**Local Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A. PROGRAMS**

🞏 National School Lunch Program 🞏 School Breakfast Program

🞏 Lunch 🞏 Regular

🞏 Afterschool Snack 🞏 Severe Need

🞏Fresh Fruit & Vegetable Program

🞏 Food Distribution Program (USDA Foods)

🞏 Special Milk Program

🞏 Special Milk Program only (No Meals)

🞏 Special Milk Program for Split Session Kindergarten/Preschool

1. **PRICING STRUCTURE** Non-Pricing Pricing

Lunch Program

Lunch 🞏 🞏

Afterschool Snack 🞏 🞏

Breakfast Program 🞏 🞏

Milk Program 🞏 🞏 🞏 Option 1 🞏 Option 2

**C. SEVERE NEED BREAKFAST**

An individual school participating in the School Breakfast Program may be considered for rates of reimbursement in excess of the regular rates if it meets the criteria outlined in agreement Part IV(A)(4). Application for Severe Need was listed in Section A - Programs. The Severe Need Breakfast Determination attachment H will be requested annually to update Severe Need Breakfast requirements.

**D. FREE & REDUCED PRICE ELIGIBILITY**

1. **Frequency and method of obtaining applications**:

Applications for free and reduced price meals/free milk (meal benefit forms) will be obtained as indicated:

(See agreement Part IV(B)(15 a - g) and Part VI – Policy Statement for further information.)

🞏 a. Annually for all children receiving free or reduced price meals, or free milk.

🞏 b. By implementing one of the following NSLP/SBP special provisions:

🞏 Provision 1 Base Year \_\_\_\_\_\_\_\_\_

🞏 Provision 2 Base Year \_\_\_\_\_\_\_\_\_

🞏 Provision 3 Base Year \_\_\_\_\_\_\_\_\_

🞏 Community Eligibility Provision First Year \_\_\_\_\_\_\_\_\_

🞏 c. As a Residential Child Care Institution (RCCI), the SFA is (check all that apply):

🞏 Using enrollment roster (attachment D as is) for residential students

🞏 Using other enrollment roster (attach sample) for residential students

🞏 Using Applications for Free and Reduced Price Meals for day students

🞏 Provision 3 Base Year \_\_\_\_\_\_\_\_\_

2. **Determining/hearing officials**

In compliance with Part IV (B)(3) and (4) for NSLP and SBP and Pricing Option 2 SMP, the name and title of the person designated as the determining official for free/reduced eligibility will be provided in the annual update in the Attachments Section.

**E. MEAL/MILK BILLING AND PAYMENT COLLECTION**

Pricing Programs Only: Describe in detail (on a separate page if needed) the procedure which will be used to distribute notices of payment, collect payments for meals or milk from students, distribute tokens, tickets, etc., and provisions for protecting the anonymity students who receive free and reduced meals. If more than one system of collection is used, explain them all and indicate the system each school uses. In collecting payments for meals or milk and in distributing tickets, tokens, etc., school or administrative officials must ensure that there is no overt identification of recipients of free and reduced price meals or free milk in both the serving line and when tickets are distributed or sold.

**F.** **PROGRAM MONITORING**

On-site reviews are required annually at all SFAs that have more than one site where meals are served. The review issues covered by federal regulation deal with meal count systems; however, the SFA is encouraged to review other issues of importance, such as sanitation, school policies and procedures, customer service, and presentation of the meals.

🞏 Yes 🞏 N/A The SFA will complete on-site program monitoring for lunch sites annually by February 1 using NSLP memo #52 worksheet.

🞏 Yes 🞏 N/A The SFA will complete on-site program monitoring for snack after school sites once during first four weeks of operation and a second time before end of program year using NSLP memo #36worksheet.

**G. CLAIM PREPARATION**

🞏 Yes 🞏 No Standard edit checks are applied either manually or electronically to eligibility category daily counts and totals in preparing the claim for reimbursement using NSLP #53 worksheet.

🞏 Yes 🞏 No Alternate edit checks are described on a separate sheet and approval for these is required.

**H. AFTERSCHOOL SNACK:**

**Does the SFA offer Afterschool Snack?** 🞏 Yes 🞏 No (Skip questions 1-3 only if this is not offered)

1. Does the school have final administrative and management responsibility for the Afterschool Care Program and the site where it is operated? 🞏yes 🞏 no

2. Are the Afterschool Program operations carried out by another agency? 🞏 yes 🞏no

3. If yes, what agency does this? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. OCTOBER DATA:**

🞏 The annual October Data Survey report will be submitted to CANS with the claim for reimbursement.

**J. VERIFICATION / ON-SITE MONITORING:**

Verification is required for any School Food Authority (SFA) that gathers free and reduced price meal applications. SFAs exempt from completing verification include care residential child care institutions (RCCI’s) that have no day students and those SFAs that are past the base year for special provisions 2 or 3. However all SFA’s must annually complete the Verification Report found in most current version of NSLP Memo 51.

🞏 The annual Verification Summary Report 742, will be submitted to CANS by the Dec 15 deadline.

**K.**  **ADDITIONAL ATTACHMENTS**

The SFA has included the following applicable attachments:

🞏 Multiple SFA Addendum, if applicable.

**L. CERTIFICATION**

This is to certify that the information is true and correct and is submitted as part of the Local Agency's combined application:

By:

Authorized Representative Signature

Name:

(Print or Type)

Title: \_\_\_\_\_\_

Date: