



Special Assistance Provision 2/3 Base Year Application

Please review the [USDA Special Assistance Provision Manual](#) and [Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year](#). After reviewing the manual and training, if you would like to apply for the Special Assistance Program, please complete the online application and submit the required documentation here: <https://www.azed.gov/SPO23BY>. Please note that this application is not approved until you receive an official letter of approval from this department. **This application is due no later than June 30th annually.**

Local Educational Agency (LEA) Name:	CTDS#:
School Food Authority Contact/Title:	Phone#:

1. Indicate the Special Assistance Provision that will be operated (e.g. Provision 2 or 3):
2. Indicate the number of applying sites that will be participating in a base year:

Please list site name(s) below, or indicate that a list of all sites is attached (if applying for multiple sites). If attaching a list, please indicate the fields shown below on School District Letterhead.

Legal name of applying sites (as shown in CNPWeb)	Base Year	Participation in BREAKFAST (B), LUNCH(L),OR BOTH (BL)

3. The LEA will keep all records throughout the entire period that the site is operating under provision 2/3, plus five years including all provision extensions. Is this requirement understood? Yes No
4. The LEA must submit a claim for every month they are operating during base year. Is this requirement understood? Yes No
5. During the base year, the LEA must demonstrate compliance with all certification, counting/claiming, and verification procedures during an administrative review. Is this requirement understood? Yes No

6. The LEA may not supplement its meal service operation with any federal funds other than United States Department of Agriculture reimbursements, Bureau of Indian Affairs funds and any other source earmarked for meal service. Is this requirement understood? Yes No

7. Prior to the first operating day of the base year, the LEA is required to attend the [Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year](#) and submit the [Electronic Survey](#). Is this requirement understood?
Yes No

8. After completing the base year, the LEA is required to attend the Online Course: [How to Operate Special Assistance Provision 2/3 Non-Base Year](#). The training certificate is to be included in the applications. Is this requirement understood?
Yes No

9. The LEA must notify ADE and give households 30 days notice and free meals to families when stopping a provision. Is this requirement understood? Yes No

10. Have you read and understood the requirements of the [USDA Special Assistance Provision Manual](#)?
Yes No

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes.

Printed name (authorized signatory): _____

Signature (authorized signatory): _____

Date: _____