

SUMMER FOOD SERVICE PROGRAM (SFSP)
New Sponsor Information Check Sheet

Organization Name _____
Address _____ State _____ Zip Code _____
County _____ E-Mail Address _____
Telephone Number _____ Cell Number _____
FAX Number _____ Contact Person _____

Have you ever been part of another sponsoring organization in the SFSP?
___ Yes ___ No If yes who was the sponsor? _____

Print the new sponsor application package from www.pears.ed.state.pa.us. Remember to sign and date all forms. Leave agreement number blank. It will be assigned to you. Submit the forms with this checklist.

- | <u>Check when complete</u> | <u>Name of Document</u> |
|----------------------------|--|
| <input type="checkbox"/> | Agreement (Two different original signatures of persons in official capacities required) |
| <input type="checkbox"/> | Policy Statement (One original signature of person in official capacity required) |
| <input type="checkbox"/> | PEARS Signer/User Authorization Form (One original signature of person in official capacity required) |
| <input type="checkbox"/> | W-9 (one original signature of person in official capacity required) |
| <input type="checkbox"/> | Pre-Award Civil Rights Questionnaire (Person completing the form must sign) |
| <input type="checkbox"/> | Copy of your organization's 501(c)(3) Tax Exemption Letter from the Federal IRS
<i>School districts and government agencies are not required to submit a 501(c)(3)</i> |
| <input type="checkbox"/> | PEPP Enrollment completed (Direct deposit) |
| <input type="checkbox"/> | Vendor # _____ |
| <input type="checkbox"/> | DUNS # _____ |

Sponsor type - Check one.

- Private Non-Profit Organization (Includes, but not limited to, YMCA's, community action agencies, salvation armies, food banks, and churches)
- School Food Authority (Includes school districts, charter schools, and intermediate units)
- Residential Camp (Includes college enrichment programs)
- Non-Residential / Day Camp
- Government Agency (Includes parks and recreation departments, housing authorities and county commissioner offices)

Need assistance? Contact us at 800.331.0129.

Send all information to: Summer Food Service Program, 333 Market Street, 4th Floor, Harrisburg, PA 17126