



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

January 2009

Dear New Summer Food Service Program Sponsor:

Below is information regarding the application to participate in the Summer Food Service Program (SFSP).

To initiate the application process, you must complete the following steps:

- Complete the Sponsor Application. Visit our website at <http://www.isbe.net/nutrition/htmls/summer.htm>, click on *New Sponsors*, then *Initial Application*. Complete the worksheet, click on *Submit*, and send in the other required documents below.
- If contracting for food service under \$10,000, submit a signed copy (by both sponsor and vendor) of the food service agreement. Visit our website (<http://www.isbe.net/nutrition/htmls/summer.htm>), click on *New Sponsors*, then *Food Service Agreement*, and download a copy. **PRINT** the document, complete, sign, and send it with the other required documents. A list of vendors throughout the state is available on our website (<http://www.isbe.net/nutrition/htmls/summer.htm>). Click on *New Sponsors*, select *Vendor's listing*, and download a copy.
- If contracting for food service over \$100,000, you must follow competitive bidding procedures. Please contact our office for a bid packet.
- If your estimated Summer Food Service Program reimbursements **exceed \$300,000**, you must also submit a Management Plan. Please contact our office for a prototype.
- Submit Internal Revenue Service (IRS) Form W-9. A blank form is available on our website (<http://www.isbe.net/nutrition/htmls/summer.htm>). Click on *New Sponsors*, then *W-9 Form*, and download a copy. **PRINT** the document, complete, sign, and send it with the other required documents.
- Submit documentation of *federal* tax-exempt status (501[c][3] for non-profit organizations). Church sponsors are required to provide documentation of their **state** (Illinois) tax-exempt certificate.
- Complete applicable menu forms and maintain on file. Sample breakfast and lunch/supper menu forms are on our website (<http://www.isbe.net/nutrition/htmls/summer.htm>). Click on *Sample Cold Breakfast* or *Lunch Menus*, under *Menu Planning* and download a copy to use as an example. Blank menu forms are on our website (<http://www.isbe.net/nutrition/htmls/summer.htm>). Click on *New Sponsors*, then the appropriate form under *Blank Menu Forms*. **TYPE** in the document and save to your hard drive. Menus will be reviewed during Monitoring Reviews conducted by the Illinois State Board of Education (ISBE).
- Complete and submit the Program Announcement/Policy Statement that applies to the type of eligibility documentation being used for your program—sample forms included on our website (<http://www.isbe.net/nutrition/htmls/summer.htm>), click on *New Sponsors*, select the appropriate form under *Program Announcement*, and download a copy. **PRINT** the document, complete, and send it along with the other required documents.

Complete the documents above and mail them to the Illinois State Board of Education, Nutrition Programs, 100 North First Street W-270, Springfield, Illinois 62777 or fax to the attention of Deb Collins at 217/524-6124.

Once ISBE has received the Sponsor Application, IRS Form W-9, documentation of tax-exempt/non-profit status, and Program Announcement/Policy Statement, we will assign your organization an agreement number and contact you regarding an ISBE Web Application Security (IWAS) administrative account. Once your IWAS account is established and you have authorization to use the system, you will be able to review and submit your Sponsor/Site Applications along with your budget. You must submit all Sponsor/Site Applications **through IWAS** to the Illinois State Board of Education by **June 1**.

If you have any questions regarding the application process for the SFSP, please contact Deb Collins or Amy Bianco at 800/545-7892 or email dcollins@isbe.net or abianco@isbe.net.

Sincerely,

Christine Schmitt
Division Administrator
Nutrition Programs