



**State of Arizona  
Department of Education**

Health and Nutrition Services Division

**HNS #11-2020**

**MEMORANDUM**

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**To:** Local Educational Agencies (LEAs) Operating the National School Lunch Program (NSLP)

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

**Date:** March 23, 2020

**Subject:** Revised Instructions for Food Program Permanent Service Agreement (FPPSA) for School Food Authorities (SFAs)

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*Original Signed*

In June 2019, ADE released a single FPPSA for SFAs to include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Summer Food Service Program (SFSP) and At-Risk Afterschool Meals component of Child and Adult Care Food Programs. This document can be found on the Program Forms webpage at: <http://www.azed.gov/hns/nslp/forms/>.

SFAs do not need to submit a new FPPSA annually but should submit this to ADE when there is a change in leadership and ensure all authorized signers are up to date on the agreement. Additionally, SFAs will utilize the updated FPPSA to encompass operations in additional Child Nutrition Programs in this one consolidated document. For example, if the SFA is choosing to operate At-Risk Afterschool Meals, the SFA will now need the 2019 FPPSA on file.

Starting March 2020, SFAs have the option to sign the FPPSA electronically when the FPPSA is initiated through ADE using the software AdobeSign. ADE will continue to accept paper-based FPPSAs with original signatures. ADE will not accept any paper-based FPPSAs with a pasted image of a signature.

This memorandum will provide instruction on how to submit a FPPSA that is signed either electronically or signed paper-based. This memorandum supersedes guidance found in *HNS 15-2014: NSLP Revised Food Program Permanent Service Agreement (FPPSA) Instructions*.

## Electronic Signature

In order to initiate an electronically signed FPPSA, the SFA must complete the fillable *Initiation Form for Electronic FPPSA* available on the Program Forms webpage at:

<http://www.azed.gov/hns/nslp/forms/>, and submit to the email address at the top of the form. ADE will populate a FPPSA based on the information provided within the form and email the document to each email addressee to sign electronically. Upon opening the email, prompts will guide the individual to complete the electronic signature process. Downloading of specific software is not required; a signature is captured through the signer's device that can open an email. The document will be automatically sent to ADE for approval and signature after the last signer has electronically signed the agreement. Once ADE has received and approved the document, all signers will receive a final copy of the signed document.

Before submitting the *Initiation Form for Electronic FPPSA* to ADE, please ensure:

- All fields are completely filled out. Note the fillable line "Doing Business As (if applicable)" is only applicable if the business has a legal DBA through the Arizona Corporation Commission. If not, enter "N/A".
- All email addresses provided are current and checked daily by the user.
- All individuals who are required to sign are made aware that the agreement will be emailed to them and will require immediate attention.
- The "School Food Authority Name" provided on the form matches the name of the entity as it appears in CNPWeb, or as included on the W-9 provided in the program application packet.

## Paper-Based Signature

To submit a FPPSA with paper-based signatures, locate the agreement online at:

<http://www.azed.gov/hns/nslp/forms/>. You must print two copies of the document and handwrite into the fields on pages 1, 18 and 19, and obtain original signatures for pages 18 and 19. The other option is for the SFA to type directly into the fields on pages 1, 18 and 19, and print two copies for original signatures on pages 18 and 19. Please follow these additional guidelines:

- Do not use correction fluid, tape or any other correction product on the document. If an error is made, generate a new, clean version. If that is not an option, then cross-through the error and initial and date the correction.
- The formatting of the FPPSA should not be modified as it is a legal document. Compare the original with the completed document to ensure consistency.
- Do not sign with a felt pen, as it is difficult to distinguish a felt signature from a signature stamp – which cannot be accepted. It is recommended to execute signatures on both copies of the agreement in blue ink.
- The "School Food Authority (SFA)" name provided for the agreement must match the name of the entity as it appears in CNPWeb. If the entity is a first-time applicant in the School Nutrition Programs, the name should correlate with the entity name provided to ADE School Finance or included on the W-9 provided in the program application packet.
- Page 1 – Cover page: The 2nd fillable line "Doing Business As (if applicable)" is only applicable if the business has a legal DBA through the Arizona Corporation Commission. If not, enter "N/A".

- Page 1 – Cover page: The paragraph beginning with “This Agreement . . .” has a blank line “(to be completed by the SFA)”; this line should be filled in with the appropriate Arizona Revised Statute number (A.R.S.#):
  - For a Charter School: A.R.S. 15-183 (H)
  - For a Public School (such as a district): A.R.S. 15-342 (13)
  - Otherwise, leave blank.
- Page 19 – Signature page: Be certain to include the title of each signer.
- Page 19 – Signature page: At least two additional signers are recommended to be provided; however, adding more signers than there are existing spaces is not permitted.

Two original documents must be submitted to the ADE office at the address below:

Arizona Department of Education  
Health and Nutrition Services Division  
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.

Please contact your School Nutrition Programs Specialist at ADE with questions concerning this guidance. Your assigned specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov) or call (602) 542-8700, option 2.

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