



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**

National School Lunch, School Breakfast, and Commodity School Program



**Application for Participation**

**Instructions:** Complete and return two copies      Agreement number:

1. Name of school food authority (SFA) (governing body that is responsible for the administration of the school):  
Telephone:  
Address:
  
2. Name and title of official who will be responsible for administration of school or residential child care institutions (RCCI) who will sign agreement and policy statement:  
Telephone:  
E-mail:
  
3. Name and title of person who will manage food service program:  
  
Telephone:
  
4. Name of school or RCCI:  
Telephone:  
Address:
  
5. **Authorized representative.** This person may sign claims for reimbursement and other related documents and may receive correspondence from OKDHS regarding program operations. This should be someone other than person listed in number 2.  
  
Name and title of person authorized to represent the SFA for the operation of the School Nutrition Programs:
  
6. Employer tax identification number:
  
7. Indicate whether the SFA is registered with Oklahoma Department of Education or licensed by OKDHS. Attach copy of current accreditation or RCCI license.  
Yes      No
  
8. Type of school or RCCI:  

Day	Special education
Residential	Boarding
Combination (day and residential)	
  
9. Does the agency have a nonprofit 501(c)(3) status?      Yes      No  
If yes, attach the 501(c)(3) statement from Internal Revenue Service (IRS).

10. Planned period of operation:

	Month	Day	Year	Estimated number of days food service will operate this year
Beginning date:				
Ending date:				

11. Indicate program(s) applying for:

- National School Lunch Program (NSLP)
- Special Milk Program (SMP) for children who do not have access to NSLP - complete SMP application
- School Breakfast Program (SBP)
- Severe Need Breakfast. Complete Severe Need Breakfast Worksheet. Special rates are available to schools or RCCIs meeting the criteria of 40% or more of the total lunches served in the second preceding year were free or reduced price
- After School Snack Program - complete After School Snack Program application

12. Total number of school sites for each program applying for:

- National School Lunch Program \_\_\_\_\_
- School Breakfast Program \_\_\_\_\_
- Special Milk Program \_\_\_\_\_
- After School Snack Program \_\_\_\_\_

13. Estimated total enrollment: \_\_\_\_\_

14. Grade Level: \_\_\_\_\_ through \_\_\_\_\_  
 Preschool: Yes  No

15. Meal preparation site:

- on site
- contracted with another school - attach a copy of the agreement
- food service management company - attach a copy of the contract
- meals purchased from vendor - attach a copy of the agreement

16. Which meal pattern plan will you use? Attach copy of Meal Pattern Selection Form.

- Traditional food-based menu planning meal pattern
  - Enhanced food-based menu planning meal pattern
  - Nutrient standard menu planning meal pattern
  - Assisted nutrient standard menu planning meal pattern
  - Combination
- Describe \_\_\_\_\_

17. Will supplemental (a la carte or snack bar) food service be available in addition to the school lunch? Yes  No

If yes, will the income from this service go to the school's nonprofit food service account? Yes  No

18. Estimated average daily participation by meal:

	Free children	Reduced price children	Paid children
Breakfast			
Lunch			
Snacks			
Milk (list non-pricing as paid)			

19. Offer verses serve: Check boxes to indicate whether or not you will use offer verses serve provision, according to the programs for which you are applying. It is a requirement for high school lunch programs.

Lunch			Breakfast	
Yes	No		Yes	No
		High school		
		Junior high		
		Elementary		
		Pre-school		
		RCCI		

- Offer verses serve for lunch means the school must offer all five of the required food items; however, the student may choose to decline one or two of these food items without affecting the reimbursement rate for the lunch.
- Offer verses serve for breakfast means that all four required food items must be offered, but the student may be allowed to refuse any one food item without affecting the reimbursement rate for breakfast.

20. Meal payment:

Type of program	Check one
<b>Pricing</b> - separate charges are made for meals, and includes SMP without free option	
<b>Nonpricing</b> - no separate charge for meals; cost included in required payment plan or fee, and includes SMP	
<b>Combination</b> - pricing and nonpricing	
<b>Pricing with free option</b> - SMP only	

21. Pricing of meals for schools and RCCIs

		Daily price		
		Snacks	Lunch	Breakfast
<b>Children</b>	Free			
	Reduce	.15	.40	.30
	Paid			
<b>Adult meals:</b> SFAs must list the price of adult meals; see regulations for the pricing of adult meals.		Paid		

22. Time(s) of food service:

	Beginning	Ending
Breakfast		
Lunch		
Snacks		
Milk		

23. Has the SFA official read the terms of the School Nutrition Programs agreement, permanent application, Free and Reduced Policy Statement, and Certification Regarding Lobbying? Yes  No

24. Does the SFA agree to follow all provisions in the School Nutrition Programs Agreement, Permanent Application, Free and Reduced Policy Statement, and Certification Regarding Lobbying? Yes  No

25. Are the following documents attached to this application?
- Civil Rights Pre-Award Compliance Yes  No
  - 501(c)(3) letter from IRS Yes  No
  - Letter of accreditation or current license from OKDHS Yes  No
  - Free and Reduced Price Policy Statement or Non-Pricing Policy Statement Yes  No
  - Meal Count and Collection Procedures Yes  No
  - Meal Pattern Selection Form Yes  No
  - Certificate Regarding Lobbying Yes  No
  - Severe Need Breakfast Worksheet, if applicable Yes  No
  - After School Snack Program Application, if applicable Yes  No
  - SMP Application and policy statement, if applicable Yes  No

I certify that:

- the completed information is true and correct to the best of my knowledge;
- reimbursement will be claimed only for meals served to children participating in the National School Lunch Program, School Breakfast Program, and/or After School Snack Program and for milk served to children participating in the Special Milk Program, if applicable; and
- this SFA does not discriminate against because of race, color, national origin, sex, age, or disability.

\_\_\_\_\_  
Signature of school food authority official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**No agreement for monies or other benefits may be approved unless a completed application form has been received. [7 CFR 210, 220]**