

# Nuts and Bolts of School Nutrition Programs Application Renewal August 2, 2017

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MASSACHUSETTS DEPARTMENT OF  
ELEMENTARY AND SECONDARY  
**EDUCATION**



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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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# School Lunch and Breakfast Application Packet

- ★ Background
- ★ Application Renewal Reminders
- ★ Deferred Components - Common Errors
- ★ Tip Sheet and Live Demonstration



Massachusetts Department of Elementary and Secondary Education

## Child Nutrition Programs Permanent Agreement

AGREEMENT NUMBER: \_\_\_\_\_

Commonwealth of Massachusetts Department of Elementary and Secondary Education  
Food and Nutrition Programs  
75 Pleasant Street  
Malden, MA 02148-4906

### CHILD NUTRITION PROGRAMS PERMANENT AGREEMENT

In order to carry out the purpose of: (Check all programs that apply under this agreement)

- |  |  |
|--|--|
| <input type="checkbox"/> The National School Lunch Program | <input type="checkbox"/> The Commodity Distribution Program    |
| <input type="checkbox"/> The School Breakfast Program      | <input type="checkbox"/> The Summer Food Service Program       |
| <input type="checkbox"/> The Special Milk Program          | <input type="checkbox"/> The Child and Adult Care Food Program |

In accordance with the terms and conditions of agreements made between the United States Department of Agriculture and the Commonwealth of Massachusetts, Department of Elementary and Secondary Education governing the operation of these programs, this Agreement is made by and between the Commonwealth of Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs, hereinafter referred to as the Sponsoring Agency and \_\_\_\_\_, hereinafter referred to as the Sponsoring Agency.

This Agreement shall be effective for the period commencing \_\_\_\_\_. The State Agency will renew the Agreement for each fiscal year thereafter, by requesting that the Sponsoring Agency complete the annual renewal process online by the State Agency mandated deadline. The State Agency will then approve the renewal agreement as soon as practicable, after funds have been appropriated by Congress for carrying out the purposes of the National School Lunch Program, School Breakfast Program, Special Milk Program, After School Snack Program, Commodity School Program, Commodity Distribution Program, Summer Food Service Program, Child and Adult Care Program during EACH such fiscal year. In any event, however, this Agreement may be terminated upon 10 days written notice on the part of either party thereto, and the State Agency may terminate this Agreement immediately after receipt of evidence that the terms and conditions of this Agreement have not fully complied with by the Sponsoring Agency.

**Note:** A signed Agreement from the State Agency is not authorization to participate in any or all of these programs for reimbursement for any meals served after October 15 of any fiscal year, nor shall any commodities donated by the State Agency be used in any Program after such date, unless the Sponsoring Agency's Annual Renewal Application that includes an updated Free and Reduced Price Policy Statement has been received by the mandated deadline and approved by the State Agency.



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# On-line Application Renewal

Annual Renewal of Child Nutrition Programs  
Permanent Agreement between School Food  
Authorities and the Department of Elementary and  
Secondary Education, Office for Food and  
Nutrition Programs

Annual Renewal of National School Lunch Program  
Permanent Policy for Determining Eligibility for  
Free and Reduced Price Meals

**All components must be entered, saved and  
submitted through the Security Portal**



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\*Application 2017 Amend 1 (IN PROCESS) ▾

Component	Upload	Disposition	Disposition Date	Comments
<input type="checkbox"/> <a href="#">District Application</a>		IN PROCESS ▾	07/02/2015	<b>Complete last</b>
<input type="checkbox"/> <a href="#">Authorized Signatures</a>		IN PROCESS ▾	07/02/2015	<b>Begin here</b>
<input type="checkbox"/> <a href="#">FSMC Used (SL)</a>		▾	07/02/2015	
<input type="checkbox"/> <a href="#">Delivered Meals Vendor Information</a>	<a href="#">Upload</a>	▾	07/02/2015	
<input type="checkbox"/> <a href="#">Central Kitchen Information</a>		▾	07/02/2015	
<input type="checkbox"/> <a href="#">School Applications</a>		IN PROCESS ▾	07/02/2015	
<input type="checkbox"/> <a href="#">School Lunch and Breakfast Pricing</a>		▾	07/02/2015	
<input type="checkbox"/> <a href="#">Free/Reduced Price Policy Statement</a>	<a href="#">Upload</a>	▾	07/02/2015	
<input type="checkbox"/> <a href="#">Local Wellness Policy Addendum</a>	<a href="#">Upload</a>	▾	07/02/2015	
<input type="checkbox"/> <a href="#">Performance Based Funding Annual Attestation</a>	<a href="#">Upload</a>	▾	07/02/2015	
<input type="checkbox"/> <a href="#">Food Storage Facility Information Document</a>	<a href="#">Upload</a>	▾	07/07/2015	
<input type="checkbox"/> <a href="#">After School Snack Program Addendum</a>	<a href="#">Upload</a>	▾	07/02/2015	

ary Education

# Application Renewal Reminders

- ★ Make sure you are in the correct School Year
- ★ Begin with the second component *Authorized Signatures* and end with the first component *District Application*
- ★ Click blue underlined components, complete web-based forms, save & submit
- ★ Components with a blue underlined upload button require that documents be uploaded from the Document & Reference Library, saved and completed. The completed documents must be uploaded into the application packet



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## Document and Reference Library screen shots

Mass.gov State Government - State Services

Massachusetts Department of Elementary & Secondary Education

Username: Security Portal

Home

To-Do List | Sponsor Email History | Reviews | Child and Adult Care | USDA Food Orders | Family Day Care | School Lunch and Breakfast | Special Milk

Summer Food Service | Warehouse Operations | USDA Food Dist Only Pgm | USDA Foods Program | Reports | **Document and Reference Library** | Utilities

About

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Mass.gov State Government - State Services

Massachusetts Department of Elementary & Secondary Education

Username: Security Portal Log Out

Bottom of Page Help

### Document and Reference Library

Sort By:  Select

- ▶ **NSLP ANNUAL RENEWAL DOCUMENTS FOR 2018**
- ▶ NSLP 2018 Meal Benefit Assistance Application
- ▶ NSLP VERIFICATION RESOURCES

## Application Renewal Reminders

- ★ All components must be submitted
- ★ Applications must be submitted by September 29, 2017
- ★ Amendments may be submitted anytime during the school year. Email the Office for Food and Nutrition Programs if an amendment is submitted past the approval processing period (generally July-October)



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## Food Service Management Company component box if not applicable

\* Application [2016 Amend 4 (APPROVED)]

### SL FSMCs Used

<input checked="" type="checkbox"/> No FSMCs Used			
FSMC1	<input type="text"/>	<input type="text"/>	<input type="text"/>
FSMC2	<input type="text"/>	<input type="text"/>	<input type="text"/>
FSMC3	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>For State Use Only</b>			
Approved	<input type="text" value="APPROVED"/>	Date	<input type="text" value="10/26/2015"/>
Status	<input type="text" value="APPROVED"/>		
Notes	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Amend"/> <input type="button" value="Back"/> <input type="button" value="Audit"/>			

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## Central Kitchen component box if not applicable

→

**Central Kitchens**  
 No Central Kitchens

**Central Kitchen**

Name

Address

City  State  Zip

Telephone

Contact

Sites Served

**Central Kitchen**

Name

Address

City  State  Zip

Telephone

Contact

Sites Served

**Central Kitchen**

Name

Address

City  State  Zip


Telephone

Contact

Sites Served

**For State Use Only**

Approved  Date 10/26/2015



## Application Renewal Reminders

Adding a site: [nutrition@doe.mass.edu](mailto:nutrition@doe.mass.edu)

Subject line - New Site

Include agreement number and site information

Removing a site (School Application Component):

*temporary:* Identical effective, start & close dates (unless open for a period of time)

*Permanent:* Enter a terminate date



## Common Errors resulting in *Deferred* Status

- ★ Less than 3 contacts under Authorized Signatures component
- ★ Wrong form is uploaded
- ★ Outdated form is uploaded
- ★ Uploaded form is partially completed or blank
- ★ Site data is missing(address; grade level; snack justification/at-risk school for eligibility)



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## Common Errors resulting in *Deferred* Status

- ★ Free and Reduced Price Policy Statement is missing the name of an official or lists the same person as Determining/Confirming Official and Hearing Official
- ★ Licensing information is missing/outdated for Residential Child Care Institutions (RCCIs)



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THANK YOU!



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