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September 3, 2004

**SFSP 2005-01
MEMORANDUM**

TO: Summer Food Service Program Sponsors

FROM: Pat Cook, Consultant
Office of Child Nutrition and School Health

SUBJECT: Application for Summer Food Service Program for 2005

Enclosed are the materials necessary to apply for the Summer Food Service Program (SFSP) for organizations that will be providing meals to children during October 2004 and through September 30, 2005. Every year, each SFSP sponsor needs to complete a new application packet. I have included a paper copy of all forms and will e-mail these forms to you once I have your e-mail address. The following documents are needed for a complete SFSP application:

Required Documents	
Tax-Exempt Determination Letter <ul style="list-style-type: none">Private nonprofit sponsors must submit a copy of the federal IRS letter determining their tax-exempt status for federal taxes. Public agencies are exempt from this requirement.	
Two Signed Copies of the SFSP Agreement with Original Signatures <ul style="list-style-type: none">Signed by the authorized representative. Your copy will be counter-signed by the Department of Education personnel and returned to you.	
Designation of an Authorized Representative <ul style="list-style-type: none">Signed by a board member	
Copy of the Organization's Board Members Including Names, Titles, and Mailing Addresses	
Signature Authorization	
Schedule I Application <ul style="list-style-type: none">Include a SFSP calendarAttach a signed, vended agreement, if applicable.Attach advance request forms, if applicable (from the NDE).	

Health Department Notification Letter	
Schedule 2 Non-Pricing Program Policy <ul style="list-style-type: none"> • Attach a copy of a public release. 	
Schedule 3 Site Information Set for Each Site Racial/Ethnic Pre-Award Compliance Report for Each Site	
Schedule 4 Meal Pattern	
Pre-operation Site Visit Form for Each Site	
Administrative Budget (Complete Either the Vended or Self-Prep/Rural Budget, Whichever is Applicable) <ul style="list-style-type: none"> • Include an administrative staffing plan. • Administrative costs worksheet. • Include copies of leases, if applicable. 	
Operating Budget <ul style="list-style-type: none"> • Include an operating staffing plan. • Include an operating costs worksheet. • Attach copies of leases, if applicable. 	
Management Plan – Financial Viability <ul style="list-style-type: none"> • Provide a brochure or description of the organization. New sponsors – attach a copy of the organization's most recent audit or a financial statement prepared by a Certified Public Accountant. 	
Management Plan – Organizational Capability and Accountability	

Please submit the required documentation to:

Pat Cook
Nevada Department of Education
Office of Child Nutrition and School Health
1749 Moody Street, Suite 40
Carson City, NV 89706-2543

A complete application must be received by the Nevada Department of Education by September 20, 2004 to be able to beginning serving meals on October 1, 2004. If you have any questions, please do not hesitate to call me at 775-687-9153 or in my absence, Katherine Stewart at 775-687-9154. My e-mail address is pcook@doe.nv.gov.