Appendix A – SFSP Pre-Application Checklist



VIRGINIA SUMMER FOOD SERVICE PROGRAM

Pre-Application Checklist

The Virginia Department of Education (VDOE) requires all potential sponsoring organizations interested in the Summer Food Service Program (SFSP) to complete the SFSP Pre-Application Checklist. School Food Authorities that participate in the National School Lunch Program are exempt from completing this Checklist because they demonstrate the ability to meet the performance standards set forth in Federal regulations. 7 CFR§225.14(c) states that all potential sponsors must demonstrate financial and administrative capability for program operations.

Organizations must submit all required documents requested in this Checklist. The Pre-Application Checklist and all supporting documentation will be reviewed by the Virginia Department of Education Child Nutrition Program staff to determine the organization’s eligibility to participate in the SFSP. The Scoring Rubric provided at the end of this document will be used to evaluate the Pre-Application Checklist. Read the following information carefully and answer all questions completely. While the information in this Checklist will assist in determining an organization’s participation, it does not complete the application process or guarantee approval for program participation.

There is no deadline for returning a completed Pre-Application Checklist. However, failure to return a completed Pre-Application Checklist will result in denial to participate in the Program. If corrections to the Pre-Application Checklist are required, the Regional Specialist will provide technical assistance to the applicant, and there will be only one opportunity for the applicant to provide the necessary information.

Organization Name: Click or tap here to enter text.

Organization Address: Click or tap here to enter text.

FEID #: Click or tap here to enter text.

DUNS #: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Phone Number: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

Section I – Organization Background and Eligibility

1. Organization Type – Check One Only:

[ ]  A Private Nonprofit School Food Authority

[ ]  A Public or Private Nonprofit College or University

[ ]  A Public or Private Nonprofit Residential or Non-Residential Summer Camp

[ ]  A unit of Local, Municipal, County, or State government

[ ]  A Nonprofit organization with 501(c)(3) Tax-Exempt Status

Please attach copies of the following:

[ ]  501(c)(3) Tax-Exempt Status recognition letter from IRS

[ ]  IRS Form 990, *Return of Organization Exempt From Income Tax*

[ ]  A Church or Faith-based Organization without 501(c)(3) Tax-Exempt Status. The church does not have written proof of tax-exempt status, but meets the requirements of a tax-exempt organization as stated in IRS Publication 557.

Please attach a copy of the following:

[ ]  IRS Form 990, *Return of Organization Exempt From Income Tax*

 Score: Click or tap here to enter text.

1. Organization’s Ongoing Programs – Please complete the table below and attach additional pages if necessary:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program/Activity** | **Operating Date(s) (from/to)** | **Annual Program Earnings** | **Public or Private Program** | **Program Funded By** |
|  |  |  |  |  |
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Score: Click or tap here to enter text.

1. Recruitment Practices – Describe in detail the organization’s recruitment practices for identifying potential feeding sites that would serve children in low-income communities. If the organization is considering sponsoring a site located within a public school, please note that School Food Authorities have the right of first refusal. If the organization will sponsor sites within schools, please describe the process that will be used to secure such sites as outlined in VDOE’s Right of First Refusal policy (see Attachment 1). Attach additional pages if necessary:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Describe the regularly scheduled food service that will be available for children at eligible sites, including how meals will be delivered, how meals will be served, and the process of tracking meal counts:

Click or tap here to enter text.

Score: Click or tap here to enter text.

Section II – Financial Capability

1. An organization must have procedures that demonstrate adequate management of financial operations. Detail the procedures the organization has in place and attach additional pages if necessary:
	1. Describe how the organization will ensure funds are used only for allowable costs, as outlined in the [FNS Instruction 796-4, Rev. 4](https://fns-prod.azureedge.net/sites/default/files/796-4.pdf)

Click or tap here to enter text.

Score: Click or tap here to enter text.

* 1. Describe how the organization will ensure that all funds or donations received to operate the SFSP are documented and credited to the nonprofit food service account:

Click or tap here to enter text.

Score: Click or tap here to enter text.

* 1. The program budget should accurately define how the organization will utilize SFSP reimbursement. If there is excess reimbursement, the funds may be used to improve the meal service or other aspects of the SFSP, may be kept for the next year’s SFSP operations, or pay for allowable costs of other Child Nutrition programs. If the organization ends the program year with excess reimbursement, how will these funds be utilized?

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Describe how the procedures described in “A” are communicated to all applicable staff:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. A sponsoring organization must have adequate financial resources to operate the SFSP on a daily basis, have adequate sources of funds to withstand temporary interruptions in program payments and/or fiscal claims against the organization, and can document financial capability. Please submit three months of all bank statements for all account(s) in the name of the organization **and** at least 1 of the organization’s **annual** financial statements

[ ]  Bank statements (3 months)

[ ]  Statement of Cash Flows

[ ]  Profit and Loss Statement

[ ]  Statement of Activity and Balance Sheet

Score: Click or tap here to enter text.

Indicate all available assets that will be used to operate the SFSP. Attach additional pages if necessary: An asset is an item of ownership that can be converted to cash. Assets are property that are available for the payment of debt. An asset may be fixed, current, liquid, or intangible and are shown balanced against liabilities.

| **Name of Asset\*** | **Funding Source** | **Current Value** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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|  |  |  |

Score: Click or tap here to enter text.

1. Describe below the organization’s financial management system. Attach additional pages if necessary:
	1. The current accounting method used (cash based or accrual based system):

Click or tap here to enter text.

Score: Click or tap here to enter text.

* 1. The system used to track/manage financial information:

Click or tap here to enter text.

Score: Click or tap here to enter text.

* 1. Position responsible for developing and executing the organization’s operating budget:

Click or tap here to enter text.

Score: Click or tap here to enter text.

* 1. Position responsible for developing and executing the organization’s administrative budget:
	2. Click or tap here to enter text.

Score: Click or tap here to enter text.

Section III – Administrative Capability

1. Attach the following documents:

[ ]  Organizational Chart

[ ]  Organization’s Compensation Plan

Score: Click or tap here to enter text.

1. Sponsors are required to attend State agency trainings prior to the start of program participation. Describe the annual training plan for disseminating information to supervisory personnel, site personnel, food service personnel, and monitoring personnel:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Describe how the sponsoring organization will have operational control of the program at all of the proposed sites:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Describe how the sponsor will certify that all new sites have the capability and facilities to provide the meal service planned for the number of children anticipated to be served:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. List all members of the organization’s Board of Directors below including board member name, title, function, and indicate their relationship to other members or staff of the organization, if applicable. Attach additional pages if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Member Name** | **Title** | **Function** | **Relationship to other members or staff of the organization** |
|  | President |  |  |
|  | Vice President |  |  |
|  | Treasurer |  |  |
|  | Secretary |  |  |
|  |  |  |  |

Score: Click or tap here to enter text.

1. If the organization’s officers are different from the Board of Directors, list all officers, their titles, function, and indicate their relationship to other members or staff of the organization below. Attach additional pages if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| **Officer’s Name** | **Title** | **Function** | **Relationship to other members or staff of the organization** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Score: Click or tap here to enter text.

1. Describe how the governing Board and/or organization’s officers will have adequate oversight of the program:

Click or tap here to enter text.

Score: Click or tap here to enter text.

Section IV – Program Operations

1. Describe the method the organization will use to establish the initial order for meals and the system used to adjust the number of meals prepared or ordered for each site based on the site’s participation. Attach additional pages if necessary:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Procurement includes all purchases for program operations, including vended meals. Please attach the contract if vended meals are provided to sites and the organization’s procurement procedure. Procurement standards are outlined under 7CFR§225.17.

[ ]  Procurement procedure

[ ]  Request for Proposal/Invitation for Bid

Score: Click or tap here to enter text.

1. Describe the recordkeeping system. Include how the organization will ensure all documents are evaluated for accuracy and completeness. Examples of records include meal counts, monitoring reports, delivery receipts, and food receipts. Attach additional pages if necessary:

Score: Click or tap here to enter text.

1. Describe how the organization will ensure the retention of all documents related to the program for a period of three years plus the current year. Attach additional pages if necessary:

Click or tap here to enter text.

Score: Click or tap here to enter text.

1. Should the organization incur a debt to the Virginia Department of Education from the operation of the SFSP, describe the organization’s plan for repayment. Funds from other USDA Child Nutrition Programs cannot be used for repayment of debt or unallowable costs. Attach additional pages if necessary:

Score: Click or tap here to enter text.

Section V – Certification

I certify that the information provided and all supporting documentation submitted with this checklist is true and correct, and I am aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. 7 CFR§225.6(a)(3).

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property that are the subject of a grant or other form of assistance under this Act or other Child Nutrition Act of 1966 (42 U.S.C 1771 *et seq.*), whether received directly or indirectly from the United States Department of Agriculture, or whoever receives, conceals, or retains such funds, assets, or property to personal use or gain, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud shall, if such funds, assets, or property are of the value of $100 or more, be fined not more than $25,000 or imprisoned not more than five years, or both, or, if such funds, assets, or property are of a value of less than $100, shall be fined not more than $1,000 or imprisoned for not more than one year, or both. 7 CFR§225.6(a)(4)(i).

*Printed Name of Authorized Representative Title*

*Signature of Authorized Representative Date*

Pre-Application Checklist Scoring Rubric

The Virginia Department of Education (VDOE) will use the following rubric to evaluate a potential sponsoring organization’s Summer Food Service Program (SFSP) Pre-Application Checklist. The rubric will be applied to each question to determine if the applicant demonstrates financial and administrative capability. Every question earn the score of 2 or 3 to receive approval. An approved SFSP Pre-Application Checklist does not complete the application process or guarantee approval for program participation.

**Score 3**

**The response is a thorough answer to the question.**

* Policies and procedures are clearly outlined
	+ Detailed policies and procedures are provided to ensure federal regulations will be implemented as mandated in 7CFR§225
	+ Specific individuals in the organization who are responsible for carrying out policies and procedures are indicated
* All requested documentation is attached, accurate, and sufficient

**Score 2**

**The response is a sufficient answer to the question.**

* Policies and procedures are generally outlined
	+ Policies and procedures are provided, but are lacking detail
	+ Individuals or positions in the organization who are responsible for carrying out policies and procedures are indicated
* All requested documentation is attached, accurate, and satisfactory

**Score 1**

**The response is an inadequate answer to the question.**

* Policies and procedures are vague
	+ Applicant states the organization will comply with federal regulations, but neglects to provide policies and procedures
	+ Applicant does not provide specific individuals from the organization who will be responsible for carrying out policies and procedures
* Requested documentation is missing, incomplete, inaccurate, and/or insufficient

**Score 0**

**The response is an unsatisfactory answer to the question**

* Policies and procedures are not provided
* Requested documentation has not been attached