



**Arizona Department of Education
School Nutrition Programs
New Sponsor Application Process Statement**

What date do you plan to begin operating the NSLP and/or SBP? _____

To be approved for the National School Lunch Program and School Breakfast Program you must:

- Have a CTDS number from ADE School Finance/ Health and Nutrition
- Read the “**Orientation to: Operating National School Lunch Program in Arizona**” & complete the Orientation Assessment for New Sponsors
- Have your Breakfast (if applicable) and Lunch Menu(s) Certified by a Program Specialist
- Request Common Logon Permissions* for access to the CNPweb
- Complete Site and Sponsor applications on CNPWeb
- If applicable, have your Vendor contracts approved by the ADE/ HNS Contracts Management Officer
- Complete and submit the application packet below

The following forms must be submitted to the Arizona Department of Education’s Health & Nutrition Services Division Office/Child Nutrition Programs:

- New Sponsor Application Process Statement (this form)
- Food Program Permanent Service Agreement (**2 signed originals must be submitted either by mail or hand delivered**)
- ADD/ CHANGE/ DELETE (Health and Nutrition Services Entity Data Form)
- *Common Logon Permissions Request for NSLP on CNPWeb (more than one user per organization is recommended)
- Private Organizations** require: Common Logon Permissions Request for **CNP Annual Financial Reports** Access
- Free and Reduced- Price Policy Statement
- Civil Rights Pre-Award Compliance
- State of Arizona Substitute W-9 Form
- Private Organizations** require: Copy of tax-exemption 501(c)(3) letter from the IRS
- DUNS Number Form
- Certification Regarding Debarment
- Certification Regarding Lobbying
- Menu Certification documents
- Residential Facilities** require: Copy of current license for each site(s) participating in the program

USDA Foods Program require: Food Distribution Program Delivery Information Form

I, _____, understand that the steps listed above must be completed before
Designated Official (name printed)

_____ will be approved for the National School Lunch Program and that I
Name of sponsoring entity
will not be able to claim any meals that are served before official approval is given.

Signature of Designated Official

Date