

**Idaho State Department of Education
Child Nutrition Programs
National School Lunch Program (NSLP)**

NEW SPONSOR Requirements

Contact the Idaho Department of Education at (208) 332-6820 to request paperwork for becoming an NSLP Sponsor approximately 6 months prior to starting the program.

Complete the following paperwork:

1. State Agency/Sponsor Agreement (5 pages) with Administrator Signature
2. MyIdahoCNP User Authorization Request
 - a. After receiving access – enter information into the MyIdahoCNP claiming system to be allowed to serve meals, submit claims and reports, etc.
3. USDA Foods Shipping Information
4. W-9 Form
5. Copy of Tax Exemption (501 (c) 3) letter from the IRS (for **private non-profit organizations only**)
6. Pre-Award Civil Rights Form
 - a. Find the 2010 Idaho Population by Race and Hispanic or Latino Origin for reference at <http://www.sde.idaho.gov/cnp/civil/files/general/2010-Census-Data-Sheet.pdf>
7. Food Service Agreement Contract (If applicable)
 - a. For those sponsors who are contracting meals with another entity
8. Menus and Production Records - prepare menus and production records for 21 days and enter them into the USDA Meal Compliance Spreadsheet demonstrating that all meals are in compliance with NSLP Meal Pattern and nutrient requirements. The Simplified Nutrient Assessment within the spreadsheet should demonstrate that the menus fall within the dietary specifications for calories, sodium and saturated fat by age-grade group (located at <http://www.fns.usda.gov/school-meals/certification-compliance>)
 - a. Webcasts on how to complete the spreadsheets can be found at: <http://www.sde.idaho.gov/cnp/sch-mp/nslp.html> under training tab
9. Signed Meal Compliance Attestation form
10. Health and Welfare License (for each site operated; for **Residential Child Care Institutions only**)

Additional Requirements prior to Approval:

1. Obtain health inspection/health department approval to operate a kitchen
2. Attend State agency Annual Training
3. Receive a pre-approval visit by Child Nutrition staff to ensure compliance with Civil Rights and to assess kitchen and sponsor staffing capabilities.
4. Provide written Hazard Analysis and Critical Control Point (HACCP) Standard Operating Procedures for food safety (template located <http://www.sde.idaho.gov/cnp/sch-mp/nslp/files/sponsor/HACCP-Standard-Operating-Procedures.pdf>) customized for your facility.
5. Have a compliant Wellness Policy (model Wellness Policy can be found <http://www.sde.idaho.gov/cnp/hne/wellness.html>)
6. Understand that a technical assistance visit or review will occur to assess compliance during the first year of NSLP operation.

After the Sponsor attends training the State agency will:

1. Approve Site Applications in MyIdahoCNP
2. Approve the Sponsor Application and Submit the sponsor for Approval
3. Approve and upload required documentation into the Checklist Summary
4. Approve USDA Meal Compliance worksheets (if completed correctly and approvable) and enter the Performance Based Reimbursement Information into the Meal Pattern Compliance Dashboard for the additional six (6) cent reimbursement
5. Review the Civil Rights Pre-Award Compliance during the on-site visit
6. Email a copy of the signed Permanent Agreement along with the New Sponsor Approval Letter

After approval of the paperwork

The institution will receive:

1. A link to the on-line *Food Buying Guide*
<http://www.fns.usda.gov/tn/food-buying-guide-school-meal-programs>
2. A link to the Idaho School Nutrition Reference Guide
<http://www.sde.idaho.gov/cnp/sch-mp/guide.html>
3. Civil Rights Posters for each of their sites
4. Most current Child Nutrition Programs staff listing
<http://www.sde.idaho.gov/cnp/staff.html>

After approval and during meal service operations

Signage must be displayed showing the child's reimbursable meal options for both breakfast and lunch. May use the "What's for Breakfast?" and "What's for Lunch?" State agency signs found at <http://www.sde.idaho.gov/cnp/sch-mp/smart.html> under Files - Marketing Materials

Ongoing

The Sponsor has the opportunity to attend additional training either on-line or in person throughout the year to help with menu planning, production records, and application approval.

The Sponsor will train site staff annually and as needed in NSLP duties and responsibilities prior to beginning NSLP operation, including Civil Rights training; additional training sessions to be held at least once annually.

NSLP Resource Websites:

Child Nutrition – School Meal Programs <http://www.sde.idaho.gov/cnp/sch-mp/>

Institute of Child Nutrition <http://www.nfsmi.org/>

Team Nutrition <http://www.fns.usda.gov/tn/team-nutrition>

Food and Nutrition Information Center at the National Agricultural Library
<https://fnic.nal.usda.gov/>