



Summer Food Service Program New Sponsor Application Checklist

The New Sponsor Application and documentation must be completed and submitted to summermeals@isbe.net by May 1 each year. If you have not completed all the items below, your application may be returned to you as incomplete. Refer to the ISBE [Summer Food Service Program webpage](#) for all forms and instructions.

Step 1 – GATA Requirements

- Complete [GATA requirements](#).

Step 2 – Application Submission

- Submit [New Sponsor Application](#).

Step 3 – Training

- Complete Summer Food Service Program (SFSP) training.
 - Training registration and course will be provided once New Sponsor Application is received.
 - New applicants are required to complete the Planning and Administering the SFSP 2024 (ISBE-178) course.

Step 4 – New Sponsor Application Forms

Submit the following forms to summer staff at Summermeals@isbe.net:

- Signed [W-9](#)
- Proof of 501(c)(3) status
- [Management Plan](#)
- [New Site Application](#)
- [Health Department Notification Letter](#)

Step 5 – Determine Meal Service Type

- Self-Preparation Sponsor:** Sponsor prepares the meals that will be served at its site(s).
- Vended Sponsor:** Sponsor purchases unitized meals, with or without milk, that it will serve at its site(s) from a food service management company or sponsor purchases management services, subject to the limitations set forth in [§ 225.15](#), from a food service management company.

Step 6 – Wait for ISBE Review

- You will receive an email of receipt and/or items that must be submitted or clarified.
- Documents are submitted to ISBE Funding and Disbursements Department.
- Documents are submitted to state comptroller.

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

Step 7 – IWAS Account Set-Up

- Follow instructions to set up:
 - Authorized representative account
 - Staff accounts
- Each staff member logs in to IWAS to add Web-Based Illinois Nutrition System (WINS).
- Authorized representative approves each staff member seeking access.
- Submit Sponsor Application, which includes Sponsor Questionnaire and Budget, in WINS.
- Add site information using the “Add New Site” link under Sponsor Tasks tab.

Step 8 – WINS Assignment

Wait for WINS to assign site numbers to each of your site locations.

Step 9 – WINS Completion

Once the site is added under the Site Applications tab in WINS, complete the following components for each site application:

- Site Questionnaire
- Site Participation
- Once the site is approved, complete Site Participation Detail.

Final Approval

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

HELP

- For Technical Issues** (Login/WINS access, passwords, etc.)
Call the Help Desk at 217 558-3600.
- For Program Questions**
Call SFSP program staff at 217-782-2491 or
email Summermeals@isbe.net.

New Site Operation Checklist

Use this as a checklist to ensure sites are ready for Summer Food Service Program operations.

- [Training Checklist](#) – Required before start of program operations.
- ["And Justice For All" Poster](#) – Must be displayed at each site in a prominent area.
- [Notification to the Community \(Open Sites\)](#)
- [Notification to the Community \(Closed and Camps\)](#)
- [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
- [Daily Meal Count Form](#) – Each site must take a point-of-service meal count every day.
- [Site Review Form](#) – To be completed during the first four weeks of operation