

## Checklist for New NSLP Applicants

### Select one (Application/RFP packet)

\_\_\_ Application/Agreement for New/Standard program participation to NSLP and NSBP (Public, Private, or BIE/BIA)

\_\_\_ RCCI Application/Agreement for New Program participation Child Nutrition programs

\_\_\_ Application/Agreement for Combination/Standard & Provision 2 Base Year, Years 2-4

### Select one or both

\_\_\_ Letter of approval for Application from Student Nutrition Bureau

\_\_\_ Letter of approval for Food Service Management Contract Request for Proposal

### Select one or more (Eligibility Manual)

\_\_\_ Free applications categorized based on income guidelines, food stamps, and direct certification

\_\_\_ Reduced Price applications categorized based on income guidelines

\_\_\_ Paid applications based on income guidelines

\_\_\_ Direct Certification list found on PED website with access provided by Student Nutrition Bureau at 505-827-1821

\_\_\_ Roster (benefit issuance list) for free, reduced, and paid students matches applications on file for each category

\_\_\_ Verification of Free and Reduced applications completed between October 1 through November 15 and entered in the Nutrition Web Database

### Select both (Meal Counting and Claiming Manual)

\_\_\_ Use Roster list (prevents overt identification) at Point of Service to show free, reduced, and paid lunches are only served to children eligible for each category

\_\_\_ Food productions records provided stating the specific meal patterns provided for different menu planning options (traditional, enhanced, or, nutrient based) to make it a reimbursable meal

### **Wellness Policy (found on PED website)**

\_\_\_\_ School district will have on file their a customized Wellness Policy and Advisory Council meeting minutes

### **Hazard Analysis and Critical Control Points (HACCP) Plan (HACCP Food Safety Program Handout)**

\_\_\_\_ School will have on file their own HACCP plan with food temperature, cooking and reheating, refrigeration and freezer, receiving, damaged or discarded food, and, thermometer and calibration logs

\_\_\_\_ HACCP training sessions for all kitchen staff documented

\_\_\_\_ Environmental inspections of the school cafeteria

### **Civil Rights (Civil Rights Manual)**

\_\_\_\_ Food service staff must receive annual training on Civil Rights and have a procedure or policy for handling civil rights complaints

\_\_\_\_ District must include “nondiscrimination statement and complaint procedures” on all forms of communication regarding program benefits and service

\_\_\_\_ The nondiscrimination poster must be displayed in a prominent place where meals are served and in offices where free and reduced determination is made

\_\_\_\_ Pre-Award questionnaire (Questionnaire for Compliance with Civil Rights Act of 1964) must be completed and approved by New Mexico PED Student Nutrition Bureau for participation in the NSLP

\_\_\_\_ Post-Award (Post Civil Rights form) must be completed and kept for review by Student Nutrition Bureau staff

### **Satellite Sheets (HACCP Food Program Handout/Food Buying Guide)**

\_\_\_\_ School Food Authorities that satellite meals to schools within their own district must maintain documentation of meals served on a production record (district created or per Food Buying Guide)

\_\_\_\_ Will have two health inspections by the Environmental Health Department per school year