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National School Lunch Program Application - Checklist

http://education.nh.gov/program/nutrition/nslp_application.htm

The following must be completed in order for your SAU/RA to have an approved NSLP application packet on file with the Bureau of Nutrition Program and Services. Once there is an approved on-line application packet with the Bureau, your SAU/RA is eligible to receive monthly claim reimbursements.

Must be completed by ALL Entities:

- Completed SAU/RA On-Line Sponsor Application
- Completed School(s) On-Line Application(s) with current site contacts
- Attachment A – National School Lunch Program Attestation Signature Page (For SAU's: signed by SAU Superintendent; for RA's: signed by Executive Director)
- Attachment B – Parent Letter for Free and Reduced Price Family Meals Application for Lunch, and Breakfast (placed on *School Letterhead*)
- Attachment B1 – Free and Reduced Price Family Meals Application for Lunch and Breakfast
- Attachment C – Parent Letter for Special Milk Program Family Meals Application (if applicable) – (placed on *School Letterhead*)
- Attachment C1 – Special Milk Program Family Meals Application (if applicable)
- Attachment D – After School Snack Program Application – to include the educational component and ASP menu (if applicable)
- Attachment E – Wellness Documentation
- Attachment H – Procurement and Food Service Management Company Declaration Issue (if applicable)
- Attachment J – Computerized System for Verifying Nutrient Analysis (if applicable)
- Attachment K – NSLP Paid Lunch Equity (PLE) Attestation Signature Page
- Attachment K-1 NSLP Paid Lunch Equity (PLE) Tool used for SAU/RA to calculate Paid Lunch Prices (**Must** attach completed excel worksheet).
- Attachment T - Non Program Food Revenue Calculator Tool used for SAU/RA to calculate non-program food revenue (**Must** attach completed excel worksheet).
- Attachment U - At-Risk Supper Meals Application (if applicable)

Must be completed by All RCCI's and Non-Public Schools (ONLY): All of the above PLUS the following:

- Attachment F – Ethnic/Racial Data Form
- Attachment G – List of Board Members

All attachments must be downloaded on your local drive, completed, saved, scanned and uploaded into the NSLP computer system.