

SFSP Sponsor Application Checklist

Use this checklist to ensure all required documents are included with your application submission. All required sections of the application must be completed and submitted to SED with your application. Upon receipt of an application, SED will contact you within 15 days to notify you of missing, incorrect and/or inaccurate information. Failure to provide the required information to complete your application within the time frame specified by SED, will result in your application being deemed abandoned and therefore will not be subject to further processing or consideration for participation in the 2025 SFSP. Upon receipt of a complete and correct application, SED will issue notification regarding the approval or denial within 30 days. **Meals served prior to the approval date are not eligible for reimbursement.**

**Submit all required documents with your application on or before May 1, 2025
by uploading into the Share Point Folder provided with the application
OR mail to New York State Education Department
Child Nutrition Program Administration, Summer Food Service Program
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(please notify our office if mailing documents)**

- 1. [2025 Sponsor Application](#)
 - [Reimbursement Worksheet for Vended Sponsors: Urban](#)
 - [Reimbursement Worksheet for Self-prep Sponsors](#)
- 2. [Viability, Capability, and Accountability \(VCA\)](#) Form for all non-SFA sponsors. ([checklist of documents](#))
****Colleges and Universities only [VCA Form](#) and [Checklist](#)**
- 3. [Payee Information Form and Substitute W-9](#), Complete with the organizations Unique Entity Identifier (UEI) and SAM expiration date, ***original signature required.***
- 4. **New Site Information Sheet** for all meal service locations you are requesting approval for.
 - [Residential and Non-Residential Camp Sites](#)
 - [Open and Closed Enrolled Sites](#)
 - [Conditional Non-Congregate Site](#)
 - [Request to Operate a Non-Congregate Meal Service](#)
- 5. **Menus** including all items with portion sizes that are planned to be served during the operation of the program.
- 6. [CNMS SFA/SFSP Sponsor Password Application](#)
- 7. [Responsible Principles Form](#) for ALL sponsor types
- 8. [Free Meal Policy Statement](#) for non-SFA sponsors only
- 9. [Hearing Procedures Form](#) for non-SFA sponsors that operate camp(s) or conditional non-congregate site(s).
- 10. [Separation by Gender during Child Nutrition Program Meal Service Exemption Request](#), if applicable
- 11. **Copy of Current Year Camp Permit for all residential and non-residential camp sites**, when made available from the Department of Health.
- 12. [Copy of Signed Contract](#) with an SFA or for meals purchased from another source (if applicable) – Include a copy of the foodservice permit where meals are prepared.
- 13. **Complete the SFSP for Potential New Sponsors and Sponsor Financial Viability, Capability and Accountability courses in the [Learning Management System](#).** (SFAs are not required to complete the 2025 Sponsor Financial Viability, Capability and Accountability Course.) Request access to the LMS [here](#).