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National School Lunch Program Application - Checklist

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/office-of-nutritional-services-and-programs>

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

Must be completed by ALL Entities unless otherwise instructed:

- Completed SAU/RA On-Line Sponsor Application
- Completed School(s) On-Line Application(s) with **current** site contacts
- Free & Reduced Price Policy Statement
- Parent Appeal Rights
- Permanent Agreement – **For New SAUs/RAs Only**
- 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 B2 – Free and Reduced Price Family Meals Application Instructions
- 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 – 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 L - Procurement Procedures (Declaration page—Signature Page, Code of Conduct, Procurement Procedures)
- Attachment T - Non-Program Food Revenue Calculator Tool used for SAU/RA to calculate non-program food revenue (**Must** attach completed **excel worksheet**).
- Attachment T-1 - Non-Program Food Revenue Reference Period Attestation
- Attachment U - At-Risk Supper Meals Application (if applicable)
- Attachment V - Computerized Systems for Meal Benefit Approval

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. This institution is an equal opportunity provider.