

New Jersey Department of Agriculture School Nutrition Programs
New Sponsor Checklist

Thank you for your interest in the NJ Department of Agriculture School Nutrition Programs. Participation in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Afterschool Snack Program (ASSP) can begin each September.

Deadlines: Submit this completed Checklist, with all information and documents in Part 1 and Part 2 on or before **May 1st** in order to participate for the next school year.

Mandatory Webinars: All potential sponsors must view all required webinars in order to participate.

Mandatory Training: All potential sponsors wishing to participate in the NSLP, SBP and/or the ASSP must attend the New Sponsor training in June.

Menus: The Healthy, Hunger-Free Kids Act (HHFKA) has resulted in specific regulatory menu planning requirements. The actual menus for the first month of operation must be submitted and approved in order to be approved to receive the 6 Cent Performance Based Funding. The "Overview of the NSLP Meal Pattern/Menu Planning 101" webinar can be viewed by clicking on the following link: <https://attendee.gotowebinar.com/recording/4799034378367576580>

NOTE: Returning this checklist, reviewing the required webinars, attending the training, submission/approval of the 6 Cent Performance Based menu certification and submission and approval of the School Nutrition Program Application Agreement with manual documents **does not guarantee final approval.** A successful "Administrative Review Prep" visit will be conducted after service has begun to determine the actual start date for receipt of reimbursement funds. Failure to have a successful "Administrative Review Prep" visit will jeopardize sponsor status.

Type of Sponsor:

- Public School Public CHARTER School Nonpublic School Residential Child Care Institution (RCCI)

Possible programs: Check the feeding programs in which you are *considering* participating:

- Breakfast Lunch After School Snack Milk only (Complete part 1 only: menus will not be required.)

NOTE: *The Business Administrator (for public schools) and the Director or Principal (for non-public sponsors) must view the required webinars as applicable, attend the training session and will hold the title of "Certifier". The Food Service Director must also view the applicable required webinars, and should hold the title of "Submitter". Other webinars will be appropriate for additional staff members depending on their role in managing the School Nutrition Program.*

New Sponsor/School Food Authority (SFA) Name: _____

SFA Address 1: _____

SFA Address 2: _____

Certifier Name: _____ Phone: _____

Certifier Title: _____ E-Mail: _____

Food Service Director/Menu Planner Name and E-mail: _____

PART 1 : Pay close attention to all deadlines throughout this process. More information on the required webinars and mandatory training will be sent to you upon approval of the documents listed below.

All School Food Authorities (SFAs) that participate in any of the federal School Nutrition Programs (NSLP, SBP, ASSP or Special Milk Programs) are subject to the rules of the Federal Funding Accountability and Transparency Act (FFATA). Initial requirements for this process include the following steps:

1. Each SFA must obtain its unique identifier, identified as a DUNS number (the Dun and Bradstreet (D&B) Data Universal Numbering System). Go to: <http://fedgov.dnb.com/webform/displayHomePage.do> to start the process.

DUNS number: _____

2. Each SFA must register at: www.SAM.gov. Please note: this process will take 3-5 weeks.

Attach proof of registration by submitting the final correspondence from the SAM administrator providing a CAGE code and official SAM registration.

ADDITIONAL REQUIREMENTS:

- Pre-Award Civil Rights Questionnaire ([Form #44](#)). Please see the Attached.
- W-9 (Public Schools only): Please see the Attached.

ADDITIONAL NONPUBLIC SCHOOL REQUIREMENTS:

1. All nonpublic schools must register with the Department of Education to receive an Identification number. Go to: <http://www.state.nj.us/education/nonpublic/for/NewSchoolRegistrationForm.pdf>

Attach proof of registration by submitting the final correspondence from the DOE or a printout from the NJDOE website with the Site Identification Number.

2. All nonpublic schools must register with the NJSTART vendor payment system. Go to <http://www.njstart.gov/bsol/> to register.

Provide the printout/e-mail from the NJSTART system confirming registration.

3. **Tax Exempt Status** indicating tax exempt status under section 501(c) 3 of the internal revenue Code.

Submit the IRS letter. *NOTE: the address on the 501 (c) (3) must match the physical address of the school or administrative office.*

ALL NONPRICING SPONSORS: (individual meal prices for students are not established; students eat at no cost)

Describe how the meals will be funded, listing sources other than tuition.

Provide the projected amount of money required to cover the cost of the school meals for the year. \$ _____

ADDITIONAL RESIDENTIAL CHILD CARE INSTITUTIONS (RCCI) REQUIREMENTS:

Copy of New Jersey State License

PART 2: Who will plan the meals? How will meals be supplied?

1. **Food Service Management Company:** A Food Service Management Company (FSMC) is a company that provides meals and manages additional aspects of school food service operations. In addition to meal preparation, an FSMC may manage certain areas of the schools' food services including point of service counts, claims counting and submission of claims for reimbursement. *Please note: the deadline to submit the Food Service Management Company contract into the Electronic Contract Approval System (ECAS) is June 30th.*
2. **Commercial Vendor:** A commercial vendor is a merchandiser of complete meals or meal components. The commercial vendor prepares and delivers the meal directly to the school. *Please note: the deadline to submit the Commercial Vendor contract into the Electronic Contract Approval System (ECAS) is June 30th.*

Options 1 and 2 take from 3-4 months to complete and should be started immediately upon receipt of this checklist.

3. **SFA to SFA –** SFA is contracting with another SFA to receive vended meals. In this option, the meals are prepared and delivered. No other services are provided. *Please note: the deadline to submit the SFA to SFA contract into the Electronic Contract Approval System (ECAS) is June 30th.*

If #3 is checked, identify the name of the SFA: _____;
the SFA Agreement #: _____; and the name of SFA Certifier with whom your school will be entering into the agreement: _____.

4. **Self Operated -** Menus will be written by the SFA's Foodservice Director and food will be prepared on site. Actual menus that will be served must be available at the training.
5. **Consolidation of Foodservices between SFAs -** If consideration is being given to having another school district assume all responsibility for the school lunch program requirements, there is a required contract that BOTH schools districts must sign. *Please note: the deadline to submit the Consolidation Agreement into the Electronic Contract Approval System (ECAS) is June 30th.*

If #5 is checked, identify the name of the SFA: _____;
the SFA Agreement #: _____; and the name of SFA Certifier with whom your school will be entering into the agreement: _____.

Return this Checklist and all required documents to the State Agency at:

Overnight Mail:

New Jersey Department of Agriculture
School Nutrition Programs
22 South Clinton Avenue
Trenton, NJ 08609

-OR-

Regular Mail:

New Jersey Department of Agriculture
School Nutrition Programs
PO Box 334
Trenton, NJ 08625-0334

Many resources are also available on the Department of Agriculture website at: www.nj.gov/agriculture/applic/forms/#5