

# Application & Checklist A

This application and checklist should be used by sponsors/School Food Authorities (SFA's) that have participated in the IL Free Breakfast, IL Free Lunch and/or Special Milk Programs in the last 2 years (SY19-20 and/or SY20-21) that wish to add either the Seamless Summer Option (SSO) or the National School Lunch (NSLP) and/or National School Breakfast Programs (SBP) for School Year 21-22. Due to the sponsor already being approved for other School Nutrition Programs (SNP), the application process will be modified to remove some of the requirements that have already been completed.

This Checklist will be used to assist the applicant in understanding the application process, knowing and tracking what information or forms need completed and submitted to ISBE, providing links to training requirements and will also serve as an assurance document that will be provided to ISBE as one of the last steps of the application process.

The SFA will need to determine if they wish to participate in the Seamless Summer Option (SSO) or the National School Lunch (NSLP)/Breakfast Program (SBP) when applying. There is a [Comparison Chart](#) available on our website that provides detailed information about each program in order to assist applicants with determining which program would be best for their school. A couple of the biggest differences is that with the SSO program meals can be provided to all children at no cost and the reimbursement rate is higher. For those that choose to be in the NSLP/SBP the sponsor will need to determine which students are eligible for free, reduced and paid meals and daily meal counts would need to be taken by eligibility category. Again, this is just a couple of the largest differences and we would recommend reviewing the [Comparison Chart](#) prior to making a decision.

If you have questions during the application process please reach out to ISBE staff via email at [snpnewapplicant@isbe.net](mailto:snpnewapplicant@isbe.net)

Name of SFA/Sponsor		
RCDT/Agreement Number		
Name of Authorized Representative		
Name of the Food Service Director (must be an employee of the Sponsor)		
Email of Food Service Director		
Please mark if you wish to apply for option 1 or option 2 and then indicate which meal service you wish to provide.		
<input type="checkbox"/>	Seamless Summer Option (opt. 1)	<input type="checkbox"/>
<input type="checkbox"/>	Seamless Summer Option - Lunch	<input type="checkbox"/>
<input type="checkbox"/>	Seamless Summer Option - Breakfast	<input type="checkbox"/>
National School Meal Programs (opt. 2)		
National School Lunch Program		
National School Breakfast Program		
Indicate below if your site(s) will be self-operated (meaning all parts of the meal program operation are performed by staff employed directly by the SFA) or if you will be contracting any part of your meal service out to a person or company please mark Contracting for Meals.		
<input type="checkbox"/>	Self-Operated	<input type="checkbox"/>
		Contracting for Meals

# Checklist A

The following items must all be completed. Additionally, the Food Service Director and/or Authorized Representative must mark the Assurance of Compliance box in order to indicate that the rules and regulations tied to that Requirement will be adhered to. A broad overview of the application process is:

- 1) Determine if you will be applying for SSO or NSLP/SBP. Please review the [comparison chart](#) and/or review some of the training resources below to learn more about the differences.
- 2) Complete and email page 1 of this document to [snpnewapplicant@isbe.net](mailto:snpnewapplicant@isbe.net).
- 3) If you are going to contract for meals reach out to ISBE procurement staff at [nutritionprocurement@isbe.net](mailto:nutritionprocurement@isbe.net). This process can be lengthy, therefore, we recommend you get started on this early in your application process.
- 4) Complete the checklist below successfully
- 5) Once ISBE staff receive all approvals, you will be notified of the approval & to complete the online application.

Requirement	Completed	Assurance of Compliance
<b>Notify ISBE that you will be applying for either SSO or NSLP/SBP by emailing page 1 of this form to <a href="mailto:snpnewapplicant@isbe.net">snpnewapplicant@isbe.net</a></b>		
<b>Read the Following sections of the <a href="#">Administrative Handbook</a></b>		
A. Overview of Child Nutrition Programs		
B. Civil Rights		
C. Menu Planning and Meal Pattern Requirements		
D. USDA Smart Snacks in Schools and A La Carte Sales		
E. WINS – Online Questionnaires, Reports & Claims (we will provide special instructions for this year, but this section provides a good overview for how to move around the WINS system).		
F. Electronic Direct Certification (only required for NSLP/SBP applicants)		
G. Certification of Eligibility – Processing Household Eligibility Applications (only required for NSLP/SBP applicants)		
H. Benefit Issuance and Meal Counting (only required for NSLP/SBP applicants)		
Meal Counting for SSO – slides 36-44 of this <a href="#">powerpoint</a> . Meal counts can be taken electronically or by using a <a href="#">checklist</a> .		
I. Verification (only required for NSLP/SBP applicants)		
J. Miscellaneous Federal and State Regulations		
K. Accommodations		
L. Reviews (if in SSO the Admin review will be modified; if in NSLP all of the review information applies)		
M. Financial Management: Resource Management		
N. Procurement		
O. Food Distribution Program - USDA Foods		

<b>Complete Viewing the following <a href="#">Online Trainings</a></b>		
Certification of Eligibility for Free and Reduced Meals (only required for NSLP/SBP applicants)		
Direct Certification (only required for NSLP/SBP applicants)		
Verification (only required for NSLP/SBP applicants)		
Benefit Issuance and Meal Counting & Claiming (only required for NSLP/SBP applicants)		
Local Wellness Policies & Assessments		
Civil Rights		
Professional Standards		
Breakfast Meal Pattern Requirements (if in breakfast)		
School Lunch Meal Pattern Requirements		
Grain Requirements		
Vegetable Subgroups		
Menu Planning		
Production Records		
Placing Your Annual USDA Foods Order		
DOD Fresh (optional – encouraged but not required)		
All Financial Management Trainings		
All Review Trainings (if in SSO the review would be modified; if in NSLP the review information applies)		
If Contracting for Meals – Contact Christina Smith at <a href="mailto:nutritionprocurement@isbe.net">nutritionprocurement@isbe.net</a> ASAP		
Complete the <a href="#">Menu Certification</a> forms for review by ISBE Staff (if contracting for meals, this can only be completed after the contractor has been finalized)		
<b>Once all of the above items are completed</b> notify ISBE staff that you are ready for a Technical Assistance Opportunity & email a signed copy of this completed checklist to <a href="mailto:snpnewapplicant@isbe.net">snpnewapplicant@isbe.net</a> .		
<b>Self-Tracking</b>		
Talk with ISBE staff about a Pre-Op Visit during the first 30 days of school		
Complete online application in WINS (this step cannot be completed until the ISBE staff inform you that all requirements have been met and the SFA is approved for either SSO or NSLP/SBP. ISBE staff will provide you with instructions for completing the online application.)		

I certify the above information was completed by the Food Service Director employed by the SFA and attest that the SFA will operate the program in compliance with all federal, state and local rules, regulations and laws.

Printed Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_