

This checklist details the application process for organizations that are interested in participating in the Summer Food Service Program (SFSP). Please contact the Division of Nutrition Support, School Food Service Section with questions: (225) 342-9661 or email the State agency at [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov). Do not submit to the State agency until all required documentation is included. Incomplete and/or improperly documented packets will not be processed.

The completed information packet may be submitted [online](#) or mailed to:

Louisiana Department of Education  
Division of Nutrition Support  
Summer Food Service Program  
PO Box 94064  
Baton Rouge, La 70804-9064

### 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 to the Division of Nutrition Support.

- Completed, Signed [Child Nutrition Program Information Sheet](#)
- [Attestation of Training](#) Each training listed in the attestation must be reviewed and the Attestation must be signed by the Head of the Organization.
- [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](#) or contact the Office of Statewide Reporting & Accounting Policy (OSRAP) Vendor Help Desk: (225) 219-6888 or [DOA-OSRAP-LAGOV@la.gov](mailto:DOA-OSRAP-LAGOV@la.gov)
- [System for Award Management \(SAM\) Database](#) Prospective sponsoring organizations must have an active registration in the System for Award Management (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

In accordance with Title 7 Code of Federal Regulations Part 225.14(c)(1) **General requirements**, no applicant sponsor shall be eligible to participate in the Program unless it demonstrates financial and administrative capability for Program operations and accepts final financial and administrative responsibility for total Program operations at all sites at which it proposes to conduct a food service in accordance with the performance standards described under 7 CFR 225.6(d).

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. As part of the requirement for demonstrating administrative capability, sponsoring organizations must submit the following:

- Cycle Menu** to be used in SFSP (include creditable serving Sizes): [USDA SFSP Meal Patterns](#)
- Secretary of State:** print out from the [Louisiana Secretary of State website](#) showing the agency is in good standing
- IRS Articles of Incorporation** with EIN Tax ID
- Board minutes** from last meeting with a list of current Board Members and titles
- Written Policies:** conflict of interest, arm's-length transactions, outside employment, compensation plan, finance/procurement, etc.
- Organizational Chart** including all Summer Food Service Program employees with job titles, a brief description of daily duties and salaries.
- Resumes** for all Summer Food Service Program site supervisors and monitors for anticipated operations.
- 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.

### Financial Viability

Any organization applying for a USDA Child Nutrition Program must show that it is financially viable and has the ability to continue compliant program operations in the event of delayed or unavailable federal monies. 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.

As part of demonstration of financial viability, submit the following documents:

- Audit/Year-End Financial Statement** Submit the most recent audit report or year-end financial statement for the organization, including the entire 12 month period. Financial information must include:
  - List of all income sources and monthly income from each source (tuition, donations, subsidies, etc.)
  - List of standard monthly expenses with amounts (rent, payroll, insurance, food, etc.)
  - If income includes charitable donations, provide a copy of the donation contract(s) or show history of consistent contributions.
  - A year-end financial statement should include the organization's most recent financial statement, detailing all revenue and expenses (including payroll). Food service expenditures must be indicated separately.
- Bank Statement** Organization's bank statements for the last month.

### Site Information

- Complete a [Site Information Form](#) for each site to be sponsored, to include the following information:
  - Physical Site Address
  - Meal types planned for service (Breakfast, AM Snack, Lunch, PM Snack, Supper – maximum 2; Supper and Lunch may not be the two choices)
  - Expected number of participants for each meal
  - The name of the Head of the Organization;
  - If applicable, the enrichment activity(ies) available at each site and whether the sponsor or the facility is providing the activity(ies);
  - Explain the community outreach plan;
  - Indicate whether food will be prepared on-site or off-site and:
    - If food is prepared on site, list responsible party;
    - If food is not prepared on site, provide the anticipated central kitchen name and address, method of transportation, name of FSMC or vendor if applicable, and food safety procedures.
  - Explain the organization's plan to accommodate changes in meal participation

### Preapproval Visit

A preapproval visit will be scheduled by the LDOE's Nutrition Support staff. The pre-approval process will include an evaluation of financial viability, administrative capability, and program accountability.

**Child Nutrition Program Permanent Agreement** Eligible sponsoring organizations must submit a Child Nutrition Program Permanent Agreement. The original signed agreement must be returned by **mail** to the Division of Nutrition Support.

### Child Nutrition Program (CNP) Website

Upon State agency determination of the organization's eligibility, the head of the organization will receive access to the [CNP Website](#) in order to complete the SFSP Online Application. For assistance, refer to the [SFSP Online Applications Instructions](#).

### Approval

The applying organization is not eligible to participate in the Summer Food Service Program or receive program reimbursement until the State agency has reviewed and approved the organization's Child Nutrition Program Permanent Agreement and Summer Food Service Program (SFSP) Online Application.

#### USDA Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
- (2) fax: 833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.