

Summer Food Service Program Application Checklist

Use the checklist to ensure all the necessary documents are completed and submitted with the Summer Food Service Program (SFSP) application.

Required for new SFSP applicants:

*Current sponsors participating on other Child Nutrition Programs are exempt from some forms and others can be completed in our Cyber Linked Interactive Child Nutrition System (CLiCS).

- ___ [CLiCS Site Identification \(ID\) Request*](#) (one per site)
- ___ [Site Supplement](#) – (one per site)
- ___ [SFSP Application*](#)(one sponsor application and one site application for each site)
- ___ [DUN & Bradstreet D-U-N-S Number*](#)
- ___ [Vendor Number*](#) with the Minnesota Office of Management and Budget
- ___ [CLiCS User ID*](#) Password Request Form
- ___ [Listserv Subscribe/Unsubscribe](#) Form
- ___ Sample Public Release – Specific to your type of site(s)
 - ___ [Open Sites and Restricted Open Sites](#)
 - ___ [Enrolled Sites Located in Eligible Areas](#)
 - ___ [Enrolled Site Not Area Eligible](#)
 - ___ [Residential and Nonresidential Camps](#)
- ___ List of where the Public Release was distributed
- ___ [Letter to the Health Department](#)

Additional forms/documentation as applicable:

- ___ [SFSP Financial Information Form](#) (not required for School Food Authorities or Child and Adult Care Food Program (CACFP) multi-site sponsors)
- ___ 501c(3) for Non-Profit Organizations*
- ___ [Housing Authority Eligibility Certification](#)
- ___ [Eligibility Certification for American Indian Sites](#)
- ___ Contract for [Vended Meals](#)
- ___ Migrant Letter – Contact Food and Nutrition Service (FNS) for information

Submit the completed application packet to mde.fns@state.mn.us, or mail to:

Food and Nutrition Service
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

For questions contact FNS Applications Team at mde.fns@state.mn.us or call 1-800-366-8922 or 651-582-8526.