

August Monthly Call



August 4, 2026

Today's Agenda

26-27 SY Administrative Reviews and Procurement Reviews
SSO Overview
26-27 SY Reminders
2026-2027 SY NSLP Application
Memos/Resources
Upcoming Trainings and Events
Changes for DNS



Administrative Reviews and Procurement Reviews



26-27 SY Administrative Reviews and Procurement Reviews

- 33 Administrative Review and Procurement Reviews scheduled
- SFAs scheduled for a AR/PR for the 26-27 SY were notified in May
- Official Announcement letters are forthcoming
- SA staff have been conducting technical assistance visits for those SFAs being reviewed during the 26-27 SY
- LDOE is planning to conduct approximately 50% of the scheduled AR/PR
- The rest of the scheduled reviews will be conducted by the contractor



For the 26-27 SY, there are currently 33 reviews scheduled.

SFAs scheduled for a AR/PR for the 26-27 SY were notified in May via email. The official announcement letters are forthcoming.

SA staff have been conducting technical assistance visits for those SFAs being reviewed during the 26-27 SY.

LDOE is planning to conduct approximately 50% of the scheduled AR/PR for the 26-27 SY.

The rest of the scheduled reviews will be conducted by the contractor.

Seamless Summer Option (SSO) Reminders



SSO Application for July/August

- If a SFA operated SSO in July, a new application must be submitted for each site that operated (since this reflects a new school year)
- Submit your NSLP application, then submit your SSO application



The SSO follows the academic school year which is July 1st - June 30th. Therefore, if the sponsor operated SSO beyond June 30th, the sponsor will need to submit a new SSO application for sites that operated in July and/or August. Submit your NSLP application, then the system will allow you to submit the SSO application.

2026-2027 SY Reminders



Reimbursement Rates for 26-27 SY

NATIONAL SCHOOL LUNCH PROGRAM ¹		LESS THAN 60%	LESS THAN 60% + 9 cents ²	60% OR MORE	60% or MORE + 9 cents ²	MAXIMUM RATE	MAXIMUM RATE + 9 cents ²
CONTIGUOUS STATES	PAID	0.45	0.54	0.47	0.56	0.53	0.62
	REDUCED-PRICE	4.36	4.45	4.38	4.47	4.53	4.62
	FREE	4.76	4.85	4.78	4.87	4.93	5.02

SCHOOL BREAKFAST PROGRAM		NON-SEVERE NEED	SEVERE NEED
CONTIGUOUS STATES	PAID	0.42	0.42
	REDUCED-PRICE	2.24	2.75
	FREE	2.54	3.05

AFTERSCHOOL SNACKS SERVED IN AFTERSCHOOL CARE PROGRAMS		
CONTIGUOUS STATES	PAID	0.12
	REDUCED-PRICE	0.65
	FREE	1.30

<https://www.fna.usda.gov/schoolmeals/reimbursement-rates>



For 26-27 SY SBP/NSLP reimbursement rates, SFAs will use either the Less than 60% + 9 cents column or the 60% of More + 9 cents column.

The lower payment level applies to lunches served by school food authorities in which **less than 60 percent of the lunches served during the second preceding school year were served free or at a reduced price.**

The higher payment level applies to lunches served by school food authorities in which **60 percent or more of the lunches served during the second preceding school year were served free or at a reduced price.**

For SBP reimbursements, SFAs will use the Non-Severe Need or the Severe Need column.

Schools are eligible for severe need breakfast reimbursement rates if **40 percent or more of NSLP lunches served to students at school during the second preceding school year were at the free or reduced price rate.**

School Meals Reimbursement Rates

<https://www.fna.usda.gov/schoolmeals/reimbursement-rates>

Child Nutrition Programs Income Eligibility Guidelines

7 CFR 245.5

As required, the local educational agency shall publicly announce each school year at the beginning of the school year. This notice must include the eligibility criteria for free and reduced price meals.

[Notice of Public Release Template](#) on the CNP website

The 2026-2027 SY Income Eligibility Guidelines

<https://www.fna.usda.gov/schoolmeals/income-eligibility-guidelines>

Eligibility Manual for School Meals

<https://www.fna.usda.gov/cn/eligibility-manual-school-meals>



7 CFR 245.5

As required, the local educational agency shall publicly announce each school year at the beginning of the school year. This notice must include the eligibility criteria for free and reduced price meals.

[Notice of Public Release Template](#) on the CNP website

The 2026-2027 SY Income Eligibility Guidelines can be found on USDA website.

<https://www.fna.usda.gov/schoolmeals/income-eligibility-guidelines>

As a reference, the Eligibility Manual for School Meals can be found on the USDA website. <https://www.fna.usda.gov/cn/eligibility-manual-school-meals>

Free and Reduced Prototype Applications

USDA offers prototypes (examples) of school meal applications, as well as sample instructional documents intended to assist state and local officials in the design and distribution of their own application materials.

The revised English and Spanish application prototypes and instructions are currently available on the USDA website.

The CNP website has links to the [USDA Prototype Applications](#)

These application prototypes meet all legal requirements and reflect design best practices identified by USDA through focus testing and other research.

They are available in both paper and web-based formats and may be adapted by state or local agencies for household use.



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They are available in both paper and web-based formats and may be adapted by state or local agencies for household use.

CEP Reminders

[CEP Media Release](#) on the CNP website

[CEP Letter to Households](#) on the CNP website

[CEP Claiming Percentage Tool](#) on the CNP website

CEP Planning and Implementation Guidance

<https://www.fna.usda.gov/cn/cep-planning-implementation-guidance>



Here are a couple of reminders about CEP.

If your school district elected to operate CEP for the 26-27 SY, we have the CEP Media Release and the CEP Letter to Households templates on the CNP website.

We also have the CEP Claiming Percentage Tool on the website.

As a reference, you can also refer to the CEP Planning and Implementation Guidance.

[CEP Media Release](#)

[CEP Letter to Households](#)

[CEP Claiming Percentage Tool](#)

CEP Planning and Implementation Guidance <https://www.fna.usda.gov/cn/cep-planning-implementation-guidance>

State Attendance Factor for SY 2026-2027

- Attendance factors must be determined prior to the beginning of each school year.
- A SFA may use the annually-determined state attendance factor or may calculate a custom SFA 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%.
- If an SFA wishes to utilize a custom SFA Attendance Factor, the SFA Attendance Factor form must be completed and submitted to ChildNutritionPrograms@LA.GOV
- This form can be found on the CNP website.



State Attendance Factor for SY 2026-2027

Attendance factors must be determined prior to the beginning of each school year. A School Food Authority (SFA) may use the annually-determined state attendance factor or may calculate a custom SFA attendance factor.

The attendance factor is the number found by dividing the total average daily attendance by the total enrollment. The attendance is based on the average attendance for the entire previous year or for a particular representative month from the previous school year.

The SY 2026-2027 State Attendance factor is 93.21%.

As a reminder, please ensure to update the attendance factor in your food service software systems.

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%.

If an SFA wishes to utilize a custom SFA Attendance Factor, the SFA Attendance Factor form must be completed and submitted to ChildNutritionPrograms@LA.GOV. This form can be found on the CNP website.

All documentation must be attached when submitting the SFA Attendance Factor form.

Buy American Exceptions Tracking

[Buy American Exceptions Tracking Standard Form Template](#)

- Optional template that school food authorities can use to document the use of exceptions to purchase non-domestic foods
- Purpose of this form is to track both the exceptions and costs related to non-domestic product purchases
- SFAs can input data related to non-domestic product costs in the Exceptions Tracker tab
- Exceptions Summary tab will help the SFA calculate its percentage of costs from non-domestic products within a specified time frame
- When SFAs purchase a product found on the FAR 25.104 Nonavailable articles list, **this must be included on the tracker** for the purpose of accurately tracking total non-domestic costs.
- SFAs must maintain documentation, to demonstrate that when using an exception their non-domestic food purchases do not exceed the annual threshold.



[Buy American Exceptions Tracking Standard Form Template](#)

The Exceptions Tracking Standard Form is an optional template that school food authorities can use to document the use of exceptions to purchase non-domestic foods under the Buy American provision.

The link on this slide will take you to the USDA website where you can find the tracking form which is under the resources materials.

The Buy American Exceptions Tracking Standards Form template has been added to the CNP website as well.

The purpose of this form is to track both the exceptions and costs related to non-domestic product purchases.

SFAs can input data related to non-domestic product costs in the Exceptions Tracker tab, and the Exceptions Summary tab will help the SFA calculate its percentage of costs from non-domestic products within a specified time frame.

When SFAs purchase a product found on the FAR 25.104 Nonavailable articles list, this must be included on the tracker for the purpose of accurately tracking total non-domestic costs.

SFAs must document the use of exceptions to purchase non-domestic products and must be able to produce this documentation as needed.

SFAs must maintain documentation, to demonstrate that when using an exception their non-domestic food purchases do not exceed the annual threshold.

Buy American Accommodation Process for SY 26-27

- USDA has provided guidance on the SY 2026-2027 Buy American accommodation process
- The accommodation process provides the State agency the ability to approve temporary relief for SFAs that demonstrate they cannot meet the thresholds for non-domestic food purchases
- For SY 2026-2027, the annual threshold for non-domestic food purchases will continue to be **10 percent** of total commercial food expenditures
- SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV
- State agency will provide technical assistance to SFAs to support the temporary accommodation as SFAs demonstrate they are unable to meet the requirement and work with the SFA to increase their domestic purchases



Buy American Accommodation Process for SY 26-27

USDA has provided guidance on the SY 2026-2027 Buy American accommodation process.

The accommodation process provides the State agency the ability to approve temporary relief for school food authorities (SFAs) that demonstrate they cannot meet the thresholds for non-domestic food purchases.

The first threshold limit for non-domestic food purchases was implemented in SY 2025-2026 and was 10 percent of total commercial food expenditures.

Non-domestic food purchases made by SFAs could not exceed this annual threshold which was intended to shift more purchases toward domestic products.

For SY 2026-2027, the annual threshold for non-domestic food purchases will continue to be 10 percent of total commercial food expenditures.

SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV

State agency will provide technical assistance to SFAs to support the temporary accommodation as SFAs demonstrate they are unable to meet the requirement and work with the SFA to increase their domestic purchases.

SFA Buy American Accommodation Plan SY 2026-2027

SFA Accommodation Plan SY 2026-2027

Select all categories of food that require accommodation from the threshold requirement (i.e. exceeding 10 percent):

- ☐ Fruits
- ☐ Vegetables
- ☐ Fruit/Vegetable Juices
- ☐ Meats/Meat Alternates
- ☐ Grains (Cereals)
- ☐ Other, please specify:

Select all that apply as reasons for the accommodation from the threshold requirement (i.e. exceeding 10 percent):

- ☐ Timing of procurement cycle
- ☐ Student preference/anticipated participation impacts
- ☐ Items that help meet meal standards
- ☐ Items that facilitate meal service models (grab n' go, Breakfast in the Classroom)
- ☐ Difficulty in procuring items due to seasonality
- ☐ Vendor-related issues (e.g., pricing, documentation, and tracking)
- ☐ Other, please specify:

Briefly describe the anticipated timeline to make modifications to meet the Buy American requirements (This could include timing of calculating the baseline percentage of non-domestic food purchases (or include the baseline percentage, if available), obtaining documentation, and balancing the accommodation and exception process with making menu changes).



This is what the SFA Buy American Accommodation Plan for SY 26-27 looks like. It can be found on the LDOE CNP website.

SFAs seeking a temporary accommodation from the Buy American threshold requirement may complete and submit the SFA Accommodation Plan SY 2026-2027 to ChildNutritionPrograms@LA.GOV

Capital Expenditure and Equipment Pre-Approval

2 CFR 200.439

- SFAs are required to obtain purchasing approval from the LDOE prior to incurring the cost of equipment and other capital expenditures with a **per-unit acquisition cost of \$10,000 or more**
- SFAs must complete the Equipment Purchase/Capital Expenditure Pre-Approval Request Form
- Submit form with supporting documentation to childnutritionprograms@la.gov
- Prior to submitting a request, check the State Agency Pre-Approved Equipment List
- Any item on this equipment list receives automatic LDOE approval without needing to submit a pre-approval request
- **Equipment must be properly procured according federal regulations and the SFA's procurement plan**



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2 CFR 200.439

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- Equipment must be properly procured according federal regulations and the SFA's procurement plan.

Rent

Per [USDA's Indirect Cost Guidance](#), rent is often aligned with capital infrastructure costs which must be borne by the school district's general funds.

The State agency (SA) is requiring building rental expenses to be submitted on the Equipment Purchase/Capital Expenditure Pre-Approval Request Form

Effective School Year 26-27, all building rental expenses must be pre-approved and assessed for allowability by the SA before they can be incurred by the Nonprofit School Food Service Account.



Per [USDA's Indirect Cost Guidance](#), rent is often aligned with capital infrastructure costs which must be borne by the school district's general funds.

The State agency (SA) is requiring building rental expenses to be submitted on the Equipment Purchase/Capital Expenditure Pre-Approval Request Form

Effective School Year 26-27, all building rental expenses must be pre-approved and assessed for allowability by the SA before they can be incurred by the Nonprofit School Food Service Account.

Equipment Purchase/Capital Expenditure Pre-Approval Request Form



Division of Nutrition Support

Equipment Purchase/Capital Expenditure Pre-Approval Request

School Food Service Form

Equipment acquisitions of \$10,000 or more per item, that are not on the Louisiana pre-approved equipment list, require School Food Authorities (SFAs) to obtain prior written approval from the State agency before incurring any associated cost. Capital expenditures for general purpose equipment, buildings (rent) may be allowable as direct costs, but only with the prior written approval of the Federal agency or pass through entity ([2 CFR 200.439](#) and [2 CFR 200.459](#)). To request prior written approval, complete the following information for submission to [ChildNutritionPrograms@la.gov](#). The SFA will be notified in writing of the State agency decision.

School Food Authority: _____

Address: _____

Email: _____ Phone Number: _____

Equipment Description: _____

Estimated Per Unit Cost: _____ Quantity: _____

School/Other Site where equipment will be located: _____

Site Name: _____

Address: _____

Is the equipment requested above replacement equipment? ☐ YES ☐ NO

If no, explain the purpose of the new equipment:

Provide justification explaining why this equipment is reasonable, necessary, and allocable for the operation of School Food Service:

I Hereby Certify That:

- This equipment will be used only for the purpose of operation of the Child Nutrition Program.
- Funds currently available in the Child Nutrition Program account in the amount of \$ _____, as of (state) _____.
- The item(s) described above meet(s) the definition of equipment in [2 CFR 200.313](#).
- The SFA will fulfill the conditions for use and disposal of the property in accordance with [2 CFR 200.313](#).
- Procurement regulations in [2 CFR Part 200 Subpart D](#) will be followed, including but not limited to ensuring:
 - Free and Open Competition
 - Compliance with written standards of conduct for procurement
 - Proper procurement procedures for informal and formal purchases are followed
- All supporting documentation will be maintained on file for review in accordance with program regulations, including documentation of the procurement process, written approval of the purchase(s) and receipt(s) for the equipment purchased.
- All information provided in this request for use of the non-profit School Food Service (SFS) account in the purchase of equipment is true and correct to the best of my knowledge.
- I understand that it is the institution/sponsor's responsibility to comply with all applicable Federal, State and local laws, regulations and/or policies regarding procurement, inventory, and disposal of items purchased with United States Department of Agriculture, Child Nutrition Program funds.
- I certify that if approved, I will provide the State agency with documentation demonstrating that equipment was purchased with SFS funds in accordance with regulations, upon request.

Signature of Authorized Representative: _____ Date: _____

STATE USE ONLY

APPROVAL: EFFECTIVE DATE: _____

☐ FULL ☐ PARTIAL ☐ DENIED

APPROVED BY: _____ DATE: _____

Director, Division of Nutrition Support



Here is the updated LDOE Equipment Purchase/Capital Expenditure Pre-Approval Request Form

The form is the first 2 pages and the pre approved equipment list is the last page.

Please submit for approval with supporting documentation to

childnutritionprograms@la.gov.

Louisiana State Agency Pre-Approved Equipment List

Technology/Hardware/Software Software/Programs for Management (Inventory/Point of Service/Benefit Issuance) Cashier Station/Cash Register Point of Sale Equipment Refrigerator/Freezer Temperature Monitoring System	Food Serving Equipment Sneeze Guard Salad Bar/Free-Standing or Self-Serve Serving Line: Hot/Cold/Stationary/Mobile Serving Counter: Stationary/Mobile Vending Machine (Used for Reimbursable Meals)
Cooking Equipment Commercial Range Oven/Combi Oven Oven-Rethermalization and Holding Pizza Oven Tilting Skillet (Braising) Kettle Steamer Broiler/Salamander Grill/Griddle	Storage and Transport Freezer: Reach-In, Chest Refrigerator/Cooler: Reach-in/Under counter/Mobile Coolers: Beverage/Milk/Merchandiser/Display Case Cart: Hot/Cold Mobile Cabinet: Hot/Cold Holding; Mobile/Transport Storage Racks/Shelves for dry and refrigeration
Food Preparation Hood/Vent (Exhaust Hood, Systems) Hood Fire Suppression System Ice Machine for kitchen only Blast or Tumble Chiller Food Processor Chopper/Grinder Slicer Mixer Blender Prep Sink Holding/Proofing Cabinet Processing/Packaging Machines Work/Prep Tables	Dishwashing/Sanitation/Cleaning In-Sink Food Disposal System (Garbage Disposal) Dishwashing Machine Booster Heater for kitchen Handwashing Sink 3 Compartment Sink

*The purchase of any of the above items must be for Child Nutrition Program use only.



On this slide is the Louisiana State Agency Pre-Approved List.
Any item on this equipment list receives automatic LDOE approval without needing to submit a pre-approval request

Noncompetitive Procurement

2 CFR 200.320(c) states that there are specific circumstances in which noncompetitive procurement may be utilized.

- (1) The aggregate amount of a transaction does not exceed the micro-purchase threshold.
- (2) Procurement can only be fulfilled by a single source (Sole Source Procurement).
- (3) Public exigency or emergency does not lend itself to competitive solicitation.
- (4) The sponsor requests noncompetitive procurement in writing and receives written State agency approval.
- (5) After soliciting several sources, competition is determined inadequate.

Complete the Noncompetitive Procurement Request Form, and receive State agency approval prior to any noncompetitive procurement, except micro-purchases.



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Noncompetitive procurement has a foothold in informal procurement. Micro-purchasing is a form of noncompetitive procurement.

2 CFR 200.320(c)

(1) states that micro-purchases are a form of noncompetitive procurement.

(2) refers to Sole Source Procurement, that often falls between the micro-purchase and small purchase thresholds. Software updates, renewals, or maintenance fall under the sole source umbrella. The original software company is usually the only vendor who can update/maintain or renew the software.

(3) refers to emergency situations. If the SFA has an emergency, call the State agency to let them know that a noncompetitive procurement approval must be requested and State agency staff will inform you of next steps. Even though the situation may be emergent, the Noncompetitive Procurement Request Form still needs to be completed and submitted.

(4) refers to the SFA wanting to work with a specific vendor and forego competitive procurement. State agency approval is required every time. The Noncompetitive Procurement Request Form must be submitted with sufficient justification. Be aware, requests will not be approved if the SFA's only justification is that they do not want to go through the competitive procurement process. The justification has to be overwhelming for this type of procurement request to be approved.

(5) refers to a situation where you have requested quotes and no vendor met all the specifications required in the solicitation. For instance, you requested quotes. You received the required three quotes. However, no vendor was able to meet the required delivery schedule. In this case, you have solicited several sources and the competition was inadequate, as no vendor was fully responsive. The SFA would submit a noncompetitive procurement request form to procure necessary items.

Please be sure that you understand the noncompetitive procurement policies. The Noncompetitive Procurement Request Form can be found on the CNP website. Follow the instructions listed in the form and submit the form and all required documentation to the childnutritionprograms@la.gov

Noncompetitive Procurement Request Form

Sponsor Name:	Did the sponsor use the State Contract, as one source, during solicitation?				
Type of Noncompetitive Procurement: Describe the proposed noncompetitive procurement, in detail. What is the product/service? Why is this the only product/service or vendor that meets the sponsor's needs?	If prior approval is required for services or updates to existing equipment/software, explain and attach all supporting documentation related to the original purchase.				
Provide an explanation and documented proof why the only option for this procurement is noncompetitive procurement. (Attach all supporting documentation)	Provide the cost-price analysis conducted in relation to this procurement.				
	Certification: I hereby certify the information provided is correct, true, and supports the submitted request to the best of my knowledge. I hereby certify that I am an Authorized Representative of the sponsor and am not a Consultant or Food Service Management Company employee. <table border="0"> <tr> <td data-bbox="723 697 886 728"> Name of Authorized Representative </td> <td data-bbox="886 697 1032 728"> Title of Authorized Representative </td> </tr> <tr> <td data-bbox="723 728 886 759"> Signature of Authorized Representative </td> <td data-bbox="886 728 1032 759"> Date </td> </tr> </table>	Name of Authorized Representative	Title of Authorized Representative	Signature of Authorized Representative	Date
Name of Authorized Representative	Title of Authorized Representative				
Signature of Authorized Representative	Date				



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Here is the updated LDOE Noncompetitive Procurement Request Form.
The form must be completed and submitted prior to executing noncompetitive procurement. Prior approval is required to comply with state and federal regulations and to utilize Child Nutrition Program funding to pay for said procurement.
Email the completed, signed form to childnutritionprograms@la.gov.
Make sure to attach all supporting documentation when submitting.
The first page explains the types of noncompetitive procurement.
The second and third page are the pages the SFAs completes.
The fourth page is the official use only page that is completed by LDOE.

LDOE CNP Agreement Amendment Information Sheet Form

LOUISIANA DEPARTMENT OF EDUCATION			
Operations – Division of Nutrition Support			
CNP Agreement Amendment Form			
State-Use Only:			
Current Agreement #		Prior Agreement #	
Program Designation			
☐ School Food Authority (SFA only)		☐ SFA and Non-SFA Institutions	
Institution Info: MUST match information on WS documentation (include this if applicable)			
Institution Name			
Mailing Address			
Physical Address			
City, State, Zip + 4			
Parish / County			
Phone (+ area code)		IRS EIN	SAM UEI
Head of the Organization (include Name and Title):			
Mailing Address			
City, State, Zip + 4			
Email Address			
Phone (+ area code)		Date of Birth	
Previously Used Names			

Board Chair / Owner:	
Mailing Address	
City, State, Zip + 4	
Email Address	
Phone (+ area code)	Date of Birth
Previously Used Names	

THIS SECTION MUST BE COMPLETED

Authorized Representative (include name and title):

Mailing Address	
City, State, Zip + 4	
Institution Email	
Phone (+ area code)	Date of Birth
Previously Used Names	

Date Completed _____ Printed Name and Title _____ Signature _____

TO BE COMPLETED BY LDOE

Approved By _____ Director, Division of Nutrition Support _____ Date _____



Here is the updated LDOE CNP Agreement Amendment Information Sheet Form.

This is the form that is completed when there is a change in the superintendent, authorized representative, address, email, etc. changed.

Please note that you no longer need to mail the original form, you just need to email the form to childnutritionprograms@la.gov.

Previously the form was 1 page. It is now 2 pages.

2026-2027 SY NSLP Application



SY 2026-2027 NSLP APPLICATION

- The SY 2026-2027 application is OPEN
- 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
- If the application is not submitted by the deadline, the SFA may not be able to claim meals served in August.



The SY 2026-2027 application is OPEN

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.

If the application is not submitted by the deadline, the SFA may not be able to claim meals served in August.

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



Here are the required forms that need to be completed.

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

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.



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.

POLICY CHECKLIST

Question 1: Is the Program pricing or nonpricing?

Question 2: Public Release

Question 3: Income Eligibility Guidelines for Free and Reduced Meals

Question 4: Free and Reduced Price Meal Documents

Question 5: Menu Options

Question 6: Audit Requirements



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.

Question 1: Is the Program pricing or nonpricing?

Question 2: Public Release

Question 3: Income Eligibility Guidelines for Free and Reduced Meals

Question 4: Free and Reduced Price Meal Documents

Question 5 - Menu Options

Question 6 – Audit Requirements

SCHEDULE A

Schedule A consists of five parts:

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



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

USDA FNS Instruction 782-5 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 — 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



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 - Site Participation List

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.



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 - 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 and site code, 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 – 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 **instruction 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 imported from LEADS
- If incorrect, you can now update the grade level on CNP application by selecting the grade range from the drop down box.

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 - 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.

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.

COLLECTION PROCEDURES

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

The initial page is a list of all existing procedures for each meal

- This list does not contain any procedures until you create them, allowing you to create as many or as few as you need.
- To add a collection procedure, click on ADD. After adding a collection procedure, a pop-up window will appear. Answer the questions and click Save.

Each meal service must be assigned at least one collection procedure for each site submitted in the Schedule A.

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



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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

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.)

To add a collection procedure, click on ADD.

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

Answer the questions and click Save.

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.

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



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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.

SUBMIT FORMS

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

- Click all checkboxes next to forms that need to be submitted to the State Agency and then Click Submit
 - If the application has errors, the errors will be listed and will not allow the submission until corrected

DNS staff will contact the SFA if changes or updates are needed.

The application goes through 3 levels of reviewers and can take up to 2 weeks to process and receive approval.

Approval email will be sent to the Superintendent and Authorized Representative.

SFAs cannot submit claims until the application is approved.



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

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.

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 to 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.

Memos/Resources



2026-2027 MFP

The statewide MFP formula allocation for FY 2026-2027 and the associated guidance are now available on the [LDOE website](#).

The USDA requires an annual match of state funds for the school lunch program. LDOE is provided a total state match amount by the USDA each year that must be divided into individual school system match amounts.

A memo explaining the requirements and the schedule for FY 2026-2027, which contains the required match for each school system, is available in the MFP Library under the USDA Required School Lunch Match Section.

[USDA Required School Lunch Match Memo](#)

Please contact ldoemfphelpdesk@la.gov with questions.



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The USDA requires an annual match of state funds for the school lunch program. LDOE is provided a total state match amount by the USDA each year that must be divided into individual school system match amounts.

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[USDA Required School Lunch Match Memo](#)

Please contact ldoemfphelpdesk@la.gov with questions.

Resource Management Guidance

Resource Management in Child Nutrition Programs: Classification and Allocation of Costs to the Nonprofit School Food Service Account (NSFSA) 2026

This comprehensive resource provides SFAs and LEA Business Offices with the regulatory framework required to ensure cost allowability, prevent double-charging, and maintain audit-ready financial records.

- SFA's Role as Steward of the Nonprofit School Food Service Account
- Foundational Principles of Cost Allowability
- Distinguishing Direct vs Indirect Costs
- Critical Principle of Consistent Treatment
- Understanding the Indirect Cost Rate Agreement
- Guide to Allowability of Common SFA Expenditures
- Noncompetitive Procurement
- Equipment
- Adult Meals
- Revenue from Nonprogram Foods
- Financial System Controls and Accountability
- Key Principles for Compliant Resource Management



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LDOE Division of Nutrition Support (DNS) is pleased to announce the release of the updated guidance manual: [Resource Management in Child Nutrition Programs: Classification and Allocation of Costs to the Nonprofit School Food Service Account \(NSFSA\) 2026](#)

This comprehensive resource provides SFAs and LEA Business Offices with the regulatory framework required to ensure cost allowability, prevent double-charging, and maintain audit-ready financial records.

Sections of the resource include:

- The SFA's Role as Steward of the Nonprofit School Food Service Account
- Foundational Principles of Cost Allowability
- Distinguishing Direct vs Indirect Costs
- Critical Principle of Consistent Treatment
- Understanding the Indirect Cost Rate Agreement
- Guide to Allowability of Common SFA Expenditures
- Noncompetitive Procurement
- Equipment
- Adult Meals
- Revenue from Nonprogram Foods
- Financial System Controls and Accountability
- Key Principles for Compliant Resource Management

Required Action Steps for SFAs & Business Managers

- Review the Guidance: Download and review the complete 2026 Resource Management Manual with your finance team.
- Audit Allocation Methods: Reconcile your direct-charging methodologies against your LEA's Indirect Cost Rate Agreement to eliminate double-charging risks.
- Establish SOPs: Verify that written internal controls are in place for the annual Nonprogram Food Revenue assessment, equipment tracking, and time/attendance study documentation.

For questions regarding cost allowability, pre-approvals, or procurement, contact the Division of Nutrition Support at childnutritionprograms@la.gov or **225-342-9661**.

For LEA/Charter indirect cost rate inquiries, email FedAudit@la.gov.

Upcoming USDA Proposed Rule

USDA's proposed rule, Child Nutrition Programs: Aligning Program Requirements with the 2025-2030 Dietary Guidelines for Americans, has been sent to Office of Management and Budget (OMB) for review.

The proposed rule is expected to update meal pattern and monitoring requirements across federal child nutrition programs.

OMB review is part of the federal rulemaking process and generally occurs before a proposed rule is released for public review and comment. Review timelines vary, but OMB consideration often provides an indication that publication of the proposed rule is forthcoming.

The comment period following publication is the formal opportunity to tell USDA what these requirements would mean for SFAs and the impact. Feedback submitted during this stage becomes part of the official record USDA must consider before issuing a final rule. Once the rule is final, the window to influence it is closed.



USDA is currently developing a multi-year rulemaking effort to align Child Nutrition Programs with the Dietary Guidelines for Americans, 2025–2030.

USDA's proposed rule, Child Nutrition Programs: Aligning Program Requirements with the 2025-2030 Dietary Guidelines for Americans, has been sent to Office of Management and Budget (OMB) for review. This marks the final stage of federal clearance before the proposal is released for public comment.

Some key details:

The proposed rule is expected to update meal pattern and monitoring requirements across federal child nutrition programs.

OMB review is part of the federal rulemaking process and generally occurs before a proposed rule is released for public review and comment. Review timelines vary, but OMB consideration often provides an indication that publication of the proposed rule is forthcoming.

The comment period following publication is the formal opportunity to tell USDA what these requirements would mean for SFAs and the impact. Feedback submitted during this stage becomes part of the official record USDA must consider before issuing a final rule. Once the rule is final, the window to influence it is closed.

Once the proposed rule is released LDOE will share with SFAs.

USDA Team Nutrition Materials

Team Nutrition encourages schools, summer meal sites, and child care organizations to place orders of print materials by **August 14, 2026**

Please note that several print materials will be retired after August 17, 2026 and it's uncertain which items will remain available for printing going forward.

Order free printed materials from Team Nutrition!

<https://pueblo.gpo.gov/TN/TNPubs.php>

If you cannot find an item on the order form, it is temporarily out of stock. Please check back often for its availability.

To inquire about bulk orders please send an email to teamnutrition@usda.gov



Team Nutrition encourages schools, summer meal sites, and child care organizations to place orders of print materials by **August 14, 2026** to ensure they're stocked and ready for a successful start to the school year.

Please note that several print materials will be retired after August 17, 2026 and it's uncertain which items will remain available for printing going forward.

Order free printed materials from Team Nutrition!

<https://pueblo.gpo.gov/TN/TNPubs.php>

If you cannot find an item on the order form, it is temporarily out of stock. Please check back often for its availability.

To inquire about bulk orders please send an email to teamnutrition@usda.gov

Trainings and Events



Upcoming LDOE Trainings

August

Monthly Call - August 4th

Claims for Reimbursement - August 11th

September

Monthly Call - September 1st

Verification Process: Part 1 - September 15th

Register on LA Fit Kids website

<https://www.louisianafitkids.com/Meetings/Home/MeetingRegistration/>



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Let's go over some upcoming LDOE trainings.

Today, August 4th is our monthly call.

August 11 will be the Claims for Reimbursement training.

September 1st will be the monthly call.

September 15th will be the Verification Process: Part 1 training.

Register on LA Fit Kids website

<https://www.louisianafitkids.com/Meetings/Home/MeetingRegistration/>

Recorded Trainings Available

Recorded training and slides available on Louisiana Fit Kids website:

- Civil Rights
- Offer vs Serve
- Production Records



LDOE will have the following recorded trainings and slides posted to LA Fit Kids website in sometime in July. SFAs can use these trainings at your back to school trainings and as necessary throughout the school year.

- Civil Rights
- Offer vs Serve
- Production Records



Louisiana Team Nutrition

1-Day Culinary Training
FUNDamentals of Weights & Measures
for School Nutrition Professionals



Monday, September 21, 2026

Pineville High School Cafeteria

Pineville, Louisiana

Rapides Parish Schools

Registration 7:30am

Workshop 8:00am - 3:00pm



Participants will apply the principles of weights and measures to enhance the quality and consistency of school meals, meet USDA meal pattern requirements, ensure nutrient crediting, and maintain recipe consistency. The training will include **hands-on activities** using a teach-it-forward curriculum.



[Register](#) on Louisiana Fit Kids website or use the QR code below:



Email Cathy Carmichael at
cathy.carmichael@pbrc.edu
with questions.



Louisiana Festival of Flavors Louisiana Team Nutrition has an upcoming 1 Day Culinary Training entitled “FUNDamentals of Weight and Measures for School Nutrition Professionals.

The training will take place on Monday, September 21, 2026 at Pineville High School Cafeteria from 8:00-3:00.

Participants will apply the principles of weights and measures to enhance the quality and consistency of school meals, meet USDA meal pattern requirements, ensure nutrient crediting, and maintain recipe consistency. The training will include hands-on activities using a teach-it-forward curriculum.

If interested, please [Register](#) on Louisiana Fit Kids or use the QR code.

Email Cathy Carmichael at cathy.carmichael@pbrc.edu with questions.

Louisiana Tray of the Week

August 17, 2026 - May 14, 2027

The Louisiana Tray of the Week Campaign is a year-long initiative celebrating high-quality school meals and the dedicated work of School Nutrition Professionals across the state. The campaign promotes excellence and inclusivity for all programs—regardless of size, location, or social media presence.



Each week, the Louisiana Fit Kids Team will highlight at least one school meal tray served within the past 1–4 weeks.

Meal photo submissions must meet the following criteria:

- Meet the USDA National School Breakfast or National School Lunch Meal Patterns, clearly showing all components (i.e., including Fruit, Vegetables, Grains, Meat/Meat Alternate and Fluid Milk as applicable).
- Include a **short description** of the menu items.
- Indicate the **school** where the meal was served.
- Provide the **date** of service.
- Food should be attractively plated on the tray and photographed.
- Be an accurate representation of what your students selected or could select.



LouisianaFitKids.com

Help us
showcase
Louisiana
school meals!

Email your tray photos to: louisianafitkids@pbrc.edu



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Louisiana Tray of the week will take from August 17, 2026 - May 14, 2027 for the 26-27 SY.

The Louisiana tray of the week campaign is a year long initiative.

Each week the Louisiana Fit Kids team will highlight at least one school meal tray served within the past 1-4 weeks.

Email your tray photos to louisianafitkids@pbrc.edu.

When submitting your meal tray photos:

- The meal should meet the SBP or NSLP meal pattern, clearly showing all components
- Include a short description of the menu items
- Indicate the school where the meal was served
- Provide the date of service
- The food should be attractively plated on the tray
- The tray should be an accurate representation of what your students selected or could select

DNS Changes



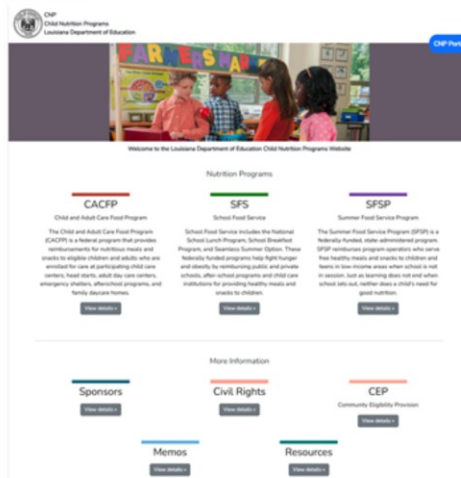
51

Finally I want to mention some upcoming changes that are happening here in the Division of Nutrition Support.

CNP Website

CNP Resource Library - moved to “new” website

<https://cnp.doe.louisiana.gov/>



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First, the CNP website changes. We talked about this last year in April at the State Update. Now a year later, it's finally happening.

The “old” resource library is no longer available. No need to worry though. All information has been moved to the “new” website. <https://cnp.doe.louisiana.gov/>. You should bookmark this page if you haven't done so already.

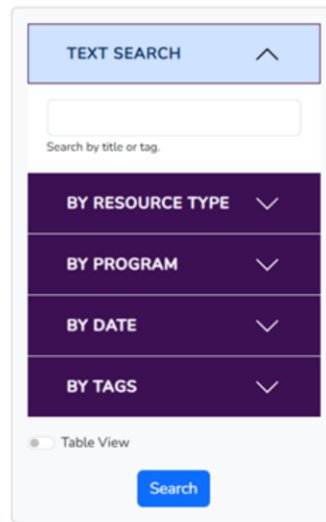
If you are accustomed to the “old” resource library section of the website and go to that page out of habit, you are redirected to the “new” Child Nutrition Programs Resource Library.

On the home page is where you will click on either Memos or Resources (whichever you are looking for) to get to the necessary memos and resources.

Resource Library

Improved Searchability

- By Title
- By Resource Type
- By Program
- By Date
- By Tags



TEXT SEARCH ^

Search by title or tag.

BY RESOURCE TYPE ▾

BY PROGRAM ▾

BY DATE ▾

BY TAGS ▾

☐ Table View

Search



One thing to note about the “new” resource library is the improved searchability. You can filter by resource type, program, date, tag or title to refine your search significantly and more readily pinpoint relevant resources.

As you can see on these screenshots the different filters you can apply to narrow down you search and find what you are looking for. Select the filters and click search and the results will be narrowed down.

Memo Changes

- Less memos will be sent out
- Information that does not require an official memo will be sent through an email blast
 - Direct Match files available
 - Upcoming trainings
- Formatting and style changes



**Nutrition
Support**

March SNAP and TANF loaded to
eScholar DirectMatch



Operations - Division of Nutrition Support

**Memo SFS-043 June 2026 Training
Schedule**



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Moving on to changes with memos.

In the coming weeks you will begin to see less memos being sent out. The reason being is that information that does not require an official memo will be sent through an email blast. For example, when direct match files are available you currently get a memo. This will change to an email blast. Another example, notification of upcoming trainings will come in an email rather than a memo.

You will also begin to notice changes in the formatting and style of the memos. We will no longer use the nutrition support logo that you see here on the left. It will now be on the official LDOE logo that you see on the right.

Forms and Resources

- Formatting and style changes
- The most current and updated forms will be posted to the CNP website
- Work in progress

Forms that have been updated:

Equipment Purchase/Capital Expenditure Pre-Approval Request Form

LDOE CNP Agreement Amendment Information Sheet Form

Noncompetitive Procurement Request Form



In addition to changes in memos, you will also begin seeing changes with forms and other resources.

You will also begin to notice changes in the formatting and style of the forms and resources. We are working on updating forms to have the official LDOE logo as well. We will have the most current and updated forms posted to the CNP website as they are completed. So the form that is posted on the CNP website is the most current and updated at that time. Please note that this is a work in progress, so it may take us time to get all of the forms and resources updated.

QUESTIONS

Contact LDOE Division of Nutrition Support
(225) 342-9661

ChildNutritionPrograms@LA.GOV

