

Student Success and Wellness Bureau (SSWB)

Procedures for Electing Provision 2

1. The School Food Authority (SFA) will elect and notify the CSHWB that they would want to elect to operate Provision 2 for the 1 or more school sites in their annual application for the following school year. They will select the Provision 2 option in the school sites program option selection in the annual application for the sites they wish to operate by May 30 of the prior year to operating Provision 2 base year.
2. The state agency will review each SFA annual application and review the program options each SFA elected for each site operating the National School Lunch Program inclusive of the Provision 2 selection.
3. Prior to approval, the CSHWB will also email all SFA's that elected Provision 2 in their annual application the Provision 2 Policy Statement/Provision 2 Guidelines Packet. This documentation will then be completed and returned to our agency for review by June 30 prior to implementing the Provision 2 base year.
4. The CSHWB staff will review the documentation to ensure that the document was filled out completely and is signed by the appropriate SFA staff.
5. Once the CSHWB program staff has approved the Provision 2 Policy Statement Guidelines packet and the annual application with the election of the Provision 2 program option for the SFA site/sites, the CSHWB staff will draft the approval letter for the SFA.
6. The Director of the CSHWB will then sign the approval letter and it will be sent to the SFA for their records.

Note: The SFA shall operate the Provision 2 base and non-base year within USDA policy, regulations, and guidance.