

National School Lunch Program (NSLP) New Sponsor Requirement Guide

1. **Attend Potential New Sponsor Workshop.**
2. **Complete NSLP New Sponsor Application Packet: All documents, if applicable must be submitted and requirements must be completed before NSLP Sponsor process can continue. Please refer to CNP Application/Agreement Checklist.**
3. **Determine Process for Food Service:**
 - A. **Self-Operated**
 - B. **Food Service Management Contract (FSMC):**
 1. **FSMC must be approved by the State Agency prior to publishing solicitation.**
 2. **FSMC should be mailed to prospective vendors, published in regional news source and advertised in major newspaper/trade journals that are normally used by the sponsor for publicizing other procurement notices.**
 3. **At least two responses to the solicitation are required to avoid a noncompetitive proposal.**
 4. **State Agency may be in attendance of pre-proposal meeting and/or proposal opening.**
 - C. **Memorandum of understanding (MOU): Contract of Foodservice between another school or school district that is considered a School Food Authority.**
 - D. **For Charter School Only: Charter School must be part of the LEA and the LEA must be the School Food Authority.**
4. **Certification of Compliance for Meal Pattern.**
5. **Policies that need to be completed:**
 1. **Wellness Policy**
 2. **Bad Check Policy**
 3. **Meal Charge Policy**
6. **Complete Food Safety Plan (HACCP).**
7. **Submit two letters of Credit References.**
8. **Submit 3 months of Bank Statements.**
9. **Provide Food Permit.**
10. **Provide Health Inspection Score or Health Department approval letter for procedure of foodservice.**
11. **Provide Fire Marshall Approval**
12. **Sponsor Site Visit: State Agency will monitor meal service.**
 1. **Provide Production Records**
 2. **Provide Temperature Logs**
13. **Pre-operational form is completed by State Agency.**
14. **Application is reviewed by State Coordinator and will be approved or denied.**
15. **After State Coordinator approval, sponsor will receive letter of application approval with effective start date of participation in the NSLP (National School Lunch Program) for meal counting and claiming.**

Please note: School, organization, or facility is not a NSLP sponsor until letter is received and meals cannot be claimed.
16. **If school, organization, or facility is denied, the new potential NSLP sponsor will receive letter of denial indicating areas of concern.**

State Agency will provide technical assistance needed for potential sponsor in order to get in compliance with state and federal regulations and requirements.

Please note: Denial of NSLP Sponsorship will occur if application has not been completed, documents have not been received, and or meal pattern compliance has not been met after the year of the initial Letter of Intent to participate in the National School Lunch Program.

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- 17. After application approval, State Agency sets up new sponsor with online application agreement.**
- 18. State Agency will provide technical assistance and training with new sponsor to complete online application agreement.**
- 19. Sponsor must attend New Director Training for overview of regulations and requirements.**
- 20. Technical Assistance will be provided when requested.**

Additional requirements needed with NSLP participation:

- 1. Civil Rights Complaint Procedure**
- 2. Procurement Plan**
- 3. Offer versus Serve in School Policy, if applicable**