Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL 603-271-3495
FAX 603-271-1953

National School Lunch Program Application - Checklist

https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/national-school-lunch-program/resources

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 – **Required. Please submit a new permanent agreement for SY 2021 – 2022.**
- ☐ 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 Attestation Documentation and Current Wellness Policy
- ☐ 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 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.***