

TECHNICAL ASSISTANCE NOTE No. 2009-17



Department of Education
Dr. Eric J. Smith,
Commissioner

School Business Services
Food and Nutrition Management

Contact: Amy White

(850) 245-9253

Procedures for Submitting the Application
Agreement and Policy Statement to Participate in the
National School Lunch Program (NSLP)

DATE: March 20, 2009

TO: Sponsors of the National School Lunch Program

FROM: Cathy J. Reed, Program Administrator
Food and Nutrition Management

Handwritten signature of Cathy J. Reed in black ink.

SUBJECT: Procedures for Submitting the Application Agreement and Policy Statement to Participate in the National School Lunch Program (NSLP)

Any organization that is interested in sponsoring the NSLP must prequalify and attend a prospective sponsor training before applying to operate the program. This training will provide instructions on the application process, program operation and recordkeeping requirements, and use of the Child Nutrition Program (CNP) system.

The following documents must be submitted and approved by Food and Nutrition Management (FNM) before a sponsor may receive access to the CNP system:

1. New Sponsor Form
2. New Site Form(s)
3. CNP Authorization Form
4. Proof of 501 (c) 3 status (if applicable)
5. Confirmed Registration with Department of Education (if applicable)
6. Wellness Policy
7. 10-Day Cycle Menu
8. Meal Counting and Claiming Procedures
9. Procurement Policy
10. Code of Conduct
11. Food Service Management Company/Vendor Contract (if applicable)
12. Civil Rights Questionnaire
13. Civil Rights Compliance Worksheet
14. Complaint of Discrimination Form
15. Nondiscrimination statements that cover employees and students
16. Copy of Public School District Charter (if applicable)
17. Sample Instructions for Free and Reduced-Price Meal Applications
18. Sample Direct Certification Letter (if applicable)
19. Sample Letter Sharing Information with Medicaid/State Children's Health Insurance Program (if applicable)
20. Sample Letter Sharing Information with Other Programs (if applicable)

21. Sample Letter Providing Notice of Eligibility
22. Focused Verification Plan or Other State Agency Approved Plan
23. Sample Selection for Verification Letter
24. Sample Letter of Verification Results
25. Copy of Rosters, Computerized Printouts, Tickets, etc.
26. Sample Edit Check Forms
27. Sample Production Records
28. On-site Review Form (if applicable)
29. Business Management Company Contract (if applicable)
30. Food Safety Plan, Hazard Analysis Critical Control Point
31. School Calendar

***Note:** A satisfactory pre-operational visit must also be completed by FNM staff prior to a sponsor receiving access to the CNP system.*

FNM will review the prospective sponsor's documentation to determine NSLP eligibility. Once eligibility has been determined, the authorized contact will be issued an identification number and password to the CNP system and will be required to complete an on-line sponsor application, site application(s), and checklist.

When the on-line sponsor application, site application(s), and checklist are complete, FNM will send notification that the application is complete and an NSLP Agreement to the sponsor. Two original NSLP Agreements, signed by the chief administrator, must be sent to FNM for processing. The application will stay in "pending approval" file in the CNP system until the agreement has been fully executed. The date the agreement is signed by FNM Administrator is the official approval date for the sponsor to begin participating in the NSLP. Sponsors may begin claiming reimbursable meals served on the official approval date.

Prospective sponsors that are not approved during the school year in which they applied must re-apply for the next school year for further consideration.

If you have questions or concerns during the application process, please contact Amy White at (800) 504-6609 or amy.white@fldoe.org.

CJR/iw