked?

Y N

If Yes, Date of revocation:

Date of reinstatement:

2- Does the organization conduct business under any assumed names?

Y N

If Yes, list all assumed names and submit certificate of assumed name(s):

3- Submit the following for the organization:

- Certificate of Incorporation
- Bylaws
- Organizational Chart

4- Does the organization operate, plan to operate or has this organization previously operated a Child Feeding Program in another State?

Y N

If Yes, what State(s):

What feeding programs:

5- Have you or any of your organization’s principles (including managers, officers, and board members) administered a Child Nutrition Program within the last 7 years?

Y N

If Yes, list the name(s) of the institutions that you or another staff currently or previously administered that participated in a Child Nutrition Program within the last 7 years:

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C. Performance Standard 1: Financial Viability and Management

7 CFR 225.6(d)(1) Performance standard 1. The sponsor must be financially viable. The sponsor must expend and account for Program funds, consistent with this part; FNS Instruction 796–4, Financial Management in the Summer Food Service Program; 2 CFR part 200, subpart D; and USDA regulations 2CFR parts 400 and 415.

Financial viability includes the sponsor’s ability to demonstrate they can generate enough income and sufficient resources to meet the program’s total operating expenses and debt commitments.

Note: The legal name and FEIN number in which the sponsoring organization is doing business with SED for SFSP operations must incur program costs.

- 1- Describe the community’s need for summer meals; including, how the sponsor’s participation will help ensure the delivery of Program benefits to otherwise unserved sites or children and describe how the sponsor will recruit sites:

Submit the organization’s outreach plan with this document

- 2- How does the organization ensure that all costs in the organization’s budget are necessary, reasonable, allowable, and appropriately documented?

- 3- Please provide a copy or website link to the most recent audited financial statements performed by a Certified Public Accountant (CPA) in an independent audit conducted within the last two fiscal years.

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4- List current and projected revenue sources that will be devoted to administering the SFSP, Include projected SFSP funds:

| Revenue Sources | Frequency (weekly, monthly) | Activities Supported by the Revenue | Amount | % Devoted to SFSP Administration |
|-----------------|-----------------------------|-------------------------------------|--------|----------------------------------|
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5- Does the organization have paid employees?

Y N

Is the organization current on payroll taxes to the IRS?

Y N

If No, please explain:

6- Will the organization pay employees for work related to the SFSP?

Y N

If Yes, submit the following with this document:

- Proof of NYS workers’ compensation
- Proof of disability benefits coverage

7- Please select the current accounting method used from the options below:

Accrual Accounting – under this method, revenue is accounted for when it is earned. Likewise, expenses for goods and services are recorded before any cash is paid out for them.

Cash Basis Accounting – under this method, revenue is reported on the income statement only when cash is received. Expenses are recorded only when cash is paid out.

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- 8- *Sponsors must have adequate financial resources to operate the SFSP on a daily basis, have adequate sources of funds to withstand temporary interruptions in Program payments and/or fiscal claims against the organization, and must be able to document its financial viability.*

Do you understand this requirement?

Y N

Please include procedures to sustain the SFSP in the event of a delay or interruption of Program funds:

- 9- Describe the organization's step by step plan for repayment of any outstanding debts resulting from Program reclaims or from costs exceeding SFSP claim reimbursement, should they occur.
- Include the source and amount of funding that would be available.
 - Include the designate position(s) that will be responsible for repaying any debt owed.
 - Note SFSP, CACFP and other federal or State funds cannot be used for repayment purposes.

D. Performance Standard 2: Administrative Capability

7 CFR 225.6(d)(2) Performance standard 2. The sponsor must be administratively capable. Appropriate and effective management practices must be in effect to ensure that Program operations meet the requirements of this part.

- 1- What are the organization's policies and procedures to assign Program responsibilities and duties?
- 2- What are the organization's policies and procedures to ensure compliance with Civil Rights?
- 3- Name of Executive Director:
- 4- Describe the Executive Director's role in the organization:

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5- Does the organization currently have sufficient staff with the necessary skills to:
Formulate and execute an administrative budget?

Y N

Assess and determine needs for the SFSP in the area served by the organization?

Y N

Effectively write and adhere to an outreach plan?

Y N

If you answered No to any of the above, how will the staffing shortage(s) be addressed?

6- Does the sponsor plan on contracting any labor?

Y N

If yes, attach a copy of the contract

7- Describe how your organization will provide required annual SFSP training to new or existing administrative personnel, monitoring and site staff throughout the duration of the program.

8- Describe how the organization will meet all sponsor monitoring requirements for both frequency and type of monitoring visits (pre-operational visit, site visit or food service review) per SFSP regulations.

E. Performance Standard 3: Internal Controls for Program Accountability

7 CFR 225.6(d)(3) Performance standard 3. The sponsor must have internal controls and other management systems in place to ensure fiscal accountability and operation of the Program, consistent with this part. 2 CFR Part 200.318 Requires the organization to maintain written standards of conduct (covering real or apparent) conflicts of interest and governing actions of its employees engaged in the selection, award, and administration of contracts.

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- 1- Submit the organizations internal controls demonstrating the following:
- All funds and property received are handled with fiscal integrity and accountability
 - All expenses are incurred with integrity and accountability
 - Claims will be processed accurately, and in a timely manner
 - Funds and property are properly safeguarded and used, and expenses incurred, for authorized Program purposes
 - A system of safeguards and controls is in place to prevent and detect improper financial activities by employees
- 2- List Governing Council or Board of Trustees or provide website link with this information posted.

3- Do any board members have a financial interest in the organization?

Y N

If Yes, disclose any potential conflict of interest:

4- CFR 200.112 requires that “non-federal entities must disclose in writing any potential conflict of interest.”

Does the organization maintain a less-than-arm’s length relationship with another organization or person(s) which could be perceived as a conflict of interest?

Y N

If yes, disclose any potential conflict of interest:

5- 2 CFR 200.113 Requires organizations to disclose “in a timely manner” and in writing “all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.

Have you or any of your institution’s principles been deemed seriously deficient in the operation of a Child Nutrition program in the last seven years?

Y N

Have you or any of your institution’s principles been disqualified from any federal Child Nutrition program in the last seven years?

Y N

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Full Management Plan Certification

I, _____ CERTIFY that the information on this form is true and correct and (Print Name of Board Member/Church Trustee) that the sponsor is aware that any deliberate misrepresentation, filing false information or withholding of information may result in program termination and prosecution under applicable State and federal criminal statutes.

By signing this form, I certify that I am operating my program in compliance with all federal, state and local CNP statutes, regulations and requirements. I further certify that I am operating my program in compliance with all federal and State labor and tax laws and that I am providing paid employees for work related to the SFSP employment applicable benefits to which they may be entitled to (e.g.-minimum wage, social security, federal and state unemployment insurance, workers' compensation, and disability benefits).

7CFR 225.18 (b)(2) recognizes that the State agency shall terminate a sponsor's participation in the Program by written notice whenever it is determined by the State agency that the sponsor failed to comply with the conditions of the Program.

(Signature)

(Date)

(Title, Board Member/Church Trustee)

Simplified Management Plan Certification:

Please only complete if you are an experienced sponsor not in your review year.

I _____ attest that any information previously submitted to satisfy the performance standards and application requirements for the sponsor, its sites, and principals remains current and accurate.

OR

I _____ have appropriately amended the management plan to reflect current operations.

(Signature)

(Date)

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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD- 3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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