

Schools scheduled for application scanning will not process School Meals Applications (SD1041) or Title I Income Eligibility Applications at the school level therefore the income guidelines to determine eligibility will not be sent to these schools. Meal codes will be sent each day to ATS and NPSIS as applications are processed. Please follow the instructions below to submit the applications, direct certification and food stamp letters to SchoolFood as you receive them from households.

1. **PRINT THE ATS RMEL or NPSIS MEAL ROSTER WITH ALL STUDENTS.** Use this printout as a checklist to track all the applications, direct certification and food stamp letters received from the households. If you receive applications, letters or listings of children from the Student in Temporary Housing (STH) liaison, group or foster homes, shelters, Department of Juvenile Justice (DJJ), etc., you should track those as well on this printout.
2. **CONFIRM THAT APPLICATIONS ARE FOR 2011-2012 SCHOOL YEAR.** Ensure that the applications you receive from the households show “2011-2012” at the top of the form. If you submit last year’s applications (2010-2011) and they cannot be processed, the SchoolFood Help Desk will contact you with further instructions.
3. **CONFIRM THAT CHILDREN ATTENDING YOUR SCHOOL ARE LISTED IN PART 3.** Review the applications and ensure that the student attending your school is listed in PART 3. Applications without a child’s name in PART 3 cannot be processed.
4. **WRITE THE STUDENT ID NUMBER ON THE APPLICATIONS.** Write the nine-digit Student ID (OSIS) for all students reported in PART 3 that attend your school. This will ensure that we match the correct child and reduce delays in the approval process. If a student is reported in PART 4 that attends your school, write the Student ID number in PART 3 and draw an arrow to show the student in PART 4.
5. **CONFIRM THAT APPLICATIONS ARE SIGNED.** Review the application to ensure there is a signature in PART 5.  
**Exception:** If the household checks the box **“I do not qualify for free or reduced-price meals”** and did not sign the application then you should send to SchoolFood. All other unsigned applications will be scanned and emailed to the school. These applications will be processed as incomplete.
6. **SEPARATE APPLICATIONS FOR ANNEXES AND OFF-SITES.** Applications for annexes and off-sites that use a different address from the main school must be packaged separately. This is necessary because main and annexes are assigned separate SchoolFood (OSF) codes. To obtain your SchoolFood Code click on link → [2011-2012 List of Application Scanning schools](#) or go to SchoolFood website <http://www.opt-osfns.org/osfns/meals/default.aspx>
7. **COUNT ALL DOCUMENTS.** Discard the application instruction pages and keep only the actual red form completed by the household. You must count all applications and letters before packing them in the envelopes. **DO NOT SEND LETTERS THAT ARE PRINTED FROM ATS PRINTERS TO SCHOOLFOOD.** All ATS meal letters must be sent to households.
8. **RECORD DOCUMENT COUNTS ON BATCH COVER SHEET.** Prepare a [Batch Cover Sheet](#) for each package of applications and/or letters you will pack in an envelope. If you submit 5 envelopes you must enclose 5 Batch Cover Sheets. Prepare separate [Batch Cover Sheets](#) and envelopes for applications from annexes and off-sites.

**COMPLETE EACH BATCH COVER SHEET WITH THE FOLLOWING INFORMATION:**

- a) **TODAY’S DATE:** Write the date you are preparing the package to be picked up. Use two-digit numbers for month, day and year. Example: September 24, 2011 you will write 09/24/11
- b) **ADMIN GROUP:** Write the appropriate letter for the **School Group** or **Administration** your school operates under:

**P** = Public School

**CHR** = Charter School

**NP** = Non Public School

**D75** = Special Education School

**D75** = Alternative Program

- DISTRICT:** Enter the 2-digit number for the **administrative district** your school operates under.
- 01 to 32** – All Public and Non-Public Schools
  - 75** – Special Education Sites
  - 79** – Alternative Schools (Restart, GED PLUS, LYFE, YABC, etc)
  - 84** – Charter Schools
- c) **BOROUGH:**
- **PUBLIC AND CHARTER SCHOOLS** – write the letter representing the **borough** your school is located in: **M**=Manhattan, **X**=Bronx, **K**=Brooklyn, **Q**=Queens, and **R**=Staten Island
  - **NON PUBLIC SCHOOLS** – write the letter **N** for all schools. Examples: 01**N**761, 08**N**750, 15**N**742, 25**N**752, 31**N**712
- d) **SCHOOL CODE:** Enter the 3-digit school number. Example: The **school number** for 21**K**511 is **511**. **Note:** Citywide Programs such as D75 and D79 should use the **administrative site number** such as 75**M**721 or 79**Q**950.
- e) **SCHOOLFOOD OSF CODE:** Enter the 5-digit feeding (OSF) code. To obtain your SchoolFood Code click on link → [2011-2012 List of Application Scanning schools](http://www.opt-osfns.org/osfns/meals/default.aspx) or go to <http://www.opt-osfns.org/osfns/meals/default.aspx>
- f) **SCHOOL NAME AND ADDRESS:** Write the official name and mailing **address** of the school.  
Example: *John Dewey HS*      *50 Avenue X, Brooklyn, NY 11223*
- g) **SCHOOL CONTACT PERSON:** Print the first and last name of the school staff person who should be contacted if there are any questions that SchoolFood needs to address regarding the applications.
- h) **NUMBER OF APPLICATIONS ENCLOSED:** Write the total number of applications that in the envelope.
- i) **NUMBER OF DIRECT CERIFICATION AND FOOD STAMP LETTERS ENCLOSED:** Write the total number of direct certification and food stamp letters that is in the envelope.
10. **SCHOOLFOOD RETURN LABEL:** Complete a [SchoolFood Return Label](#) for each package. If you have 4 packages, write **1 of 4** on first envelope, **2 of 4** on second envelope, etc. This will ensure that if there is an envelope missing SchoolFood can follow-up with the courier immediately.
11. **ENVELOPE PICKUP:** All envelopes with applications must be given to the courier or left in the same pick-up/drop-off area for standard school mail. The DOE courier, Deluxe, will pick up on twice per week during September and October, and only on Wednesdays from November through June. We do not recommend using USPS, FedEx or UPS, but if you do, you should request delivery receipts and delivery confirmations. All Non-Public schools must call the SchoolFood Help Desk to arrange for a pickup with Deluxe. We also recommended that schools make copies of all applications before sending to SchoolFood. During September and October schools can call the SchoolFood Help Desk to request additional pickup service.
12. **CONFIRMATION EMAILS TO SCHOOLS:** SchoolFood will send emails to principals confirm that the applications were received.

The [2011-2012 List of Application Scanning Schools](#), [Instructions](#), [Batch Cover Sheets](#), [SchoolFood Return Label](#) is posted on the SchoolFood website → <http://www.opt-osfns.org/osfns/meals/default.aspx>. Please contact the [SchoolFood Help Desk](#) for questions about application scanning, OSF codes, eligibility status in ATS and NPSIS or online applications.

**SCHOOLFOOD HELP DESK:** • PHONE: (718) 707-4400 • EMAIL [foodcompliance@schools.nyc.gov](mailto:foodcompliance@schools.nyc.gov)  
Regular Hours: 8:00 a.m. – 4:00 p.m. (January 4 – June 30, 2011)  
Extended Hours: 8:00 a.m. – 7:00 p.m. (September 26 – October 28, 2011)