SCHOOL MEALS APPLICATIONS (SD1041)
BATCH COVER SHEET

COMPLETE A BATCH COVER SHEET FOR EACH ENVELOPE WITH SCHOOL MEALS APPLICATIONS THAT WILL BE SENT TO SCHOOLFOOD.
PLEASE COMPLETE ALL FIELDS TO ENSURE THAT THE CORRECT SCHOOL IS IDENTIFIED.

DATE M M / D D / Y Y

SCHOOL INFORMATION – COMPLETE ALL AREAS TO CORRECTLY IDENTIFY YOUR SCHOOL

ISC/REGION	DISTRICT	BORO	SCHOOL CODE	SCHOOLFOOD OSF CODE
				1 2 3 4 5

SCHOOL NAME

SCHOOL ADDRESS

N Y

SCHOOL STAFF PERSON → FIRST and LAST NAME

SCHOOL STAFF PERSON → PHONE NUMBER EXT

TOTAL NUMBER OF APPLICATIONS IN ENVELOPE →	1 , 2 3 4

TOTAL NUMBER OF DIRECT CERTIFICATION and FOOD STAMP LETTERS IN ENVELOPE →	1 2 3

USE THE INFORMATION BELOW (↓) TO COMPLETE THE YELLOW SHADED AREA ABOVE (↑) FOR YOUR SCHOOL.

ISC/REGION – Enter the letter for your ISC or ADMINISTRATION

- M – (Districts 1, 2, 3, 4, 5, 6)
- X – (Districts 7, 8, 9, 10 ,11, 12)
- K – (Districts 13, 14, 15, 16, 19, 23, 32)
- Q – (Districts 24, 25, 26, 27, 28, 29, 30)
- R – (Districts 17, 18, 20, 21, 22, 31)
- CFN – CFN 1 – 20 Schools
- CH – Charter Schools
- NP – Non Public Schools

SCHOOL CODE - Enter the 3-digit school number. Citywide Programs should use Administrative Site number

SCHOOLFOOD OSF CODE - Enter 5-digit feeding number used on MIE-1 (See scanning list or Cafeteria Manager)

DISTRICT - Enter the school administrative district number

- Enter the 2 digit district number - 01 through 32
- 75 (Special Education Schools)
- 79 (Alternative Programs)
- 84 (Charter Schools)

BOROUGH - Enter the letter for borough of school

- M – Manhattan
- X – Bronx
- K – Brooklyn
- Q – Queens
- R – Staten Island
- N – Non Public Schools

SCHOOLS DO NOT WRITE BELOW THIS LINE - FOR SCHOOLFOOD USE ONLY

BASE YR TITLE-1 USM*

MAIN ANNEX

PROCESS DATE: ____/____/____

NAME_____

FINAL COUNT

APPLICATIONS DCL/FSL