



State of Arizona  
Department of Education

**HNS# 15-2014**

## MEMORANDUM

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**To:** National School Lunch Program (NSLP) Sponsors  
**From:** Mary Szafranski, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

**Date:** June 27, 2014

*Original Signed*

**Subject:** NSLP Revised Food Program Permanent Service Agreement (FPPSA) Instructions

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As stated in HNS 12-2014 the FPPSA has been updated and became available June 23, 2014. The CNPWeb sponsor applications for SY 2014-15 will not be approved until this new agreement has been approved. Two **original** documents must be submitted to the ADE office at the address below:

Health and Nutrition Services Division  
Arizona Department of Education  
1535 W. Jefferson, Bin #7  
Phoenix, AZ 85007

Once ADE has received and approved the documents, one signed original will be returned to the LEA.

**To assist in a timely turnaround, here are some tips to a perfect submission:**

- Do not use Wite-out.
- The FPPSA signature pages are available to download as a Word document. However, the document formatting should not be modified. Compare the original with the completed document to ensure consistency.
- If possible have signatures in blue ink - do not sign with a felt pen as it is hard to distinguish them from a stamp which is not allowed.
- Your "SPONSOR" name must match what appears in CNPWeb.
- Page 1 – Cover page: The 2<sup>nd</sup> blank line "Doing Business As (if applicable)." is generally left blank.

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1535 West Jefferson Street • Phoenix, Arizona 85007 • (602) 542-8700 • [www.azed.gov](http://www.azed.gov)

"This institution is an Equal Opportunity Provider and Employer"

- Page 1 – Cover page: The paragraph beginning with “This Agreement...” has a blank line “(to be completed by the SPONSOR)”. This line should be filled in with one of the options below:
  1. For a Charter School: “A.R.S. 15-183 (H)”
  2. For a Public School: “A.R.S. 15-342 (13)”
  3. Otherwise leave blank
- Page 17 – Certification page: The instructions at the top of page 17 have an error. “(5) Legal title of the SPONSOR’S governing board; current year.” should read “(5) Legal name of the SPONSOR”.
- Page 18 – Signature page: Don’t forget to print the titles with the names.
- Page 18 – Signature page: We recommend you fill out all the lines, however do not attempt to add lines.

Contact Information
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If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and ask to speak to your NSLP Specialist. Returning Sponsors have an assigned Specialist and can find specific contact information upon logging into CNPWeb through Common Logon.

