

This checklist details the application process for organizations that wish to sponsor the National School Lunch Program (NSLP) and School Breakfast Program (SBP). *Please contact the Division of Nutrition Support, School Food Service Section with questions: (225) 342-9661 or [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov). Mailing address: Louisiana Department of Education, Attn: Division of Nutrition Support; 1201 North Third Street, Baton Rouge, LA 70802.*

### REQUIRED FORMS

All documents listed below must be submitted (mail or email unless otherwise indicated) to the Division of Nutrition Support.

**Approved School Status** [Board of Elementary and Secondary Education \(BESE\)](#) approval requirements must be met for each school for which application is made. Approved schools receive a sponsor code (ex. 500) and site code (ex. 500201). For sponsor and site code information, contact the Louisiana Department of Education Data Management Division at (225) 342-1872 or [systemsupport@la.gov](mailto:systemsupport@la.gov).

**Application for Participation** The prospective sponsoring organization must complete and submit an Application for Participation for each school site that will participate in the NSLP and SBP.

**Child Nutrition Program Permanent Agreement** Upon completion of the first two steps, the prospective sponsoring organization will be provided with the Child Nutrition Program Permanent Agreement. The agreement must be completed, signed and the original returned by **mail** to the Division of Nutrition Support.

**Attestation of Training** Each training must be viewed, and the Attestation must be signed and submitted.

**501(c)(3) Exemption Determination Letter** Charter schools and nonpublic entities must submit a copy of the organization's 501(c)(3) Exemption Determination Letter issued by the Internal Revenue Service. The address on the letter must match the physical address of the school or administrative office.

**LA GOV ERP Registration** To receive payments from the Louisiana Department of Education, prospective sponsoring organizations must complete the LA GOV ERP Supplier Self-Registration process. For assistance, refer to the [Vendor Registration Instructions](#).

To receive payments via [Electronic Funds Transfer \(EFT\)](#), an EFT form must be submitted to the Office of Statewide Reporting & Accounting Policy (OSRAP).

For assistance, contact the Office of Statewide Reporting & Accounting Policy (OSRAP) Vendor Help Desk: (225) 219-6888 or [DOA-OSRAP-LAGOV@la.gov](mailto:DOA-OSRAP-LAGOV@la.gov).

**Data Universal Number System (DUNS) Number** To receive Child Nutrition Program (CNP) funds, all prospective sponsoring organizations must have a DUNS number. To register for a DUNS number or verify an existing number, access the [Dun & Bradstreet website](#). DUNS registration is free of charge. For assistance, contact Dun & Bradstreet: (866) 705-5711.

- [System for Award Management \(SAM\) Database](#). Prospective sponsoring organizations must have an active account in the System for Award Management (SAM) database, must register the organization's DUNS number in the SAM database and must submit a valid SAM expiration date. Applications without a valid SAM expiration date will be considered incomplete. For assistance, contact the SAM helpline: (866) 606-8220.
- [Permit to Operate](#) Each food service site (cooking and/or serving location) must be inspected and receive a permit to operate from the Louisiana Department of Health, Office of Public Health (LDH OPH), prior to beginning service. **Schools will not be approved for participation in the National School Lunch Program/ School Breakfast Program without proof of a current permit to operate and health inspection.** To request a permit to operate and health inspection, contact the [LDH OPH Sanitarian Services department](#).
- [Food Service Management Company Contract](#) (charter schools only) Charter schools that wish to contract with a Food Service Management Company must contact the Division of Nutrition Support for assistance prior to initiating the procurement process.
- Fire Marshal Inspection** Each food service facility (cooking and/or serving location) must be inspected by the Louisiana Office of State Fire Marshal Public Safety Services, prior to beginning food service. To request an inspection, contact the [Fire Marshal Office](#).

### Child Nutrition Program (CNP) Website

Upon submission of the documents listed in Step 1, the authorized representative designated by the prospective sponsoring organization will receive access to the [CNP Website](#). The website forms listed below must be completed. For assistance, refer to the [CNP Website Manual](#).

- Schedule A
- Policy Checklist
- Collection Procedures
- Collection Officials
- Menu Certification

### Preapproval Visit

A preapproval visit will be scheduled by the Division of Nutrition Support staff. The [Preapproval Visit Form](#) lists specific areas of observation, including meal service (if currently operating).

### Approval

Upon completion of all requirements, the Child Nutrition Program Permanent Agreement will be signed and the sponsoring organization will be approved to participate in the child nutrition programs for which application was made.