



Summer Food Service Program New Sponsor Application Checklist



STEP # 1 - TRAINING

Register and attend an SFSP workshop: <http://webprod1.isbe.net/cns/calendar/asp/eventlist.asp>
This is REQUIRED. The last workshop is held in Springfield in May.

STEP # 2 - GATA Requirements

Complete [GATA Requirements](#)

STEP # 3 - APPLICATION SUBMISSION

Submit the New Sponsor Application found on the New Sponsor SFSP webpage <https://www.isbe.net/Pages/Summer-Food-Service-Program-New-Sponsors.aspx>

Fax or email the following items to Megan Kuchar, mkuchar@isbe.net Fax 217-524-6124

- Signed [W-9](#)
- 501(c)(3) from U.S. Dept. of the Treasury, IRS
- [Viability, Capability, Accountability \(VCA\)](#) and required attachments
- [Signed](#) Program Announcement (use correct form found on New Sponsor webpage)
- [Signed](#) copy of notice sent to local health department. A *Health Department Notification Sample Letter* is posted at <https://www.isbe.net/Pages/SummerFood-Service-Program-Forms-and-Documents.aspx>

STEPS # 4 - WAIT FOR ISBE REVIEW

ISBE PROCESS

- You will receive an email of receipt and/or items that need to be submitted or clarified.
- Documents are submitted to ISBE Funding and Disbursement, if ok –
- Documents submitted to Comptroller for state acceptance for payments

WAIT FOR ISBE WEB APPLICATION SECURITY (IWAS) SET-UP

- Email with information on IWAS system account set-up is sent to organization Authorized Representative

STEP # 4 - IWAS ACCOUNT SET-UP

- Follow instructions to set up:
 - Authorized Rep account
 - Staff accounts
 - Each goes into IWAS and adds Web-Based Illinois Nutrition System (WINS)
 - Authorized Rep approves each staff seeking access
- Submit Sponsor Component items through WINS (Sponsor Questionnaire, Budget Tabs)
- Add a site – providing Site information

STEP # 6 -WAIT FOR ISBE/SYSTEM to get Site Number (estimated 24 Hours)

STEP # 7 - WINS COMPLETION

After an estimated 24 hours, the Site should be added; go into WINS and complete Site Components

- Site Questionnaire
- Site Participation
- Once the site is approved complete the Site Participation detail

STEP # 8 - FINAL STEPS

- If working with a Food Service Management Company/Vendor, fax a copy of the contract to Amy Bianco, 217-524-6124 or attach to your WINS application.

FINAL APPROVAL

- Wait for a Pre-Operational visit. Monitor will call to schedule. Please note that monitors must submit their itineraries one week in advance, so visits will be scheduled accordingly
- Once the Pre-Op is completed and sponsor is recommended for operations, final approval is given on WINS. Approval letter is posted, viewable and printable from Attachments (paper clip icon).

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

HELP

For Technical issues (login, system access, etc.) call the Helpdesk, 217-558-3600.

For Program questions, contact SFSP program staff at cnp@isbe.net or mkuchar@isbe.net

Emails are preferred. Or call, 800-545-7892 (in state only).