|  |  |  |
| --- | --- | --- |
| **Special Milk Program (SMP) Application Guide - (2022-23)** | | |
| **Sponsor:** | **Agreement #:** | |
| **Tasks** | | **Completed** |
|  | | |
| **Complete the Online SFSP Application for FY 2022-23 and submit for approval by June 20, 2022** | | |
| * **SFA Application** | |  |
| * **Site Application(s)** | |  |
| * **Checklist Summary-** attach the required documents under the checklist headings: | |  |
| **SFA/SPONSOR CHECKLIST ITEMS** | | |
| 1. Three copies of agreement form signed in BLUE ink | |  |
| 1. Submit a copy of the signature page to NCDPI for approval (as applicable) | |  |
| 1. Written Cash Management Procedure (as applicable) | |  |
| 1. Free and Reduced Prices School Meal Application and Verification Forms (as applicable | |  |
| 1. Copy of Press Release (as applicable) | |  |
| 1. 501(c)(3) | |  |
| **SFA/SPONSOR SITE CHECKLIST ITEMS (IF APPLICABLE)** | | |
| If a document is required, it will show an item is required for the site. | |  |
| * **Attachment List** | | |
| 1. Procurement Method Reporting | |  |
| 1. Drug Free Workplace Certification signed in BLUE ink | |  |
| 1. Debarment /Suspension Form signed in BLUE ink | |  |
| 1. W-9 Form signed in BLUE ink | |  |
| 1. Free and Reduced Application for School Meals (if applicable, only for those SMP sponsor that take Free and Reduced-Price Meal Applications) | |  |