

This checklist details the application process for organizations that wish to sponsor the Summer Food Service Program (SFSP). *Please contact the Division of Nutrition Support, School Food Service Section with questions: (225) 342-9661 or childnutritionprograms@la.gov. Mailing address:* Louisiana Department of Education, Attn: Division of Nutrition Support; 1201 North Third Street, Baton Rouge, LA 70802.

Summer Food Service Program Eligibility Requirements

- Potential sponsoring organizations must not have previously been declared seriously deficient or terminated from any federal child nutrition programs.
- Potential sponsoring organizations (including personnel) must not have been placed on the National Disqualification List during the previous seven years.

Required Forms

All documents listed below must be submitted (mail or email unless otherwise indicated) to the Division of Nutrition Support.

- Child Nutrition Program Permanent Agreement** Prospective sponsoring organizations must complete and sign the Child Nutrition Program Permanent Agreement. The original signed agreement must be returned by **mail** to the Division of Nutrition Support.
- Attestation of Training** Each training must be viewed, and the Attestation must be signed and submitted.
- 501(c)(3) Exemption Determination Letter** Nonpublic entities and charter schools must submit a copy of the organization's 501(c)(3) Exemption Determination Letter issued by the Internal Revenue Service. The address on the letter must match the physical address of the organization.
- LA GOV ERP Registration** To receive payments from the Louisiana Department of Education, prospective sponsoring organizations must complete the LA GOV ERP Supplier Self-Registration process. For assistance, refer to the [Vendor Registration Instructions](#).

To receive payments via [Electronic Funds Transfer \(EFT\)](#), an EFT form must be submitted to the Office of Statewide Reporting & Accounting Policy (OSRAP).

For assistance, contact the Office of Statewide Reporting & Accounting Policy (OSRAP) Vendor Help Desk: (225) 219-6888 or DOA-OSRAP-LAGOV@la.gov.

- Data Universal Number System (DUNS) Number** To receive Child Nutrition Program (CNP) funds, all prospective sponsoring organizations must have a DUNS number. To register for a DUNS number or verify an existing number, access the [Dun & Bradstreet website](#). DUNS registration is free of charge. For assistance, contact Dun & Bradstreet: (866) 705-5711.

[System for Award Management \(SAM\) Database](#) Prospective sponsoring organizations must have an active account in the System for Award Management (SAM) database, must register the organization's DUNS number in the SAM database and must submit a valid SAM expiration date. Applications without a valid SAM expiration date will be considered incomplete. For assistance, contact the SAM helpline: (866) 606-8220.

[Permit to Operate](#) Each food service site (cooking and/or serving location) must be inspected and receive a permit to operate from the Louisiana Department of Health, Office of Public Health (LDH OPH), prior to beginning service. **Sites will not be approved for participation in the Summer Food Service Program without proof of a current permit to operate and health inspection.** To request a permit to operate and health inspection, contact the [LDH OPH Sanitarian Services department](#).

Administrative Capability

Potential sponsoring organizations must assume responsibility for all Summer Food Service Program operations and may not contract or delegate any administrative responsibilities (including site monitoring), in accordance with Title 7 Code of Federal Regulations Part 225.7. To demonstrate administrative capability, sponsoring organizations must submit the following:

- Organizational Chart** including all employees with job titles and brief descriptions of daily duties.
- Resumes** for all Summer Food Service Program supervisors and site managers.
- Business Operations List** A list of all current business operations the organization is affiliated with (including food service operations if applicable), regardless of whether revenue is generated. The list must include physical address, hours of operation and a description of services provided.
- Site List** of all potential program sites with total projected meals by category (breakfast, lunch, snack, supper) and type of meal service (vended meals; on-site meal prep)

Financial Viability

Private non-profit organizations must have adequate financial resources to operate the SFSP, have adequate funds to withstand temporary interruptions in Program payments and/or fiscal claims against the organization and must demonstrate financial viability by submission of the following documents:

- Audit** The organization's most recent, completed audit report.
- Year-End Financial Statement** The organization's most recent financial statement, detailing all revenue and expenses (including payroll). Food service expenditures must be indicated separately.
- Bank Statement** The organization's most recent bank statement.

Child Nutrition Program (CNP) Website

Upon submission of the documents listed above, the authorized representative designated by the prospective sponsoring organization will receive access to the [CNP Website](#). The website forms listed below must be completed. For assistance, refer to the [SFSP Online Applications Instructions](#).

- Sponsor Application
- Sponsor Budget
- Facility Applications (one per site)

Preapproval Visit

A preapproval visit will be scheduled by the Division of Nutrition Support staff. The [Preapproval Visit Form](#) lists specific areas of observation, including meal service (if currently operating).

Approval

Upon completion of all requirements, the Child Nutrition Program Permanent Agreement will be signed and the sponsoring organization will be approved to participate in the child nutrition programs for which application was made.