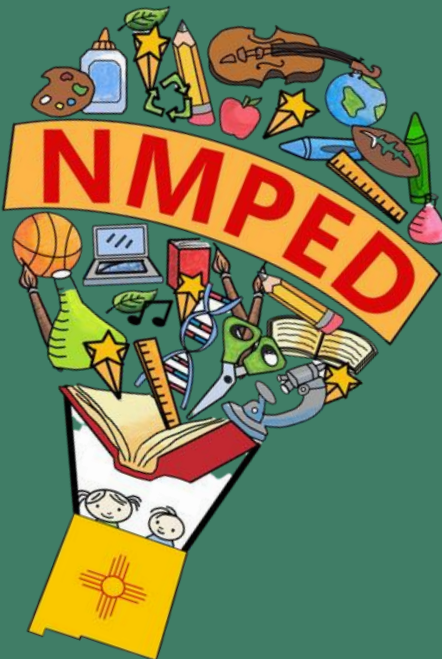


NSLP School Year 2024 Application Process

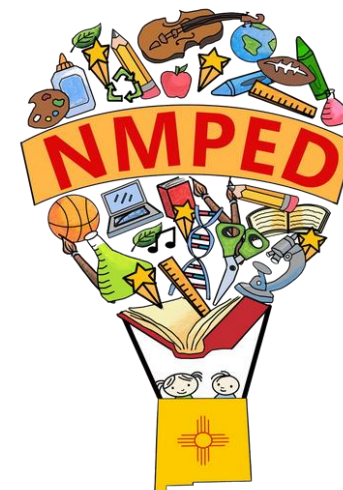


&



You Acknowledge:

You understand and acknowledge that the training you are about to receive does not cover the entire scope of the program; and that you are responsible for knowing and understanding all handbooks, manuals, alerts, notices, and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.



An illustration of a woman with long red hair, wearing a green cardigan over a yellow top, sitting at a desk. She is looking towards a sign that says "CRITERIA". On the desk, there is a computer monitor, a keyboard, and a mouse. A black marker is leaning against the sign. The background is a dark grey archway.

CRITERIA

Introduction to NSLP

The NSLP provides free or reduced-price meals to eligible students. Eligibility is based on family income, household size, and other factors. Check the criteria to see if you qualify.

Benefits of NSLP participation

Participation in NSLP benefits schools by providing funding and free or reduced-price meals to eligible students, promoting health and academic performance.



Eligibility criteria

To be eligible for the NSLP School Year 2024, schools must meet certain criteria including serving meals that meet USDA nutrition standards.



Application timeline

To apply for the National School Lunch Program in the 2024 school year, follow these steps:

- 1) Submit a request for a Certificate of Authority
- 2) Submit your completed NSLP Application
- 3) Begin program implementation.

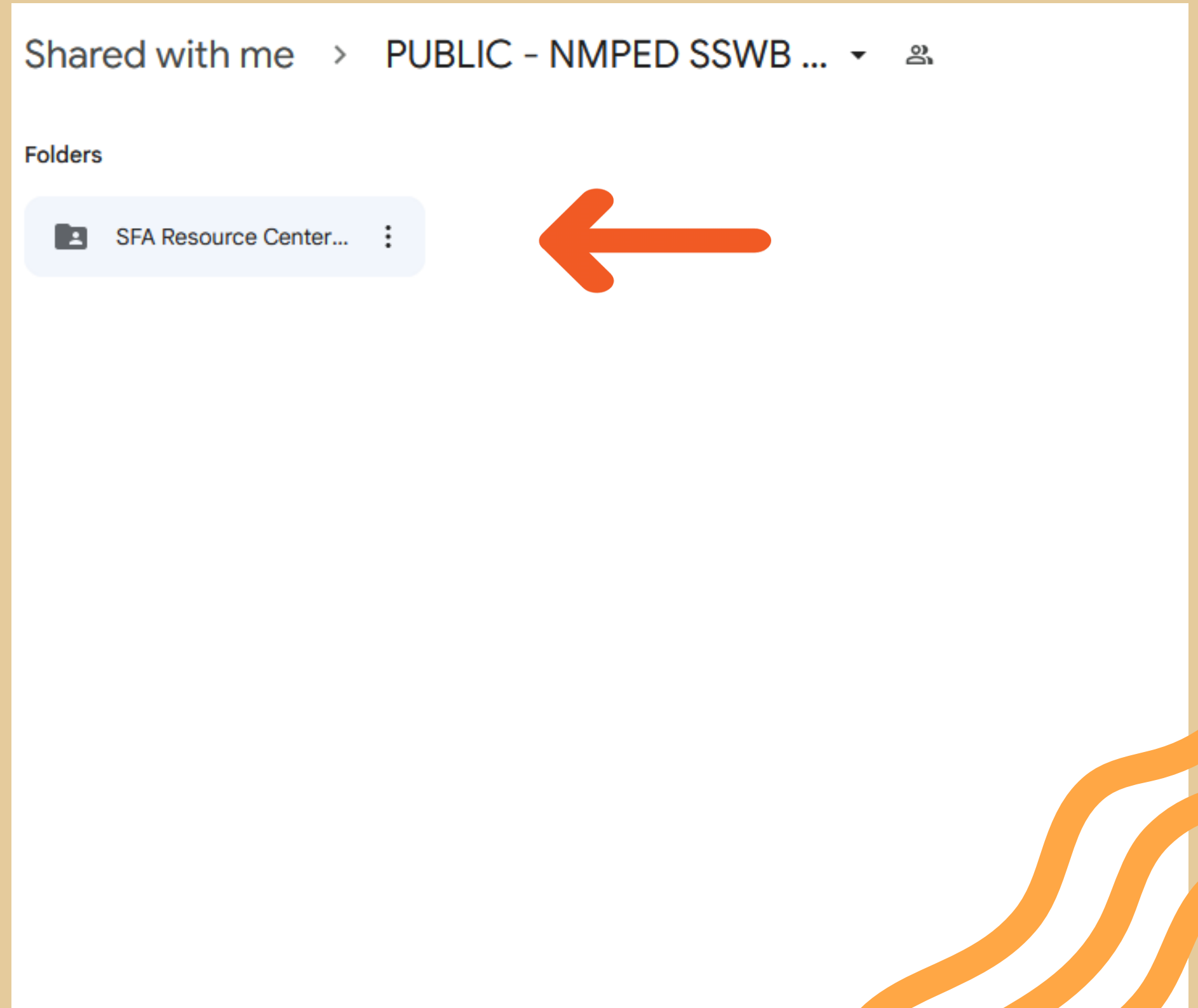
Check the NMPED SSWB website or Google Drive for resources.



Visit the NMPED SSWB Google Drive for NSLP Resources

To access NSLP resources through the NMPED SSWB Google Drive, you can go to the following link:

[NMPED SSWB SFA Resources & Tutorials](#)



SFA Resource Center & Guidance

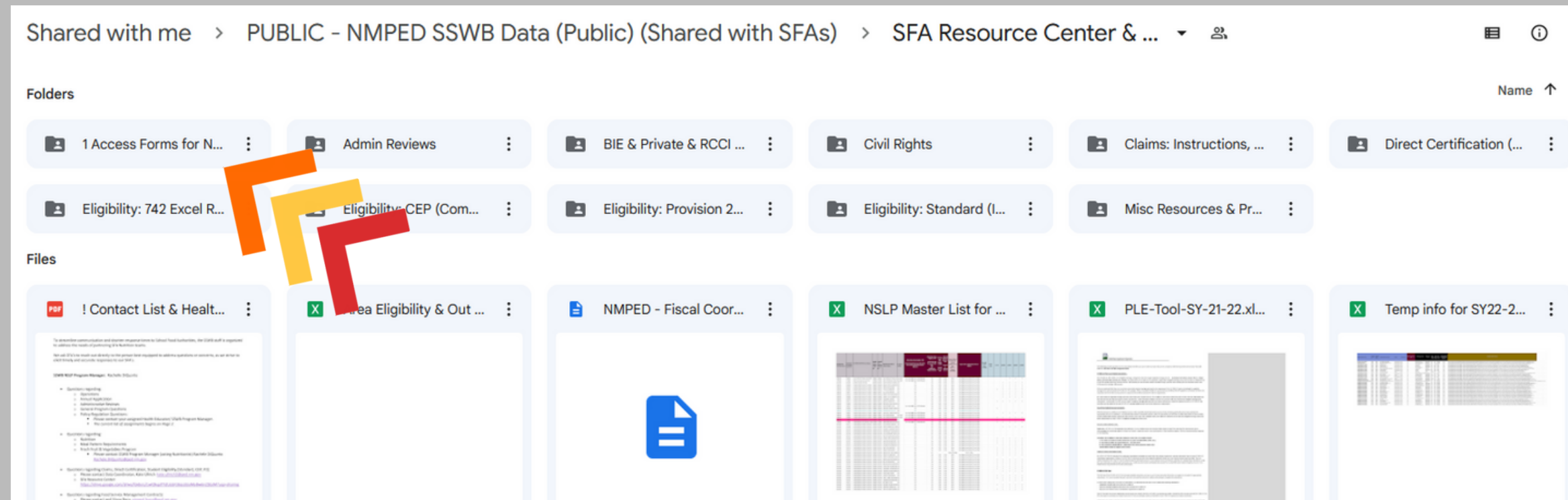
Shared with me > PUBLIC - NMPED SSWB Data (Public) (Shared with SFAs) > SFA Resource Center & ...

Folders

- 1 Access Forms for N...
- Admin Reviews
- BIE & Private & RCCI ...
- Civil Rights
- Claims: Instructions, ...
- Direct Certification (...)
- Eligibility: 742 Excel R...
- Eligibility: CEP (Com...
- Eligibility: Provision 2...
- Eligibility: Standard (L...
- Misc Resources & Pr...

Files

- Contact List & Healt...
- Area Eligibility & Out ...
- NMPED - Fiscal Coor...
- NSLP Master List for ...
- PLE-Tool-SY-21-22.xl...
- Temp info for SY22-2...



1 Access Forms for NMPED SSWB Systems
for SFAs & Tutorials



Files

The screenshot displays a file sharing interface with four PDF documents. The first three documents are titled '1 - Certificate of Aut...', '2 - Certificate of Aut...', and '3 - Request for Direc...'. The fourth document is titled 'Procedures for SFAs ...'. The first three documents are from the 'NEW MEXICO' Department of Education and show various forms and instructions. The fourth document is a cover page for 'SSWB Software Systems' with the NSLP logo and a webinar link: <https://youtu.be/CCPopMn6avn>.

Instructions:

To ensure you are prepared, please complete the following steps:

- Watch the training session
- Download the necessary forms and fill them out as required.



Student Success and Wellness Bureau – NSLP
Instructions for Access to Nutritional Portal & STARS – Direct Certification

To gain access to both the STARS - Direct Certification System AND the Nutritional Portal, two steps are required:

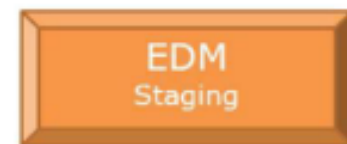
Step 1 (STARS Account & Direct Certification):

- If you currently do not have a STARS account: Please request a user account / login in the STARS system.
- Please request your Stars Coordinator (or someone from your SFA that currently has STARS access) to log into Stars and complete the STARS login authorization form:

[STARS Home](#) [UniqID](#) [EDM Staging](#) [EDM Dev](#) [STARS Reporting Staging](#) [STARS Dev Reporting](#) [STARS Discussion Board](#) [STAFF Developer](#)

Home

STARS Links



<https://evi.ped.state.nm.us/sites/stars/default.aspx>

(If you, or your STARS Coordinator requires assistance, please email the STARS help desk: ped-starsadmin@state.nm.us)

Step 2 (Nutrition Portal):

- When your STARS account has been created, please complete the Certificate of Authority, sign and email to: kate.ullrich2@state.nm.us
- Please be sure to CC your assigned Health Educator.
- Please allow 5 days to process New End User Requests for the Nutrition Portal.

Please follow each step to gain access to the Nutritional Portal and Stars - Direct Certification.

Gate 2:

- Please do NOT request access to the Direct Certification before you verify that you have access to the main STARS site.
 - Please verify by successfully logging into STARS.
 - (When end users request access to the DC System prior to gaining access to the STARS system, it creates errors in the system, and end-users experience issues.)
- After the STARS Account has been created, complete form: [#3 Request for Direct Certification Access](#)
- Return the completed form to your assigned Health Educator.
- Please prepare ahead of time, please allow five (5) business days for access to be provided to the DC Site.

To gain access to the Nutritional Portal:

- Please complete the form: [#2 Certificate of Authority \(Request for Nutritional Portal Access\)](#)
- Return the completed form to your assigned Health Educator & josef.guzman@ped.nm.gov & kate.ullrich2@ped.nm.gov
- Please prepare ahead of time, please allow five (5) business days for access to be provided to the Nutritional Portal.

Complete &

lock

SUBMIT

A

Certificate of



Student Success and Wellness Bureau
120 S. Federal Place, Suite 207
Santa Fe, NM 87501

CERTIFICATE OF AUTHORITY- Student Nutrition Portal

Please complete this form to identify at a minimum two individual members that will represent your organization in the Student Nutrition Program(s) and will receive on-line user access to the Student Nutrition Portal (SNP).

STARS Code:

On behalf of

District/Institution

Phone Number

Street Address

(City, State, Zip)

Printed Name: (Board President, School Superintendent, Ex. Director, CEO or etc.)

Title of Official

Email address

Signature of Official

Date

hereby certify that the following representatives below are authorize and fully empowered to enter into any agreement on behalf of the above named organization with the Public Education Department (PED) Student Success and Wellness Bureau (SSWB) to which may be a prerequisite to the installation and/or operation of Child Nutrition Programs (CNP) offered by PED. Moreover, on all remaining forms for this application and any other document or division reports relating thereto, to include all electronic submission through the SNP claim for reimbursement and DC systems. The organization will immediately notify the state agency of any changes relating to authorized individuals.

Authorized representatives

(Provide all information and select system(s) that apply and requires access for each representative; a distinct e-mail address is required for each.)

1) Primary Representative

Print Name Title

Email address Phone Number

Signature of first Authorized Representative Date

Will this representative require access to the APPLICATION portion of the SNP system? (Check one) Yes No

Will this representative require access to the CLAIM portion of the SNP system? (Check one) Yes No

2) Secondary Representative

Print Name Title

Email address Phone Number

Signature of first Authorized Representative Date

Will this representative require access to the APPLICATION portion of the SNP system? (Check one) Yes No

Will this representative require access to the CLAIM portion of the SNP system? (Check one) Yes No

* Please allow 5 business days to process New End User Requests for the Nutrition Portal.

Time to complete your application

Complete SY24 NSLP application in the
NMPED Student Nutrition Portal.

Submit application by May 31, 2023





Monthly Claims & Yearly Applications

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						¹ Accepting Claims
²	³	⁴	⁵	⁶	⁷	⁸
⁹	¹⁰ Claims Deadline	¹¹	¹²	¹³	¹⁴	¹⁵
¹⁶	¹⁷	¹⁸	¹⁹	²⁰	²¹	²²
²³	²⁴	²⁵	²⁶	²⁷	²⁸	²⁹
³⁰						

[Student Nutrition Claims](#) [Student Nutrition Application](#)



[Claim Instructions and Submission Process \(Part 1 of 3\)](#)

[Claim Submission Deadlines & One Time Exception Policies \(Part 2 of 3\)](#)

[Claim Payment Processing Schedule \(Part 3 of 3\)](#)

[SNP Link](#)

Nutrition Application



Nutrition Application Login Screen

Email Address

Password

Login

Cancel

[Change your password.](#)

[Reset your password.](#)



[Privacy Statement](#)

[Contact Us](#)

Welcome, You have not signed in

Nutrition Application



SFA SEARCH APPLICATION LIST MANAGE USERS FRESH FRUIT AND VEGETABLE REPORTS LOG OUT

District: [REDACTED] ([click to edit](#))
STARS Code: [REDACTED]
Address: [REDACTED]
City: [REDACTED]
State Zip: [REDACTED]

Fiscal Year	Program Options	NSLP	Snack	SSO	FFV
2023	Approved	Pending Approval Admin	Create Snack Application	Create SSO App	

1

Enter the 4-Digit Year below to ADD a new National School Lunch Application

* If the school year goes from July 1st 2023 to June 30th 2024, the Application 4-Digit Year is 2024

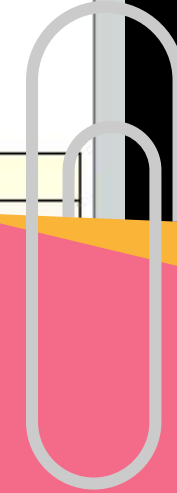
Application 4-Digit Year *

Add New Application

[Privacy Statement](#)

[Contact Us](#)

Enter 4-Digit Year - 2024 & Click Add Application



SFA SEARCH APPLICATION LIST MANAGE USERS FRESH FRUIT AND VEGETABLE REPORTS LOG OUT

[Back to Application List](#)

SCHOOL FOOD AUTHORITY (SFA) APPLICATION 2024

District: [REDACTED]
 STARS Code: [REDACTED]
 Address: [REDACTED]
 Address 2: [REDACTED]
 City: [REDACTED]
 State Zip: [REDACTED]

Enrollment Data
 1 of 1 Schools
 Total: 0

School/Site Information

School/Site (Applications with this color have been saved)		Submitted Date
[REDACTED]		Site has not been saved.



School/Site Information

First thing to complete:
 School/Site Section

Click on each site to
 update

2024 Application for

Contact

School/Site Data

School/Site Data

Type of School/Site (*) Day

Period of Attendance (*) All Day

Year-Round School? (*) No

Lowest Grade (*) 9

Highest Grade (*) 12

School Start Time (*) 9:00

School End Time (*) 2:35

Food Service Operation

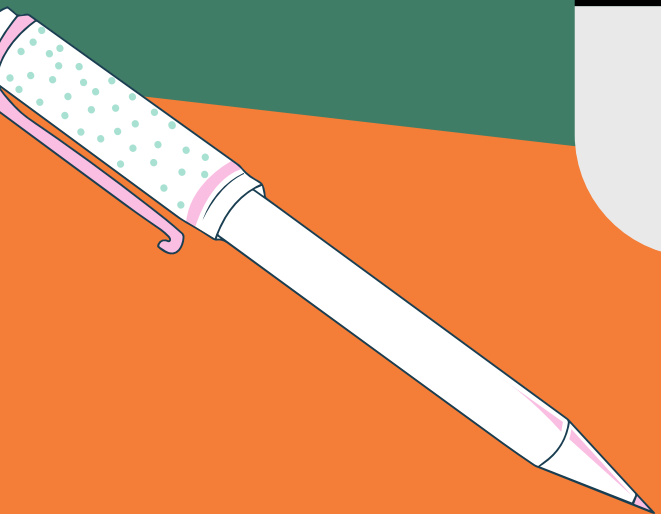
Estimated Days Per WEEK (*) 5

Estimated Days Per YEAR (*) 178

Operating Dates



Quick Reminder: To save, please ensure that all fields marked with a red asterisk are completed.



[Back to Application](#)

2024 Application for [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Program: Standard
Total: 283

Contact

School/Site Data

Operating Dates

School/Site Operating Dates

	Start Date	End Date
School Year (*)	08/10/2023	05/20/2024
Fall Break (*)	10/10/2023	10/20/2023
Winter Break (*)	12/15/2023	01/01/2024
Spring Break (*)	03/01/2024	03/15/2024

Food Service Data

NSLP



SFA SEARCH APPLICATION LIST MANAGE USERS FRESH FRUIT AND VEGETABLE REPORTS LOG OUT

[Back to Application](#)

2024 Application for [REDACTED]

[REDACTED]

Contact

School/Site Data

Operating Dates

Food Service Data

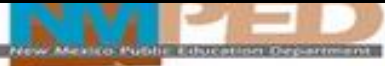
Food Service Data

On-Site Kitchen Satellite Kitchen Central Kitchen Contract for Meals

- Food Preparation Method (Not Required for Milk Application)
- Satellite Kitchen: All food is brought into the school by an outside kitchen, school only has capability to reheat and serve meal
- Central Kitchen: Prepares meals for delivery and serving at other locations and have no facilities for serving meals
- Contract Meals - If selected, please contact your State Health Coordinator at 505 827-1821 for contract information

NSLP



Nutrition Application  New Mexico Public Education Department

SFA SEARCH APPLICATION LIST MANAGE USERS FRESH FRUIT AND VEGETABLE REPORTS LOG OUT

[Back to Application](#)

2024 Application for [REDACTED]

[REDACTED]

Program: Standard
Total: 283

Contact

School/Site Data

Operating Dates


Food Service Data

NSLP

This School/Site will participate in the NSLP Program

Breakfast

Milk



Is this school/site participating in NSLP?



SFA SEARCH APPLICATION LIST MANAGE USERS FRESH FRUIT AND VEGETABLE REPORTS LOG OUT

[Back to Application](#)

2024 Application for



Program: Standard
Total: 283

Contact

School/Site Data

Operating Dates

Food Service Data

NSLP

Breakfast

This School/Site will participate in the Breakfast Program

Milk



Is this school/site participating in the Breakfast Program?



[Back to Application](#)

2024 Application for [REDACTED]

[REDACTED]

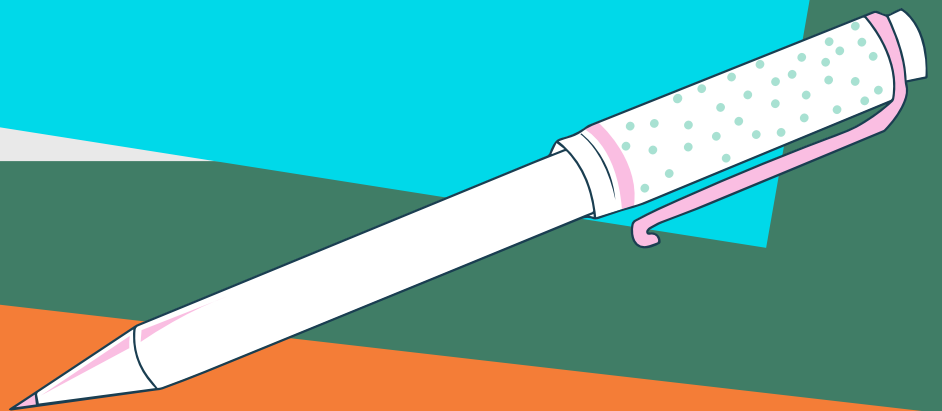
Program: Standard
Total: 283

- Contact
- School/Site Data
- Operating Dates
- Food Service Data
- NSLP
- Breakfast
- Milk
- Save

The applicant, by and through their personal or agent's signature below (1) certifies that all information provided in connection with this application at any time was true and correct to the applicant's knowledge.; (2) acknowledges that any misrepresentation or false statement made by the applicant, or an authorized agent of the applicant, whether intentional or not, will constitute grounds for termination from the NSLP/SBP; (3) certifies that if operating a camp site, it will only claim reimburse



Don't forget to HIT the Save button!





School Food Authority
(SFA)
Application

District: [redacted] al) [\(click to edit\)](#)
STARS Code: [redacted]
Address: [redacted]
City: [redacted]
State Zip: N [redacted]

Enrollment Data
1 of 1 Schools
Total: 287

School/Site Information

Programs

This School Food Authority (SFA) will participate in the following programs. (check those that apply)

NSLP Breakfast Milk After School Snack Seamless Summer Option Fresh Fruit and Vegetable

Breakfast Program Information

The School Breakfast Program provides cash assistance to states to operate nonprofit breakfast programs in schools and residential childcare institutions. The Food and Nutrition service administers the SBP at the Federal level. State education agencies administer the SBP at the state level, and local school food authorities operate the Program in schools.

[School Breakfast Program \(SBP\) Program Fact Sheet](#)

Standard Lunch Rates

Service Account

complete
Program Section

SCHOOL FOOD AUTHORITY (SFA) APPLICATION 2024

District: [redacted] ([click to edit](#))
STARS Code: [redacted]
Address: [redacted]
City: [redacted]
State Zip: [redacted]

Enrollment Data
1 of 1 Schools
Total: 287

School/Site Information

Programs

Standard Lunch Rates

Commonly Paid Rates for Standard Schools

Only select schools which the SFA serves. Enter the most frequently charged paid lunch price for each group of students:

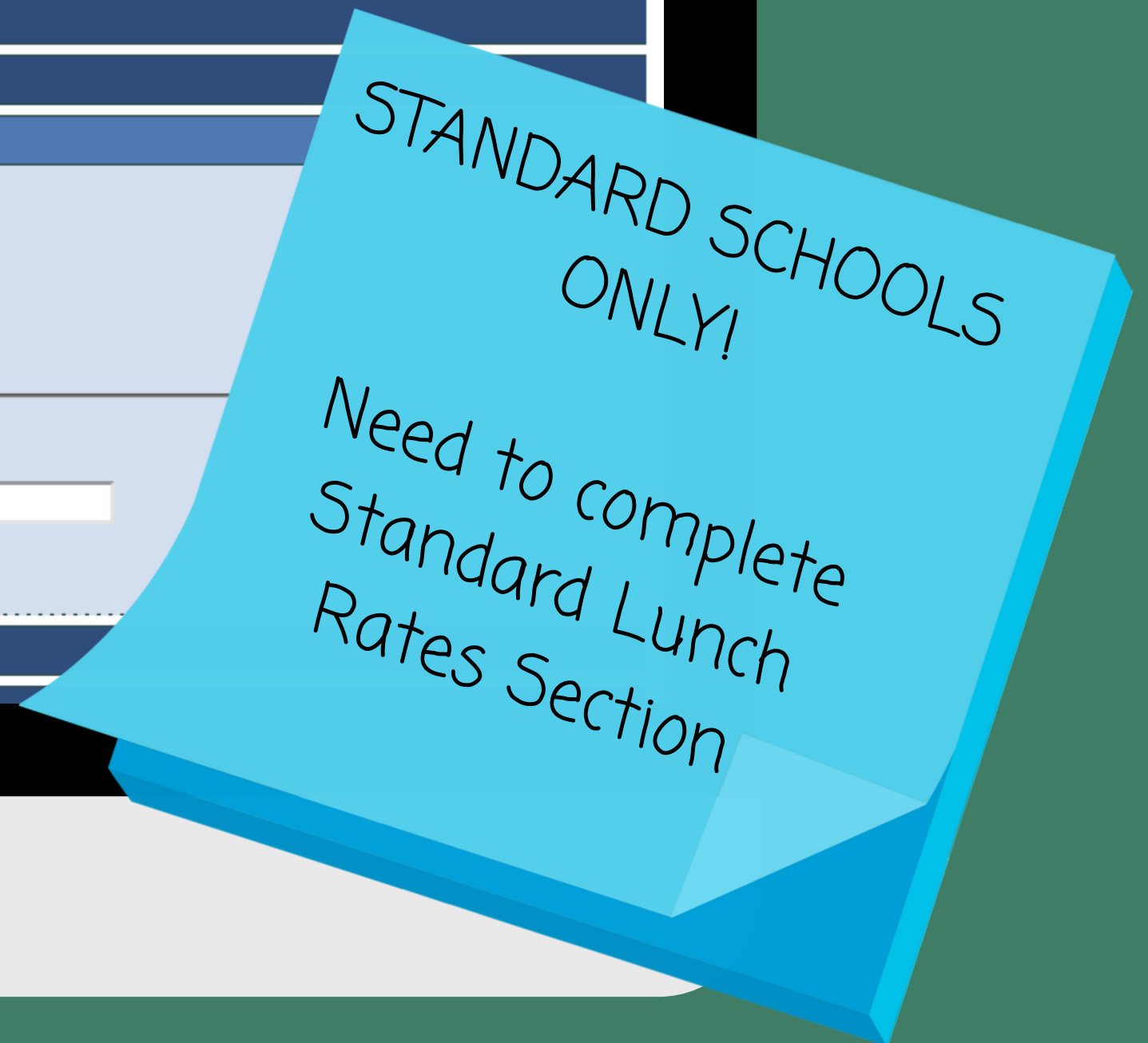
Elementary Middle School High School

School Meal Debt

Enter amount from prior December 31, 2018: Current balance school year:

[Save Standard Lunch Rates](#)

Food Service Account



Instructions: Fill out this form using the most recent PRIOR school year financial information. If you do not have this information, ask you business manager or individual(s) that monitors the Food Service Account. The information can usally be pulled from your general ledger or expenditure report.

Prior Fiscal Year	<input type="text" value="2023"/>
Budget	<input type="text"/>
Total Expenditures	<input type="text"/>
Total Months of Operation of the NSLP (Typically 10 or 11 months)	<input type="text" value="1"/>
Average Month of Expenditures (Expenditures/Months Operation)	<input type="text"/>
Allowable Cash Balance (Average Month Expenditures * 3)	<input type="text"/>
Total Cash Balance	<input type="text"/>
Excess Cash (Total Cash Balance - Allowable Cash Balance)	<input type="text"/>
Excess Cash Plan	<input type="text" value="Yes"/>

Non-Program Revenue Account (Ala Carte, catering, etc.) Note: This should be a separate account within the Food Service Account for tracking purpose.

If you do not have Non-Program Revenue Account - Enter 0 in the fields below.

Total NSLP Food Cost	<input type="text"/>
Total Non-Program Revenue Food Cost	<input type="text"/>

This may require some assistance from business manager.

BUDGET

FOR
SUCCESS

Food Service Account Section

The Balance Sheet may be titled a different report depending on your internal accounting software. The Balance Sheet (also known as Statement of Financial Position) serves as a snapshot of the financial position for the 21000 Food Service Account (FSA). It reports the Account Balance of the Food Service Account (21000) at a specific point of time.

Upload Current School Year's YTD Balance Sheet for the current School Year (Please upload the most recent YTD Balance Sheet for the Current School Year):

Balance Sheet YTD for Current School Year: 2023-2024

Current School Year's (YTD) Balance Sheet for 21000 File to Upload No file selected.



No Current Year Balance Sheets on file.

Upload Last School Year's (End of Year) Balance Sheet for 21000 (Please upload the end of year Balance Sheet for last School Year):

Balance Sheet End of Year for Last School Year: 2022-2023

Last Year Balance Sheet File to Upload No file selected.



No Last Year Balance Sheets on file.

Paid Lunch Equity and Nonprogram Food Revenue Documents

Food Service Management Contract

School Food Safety Inspection

NEW ITEM
SFA will need to upload Balance Sheets for Current YTD & EOY Prior SY

SCHOOL FOOD AUTHORITY (SFA) APPLICATION 2024

District: [redacted] [al](#) [\(click to edit\)](#)
STARS Code: [redacted]
Address: [redacted]
City: [redacted]
State Zip: [redacted]

School/Site Information

Programs

Standard Lunch Rates

Food Service Account

Paid Lunch Equity and Nonprogram Food Revenue Documents

Yes, my SFA has a negative balance in the nonprofit school food service account as of December 31 of the prior school year.

In Section 747 of Division B of the Further Consolidated Appropriations Act, 2020 (P.L. 116-94)(the Appropriations Act), enacted on December 20, 2019, Congress provides that only school food authorities (SFAs) that had a negative balance in the nonprofit school food service account as of December 31, 2019, shall be required to establish prices for paid lunches according to the Paid Lunch Equity (PLE) provisions in Section 12(p) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(p) and implemented in National School Lunch Program regulations at 7 CFR 210.14(e).

Mark if the SFA has negative balance in the non-profit school food service acct. as of Dec, 31 of the prior school year.



Paid Lunch Equity Tool

PLE

Programs

Standard Lunch Rates

Food Service Account

Paid Lunch Equity and Nonprogram Food Revenue Documents

Food Service Management Contract

Food Service Documents

Company Name (*)

Address (*)

No file selected.

City (*)

State (*)

Zip (*)

Contact First Name (*)

Last Name (*)

Contact Title (*)

Phone Number (*)

Email (*)

RFP Year (*)

Contract Year (*)

If your Food Service Management Company (FSMC) is responsible for providing meals, we kindly request that you fill out and upload the appropriate Food Service Contract documents.

[Link for USDA FSMC Guidance](#)

School Food Safety Inspection

School Food Safety Inspections

Schools participating in the lunch and breakfast programs must obtain two inspections per year, post the most recent inspection report in a visible location, and release a copy of the report to members of the public upon request. This rule enhances the safety of over 38 million meals served to school children daily.

USDA Food Safety Information: [USDA Food Safety Page](#)
Federal Register Link: [Federal Register Page](#)

School Year 2022-2023

No Inspections on file.

Assurance

Contact

Submit and Certify

Use drop down for additional sites

New Location

Complete Food Safety Inspection Section for ALL Sites/Schools.

2 Inspections each

City:
State Zip:

School/Site Information

Programs

Standard Lunch Rates

Food Service Account

Paid Lunch Equity and Nonprogram Food Revenue Documents

Food Service Management Contract

School Food Safety Inspection

Assurance

Assurances

Pricing Policy Statement	Start New
Public Release Verification	Start New
NSLP, SBP, and SMP Agreement	Start New
Disclosure of Lobbying Activities	Start New
Food Based Menu Planning	Start New

Contact

Submit and Certify

Read and Complete
each of the assurances.
Remember to click SAVE!



School/Site Information

Programs

Standard Lunch Rates

Food Service Account

Paid Lunch Equity and Nonprogram Food Revenue Documents

Food Service Management Contract

School Food Safety Inspection

Assurance

Contact

CONTACT #1 INFORMATION

Last Name

First Name

Contact Title

Email

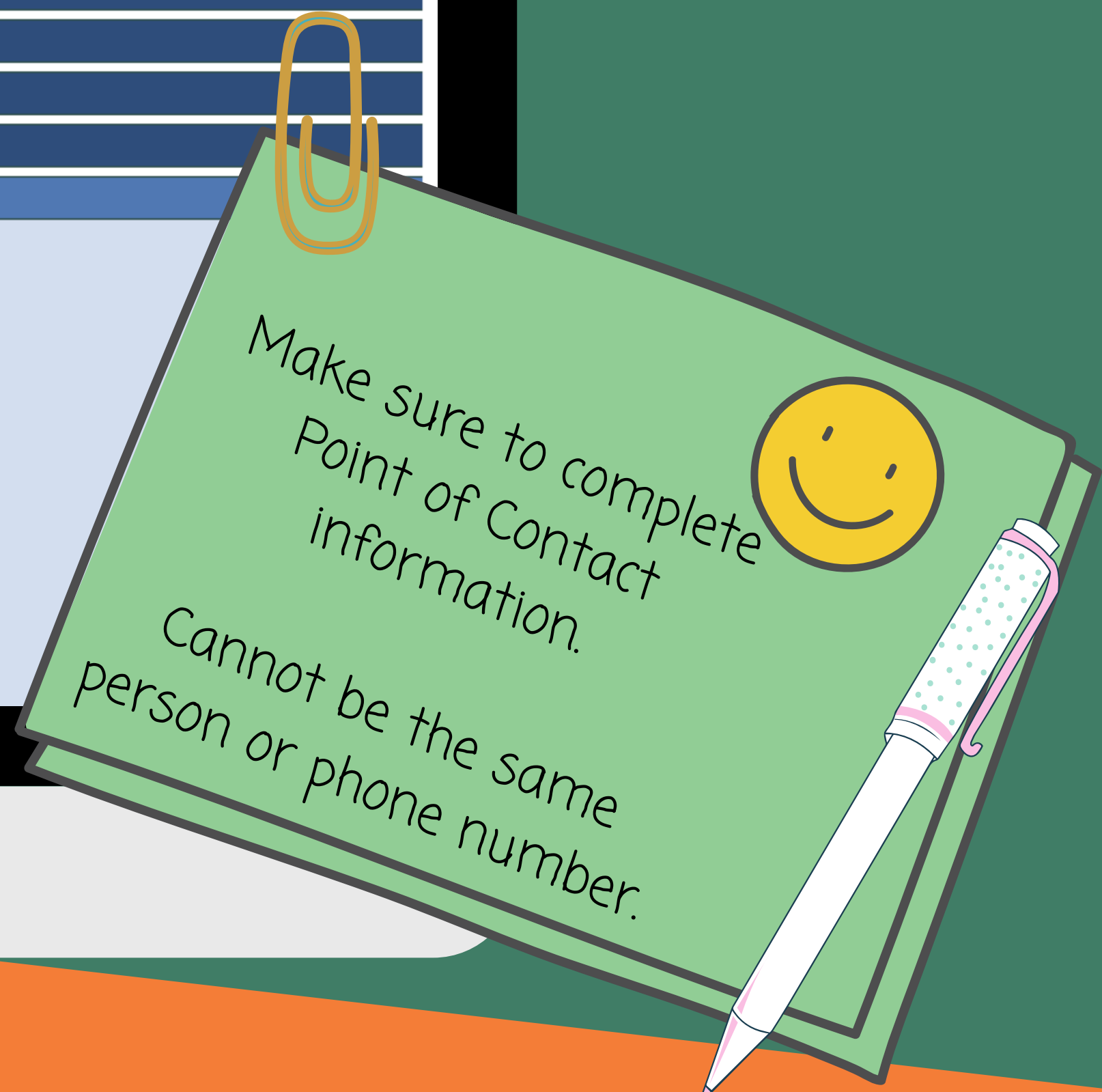
Telephone

Alternate Phone

CONTACT #2 INFORMATION

Last Name

First Name



Upload Civil Rights Complaint Policy/Procedures.

Upload current Civil Rights Compliant Policy or Procedures. You are required to upload even if there have not been any changes since last year.

Select Civil Rights Complaint Policy/Procedures File to Upload No file selected.

No Complaint Policies on file.

Upload Civil Rights Complaint Log.

Upload a copy of the Civil Rights Complaints Log made within the past 12 months. You are required to upload even if there have been no complaints made. (If you have not received any complaints within the past 12 months, then upload an empty Civil Rights Complaint Log).

Select Civil Rights Complaint Log File to Upload No file selected.

No Complaint Logs on file.

I certify that the above information is true and correct to the best of my knowledge, that reimbursement will be claimed only for meals/milk served to children, and that the school/institution does not discriminate on the basis of race, color, age, sex, disability, or national origin. If you believe that you have been discriminated against, write immediately to: USDA, Director, Office of Civil Rights, Room 326W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410.

Submit and Certify



NEW ITEM
Upload Civil Rights
Complaint Policy/Procedures
(for NSLP Program)
& Complaint Log

Don't forget to mark
Submit & Certify

SAVE

[Link for USDA FNS Program Discrimination Complaint Form](#)

2023	Approved	Approved/Amended	Create Snack Application	Create SSO Application
2024	Approved	Pending Approval	Create Snack Application	Create SSO Application

1

Enter the 4-Digit Year below to ADD a new National School Lunch Application:

* If the school year goes from July 1st 2023 to June 30th 2024, the Application 4-Digit Year is 2024

Application 4-Digit Year *

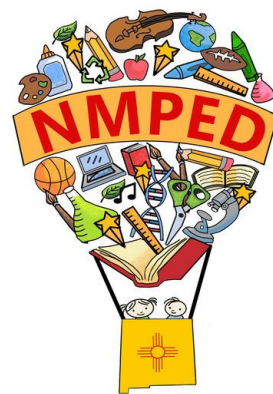
[Add New Application](#)

Congratulations your application has been submitted.



For questions about the NSLP application process, contact your assigned Health Educator.





Thank you for considering NSLP for your school's nutrition program.

We look forward to reviewing your application!



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.