National School Lunch Program (NSLP) Application

Required Documents Checklist

NSLP applications are completed in Orchard, OSSE's online software for Child Nutrition Programs. Please prepare and collect the following documentation and data prior to application submittal. Make sure to sign and date all documents with original signatures or electronic signatures, as applicable. Templates and guidance documents may be found in the Orchard Library. Once an application is submitted, it will be reviewed by OSSE staff and approved or returned for modification within 3 business days. Modifications are due from the SFA within 3 business days.

Timeline

The application will be available in Orchard by the second week of July each year. All SFAs must submit an application by August 31 annually. OSSE cannot guarantee that NSLP claims will be reimbursed if SFAs have not submitted the NSLP application by August 31.

Documents

General Information Tab:

- ☐ A-133 Audit Report -OR- Exemption Certificate + Financial Year End Report
    - ☐ Exemption Certificate is due with the application
    - ☐ A-133 Audit Report and Financial Year End Report are due by Dec. 31
- ☐ Public Notification
    - ☐ Pricing SFAs: Screenshot of website + copy of letter to families
    - ☐ Non-Pricing SFAs: Screenshot of website only

Site Management Tab:

- ☐ Site Information Form (SIF)
    - o Must complete the excel form and upload. OSSE recommends SFAs download their most recently submitted SIF, make necessary updates for the renewal application, and use for submission. If upload errors occur, please contact your program specialist.

Application Tab:

- ☐ ACH Vendor Payment Enrollment Form – only update if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Master Supplier Information Collection Template - only update if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ SAMS Registration – screenshot of valid registration; For details, refer to the Creating a DUNS number and SAMS registration How-To document; the date on this upload should match the date entered on the General Information tab.

- ☐ W-9 - only update if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Basic Business License (for all sites) – must be valid through Nov. 1 of the current year.
- ☐ Certificate of Occupancy (for all sites) - upload a new version only if changes have been made, items have expired or will expire, or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Disclosure of Lobbying Activities - upload a new version only if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Drug-Free Workplace - upload a new version only if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Hazard Analysis & Critical Control Points (HACCP) Plan - upload a new version only if changes have been made or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Local Wellness Policy – Upload a copy of the SFAs Local Wellness Policy.
- ☐ 501-C(3) – Private Schools Only - upload a new version only if changes have been made, items have expired or will expire, or if signatures are from individuals that are no longer authorized to sign on behalf of the SFA.
- ☐ Assignment of USDA Foods Planned Assistant Level (PAL) Agreement – only required for SFAs that contract with a vendor or FSMC and who have authorized the vendor or FSMC to utilize the entitlement on their behalf.
- ☐ Awarded IFB/RFP Contract – only required for SFAs with a new contract beginning this school year; SFAs should upload all contracts that pertain to food services
- ☐ CEP Policy Statement – only required for SFAs who operate CEP at one or more sites
- ☐ Contract Modifications
  - o Required for SFAs contracting with vendors or FSMCs due to updates in federal regulations;
  - o Also required for other modifications to existing contracts;
  - o upload all documentation related to the contract modification
- ☐ Extension of Food Service Contract –required for SFAs who are utilizing an option year in a current contract; upload all documentation related to the extension
- ☐ FNS 742 Report – not required for application submission; report is due by Dec. 15 annually
- ☐ Meal Charge Policy Checklist – only required for SFAs with at least one pricing site
- ☐ Procurement Procedures and Written Code of Conduct – SFAs do not need to upload a copy for the SY 19-20 application; a new template will be released in Fall 2019.
- ☐ Severe Need Request Form – only required if the SFA is requesting a new site be qualified for Severe Need breakfast reimbursement
- ☐ Severe Need Data Sheets – only required for SFAs with more than one site; SFAs should enter data from the school year two years before the application year (example: for the 2019-20 school year NSLP application, enter data from the 2017-18 school year)
- ☐ Vendor's Basic Business License – required for all companies the SFA is contracting with for food services
- ☐ Vendor's Certificate of Occupancy - required for all companies the SFA is contracting with for food services
- ☐ Vendor's latest health inspection - required for all companies the SFA is contracting with for food services
- ☐ Misc. Upload – use this space to upload additional documents requested by your program specialist