|  |
| --- |
| **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)
 |[ ]