


Delaware Department of Education (DDOE) Summer Food Service Program  
**Sponsor Application Checklist 2022**

The Sponsor Application Checklist is designed to guide you through the entire application process. Please follow the instructions provided and you will be guided to all of the forms that apply to your organization. Since most of the application is now completed online, the process is streamlined. However, some forms must have a hard copy submitted. Please submit all documents AS A PACKAGE, not individually. Permanent documents will only be collected once unless there is a change in the organization's administration.

**Sponsor Application Packet**

Title of Form	Who Must Prepare	Location of Form	Number to Complete	Submit: Online or Hard Copy	Instructions	Complete 
Sponsor Application	All Sponsors	DENARS	1	Online	Complete one Sponsor Application.	
Site Applications	All Sponsors	DENARS	1 per location	Online	Complete one site application for each location you are planning to serve meals.	
Budget	Non-School Sponsors and New SFAs	DENARS	1	Online	Complete all applicable line items for your planned SFSP program.	
Annual Audit Status Certification Form	All Sponsors	DENARS	1	Online	Fill in this form with the total amount of Federal funds your organization expended in your last complete fiscal year.	
<b>The Next Set of Forms Are Available on the DDOE Website. Complete Forms, Print and Submit to DDOE</b>						
Letter to Health Department	All Sponsors	DDOE Website	1	Hard copy	Complete and submit to local health department. Submit a copy to DDOE.	
News Release for Open Sites	Sponsors who have open sites	DDOE Website	1	Hard Copy	Complete news release that applies to your agency and submit for public notification. Submit a copy to DDOE along with a list of publications.	
News Release for Enrolled Sites and Camps	Sponsors who have camps or closed enrolled sites	DDOE Website	1	Hard Copy	Complete news release that applies to your agency and submit for public notification. Submit a copy to DDOE along with a list of publications.	
Schedule C (5 Day Menu)	Optional	DDOE Website	N/A	Hard Copy	A menu can be submitted to DDOE for review, but it is not required.	
<b>This Section Applies to Sponsors Who Contract for Meals (Vended)</b>						
Bid Opening Date	Vended Sponsors	N/A	1	N/A	Contact DDOE to coordinate date for bid opening.	
Bid Advertisement	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Bid Advertisement to DDOE prior to submitting for public notification.	
Invitation to Bid	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of Invitation to Bid to DDOE prior to submitting for public notification..	
Vendor Contract	Vended Sponsors	DDOE Website	1	Hard Copy	Submit a copy of vendor contract prior to signing.	
Pre-Program Sponsor/Vendor Checklist	Optional	DDOE Website	1	Hard Copy	Submit a signed copy of the checklist to DDOE.	
<b>This Section is for Self-Preparation Sponsors Only</b>						
Health Inspection	Self-Preparation Sponsors Only	N/A	1 per site where meals are prepared	Hard Copy	Submit an inspection report for each site where meals will be prepared.	
<b>This Section is for New Sponsors Only</b>						
Permanent Reimbursement Agreement	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and return with original signatures. A signed copy will be returned to you. <b><u>This is a permanent agreement.</u></b>	
IRS Letter	New Non-Profit Sponsors Only	N/A	1	Hard Copy	All Non-Profit Private Sponsors must document their eligibility. You must submit a copy of the IRS Letter of Determination that grants your organization 501(c) status. <b><u>This is a permanent document.</u></b>	
Pre-Award Civil Rights Questionnaire	New Sponsors Only	DDOE Website	1	Hard Copy	Complete and submit to DDOE. <b><u>This is a permanent document.</u></b>	
Written Code of Conduct	New Sponsors Only	DDOE Website	1	Hard copy	Complete with organization specific information, and submit to DDOE.	
Procurement Standards Checklist	New Non-Profit Sponsors Only	DDOE Website	1	Hard copy	Complete and submit to DDOE. <b><u>This is a permanent document.</u></b>	
eSupplier Portal	New Sponsors Only	DDOE Website	1	Online	Access to the eSupplier Portal can be found at <a href="https://accounting.delaware.gov/suppliers/">https://accounting.delaware.gov/suppliers/</a> .	
Obtain UEI Number	New Sponsors Only	Hard Copy	1	Hard Copy	Follow instructions in DDOE memo.	
Free/Reduced Price Policy Statement	New Sponsors Only	DDOE Website	1	Hard Copy	Print, sign, and submit to DDOE. <b><u>This is a permanent document.</u></b>	