

New Jersey Department of Agriculture School Nutrition Programs
Pre-Approval Application & Required Documents 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 (ASP) can begin each September. Submit this completed Checklist with all required documents on or before **May 1st** in order to participate for the following school year.

Part 1: General Information - School

Name of School: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____ Zip Code Extension: _____

Congressional District (www.house.gov): _____

Legislative District (<https://www.njleg.state.nj.us/districts>): _____

Type of School: ☐ Public School ☐ Public Charter School ☐ Nonpublic School

Is this school currently consolidated under another school that participates in the NSLP? ☐ Yes ☐ No

If so, list the name and agreement number of the Sponsoring school: _____

Does the sponsoring school participate in the Community Eligibility Provision (CEP)? ☐ Yes ☐ No

Does your school currently participate in another Child Nutrition Program (CACFP, SFSP)? ☐ Yes ☐ No

If so, list the Child Nutrition Program your school currently participates in: _____

Has your school ever participated in the National School Lunch Program in the past? ☐ Yes ☐ No

Please note: Schools who have participated in the National School Lunch Program and terminated with outstanding corrective actions in prior years may receive a Pre-Approval Visit and will be responsible for any outstanding corrective action and prior financial obligations.

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

☐ Breakfast ☐ Lunch ☐ After School Snack

List the names of the sites that will be participating in the National School Lunch Program and the anticipated enrollment of each school:

Part 2: How will the meals be served? View the following webinar on choosing an option for providing meals to students. This will help your staff decide on which option will best fit with your school: [Food Service Options for Providing School Meals](#). A formal declaration on the meal service type will be due on June 13, 2025. Please note: the final deadline to submit a contract into the Electronic Contract Application System (ECAS) is July 31, 2025.

Date and Time Webinar was viewed: _____

- ☐ **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.
- ☐ **Commercial Vendor:** A commercial vendor is a merchandiser of complete meals. The commercial vendor prepares the meal for the school and provides an invoice for the meals. No other labor or services are provided.
- ☐ **SFA to SFA –** SFA is contracting with another SFA to receive vended meals. In this option, the meals are prepared for the recipient school. No other labor or services are provided.

If this option is checked, identify the name of the Vendor SFA: _____
and the SFA Agreement #: _____

- ☐ **Consolidation Agreement:** A Consolidation Agreement is made between two SFAs (both participating in the NSLP) when one SFA does not have the capability to manage the food service program.

If this option is checked, identify the name of the Sponsoring SFA: _____
and the SFA Agreement #: _____

- ☐ **Self Operated** - Menus will be written by the SFA's Foodservice Director and food will be prepared or assembled on site.

Part 3: Contact Information – Certifier and Submitter

Certifier (Person accountable for the school such as the BA or Head of School): _____

E-Mail Address: _____ Phone Number: _____ Title: _____

Submitter (Person who is responsible for oversight of the food delivery and recordkeeping): _____

E-Mail Address: _____ Phone Number: _____ Title: _____

Part 4: Required Documents

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. All schools must register with the Department of Education to receive an Identification number. **Attach proof of registration by submitting the final correspondence from the DOE or a printout from the NJDOE website**

with the Site Identification Number. Also indicate the NJ DOE Site Registration Number here:

2. The Unique Entity Identifier (UEI) has replaced the DUNS number and is the new authoritative identifier. The UEI (SAM) is a twelve (12)-character, alpha-numeric value generated by SAM.gov. Please indicate the UEI assigned by SAM.gov here: _____
3. Each SFA must register at: <https://sam.gov/content/home>. **Please note: this process will take 3-6 weeks.** Attach proof of registration by submitting the final correspondence from the SAM administrator providing a CAGE code and official SAM registration. Indicate the SAM Registration Number here: _____
4. Pre-Award Civil Rights Questionnaire: please see the attached form for completion.
5. W-9 (Public Schools only): please see the attached form for completion.

Procurement Documents:

6. All schools must view the [Procurement Basics Webinar](#) to understand procurement requirements and regulations prior to applying to the School Nutrition Programs. Please submit the following along with your application:
 - ☐ Date and Time Procurement Webinar was viewed: _____
 - ☐ Procurement Procedures for School Food Authorities (Form #326). Please see the Attached.
 - ☐ Sample Code of Conduct for Procurement (Form #327). Please see the Attached.

Additional Nonpublic School Requirements:

7. 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.**
8. Tax Exempt Status indicating tax exempt status under section 501(c) 3 of the internal revenue Code. **Submit the 501(c)3.** *NOTE: the address on the 501 (c) (3) must match the physical address of the school or the administrative office.*

Nonpricing Schools: (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. \$ _____

Please note the following:

Trainings: All potential sponsors must view all required webinars and live/virtual trainings in order to participate. Please note the following dates for these **mandatory** trainings.

- **June 3, 2025:** Certifier Training (Virtual) for BAs or Heads of Schools. Time: 10 AM – 11:30 AM
- **July 9, 2025:** Certifier Training (Live) for BAs or Heads of Schools. Time: 10 AM – 2 PM
Location: Rutgers Eco-Center – 1200 Florence Columbus Road Bordentown, NJ 08505
- **August 6, 2025:** Food Service Director Training (Live). Time: 10 AM – 2 PM.
Location: Rutgers Eco-Center – 1200 Florence Columbus Road Bordentown, NJ 08505

9 Cent Performance Based Funding: The Healthy, Hunger-Free Kids Act (HHFKA) has resulted in specific regulatory menu planning requirements. The actual menus and all corresponding menu documentation for the first month of operation must be submitted and approved in order to be approved to receive the 9 Cent Performance Based Funding.

Final Approval: Returning this checklist, reviewing the required webinars, attending the training, submission/approval of the 9 Cent Performance Based menu certification and submission and approval of the School Nutrition Program Application Agreement with manual documents **does not guarantee final approval.** Successful Technical Assistance and “Administrative Review Prep” visits will be conducted after service has begun to determine the actual start date for receipt of reimbursement funds. SFAs will also receive an abbreviated Procurement Review to ensure that Procurement Practices are in compliance with federal and state regulations. Failure to have a successful “Administrative Review Prep” visit and/or Abbreviated Procurement Review will jeopardize sponsor status.

Return this Checklist and all required documents to the State Agency at snp@ag.nj.gov by May 1, 2025.