

2026-2027 SY NSLP Application Training



Good afternoon and welcome to the 2026-2027 NSLP Application Training. All School Food Authorities (SFA) participating in the National School Lunch Program and School Breakfast Program are required to complete an Annual Renewal application at the beginning of the school year. The purpose of the application is to continue the SFAs' single permanent agreement between Louisiana Department of Education and the SFA. It is also the tool for LDOE to collect annual program specific information.

SY 2026-2027 NSLP APPLICATION

- The website will open this week for all SFA to complete their SY 2026-2027 application
- All forms can be accessed through the CNP website
- The deadline for submitting is **August 31, 2026**
- SFAs **MUST** complete the annual renewal application by the deadline



The CNP website will open this week for all SFA sponsors to complete their SY 2026-2027 application.

All forms can be accessed through the CNP website

The deadline for submitting the new year application is **August 31, 2026**.

SFAs **must** complete the annual renewal application by the deadline.

ACCESSING THE WEBSITE

Enter your Login Name and Password.
Click the Orange Login button.

Louisiana Department of Education
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Welcome to the Louisiana Department of Education Child Nutrition Programs Website

Need help? If you have difficulty understanding English or have a disability, free language assistance or other aids and services are available upon request. Please contact us at 225-342-8661 or 1-877-453-2721.

SYSTEM LOGIN

Login Name:
Password:
Login

Helpful Links-Grouped

2022 Summer Waivers

- SFS-22-125 Summer 2022 and SY 22-23 CNPs 12(b) Waiver Requests Waiver Public Notification
- SFS-22-127 Additional Waiver Requests for Summer 2022 and SY 2022-23

COVID-19

- LDOE Waiver to Request to waive the requirements that, during unanticipated school closures, SFSP and SSO meals must be served at non-school sites
- LDOE Waiver to Allow At-Risk Programs to Operate Simultaneously with SFSP Once the School Year Ends

Louisiana Fit Kids
Child Nutrition Programs for a Healthier Louisiana

USDA
United States Department of Agriculture
Food and Nutrition Service

To access the 2026-2027 application, you will need to login to the CNP website.
Enter your Login Name and Password. Click the Orange Login button.

LOG ON TO THE CNP WEBSITE/COMPLETE ONLINE FORMS

Louisiana Department of Education
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

CNP

Our Vision: To create a world-class education system for all students in Louisiana.
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market.

ZZZ Sponsor Center
School Food Service

Home School Food Service Summer Feeding

Agreements
Authorized Contacts
Forms
Claims
Seamless Walver
Verification Summary
Equipment Grants
Program Administration
Site Health Inspection
Meal Denials
Site Search
Log Out

Welcome to School Food Service Program

Important Notices and Instructions:

- [CNP Website User Manual](#)
- [CNP Website Claim User Manual](#)

For Technical Assistance, please contact:
[Dana Deuzet at dana.deuzet@la.gov](mailto:Dana.Deuzet@la.gov)
For School Food Service (SFS) related questions, please contact:
[Judy Stracener at Judy.Stracener@la.gov](mailto:Judy.Stracener@la.gov)
You can also contact us by telephone for assistance at 225-342-9661.

If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort.

Grantor Federal Agency:	United States Department of Agriculture (USDA)
Funding Citation:	Catalog of Federal Domestic Assistance (CFDA) #10.555, Title: National School Lunch Program (NSLP) #10.553, Title: School Breakfast Program (SBP)
Administering Agency:	Louisiana Department of Education, Division of Nutrition Support

Once you are logged in to the website, you will see the Child Nutrition Programs Home Page.

Click on the School Food Service green tab on the upper right side of the screen. Next, you will click "Forms" in the green-shaded left-hand menu.



ONLINE FORMS

- Requirements
- Policy Checklist
- Schedule A
- Collection Procedures
- Collection Officials
- Income and Expenses

▼ Forms

- ▶ Requirements
- ▶ Waivers
- ▶ Policy Checklist
- ▶ Schedule A
- ▶ Collection Procedure
- ▶ Collection Officials
- ▶ Labor Expenses
- ▶ Income & Expenses
- ▶ Menu Certifications
- ▶ Submit Forms



During this webinar, all areas of the 2026-2027 SY application will be discussed. Please contact the state agency if you need additional assistance or have questions when completing the forms.

Information on some forms within the application will populate into other forms on the application, so it is important to complete them in the following order.

The required online forms are as follows:

- ❖ Requirements
- ❖ Policy Checklist
- ❖ Schedule A
- ❖ Collection Procedures
- ❖ Collection Officials
- ❖ Income and Expenses

WAIVERS

- SFAs **DO NOT** complete in section.



- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
 - ▶ Collection Procedure
 - ▶ Collection Officials
 - ▶ Labor Expenses
 - ▶ Income & Expenses
 - ▶ Menu Certifications
 - ▶ Submit Forms



SFAs do not complete the Waivers as we currently do not have any waivers available.

REQUIREMENTS

The Requirements form consists of four sections

1. CNP Permanent Agreement
2. Program Year Agreement
3. SAM.gov Verification
4. CN Datasharing Agreement

All four sections of this form must be completed by the Head of Organization or Authorized Representative of your organization before entering data into the Schedule A.



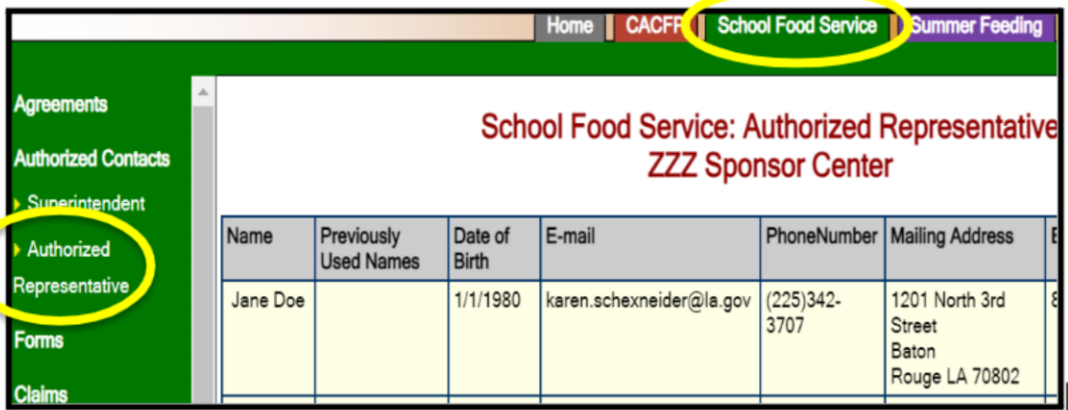
▼ Forms

- ▶ Requirements
- ▶ Waivers
- ▶ Policy Checklist
- ▶ Schedule A
- ▶ Collection Procedure
- ▶ Collection Officials
- ▶ Labor Expenses
- ▶ Income & Expenses
- ▶ Menu Certifications
- ▶ Submit Forms



The Requirements form consists of four sections. All four sections of this form must be completed by the Head of Organization or Authorized Representative of your organization before entering data into the Schedule A.

Authorized Representative



Home CACFP **School Food Service** Summer Feeding

Agreements

Authorized Contacts

Superintendent

Authorized Representative

Forms

Claims

School Food Service: Authorized Representative

ZZZ Sponsor Center

Name	Previously Used Names	Date of Birth	E-mail	PhoneNumber	Mailing Address	
Jane Doe		1/1/1980	karen.schexneider@la.gov	(225)342-3707	1201 North 3rd Street Baton Rouge LA 70802	8



To check to see who is listed as the Authorized Representative follow this step:
In the CNP site, click Authorized Contacts under the SFS (green) tab.

REQUIREMENTS- CNP Permanent Agreement Acknowledgement

Accept This Agreement

Acceptance

UserID

Password



CNP Permanent Agreement Acknowledgement

You will type in "I agree" and then enter in the user ID and Password.

The UserID and Password entered must belong to the authorized representative of the organization.

REQUIREMENTS- Program Year Agreement

Accept This Agreement

Acceptance

UserID

Password

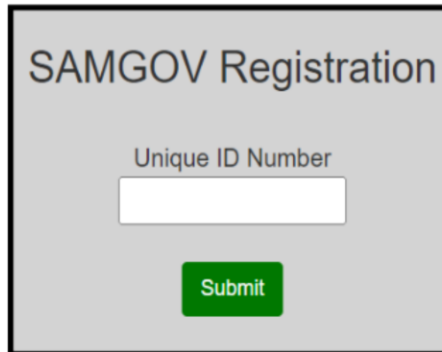


Program Year Agreement

You will type in "I agree" and then enter in the user ID and Password.

The UserID and Password entered must belong to the authorized representative of the organization.

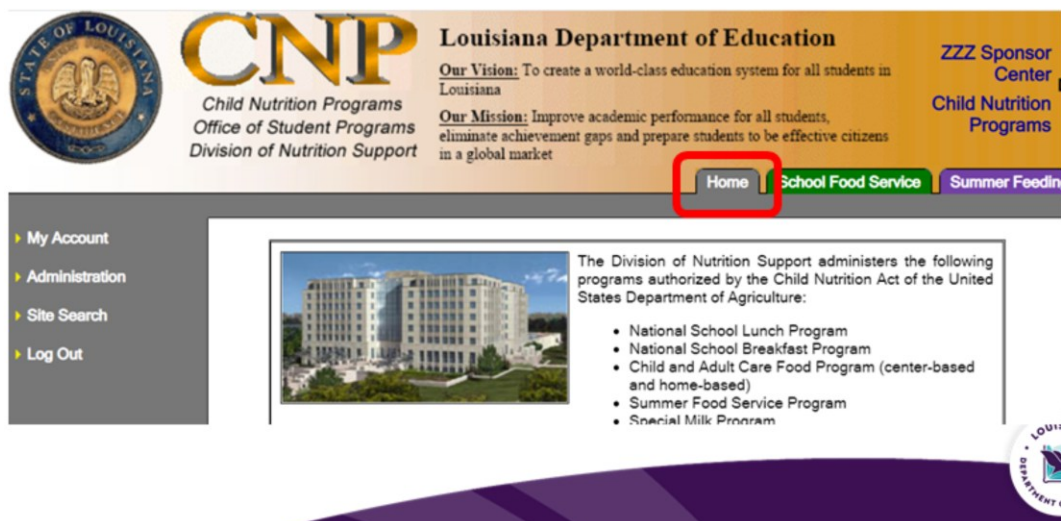
REQUIREMENTS- SAM.GOV Verification

A screenshot of a web form titled "SAMGOV Registration". Below the title is a label "Unique ID Number" followed by a white rectangular input field. Below the input field is a green rectangular button with the word "Submit" in white text.

SAM.GOV Verification

To participate in any Child Nutrition Program, the sponsoring organization must provide documentation showing they have a Unique ID Number associated with their SAM.gov registration. The Unique ID number typed must match the number that was previously sent to LDOE by your organization. If the two do not match, an error message will be displayed. An error will prevent the sponsor from completing the application.

REQUIREMENTS- SAMGOV



STATE OF LOUISIANA

CNP
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Louisiana Department of Education

Our Vision: To create a world-class education system for all students in Louisiana

Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

ZZZ Sponsor Center
Child Nutrition Programs

Home School Food Service Summer Feeding

My Account
Administration
Site Search
Log Out

The Division of Nutrition Support administers the following programs authorized by the Child Nutrition Act of the United States Department of Agriculture:

- National School Lunch Program
- National School Breakfast Program
- Child and Adult Care Food Program (center-based and home-based)
- Summer Food Service Program
- Special Milk Program

LOUISIANA
DEPARTMENT OF EDUCATION

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You can check to make sure the two numbers match by completing the following steps in the CNP Website.

Click the gray Home tab in the upper right hand corner of your screen.

REQUIREMENTS- SAMGOV



Louisiana Department of Education
*Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support*

Our Vision: To create a world-class education system for all students in Louisiana
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

[Home](#) [School Food Service](#) [Summer Feeding](#)

[ZZZ Sponsor Center](#)
[Child Nutrition Programs](#)

- My Account
- Administration**
- Sponsors
- Account Maintenance
- Site Search
- Log Out



The Division of Nutrition Support administers the following programs authorized by the Child Nutrition Act of the United States Department of Agriculture:

- National School Lunch Program
- National School Breakfast Program
- Child and Adult Care Food Program (center-based and home-based)
- Summer Food Service Program
- Special Milk Program
- Nutrition Education and Training Program (NET)



Then, under Administration, click on Sponsors and then Sponsor Info.

REQUIREMENTS- SAMGOV

The screenshot displays the Louisiana Department of Education's Child Nutrition Programs (CNP) website. The header includes the state seal, the CNP logo, and the department's vision and mission statements. A navigation bar at the top right contains links for 'Home' and 'School Food Service'. On the left, a sidebar menu lists 'My Account', 'Administration' (highlighted with a red box), 'Sponsors', 'Sponsor Info', 'Account Maintenance', 'Site Search', and 'Log Out'. The main content area is titled 'SPONSOR MAINTENANCE' and features a 'Sponsor Information' section. This section contains a table with details for 'ZZZ Sponsor Center', including physical and mailing addresses, city, state, and zip code. At the bottom of the table, the 'SAMGOV UID' is listed as 'IZADI0PR7Q85', which is also highlighted with a red box. A circular logo for the Louisiana Department of Education is visible in the bottom right corner of the page.

STATE OF LOUISIANA
CNP
Child Nutrition Programs
Office of Student Programs
Division of Nutrition Support

Louisiana Department of Education
Our Vision: To create a world-class education system for all students in Louisiana.
Our Mission: Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market.

ZZZ Sp
Child Nutrit

Home School Food Service

SPONSOR MAINTENANCE

My Account
Administration
Sponsors
Sponsor Info
Account Maintenance
Site Search
Log Out

Sponsor Information

Sponsor History

ZZZ Sponsor Center	
Alias Name	
Physical Address	1201 North 3rd Street
Physical City	Baton Rouge
State / Zip Code	LA / 70802
Mailing Address	PO Box 7111
City	Baton Rouge
State / Zip Code	LA / 70810-7111
Federal Tax ID	777777777
SAMGOV UID	IZADI0PR7Q85

LOUISIANA
DEPARTMENT OF EDUCATION

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Now you will see the SAMGOV UID that is listed in the CNP Website for your agency.

The information on this screen can only be changed by the State Agency.

REQUIREMENTS- CN Datasharing Agreement

Accept This Agreement

Acceptance

UserID

Password



CN Datasharing Agreement

You will type in "I agree" and then enter in the user ID and Password.

The UserID and Password entered must belong to the authorized representative of the organization.

Requirements

ZZZ Sponsor (Test Sponsor)	NSLP 2027	Trandra Scott	Complete
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All of the requirements were satisfied.

1. [CNP Permanent Agreement Acknowledgement](#)
✔ Accepted on 07-13-2026 by Trandra Scott
2. [NSLP Schedule A - Program Year Agreement](#)
✔ Accepted on 07-15-2026 by Trandra Scott
3. [SAMGOV Verification](#)
✔ Completed on 07-15-2026 by Trandra Scott
4. [CN Datasharing Agreement](#)
✔ Completed on 07-15-2026 by Trandra Scott



Once all requirements have been completed, there will be a check mark next to each requirement with a date and the name of the person that completed it. The status will then show complete.

Policy Checklist

- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
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 - ▶ Income & Expenses
 - ▶ Menu Certifications
 - ▶ Submit Forms



Next is Policy Checklist.

The Policy Checklist is a list of the essential policies and current year prototype forms. For continuing School Food Authorities (SFAs), it will be used to renew the agreement with the State of Louisiana for participation in the School Food Service (SFS) program.

POLICY CHECKLIST - Question 1

1. Is the Program pricing or nonpricing?
☐ Pricing [Pricing agency charges for meals]
☐ Non-pricing [A non-pricing agency does not charge for meals]
☐ Both Pricing and Non-Pricing



Question 1: Is the Program pricing or nonpricing?

SFA will select from pricing, non-pricing, both pricing and non-pricing.

RCCIs with no day students – non-pricing.

RCCIs with day students – select “both pricing and non-pricing.”** Only RCCI

Sponsor in LA that has day students is LA School for the Deaf.

All SFAs that process meal applications (do not participate in CEP at any site) will select “pricing”.

SFAs that participate in CEP system-wide will select “non-pricing”.

SFAs that partially participate in CEP will select “both pricing and non-pricing”.

POLICY CHECKLIST -Question 2

2.	Public Release (FR-1A) - Pricing Only This question can be left blank if the Sponsor is non-pricing only. This question is required for Pricing and Both (pricing and non-pricing) Sponsors.
☐	Our Agency is using the most recent Prototype provided by the State



Question 2: Public Release

Required for ALL SFAs that are “pricing” and “both pricing and non-pricing”.

This question can be left blank if the SFA is “non-pricing” only.

SFA will also indicate if the SFA is using the most recent prototype provided by the State.

POLICY CHECKLIST -Question 3

3. Income Eligibility Guidelines for Free and Reduced Price Meals (FR-1B) All SFAs will abide by the hearing procedures and nondiscrimination practices as stated in the USDA Eligibility Manual for School Meals in Determining and Verifying Eligibility. All SFAs shall use the current Income Eligibility Guidelines as provided by USDA for the current school year.
☐ Our Agency is using the most recent Prototype provided by the State



Question 3: Income Eligibility Guidelines for Free and Reduced Meals.

This questions is required for ALL SFAs.

SFA will indicate if the SFA is using the most recent prototype provided by the State.

POLICY CHECKLIST -Question 4

4. Free/Reduced Price Meal Documents - Pricing Only

All SFAs will make available the free and reduced price application and verification materials available from the USDA website for all families including those with Limited English Proficiency. All SFAs will utilize the appropriate direct certification documentation to qualify students for Direct Certification and notify households of student status.

All SFAs will ensure there are no barriers to participation in the USDA school meal programs for Limited English Proficiency (LEP) families. SFAs are required to communicate with parents and guardians in a language they can understand throughout the certification and verification processes. All SFAs will abide by the hearing procedures and the nondiscrimination practices.

This question can be left blank if the Sponsor is non-pricing only. This question is required for Pricing and Both (pricing and non-pricing) Sponsors.

a. Free/Reduced Price Meal Application and Instructions (FR-1C Family Applications)
☐ Our Agency uses a Current Prototype Family Application provided by the State ☐ Our Agency uses a Scannable Family form
b. Letter to Households Regarding Application for Benefits (FR-1D)
☐ Our Agency is using the most recent Prototype provided by the State ☐ Our Agency is using a Customized letter
c. Distribution of meal applications
☐ Meal applications are mailed to households after July 1st (beginning of school) ☐ Meal applications are distributed to students at the beginning of school. ☐ Other. (Please describe in the comments box below.)
d. Return of meal applications
☐ Meal applications are returned by hand or mail to SFA (site/central office) ☐ Other. (Please describe in the comments box below.)



Question 4: Free and Reduced Price Meal Documents
 Required for "pricing" and "both pricing and non-pricing" SFAs.
 A selection is required for all parts (a through d).
 This question can be left blank if the SFA is non-pricing only.

POLICY CHECKLIST -Question 5

5. Menu Options

- Meal types must be accurately identified on the schedule A for each site.
- The meal requirements for lunches, after school snack and breakfast must follow USDA regulations (7 CFR 210.10 and 7 CFR 220.8).



Question 5 - Menu Options.

Required for ALL SFAs.

There is nothing that needs to be checked or marked in this section by SFA.

Upon submission the SFA is agreeing that the meal types are accurately identified on the schedule A for each site and the meal requirements for breakfast, lunch and afterschool snack follow the USDA regulations.

POLICY CHECKLIST -Question 6

6. Audit Requirements 2 CFR Part 200.501, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, requires all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total \$1,000,000 or more in Federal funds during any fiscal year.	
a.	Did this organization spend \$1,000,000 or more in Federal funds during the last fiscal year? ☐ Yes ☐ No
b.	If yes and a prior year SFS participant, did this organization submit a copy of the audit report to the Louisiana Department of Education? ☐ Yes ☐ No ☐ N/A
c.	Sponsor's Financial Period: What is the latest financial period that has ended for this organization? Examples for the 2026 Program Year: If your fiscal year goes from January 1st to December 31st , then you would answer: From: 1/1/2024 To: 12/31/2024 or, if your fiscal year goes from July 1st to June 30th , then you would answer: From: 7/1/2024 To: 6/30/2025 Date Format is (mm/dd/yyyy). From: 7 / 1 / 2024 To: 6 / 30 / 2025
d.	If the audit report for this agency is not conducted under the agency name listed in the agreement, identify the name under which the audit is conducted. Name that appears in agreement: Webster Parish School Board Name under which audit is conducted, if different:



Question 6 – Audit Requirements

Required for ALL SFAs.

PART A: Regarding receiving \$1,000,000 or more in federal funds. The SFA will answer YES or NO.

PART B: If part A is yes, then part B should also be YES.

PART C: ALL SFAs must provide the most recent financial period that has ended.

PART D: To be completed if the SFA does business under another name.

SCHEDULE A

- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
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 - ▶ Menu Certifications
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Next is Schedule A

SCHEDULE A

Schedule A consists of five parts:

- Sponsor Meal Info
- Documents and Certifications
- Site Participation List
- Site Meal Info
- Severe Need Eligibility

Sponsor Meal Info	Documents and Certifications	Site Participation List	Site Meal Info	Severe Need Eligibility	Review	Print This Page
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The Schedule A consists of five parts:

- Sponsor Meal Info
- Documents and Certifications
- Site Participation List
- Site Meal Info
- Severe Need Eligibility

SCHEDULE A - Sponsor Meal Info

Includes the following:

- Student Breakfast and Lunch Charges
- Afterschool Snack Charges
- Other Meal Charges
- Adult Meal/At Cost Minimum
- FSMC
- RCCIs ONLY
- Software Use
- PLE
- CEP Participation



The Sponsor Meal Info contains several sections:

- Student Breakfast and Lunch Charges
- Afterschool Snack Charges
- Other Meal Charges
- Adult Meal/At Cost Minimum
- FSMC
- RCCIs ONLY
- Software Use
- PLE
- CEP Participation

SCHEDULE A - Sponsor Meal Info- Adult Meal/At Cost Minimum

At a minimum, adult meal prices should be:

BREAKFAST:

Current Free Reimbursement Rate

LUNCH:

Current Free Reimbursement Rate + Menu Certification Performance
Reimbursement Rate + Current USDA food Value per meal

Adult Meal/At Cost Minimum	Breakfast	Lunch
At Cost Minimum (FNS Instruction 782-5)	\$2.54	\$5.19



You will notice that on the CNP application this school year we have added a section below the Other Meal Charges for Adult Price/At Cost Minimum.

Per USDA guidance FNS Instruction 782-5, at a minimum, adult meal prices should be the following:

Breakfast: Current Free Reimbursement Rate

Lunch: Current Free Reimbursement Rate + Menu Certification Performance
Reimbursement Rate + Current USDA food Value per meal.

Note there will be no calculation required by the SFA. This calculation is already completed for you.

So for 26-27 SY the calculated adult meal/at cost minimum for breakfast should be \$2.54 and for lunch should be \$5.19.

As a reminder, if you charge a discounted price for nonprogram adult meals, general fund must cover the difference in the cost. While a general fund may absorb an overall program deficit, these funds must be explicitly identified as repayment for nonprogram adult meals.

SCHEDULE A - Sponsor Meal Info - Student Breakfast, Student Lunch, Other Meal and After School Snack Charges

Student Breakfast Charges		
	Reduced Price (Must be no more than .30)	Full Price
Elementary	\$ 0.00	\$ 0.00
Middle	\$ 0.00	\$ 0.00
High	\$ 0.00	\$ 0.00
Alternative Line	\$ 0.00	\$ 0.00
Alternative Line	\$ 0.00	\$ 0.00
Contract	N/A	\$ 0.00

Student Lunch Charges		
	Reduced Price (Must be no more than .40)	Full Price
Elementary	\$ 0.00	\$ 0.00
Middle	\$ 0.00	\$ 0.00
High	\$ 0.00	\$ 0.00
Alternative Line	\$ 0.00	\$ 0.00
Alternative Line	\$ 0.00	\$ 0.00
Contract	N/A	\$ 0.00

After School Snack Charges	
Full Price Student	\$ 0.00
Reduced Price Student (Must be no more than .15)	\$ 0.00
At Cost (no less than the federal reimbursement for snacks)	\$ 1.60

Other Meal Charges		
	Breakfast	Lunch
Employee	\$ 4.00	\$ 5.00
At Cost	\$ 4.00	\$ 5.00
Adult Meal/At Cost Minimum		
At Cost Minimum (FNS Instruction 782.5)	\$2.54	\$5.19



Student Breakfast, Student Lunch, Other Meal and After School Snack Charges

Enter in student breakfast charges, student lunch charges, after school snack charges and other meal charges (Employee and At Cost).

For reduced price meals, please refer to House Bill 1 that contains the Appropriation for House Bill 282 regarding reduced price meals in Louisiana. This bill was signed into law on June 29, 2023. So in this section if the SFA has reduced meals, you will enter in 0 for reduced meals prices.

If the SFA operates Afterschool Snack Program and is system-wide CEP or is a RCCI, leave blank (zeros) AND provide "at cost" charge only.

"At cost" snack charge must be no less than the current year free federal reimbursement rate for snacks.

SCHEDULE A - Sponsor Meal Info - Food Service Management Contracts

Food Service Management Contracts			
If you contract with a Food Service Management Company (FSMC), please enter each contract.			
Company Name	Beginning Date	Ending Date	
How often is the SFA completing on-site monitoring of the FSMC?		Please select an option: v	
		If other, then please specify the monitoring frequency:	



In the next section, if you contract with a Food Service Management Company (FSMC), please enter each contract.

Only charter SFAs that use a FSMC need to report this information. Please note that contracts now copy to revisions.

Each company in use should be reported with the duration of the contract (timeframe of 1 year is reported).

SCHEDULE A - Sponsor Meal Info- RCCIs ONLY

RCCIs ONLY

In accordance with USDA Memo SP 38-2012, as an RCCI, a request has been made for the Louisiana Department of Education, Division of Nutrition Support, to grant approval to serve the National School Lunch program (NSLP) and School Breakfast Program (SBP) meal pattern in effect for the highest age/grade group represented in the institution to all age/grade groups in the Institution.

No ▾



The next section is for RCCIs only.

Flexibility to RCCIs when multiple grade groups are in place.

RCCIs need to select "yes" if using large grade group maximum allowed portions (9-12) for all.

SCHEDULE A - Sponsor Meal Info- Software Use

Software Use

How does the SFA use electronic software systems?

Please select an option: ▼

Name of the software, if applicable:



Software Use

ALL SFAs must answer this section.

If an electronic software system is used for POS and/or Meal Applications, SFA must indicate name of software.

SCHEDULE A - Sponsor Meal Info- Paid Lunch Equity (PLE) Exemption

Paid Lunch Equity (PLE) Exemption

As stated in USDA Memo [SP 06-2026](#), any SFA with a positive or zero balance in its non-profit school food service account (NSFSA) as of June 30, 2025 is exempt for the PLE requirements found in 7 CFR 210.14(e) for SY 2026-2027

Please select an option:

Balance:



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Paid Lunch Equity (PLE) Exemption

Required for all other SFAs.

SFAs have the following options to choose from:

1. SFA did complete PLE (this means the SFA does not qualify for the exemption)
2. Exempt - System Wide CEP or RCCI with no day students
3. Exempt - SFAs with positive or zero balance in NSFSA as June 30, 2025
 - Dollar amount must be entered by SFAs that selected, If "Exempt-Positive or Zero balance in the NSFSA as of June 30, 2025" (System will allow for \$0.00 balance to be reported or a positive balance)

USDA Paid Lunch Equity Guidance Memo and Tool can be found on the CNP website.

SCHEDULE A - Sponsor Meal Info- CEP Participation

CEP Participation	
Does this system participate in the Community Eligibility Program (CEP)?	No - No Participation 



In the next section, the SFA will choose if participating in CEP district wide or not district wide or no participation.

SCHEDULE A – Documents and Certifications

SAM.Gov Registration

Unpaid Meal Charges Policy and Document

SFA Procurement Code of Conduct Certification and Document

SFA Procurement Procedures Certification and Document

SFA Higher Threshold Certification and Document

Wellness Policy Certification and Documents

HACCP Certification and Documents

Sponsor Meal
Info

Documents
and
Certifications

Site
Participation
List

Site Meal
Info

Severe Need
Eligibility

Review

Print
This Page



Schedule A – Documents and Certifications includes the following:

- SAM.GOV Registration
- Unpaid Meal Charges Policy and Document
- SFA Procurement Code of Conduct Certification and Document
- SFA Procurement Procedures Certification and Document
- SFA Higher Threshold Certification and Document
- Wellness Policy Certification and Documents
- HACCP Certification and Documents

SCHEDULE A — Documents and Certifications – SAM.GOV Registration

- Enter in the SAM.GOV ID and enter in the expiration date
- Attach the proof the registration is in good standing
 - The document attached for SAM must show an active date
 - If it is expired, the application cannot be processed until a new document is received.

SAM Gov Registration	
Please provide details regarding SAM.Gov registration.	SAM.gov ID 123456789ABC 12-character alphanumeric
Attach proof of registration in good standing as of this application.	Expiration Date 08/28/2026
	[Attach Document]
	Manage Open



For the SAM.GOV registration, SFAs will enter in the SAM.GOV ID and enter in the expiration date. The SFA will also need to attach the proof the registration is in good standing. Please check to sure make the document attached for SAM shows an active date. If it is expired, the application cannot be processed until a new document is received.

SCHEDULE A – Documents and Certifications

- Select YES or NO for each

Unpaid Meal Charges Policy and Document	
Does the SFA have a written, approved policy for Unpaid Meal charges for all pricing programs?	Please select an option: ▼
SFA Procurement Code of Conduct Certification and Document	
The SFA certifies that all employees authorized as procurement agents that are responsible for compliance with local, state and federal regulations, including Child Nutrition Program Requirements, have a signed Code of Conduct Form and that this form is on file at the SFA.	Please select an option: ▼
SFA Procurement Procedures Certification and Document	
The SFA certifies that documented Procurement Procedures complying with State, local and Federal laws and regulations are on file.	Please select an option: ▼



For Unpaid Meal Charges Policy, SFA Procurement Code of Conduct, Procurement Procedures, the SFA will select YES or NO for each.

Please note: The SFA is just certifying that they have these documents. Documents are not actually submitted to LDOE.

SCHEDULE A — Documents and Certifications – SFA Higher Threshold Certification

SFA Higher Threshold Certification and Document

Per [memo SP 02-2022](#), government-wide regulations at 2 CFR 200.320(a)(iv) provide that program operators may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation of such self-certification. Program operators choosing to self-certify must prepare and include a justification for the choice, and indicate the type of documentation:

No (decline to self-certify for higher threshold) ▼

Please select an option:

No (decline to self-certify for higher threshold)

Yes, a qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520

Yes, an annual internal institutional risk assessment to identify, mitigate, and manage financial risks

Yes, for public institutions, a higher threshold consistent with state law



The SFA Higher Threshold Certification. If SFAs choose to self-certify, they must self-certify annually.

For this section, SFAs will choose No to decline using the higher threshold or Yes if they want to use the higher threshold.

If the SFA chooses Yes, then they have to choose what option they qualify for.

Please refer to Memo SP-02-2022 for more information. It is also linked on this section of the application.

SCHEDULE A – Documents and Certifications – SFA Higher Threshold Certification

The self-certification must include a justification, clear indication of the threshold, and supporting documentation of any of the following:

1. A qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520;
2. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
3. For **public** institutions, a higher threshold consistent with state law.

The screenshot shows a web form titled "SFA Higher Threshold Certification and Document". It includes a text area for justification, a dropdown menu for selecting a qualification option, a text input for the threshold amount (with a \$30,000 max limit), and a section for attaching documentation. The form is part of a larger application process, as indicated by the "Manage" and "Open" buttons at the bottom.

SFA Higher Threshold Certification and Document

Per memo SP 02-2022, government-wide regulations at 2 CFR 200.320(a)(iv) provide that program operators may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation of such self-certification. Program operators choosing to self-certify must prepare and include a justification for the choice, and indicate the type of documentation:

Yes, a qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520

Threshold (\$): \$30000 Max.

Justification:

Documentation:

[Attach Document]

Manage Open



As stated in the memo SP-02-2022, Program operators choosing to self-certify must prepare and include a justification for the choice.

The self-certification must include a justification, clear indication of the threshold, and supporting documentation of any of the following:

1. A qualification as a low-risk auditee, in accordance with the criteria in 2 CFR 200.520;
2. An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or
3. For **public** institutions, a higher threshold consistent with state law.

In this section, if the SFA chooses one of the Yes options, they must provide the threshold (which for Louisiana is \$30,000 max) as well as the justification and supporting documentation.

For example, If you choose a qualification as a low risk auditee, you would need to attach the proof of low risk auditee.

As a reminder, LA has a state law for higher thresholds, so if the SFA chooses the third option, the LDOE memo SFS-22-x183 has already been attached in the documentation of the application. As stated on the USDA memo, this option would be for **public** institutions.

SCHEDULE A – Documents and Certifications

- Select YES or NO for each

Wellness Policy Certifications and Documents

The SFA Certifies that a signed document wellness policy that complies with USDA policies and regulation is on file and in use.

Please select an option:



Hazard Analysis Critical Control Points (HACCP) Certifications and Documents

The SFA Certifies that a documented HACCP policy is on file and in use that complies with USDA policies and regulations.

Please select an option:



For Wellness Policy and HACCP, the SFA will select YES or NO for each.

Schedule A - Site Participation List

ZZZ Sponsor (Test Sponsor) Revision: 0 Program Year: 2027 Status: Unsubmitted						
Sponsor Meal Info	Documents and Certifications	Site Participation List	Site Meal Info	Severe Need Eligibility	Review	Print This Page
Revision Number	Status	Decision Date	Effective Dates	Action		
0	Unsubmitted		-	Edit		
School Name	Site Code	Kitchen Manager	Operating Days	Meals Selected	Meal Service	
✓ ZZZ Elementary School	ZZZZ	Shanna Lou	165	Breakfast Lunch	Sponsor prepares meals.	
✓ ZZZ Site #2	ZZZZ1	John Doe	1	Breakfast Lunch	Sponsor prepares meals.	
Active: 2 Inactive: 0						
Save						
Sponsor Comments:						



This Site Participation List will have all of the sites within the SFA. All current active sites will have a green check mark. Any inactive sites will have a red X. At the bottom of the list there will be a total of active and inactive. The list will also include the site codes, kitchen manager, operating days, meals served and meal service information that was entered in on each site meal info.

Schedule A - Site Meal Info

Sponsor Meal Info	Documents and Certifications	Site Participation List	Site Meal Info	Severe Need Eligibility	Review	Print This Page
Choose a School/Facility:						
ZZZ Elementary School [4534 Tom Drive Baton Rouge] [Site Code : ZZZZ] ▼						
Site Name	ZZZ Elementary School		Site Code	ZZZZ		
Address & City	4534 Tom Drive, Baton Rouge		Parish	East Baton Rouge		
Snack Percentage	N/A (Site is not eligible for free snack unless area eligible)					
Severe Need Percentage	N/A (Site has no eligibility data for Severe Need Breakfast)					
Parish	American Indian / Alaskan Native	Asian	Black / African American	Native Hawaiian / Pacific Islander	White	Ethnic Data
East Baton Rouge	1285	14499	206681	121	196069	Hispanic / Latino 30551 Non Hispanic / Latino 418655
Census Year: 2020						
Site Participation						
☐ Check the box if this site will NOT be participating.						



Under the Site Meal Info for the site it will provide the site name, address, site code, racial and ethnic data.

It will also provide if the site is eligible for free snack and severe need breakfast. You will need to check the box if the site will NOT be participating.

Schedule A - Site Meal Info - Operating at Multiple Locations

Operating at Multiple Locations

Does this site operate at more than one location?

Yes ▾

[Enter Locations Here](#)

Site Operating at Multiple Locations

School Food Authority (SFA): ZZZ Sponsor Center

Schedule A Status: Unsubmitted

Main Site Details:

Name:	ZZZ Elementary School
Address and City:	4534 Tom Drive Baton Rouge
Parish:	East Baton Rouge
Site Code:	ZZZZ

Additional Locations:

School Name	Address and City	Parish	Grades
Add Location			



Site Meal Info - Operating at Multiple Locations.

Does this site operate at more than one location. This is when you have a one site name, but more than one physical locations.

We had this issue arise when conducting administrative reviews where a site was chosen for a review and when the reviewer came on site, there was actually another physical site location that we were not aware of.

In this scenario, the SFA will need to enter in the additional location details to include the school name, address and city, parish and grades. Please note that operating multiple address now copy to revisions.

Schedule A - Site Meal Info - Site Meal Information

Site Information

Choose the Central Kitchen Site:

If this is a site to which meals/snacks are delivered, or if this site is part of a multi-unit situation, choose the site of the central kitchen where the certified manager is located. Otherwise, choose this current selected site name.

☒ The Institution has reviewed and affirms the below selected Central Kitchen Site:

Choose Central Kitchen Site: ▼



Schedule A - Site Meal Info - Site Meal Information

The SFA will select the site where the manager is located and then check the box indicating the institution has reviewed and affirms the below selected central kitchen site.

Schedule A - Site Meal Info

- Enter the kitchen manager name
- Certify the manager has adequately trained and met the requirements

Kitchen Manager	John Doe
☐ The Institution certifies that the manager meets all state requirements to work as a manager in a food service operation and has been adequately trained and is competent in all USDA program requirements, including but not limited to the following:	
• Operation of food service • Meal Pattern Requirements and Offer Versus Serve • HACCP • Sanitary Code • Food Service Safety • Proper Food Handling • Proper Use of Equipment • Personnel Management • Record Keeping and Accountability • Accurate point of service, meal counting and claiming (absolute knowledge of component and quantity requirements of reimbursable meals and requirements and determination of student eligibility for any meals serve and claimed for reimbursement) • Processing of free and reduced meal applications	



In the next section, enter in the kitchen managers name for each site. The SFA will certify that the manager meets all state requirements to work as a manager in a food service operation and has been adequately trained and is competent in all USDA program requirements, including but not limited to the following:

- Operation of food service
- Meal Pattern Requirements and Offer Versus Serve
- HACCP
- Sanitary Code
- Food Service Safety
- Proper Food Handling
- Proper Use of Equipment
- Personnel Management
- Record Keeping and Accountability
- Accurate point of service, meal counting and claiming (absolute knowledge of component and quantity requirements of reimbursable meals and requirements and determination of student eligibility for any meals serve and claimed for reimbursement)
- Processing of free and reduced meal applications

Schedule A - Site Meal Info

- Choose the Congressional District
- Choose the BESE District
- Enter in the Number of **Operating Days**

Congressional District	1 ▾ Click here to use a map to determine the site's congressional district.
BESE District	1 ▾ Click here to use a map to determine the site's BESE district.
Number of Operating Days	180



In the next section, SFA will choose the Congressional District and BESE District if it is not already selected.

Enter in the Number of Operating days.

Schedule A - Site Meal Info – School Operating Hours and Expanded Learning Time

- Enter in the School Operating Hours
- If applicable, SFA will certify that the school site operates an expanded learning program and operates a minimum of 7 hours of **instructional time** in a normal school day.

School Operating Hours	
School Operating Hours	From: 07:15 AM Until: 03:30 PM
Expanded Learning Time - School Food Authority (SFA) Only.	
If Expanded Learning Time is provided, please certify the following statement:	
☐ The SFA certifies that the school site operates an expanded learning program and operates a minimum of 7 hours of instructional time in a normal school day.	

SFAs are required to enter in the School Operating Hours. The section is mandatory.

The next section is only for SFAs operating the expanded learning time. This section will be used to determine if snacks can be served before the end of the school day. As a reminder, you must operate a minimum of 7 hours of **instructional time** in order to qualify for expanded learning. Please note that Expanded Learning Time now copy to revisions.

Please refer to previous memos SFS-22-x171 and SFS-23-137 for more information on Afterschool Snacks Operating Expanded Learning.

Schedule A - Site Meal Info

Special Circumstances – For schools with Child Day Care or RCCIs

Accredited School Type – Information is from LEADS (SFA cannot change)

Grades Served		
Special Circumstances		
If this school/facility has a Child Day Care area or is a Residential Child Care Institution, select the appropriate radio button and select an age range. Only answer this question if it applies to this school/facility.		
Site Type	Age Range	
	From	To
☐ Child Day Care		
☐ Residential Child Care Institution		
Accredited School Type		
The appropriate accredited school type for this school/facility has been determined by the system. If you feel there is an error in this determination please contact state staff.		
Site Type	Grade Range	
	From	To
Elementary	3rd Grade	5th Grade



Under the Special Circumstances section, if this school has a Child Day Care area or is a RCCI, select the appropriate type and select age range.

Under Accredited School Type, the accredited school type for this school has been determined by the LEADS system. SFAs cannot edit this information that was carried over from LEADS. However, if it is incorrect, you can now update the grade level by selecting the grade range from the drop down box. This is a NEW feature.

Schedule A - Site Meal Info – Meal Participation

- Click on the checkboxes of programs participating
 - If this site is eligible to participate in Severe Need Breakfast Program the checkbox will be enabled; otherwise it is disabled and cannot be selected.
- Enter the number of students to be served for each meal service
- Select the start and end times
 - If this site has multiple meal shifts, be sure to input that information in Shift 1, 2 and/or 3.
- Choose the collection procedure

Meal Types	Estimated Students to be Served	Beginning Meal Time	End Meal Time	Collection Procedures
☒ School Breakfast ☐ Severe Need Breakfast (SN) N/A (Site has no eligibility data for Severe Need Breakfast)	Shift 1: 75 Shift 2:	Shift 1: 7:30 AM Shift 2: 8:00 AM	Shift 1: 8:00 AM Shift 2:	Shift 1: Choose Procedure Edit Collection Procedures Shift 2: Choose Procedure Edit Collection Procedures
☒ School Lunch	Shift 1: 150 Shift 2: Shift 3: Shift 4:	Shift 1: 10:00 AM Shift 2: Shift 3: Shift 4:	Shift 1: 11:00 AM Shift 2: Shift 3: Shift 4:	Shift 1: Choose Procedure Edit Collection Procedures Shift 2: Choose Procedure Edit Collection Procedures Shift 3: Choose Procedure Edit Collection Procedures Shift 4: Choose Procedure Edit Collection Procedures
☐ Snack ☐ Free Snack Type(s) of Enrichment Activity at this site/facility: ☐ Homework Assistance ☐ Tutoring ☐ Drama Activities ☐ Arts and Crafts Programs ☐ Other:	Shift 1:	Shift 1:	Shift 1:	Shift 1: Choose Procedure Edit Collection Procedures

Under the Meal Participation section, click on the checkboxes below to select the Child Nutrition programs this site anticipates participating in for the upcoming school year [2026-2027].

If this site is eligible to participate in Severe Need Breakfast Program the checkbox will be enabled; otherwise it is disabled and cannot be selected.

Enter the number of estimated students to be served for each meal service and select the time the meal starts. If this site has multiple meal shifts, be sure to input that information in Shift 1, 2, 3, and 4. If this site does not have multiple shifts, enter your data in Shift 1. You will then enter in the time the meal ends.

As a reminder, breakfast should be served near the beginning the day and lunch meal service must occur between 10:00 - 2:00.

Choose the collection procedures for each program.

Note: Make sure if you choose to implement the afterschool snack program that you choose the type(s) of enrichment activity at the site. Afterschool snacks must be served after the school day has ended unless you qualify for the expanded learning time which SFA would need to certify in the section above.

Schedule A - Site Meal Info – Offer vs Serve

- Select if you participate in OVS for breakfast and lunch
- If participating in OVS, answer Yes or No if staff have been trained
- Enter the date of the training

Offer Vs Serve
Does the site participate in offer versus serve for breakfast?
☐ Yes ☒ No
If yes, has the staff been trained? ☐ Yes ☐ No
Date Trained:
Does the site participate in offer versus serve for lunch?
☒ Yes ☐ No
If yes, has the staff been trained? ☒ Yes ☐ No
Date Trained: 8/1/2024



Under the Offer vs Serve section, SFAs will select if they will participate in OVS for breakfast and lunch.

SFAs will answer if the staff have been trained and the date of the training will need to be entered.

Note: The OVS training must take place before the start of operation.

Schedule A - Site Meal Info – Attendance Factor

- The SY 2026-2027 state attendance factor is 93.21%.
- Unless a Custom Attendance Factor is requested by a SFA, the default will be the State's currently approved attendance factor, with the exception of RCCIs, which will have attendance factors set at 100%
- Please update the attendance factor in software system

Attendance Factor	
Attendance Factor Type	State Attendance Factor [Non Public]
Attendance Factor	93.21
(If the SFA chooses to change the Attendance Factor, print and complete the SFS-9 "Attendance Factor" form and mail it to the State Agency. This form can be downloaded from the DNA Resource Library .)	



There is nothing SFAs need to complete in this section. This section includes the State Attendance Factor.

The SY 2026-2027 state attendance factor is 93.21%. Unless a Custom Attendance Factor is requested by a SFA, the default will be the State's currently approved attendance factor, with the exception of Residential Child Care Institutions (RCCIs), which will have attendance factors set at 100%.

SFAs may use the annually-determined state attendance factor or may calculate a custom attendance factor. If an SFA wishes to utilize a custom Attendance Factor, the "Attendance Factor" form must be completed. This form can be found on the CNP website under General School Food Service Forms.

As a reminder, please make sure to update the attendance factor in your software system.

Schedule A - Site Meal Info

Meal Service

- Select the meal service option for the site

Meal Service

Please select appropriate meal service option:

☐ Contracted with Food Service Management Company (FSMC)
Contractor: [Edit contract information](#)

Beginning and Ending dates of site on contract:

☒ Sponsor prepares meals
☐ Joint agreement with another SFA
☐ Prepared Meals Provided by Vendor

Mobile Meal Preparation

- Select any options the site participates in

Mobile Meal Participation

Does the site participate in any of the following (select all that apply):

☐ Breakfast in the Classroom
☐ Grab and Go
☐ Other (please describe):
☐ Not Applicable



In the meal service section, select the correct meal service option for the site. If the site participates in any type of mobile meal service, please select the types for the site.

Schedule A - Severe Need Eligibility

- List of all schools/facilities for the School Food Authority with eligibility based on student lunches served in the second preceding year (2025).
- In the "Eligibility" column, "Y" is eligible and "N" is not eligible.
- In the "Checked in Schedule A" column, a green check means the site was marked in the current Schedule A (2027) as interested in participating in Severe Need Breakfast for the upcoming program year (2027).

Eligibility	Checked in Schedule A	School Name	Student Lunches Served in the Second Preceding Year [2025]				Percentage Free & Reduced Price Lunches (c ÷ d)
			Total Reduced Lunches (a)	Total Free Lunches (b)	Total Reduced Price & Free Lunches (c = a + b)	Total Student Lunches (d)	



Severe Need Eligibility

This section lists of all schools/facilities for the School Food Authority with eligibility based on student lunches served in the second preceding year (2025).

In the "Eligibility" column, "Y" is eligible and "N" is not eligible.

In the "Checked in Schedule A" column, a green check means the site was marked in the current Schedule A (2027) as interested in participating in Severe Need Breakfast for the upcoming program year (2027).

COLLECTION PROCEDURE

▼ Forms

- ▶ Requirements
- ▶ Waivers
- ▶ Policy Checklist
- ▶ Schedule A
- ▶ Collection Procedure
- ▶ Collection Officials
- ▶ Labor Expenses
- ▶ Income & Expenses
- ▶ Menu Certifications
- ▶ Submit Forms



Next is Collection Procedure

COLLECTION PROCEDURES

Collection procedures roll over from year to year and SFAs can submit the same procedures used in the previous year if no updates are required as well as create new or edit existing procedures

Existing 2025 Collection Procedures

Breakfast Collection Procedures ADD

Procedure Name	Description	Revision	Status	Site Count	Maintenance
There are no existing collection procedures for Breakfast. Use the add button above to create a new collection procedure.					

Lunch Collection Procedures ADD

Procedure Name	Description	Revision	Status	Site Count	Maintenance
There are no existing collection procedures for Lunch. Use the add button above to create a new collection procedure.					

Snack Collection Procedures ADD

Procedure Name	Description	Revision	Status	Site Count	Maintenance
There are no existing collection procedures for Snack. Use the add button above to create a new collection procedure.					

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The Collection Procedures form allows you to create multiple Point of Service (POS) collection procedures, provide details about the procedures, and designate schools/facilities that use them. The initial page is a list of all existing procedures for each meal: Breakfast, Lunch and Snack. This list does not contain any procedures until you create them, allowing you to create as many or as few as you need. However, each meal service, must be assigned at least one collection procedure to each meal service for each site submitted in the Schedule A.

The procedure must describe how and where a site counts each reimbursable meal, the collection of funds, and the location of the point of service.

Also, the number of collection procedures can vary based on the following:

- CEP vs non-CEP sites

- The meal services at each site (SBP, NSLP, and ASP)

- The complexity of the POS

- Whether the site has alternate meal service options (breakfast in the classroom, etc.)

Collection procedures roll over from year to year and SFAs can submit the same procedures used in the previous year if no updates are required as well as create new or edit existing procedures

COLLECTION PROCEDURE

To add a collection procedure, click on ADD

Breakfast Collection Procedures						ADD
Procedure Name	Description	Revision	Status	Site Count	Maintenance	
There are no existing collection procedures for Breakfast. Use the add button above to create a new collection procedure.						

After adding a collection procedure, this pop-up window will appear.

Instructions: To create a new collection procedure, answer the following questions and click the on save button.

To use an existing procedure as a template for the new one, select the procedure in Question 1. Otherwise, to create a blank procedure leave Question 1 unanswered.

1. Please choose which existing procedure (if any) to base the new procedure on:

2. Please choose which meal will be used for the new procedure: School Breakfast



To add a collection procedure, click on ADD.

After adding a collection procedure, this pop-up window will appear.

Answer the questions and click Save.

COLLECTION OFFICIALS

▼ Forms

- ▶ Requirements
- ▶ Waivers
- ▶ Policy Checklist
- ▶ Schedule A
- ▶ Collection Procedure
- ▶ Collection Officials
- ▶ Labor Expenses
- ▶ Income & Expenses
- ▶ Menu Certifications
- ▶ Submit Forms



Next is Collection Officials

COLLECTION OFFICIALS

Determining Officials				
☐ Kitchen Managers from each site are determining officials. [View All Kitchen Managers]				
First Name	Middle	Last Name	Title	
No Determining Officials available				
			Choose Title If Other, enter title here:	ADD
Pre Verifying Officials				
First Name (or Software Name)	Middle	Last Name	Title	
No Pre Verifying Officials available				
			Choose Title If Other, enter title here:	ADD
Verifying Officials				
First Name	Middle	Last Name	Title	
No Verifying Officials available				
			Choose Title If Other, enter title here:	ADD
Hearing Official				
First Name	Middle	Last Name	Title	
No Hearing Officials available				
			Choose Title If Other, enter title here:	ADD



The Collection Officials form consists of one page. This is where the sponsor user will provide information on the Determining Officials, Pre-Verifying (Confirming) Officials, Verifying Officials, and the Hearing Official. If you designate Kitchen Managers for each site to be Determining Officials, then you will check the box.

COLLECTION OFFICIALS

Determining Official	Pre-Verifying Official	Verifying Official	Hearing Official
Can be more than one person	Can be more than one person	Can be more than one person	Generally only one person assigned
Checks meal applications for completeness	<u>Cannot</u> be a Determining Official	Can be a Determining or Pre-Verifying Official (but not all 3)	<u>Cannot</u> also be a Determining or Pre-Verifying or Verifying Official
Assigns and records F/R/P status on each application	Can be a software system	Completes the annual verification process	<u>NOT</u> involved in any way with the approval or verification of meal applications
Can be Kitchen Managers	Confirms accuracy of the original F/R/P status on apps selected for verification		Usually the CEO/CFO/superintendent
			Hears any appeals resulting from the verification process



Here's a chart of some reminders about the Collection Officials.

Determining Official – can be more than one person, this is the person that checks meal applications for completeness and also assigns and records the F/R/P status on the application.

Pre-Verifying Official – Can be more than one person, cannot be the determining official, can be the software system, confirms accuracy of the original F/R/P status on the application selected for verification.

Verifying Official – can be more than one person, can be the Determining or Pre-Verifying Official (but not all 3), this person completes the annual verification process.

Hearing Official – generally only one person, cannot be the determining official or pre-verifying official, cannot be involved in any way with the approval of verification of applications, usually the CEO/CFO/Superintendent, hears any appeals resulting from the verification process.

LABOR EXPENSES

- SFAs **DO NOT** complete this section.

- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
 - ▶ Collection Procedure
 - ▶ Collection Officials
 - ▶ Labor Expenses
 - ▶ Income & Expenses
 - ▶ Menu Certifications
 - ▶ Submit Forms



SFAs do not complete the Labor Expenses

INCOME AND EXPENSE

▼ Forms

- ▶ Requirements
- ▶ Waivers
- ▶ Policy Checklist
- ▶ Schedule A
- ▶ Collection Procedure
- ▶ Collection Officials
- ▶ Labor Expenses
- ▶ Income & Expenses
- ▶ Menu Certifications
- ▶ Submit Forms



Next is Income and Expense

INCOME AND EXPENSE

The Income and Expenses form consists of:

Page 1 (Income and Reimbursement)

Page 2 (a,b) (Expenses – Food Used, Labor and Benefits)

Page 2 (c,d,e) (Equipment, Other Direct Costs, Indirect Costs)

Page 3 (Net Cash Resources on June 30)

Page 4 (Allowable Operating Balance)

Review

[Page 1](#)

[Page 2 \(a,b\)](#)

[Page 2 \(c\)](#)

[Page 3](#)

[Page 4](#)

[Review](#)

[Print](#)

INCOME AND EXPENSES REPORT



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The Income and Expense Report will look slightly different from previous years.

However, the forms consists of the same information.

The Income and Expenses form consists of:

Page 1 (Income and Reimbursement)

Page 2 (a,b) (Expenses – Food Used, Labor and Benefits)

Page 2 (c,d,e) (Equipment, Other Direct Costs, Indirect Costs)

Page 3 (Net Cash Resources on June 30)

Page 4 (Allowable Operating Balance)

Review

The information entered on this form is for the previous program year so SFAs are entering income and expenses for the SY 2025-2026. This is the only form that you will enter in the prior years information.

Enter the dollar value as reported on your system's statistical report. Do not use dollar signs (\$) or commas (,).

Text boxes that have been grayed out cannot be edited. These fields have been populated from other forms.

The computer calculates all values in the Total column.

Note: Please refer to the Louisiana Accounting & Uniform Governmental Handbook (LAUGH) for more information on the Income and Expense codes that are used in this form.

INCOME –Page 1

Item 1 (a) - Prior Year End-Of Year Balance

- Enter in the Prior Year End of Year Balance

Item 1 (b) Total Federal Reimbursement (4515)

- **Total Federal Reimbursement**

- Reflects reimbursements received from NSLP, SBP, and ASP over the past year (July 1 – June 30)
- If SFA participates in SSO, those reimbursements should also be included (SSO is an extension of the NSLP/SBP) – included in SFS claim totals
- Do not include SFSP, FFVP or CACFP reimbursements

- **USDA Cash in Lieu of Commodities**

- Enter amount if you receive cash in lieu of commodities (if applicable)

- **Equipment Grant Funds**

- Enter amount received in equipment grant funds received during the 25-26 SY (if applicable)



INCOME - PAGE 1

Item 1 (a) - Prior Year End-Of Year Balance

- Enter in the Prior Year End of Year Balance

Item 1 (b) Total Federal Reimbursement (4515)

- **Total Federal Reimbursement**

- Reflects reimbursements received from NSLP, SBP, and ASP over the past year (July 1 – June 30)
- If SFA participates in SSO, those reimbursements should also be included (SSO is an extension of the NSLP/SBP) – included in SFS claim totals
- Do not include SFSP, FFVP or CACFP reimbursements

- **USDA Cash in Lieu of Commodities**

- Enter amount if you receive cash in lieu of commodities (if applicable)

- **Equipment Grant Funds**

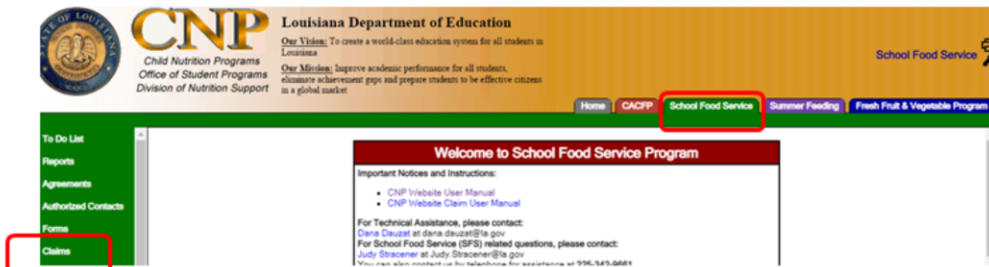
- Enter amount received in equipment grant funds received during the 25-26 SY (if applicable)

Note: The Supply Chain Assistance Funds slot was removed from the Total Federal Reimbursement category.

How to Check Total Federal Reimbursement

To check the amount reported for Item 1 (b) Total Federal Reimbursement:

- In the CNP site, click Claims under the SFS (green) tab
- Click View Claims



To check the amount reported for Item 1 (b) Total Federal Reimbursement:

- In the CNP site, click Claims under the SFS (green) tab
- Click on Claims and then View Claims

INCOME AND EXPENSE

- Use the drop down to access the prior program year
- Click on the last claim filed/paid (usually May or June)
- Includes SSO claims, if applicable

Change Program Year: 2026 ▼

Program Year: 2026					
Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026
Feb 2026	Mar 2026	Apr 2026	May 2026		

Please choose a claim from the list.

☐ Completed Claims
☐ Waiting Claims
☐ Open Claims



Use the drop down to access the prior program year
Click on the last claim filed/paid (usually May or June)
As a reminder, this includes SSO claims (if applicable)

INCOME AND EXPENSE

School Participation Data SFA Claims Data Review print						
Claim Period	Amendment	Submission Date	Status	Amount Claimed	Difference	Amount Paid
Aug 2025	Original Claim	9/17/2025 11:39:13 AM	Closed/Approved	\$626,112.96	N/A	\$626112.96
Sep 2025	Original Claim	10/10/2025 11:16:03 AM	Closed/Approved	\$721,465.08	N/A	\$721465.08
Oct 2025	Original Claim	11/12/2025 1:12:02 PM	Closed/Approved	\$791,307.36	N/A	\$791307.36
Nov 2025	Original Claim	12/12/2025 11:19:23 AM	Closed/Approved	\$501,363.96	N/A	\$501363.96
Dec 2025	Original Claim	1/14/2026 3:28:12 PM	Closed/Approved	\$469,042.23	N/A	\$469042.23
Jan 2026	Original Claim	2/11/2026 8:45:42 AM	Closed/Approved	\$653,007.03	N/A	\$653007.03
Feb 2026	Original Claim	3/13/2026 2:23:26 PM	Closed/Approved	\$563,242.05	N/A	\$563242.05
Mar 2026	Original Claim	4/22/2026 8:07:19 AM	Closed/Approved	\$714,137.94	N/A	\$714137.94
Apr 2026	Original Claim	5/15/2026 9:15:50 AM	Closed/Approved	\$511,630.56	N/A	\$511630.56
May 2026	Original Claim	6/10/2026 9:19:56 AM	Closed/Approved	\$372,531.87	N/A	\$372531.87
Total Amount Paid in Program Year 2026						\$5923841.04

- Click the Review tab
- Total Amount Paid in Program Year 2026 at the bottom of the Review tab
 - This amount should be entered in 1(b) Total Federal Reimbursement



Click the Review tab

Look for the Total Amount Paid in Program Year 2026 at the bottom of the Review tab.

This amount should be entered in 1(b) Total Federal Reimbursement

INCOME – Page 1

- **1(c) – Payments from Meals**
- **1(d) – Income from Extra Sales**
- **1(e) – State Funds**
 - State Funds (Minimum Foundation Program) (3110)
 - Other Revenues such as Across the Board Pay Raise (3290)
 - State Reimbursement for HB1 ACT 305 Provision (3290)
 - State Funds (PIP Funds) (3910)
- **1(f) - Transfers In (Funds received from the School Board's General Fund that will not be paid back) (5220)**
- **1(g) – Other income**
- **1(h) - Total Income and Reimbursement (a + b + c + d + e + f + g)**
 - This will be auto populated
- **1(i) - Value of USDA Donated Commodities (4920)**
- **1(j) - Total Income and Reimbursement and Value of Commodities (h + i)**
 - This will be auto populated



- **1(c) – Payments from Meals**
- **1(d) – Income from Extra Sales**
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 - This will be auto populated
- **1(i) - Value of USDA Donated Commodities (4920)**
- **1(j) - Total Income and Reimbursement and Value of Commodities (h + i)**
 - This will be auto populated

EXPENSES

- Split between two pages: 2(a,b) and 2(c,d,e)
- Only purchases made with school food service funds should be documented in this form
- Purchases made for SFS with other funds should not be reported
- RCCIs: additional calculations needed to allocate expenses for the cost of reimbursable breakfast and lunch meals served (since RCCIs provide all meals to residents)



EXPENSES

Expenses are split between two pages: 2(a,b) and 2(c,d,e).

Only purchases made with school food service funds should be documented in this form.

Purchases made for SFS with other funds should not be reported.

RCCIs: additional calculations needed to allocate expenses for the cost of reimbursable breakfast and lunch meals served (since RCCIs provide all meals to residents).

EXPENSES – Page 2 (a,b)

2 (a) Food Used

- Purchased Food (631)
- USDA Donated Foods (632)
 - On page 1, the SFA reported the value of USDA Donated Commodities received for use
 - On this page, the SFA will report the portion of USDA Donated Commodities actually used

2 (b) Labor and Benefits

- Enter in amount for each applicable line item



EXPENSES – Page 2 (a,b)

2 (a) Food Used

- Purchased Food (631)
- USDA Donated Foods (632)
 - On page 1, the SFA reported the value of USDA Donated Commodities received for use
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2 (b) Labor and Benefits

- Enter in amount for each applicable line item

EXPENSES – Page 2 (c,d,e,)

2(c) Equipment

2(d) Other Direct Cost

2(e) Indirect Cost (933)

- Enter in amount for each applicable line item

2 (f) Total Expenses (a + b + c + d + e)

- Compare the total expenses reported in item 2 (f) to the total income reported in page 1 (j)
- Total Income must be equal to (or greater than) Total Expenses



EXPENSES – Page 2 (c,d,e)

2(c) Equipment

2(d) Other Direct Cost

2(e) Indirect Cost (933)

- Enter in amount for each applicable line item

2 (f) Total Expenses (a + b + c + d + e)

- Compare the total expenses reported in item 2 (f) to the total income reported in page 1 (j)
- Total Income must be equal to (or greater than) Total Expenses

NET CASH RESOURCES – Page 3

NET CASH RESOURCES ON JUNE 30th

- RCCIs do not complete this portion of the form (left as zeros)
- Net cash resources can be listed as zero (if applicable)
- Enter in amount in applicable line items

3. Net Cash Resources on June 30 [RCCIs need not complete]101-798				Total
(a)	Cash on Hand (currency, coins, checks)		\$ 0.00	
(b)	Reconciled Bank Balance		\$ 0.00	
(c)	Investments		\$ 0.00	
(d)	Accounts Receivable		\$ 0.00	
(e)	Sub Total	(a + b + c + d)		= \$0.00
(f)	Reserve for Prepaid Items (Self Insurance Fund)	\$ 0.00		
				(e - f) \$0.00
(g)	Equipment Reserve Fund	\$ 0.00		
(h)	All Other Payables	\$ 0.00		
(i)	Total Net Cash Resources	(e - f - h + g)		\$0.00

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NET CASH RESOURCES – Page 3

NET CASH RESOURCES ON JUNE 30th

- RCCIs do not complete this portion of the form (left as zeros)
- Enter in amount in applicable line items
- Net cash resources can be listed as zero (if applicable)

ALLOWABLE OPERATING BALANCE – Page 4

- RCCIs do not complete this portion of the form
- Site calculates and populates this information
- The CNP Website determines if a corrective action plan is needed
 - A corrective action plan is needed if Net Cash Resources exceed the calculated **6 Month** Average Expenses
 - Federal Regulations states 3 months, however, LDOE has been approved for 6 months.
- The corrective action plan should include how/when the funds will be used (allowable purchases)

4. Allowable Operating Balance (RCCI's need not complete)		
Average Monthly Expenses		
\$ 0.00	÷ 9	\$0.00
(Total Expenses Line 2f)		(Average Monthly Expenses)
6 Months' Average Expenses		
\$ 0.00	× 6	\$0.00
(Average Monthly Expenses)		(6 Months' Average Expenses)
\$ 0.00	- \$ 0.00	\$0.00
(Net Cash Resources Line 3c) - (6 Months' Average Expenses)		(Difference between Net Cash Resources and 6 Months' Operating Expenses)
Corrective Action Plan		



ALLOWABLE OPERATING BALANCE – Page 4

RCCIs do not complete this portion of the form

CNP Site calculates and populates this information

The CNP Website determines if a corrective action plan is needed

A corrective action plan is needed if Net Cash Resources exceed the calculated **Six Month** Average Expenses. NOTE: Federal Regulations states three months, however, we have been approved for six months.

The corrective action plan should include how/when the funds will be used (allowable purchases)

SPEND DOWN PLAN

Corrective Action Plan

The Net Cash Resources Exceeds the three Months' Average Expenses. Write a Corrective Action Plan to describe actions for reducing Net Cash Resources to no more than the three Months' Average Expenses and give the time-frame for making such reduction.
Enter the spend down plan below.

Spend Down Plan

Spend Down Plan for Excess of 6 Months' Operating Balance

School Food Authority (SFA): ZZZ Sponsor Center

Date: 7/8/2025

School Year: 2026

Net Cash Resources	78500.00
Three-Month Average Expenditures	30333.36
Excess Net Cash Resources	48166.64

Description of Activity	Units	Estimated Cost	Timeframe
Total: \$		0	
Excess Remaining: \$		48166.64	

Add Item



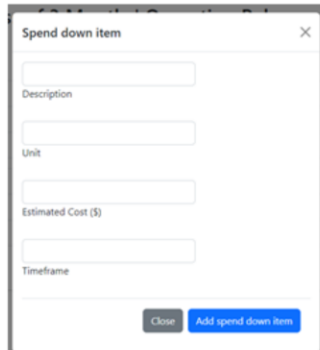
As stated previously, The CNP Website determines if a corrective action plan is needed.

The Excess Net Cash Resources amount will be listed.

If a Corrective Action Plan is needed, SFAs will enter in the spend down plan into the application.

To being, Click "Add Item" to enter estimated costs to spend the excess cash.

SPEND DOWN PLAN



- Add the item description, unit, estimated cost and timeframe
- Continue adding items until the “Excess Remaining: \$” reaches 0.
- If no spending plan items are entered, there is an error message on the Submit Forms page

• [4c] Corrective Action (Spending Plan) has not been provided.

- If there are items, but the estimated costs do not cover the Excess Cash, an error message appears

• [4c] Corrective Action (Spend Down Plan): Excess Remaining is greater than 0.



Add the item description, unit, estimated cost and timeframe.

As you add items, the amount of Excess Remaining will begin to decrease.

Continue adding items until the “Excess Remaining: \$” reaches 0.

If no spending plan items are entered, there is an error message on the Submit Forms page

If there are items, but the estimated costs do not cover the Excess Cash, an error message appears

Menu Certification

Only NEW SFAs needs to complete this section.

- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
 - ▶ Collection Procedure
 - ▶ Collection Officials
 - ▶ Labor Expenses
 - ▶ Income & Expenses
 - ▶ Menu Certifications
 - ▶ Submit Forms



Only new SFAs needs to complete the Menu Certification section.

SUBMIT FORMS

- After completing each of the forms, you will go to Submit Forms

- ▼ Forms
 - ▶ Requirements
 - ▶ Waivers
 - ▶ Policy Checklist
 - ▶ Schedule A
 - ▶ Collection Procedure
 - ▶ Collection Officials
 - ▶ Labor Expenses
 - ▶ Income & Expenses
 - ▶ Menu Certifications
 - ▶ Submit Forms



After completing each of the forms, you will go to Submit Forms

Submitting the Application

- Click the box next to the forms you are submitting
- If the application has errors, the errors will be listed and will not allow the submission until corrected



Schedule A [Revision 0] [Status: Unsubmitted]

Schedule A - Revision 0

Please complete the Requirement: [NSLP Schedule A - Program Year Agreement].
 Please complete the Requirement: [CNP Permanent Agreement Acknowledgement].
 Please complete the Requirement: [SAMGOV Verification].
 Please complete the Requirement: [CN Datasharing Agreement].
 [HACCP Policy] must be positively affirmed. [Select *Yes* to affirm]
 An Uploaded [Higher Threshold Documentation] Document is required.
 [Procurement Code of Conduct] is required. [0]
 [Procurement Code of Conduct] must be positively affirmed. [Select *Yes* to affirm]
 The provided SAM.gov [Expiration Date] is expired.
 [Higher Threshold Certification] Threshold Amount greater than 0 is required.
 [Higher Threshold Certification] Threshold Justification is required.
 [Unpaid Meal Charge Policy] must be certified or not required as not applicable. [0]
 [Wellness Policy] must be positively affirmed. [Select *Yes* to affirm]
 Please indicate [PLE Exemption].
 Please indicate [Software Usage].
 Site: ZZZ Elementary School [ZZZZ]
 Choose the [Central Kitchen Site].
 Affirm/certify the selected [Central Kitchen Site].
 Affirm/certify the [Kitchen Manager].
 [Breakfast Shift 1] is missing the following: [Collection Procedure]
 [Breakfast Shift 2] is missing the following: [Estimated Number of Students] [Ending Meal Time] [Collection Procedure]
 [Lunch Shift 1] is missing the following: [Collection Procedure]



All the forms you have started will appear in the list. If the checkbox next to the form is enabled you can submit the form by clicking the box next to the form. A green check will appear. If an error message appears and the box is disabled (you can't click in it), this form is not ready for submission. You will see the message at the bottom that says "Submission of NSLP form is not permitted at this time." A list of items that remain to be completed will appear under the respective form name. If the form must be completed for each school/facility, items that remain to be completed will also be listed by site. If you still receive the "Submission of NSLP form is not permitted at this time" message and you have checked all the boxes for the forms listed, then you have not started a required form. Forms only appear in the list after they have been started. You must go back and complete the forms.

Here is a screenshot of an application that is not permitted at this time due to missing information.

Once you complete all the necessary forms and corrections you should be ready to submit.

Please click in all checkboxes next to forms that need to be submitted to the State Agency and then Click Submit.

After you submit it, a LDOE/Nutrition Support staff member will review the application for completeness. Your agency will be contacted if changes/updates are needed. After the application is complete, LDOE/DNS will approve it and an approval letter will be sent to the Superintendent and Authorized Representative via email.

Please note the application goes through 3 levels of reviewers. So, sometimes it can take up to 2 weeks to process and receive approval. That is why it is important that SFAS submit the application by the due date to allow time for LDOE staff to process and approve. As a reminder, SFAs cannot submit claims until the application is approved.

Questions

Contact the
LDOE Division of Nutrition Support
(225) 342-9661
childnutritionprograms@la.gov

