



Summer Food Service Program (SFSP) New Sponsor Application and Site Operation Checklists

Applicants that did not participate in the 2025 Summer Food Service Program must complete and submit the New Sponsor Application and required documentation by **May 1**. If all items below are not completed and submitted, the application may be returned as **incomplete**. Please refer to the Summer Food Service Program webpage for required forms, guidance, and instructions.

Meals served prior to the approval date are not eligible for reimbursement.

Submission Deadline: May 1, 2026

Submission Email: SummerMeals@isbe.net

Step 1 - Training

Register and complete online SFSP Training: **This is required.**

New applicants are required to complete the following Brighton Training Group Courses:

- [ISBE-178 Planning and Administering the SFSP 2026](#)
 - Lesson 1 – Sponsor, Site, and Special Site Eligibility
 - Lesson 2 – Meal Service Planning
 - Lesson 3 – Staff Duties and Training
 - Lesson 4 – Recordkeeping
 - Lesson 5 – Civil Rights
 - Post-Course Evaluation

See additional training resources on the [SFSP Homepage](#) under the Training & Resources tab.

Step 2 – Grant Accountability and Transparency Act (GATA) Requirements

- Complete [GATA Requirements](#)

Step 3 – Application Submission

- Email the following documents to SummerMeals@isbe.net:
 - [New Sponsor Application](#) (closes May 1, 2026)
 - 2026 Training Certificate of Completion
 - [New Site Application](#)
 - Signed ([IRS W-9](#)) [Request for Taxpayer Identification Number and Certification](#) (can be found on the [Internal Revenue Service website](#))
 - Documentation of 501(c)3 status
 - [Health Department Notification Letter](#)
 - [Management Plan](#)
 - Compliance Review Form (school and government sponsors only)
 - Notification to the Community
 - [Open Sites](#) or
 - [Enrolled Sites and Camps](#)
 - Submit [contract documents](#), if applicable
 - Prior to soliciting bids, all invitation for bid and contract documents must be submitted to ISBE for review to determine regulatory compliance prior to beginning the bid solicitation process. Allow a minimum of one month for ISBE staff to review all documents and to receive written notification that the applicant may proceed with the bid solicitation. Submit contract questions to CACFP_SFSPContracts@isbe.net.

Step 4 – Wait for ISBE Review

ISBE Process

- The Authorized Representative and Sponsor Contact listed on the New Sponsor Application will receive an email of receipt and/or items that need to be submitted or clarified.
- The documents are submitted to ISBE’s Funding and Disbursements Department; and if approved
- The Funding and Disbursements Department submits the documents to the Comptroller.

Wait for ISBE Web Application Security (IWAS) setup instructions.

Step 5 – IWAS Account Setup

- Follow instructions to set up:
 - Authorized Representative Account
 - Staff Accounts
 - Each staff goes into IWAS and adds Web-Based Illinois Nutrition System (WINS)
 - Authorized Representative approves each staff seeking access
- Submit Sponsor Components in WINS:
 - Sponsor Questionnaire
 - Sponsor Budget, if applicable
 - Sponsor Management Plan, if applicable
- Add Site Information using the “Add New Site” link under Sponsor Tasks tab

Step 6 – Wait for ISBE/System to Assign Site Number

The site will appear in site listing 24 hours after ISBE approval.

Step 7 – WINS Completion

- Once the site is added under the Site Applications tab in WINS, complete the following site components for each application:
 - Site Questionnaire
 - Site Participation
 - Once the site is approved, complete the Site Participation Detail.

Preapproval Visit

- Wait for a Pre-Operational Visit. An ISBE monitor will call to schedule.

Final Approval

- Once the Pre-Operational Visit is completed and a sponsoring organization is recommended for operations, final approval is given in WINS.

Note: Meals are not reimbursable until the sponsor is completely approved.

Site Operation Checklist

Use this checklist to ensure sites are ready for operation.

- [Training Checklist](#) – Required prior to the start of program operations
- [“And Justice for All” Poster](#) – Must be displayed at each site in a prominent area
- Notification to the Community – [Open Sites](#) or [Enrolled Sites and Camps](#)
- [Pre-Operational Site Visit](#) – To be completed before the start of operations
- [Initial Site Visit Form](#) – To be completed during the first two weeks of operations
- [Site Review Form](#) – To be completed during the first four weeks of operations
- [Meal Count Form](#) – Daily – Each site must take a point-of-service meal count every day

For Technical Assistance (login/WINS access, passwords, etc.)

[Contact ISBE online](#) or by calling 217-782-4321

For Program Questions

Contact SFSP staff at 217-782-2491 or SummerMeals@isbe.net