

INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT SCHOOL MEALS APPLICATIONS FOR SCANNING



Please follow the instructions outlined below to submit the School Meals Applications (SD1041) and Direct Certification and Food Stamp Letters currently on file. You **will not** process any applications at the school level **or** use the income guidelines to determine if the child qualifies for school meals. All meal codes will be posted to ATS when the applications are scanned.

1. **First, gather all completed School Meals Applications, Direct Certification and Food Stamp Letters that you have received from the households.** If you receive applications, letters or lists of children from group homes, shelters, department of juvenile justice, etc) you should assemble those as well. You must count each applications and letters separately so you can record on the **Batch Cover Sheet**.
2. You **must** ensure that applications re of this school year (2008-2009) and have a yellow bar at the top of the form. Last year's application cannot be used or scanned and will be returned if received.
3. You **must** ensure that at least one child is listed in Part 2. Applications without a child's name to will be returned.
4. You **must** ensure that each application has 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 us. All other unsigned applications will be returned to the school.
5. You **must** ensure that the household has completed the application in only black or blue ink. Applications completed in using ink of any other color will be returned to the school.
6. Complete the **Batch Cover Sheet** by following these instructions.
 - a) **Today's Date:** Enter the date you are preparing the package to be picked up Use two-digit numbers for month, day and year. (Example: **September 9, 2008** you will enter **09/09/08**)
 - b) **ISC/Region:** Enter one of the letters below for district or school under your ISC or Region:
 - **M** – Districts: 01, 02, 03,04,05,06
 - **X** – Districts: 07, 08, 09,10,11,12
 - **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
 - **CH** - Charter Schools
 - **NP** - Non Public Schools
 - c) **District:** Enter the two-digit district number for where your school is located. Use:
 - **01 through 32** for Public and Non-Public Schools
 - **75** -Special Education Sites
 - **79** -Alternative Schools
 - **84** -Charter Schools

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- d) **Boro:** Public Schools **only** will enter the following letters:
M=Manhattan, **X**=Bronx, **K**=Brooklyn, **Q**=Queens, and **R**=Staten Island
- e) **School Code:** Enter the three-digit school number.(e.g. 21K511 school number is 511)
(Citywide Programs such as D75 and D79 should use administrative site number, **not** physical site.)
- f) **SchoolFood MIE. No:** Enter the five-digit number. You may find this number on either the barcode on the pre-addressed envelopes, the list of schools the posted on the web or ask your local SchoolFood Manager or Cook-in-Charge.
- g) **School Name:** Enter the legal name of the school e.g. ***John Dewey HS***
- h) **School Contact Person:** Print first and last name of the person who is responsible for collecting and packing the forms in the envelopes.
- i) **Number of Applications Enclosed:** Enter the total number of applications you will place in the envelope to be picked up. **Caution – use as many envelopes as need to avoid tearing the packages**
- j) **Number of Direct Certification Letters Enclosed:** Enter the total number of Direct Certification and Food Stamp letters to you will place in the envelope to be picked up.
7. The pre-addressed envelopes will have a tear off section to remove and keep for your records and will serve as the receipt and tracking when the courier, Deluxe, picks up the package.
8. The envelopes will also have an area for you to record the total number of envelopes being picked up. (Example: If you have 4 packages write **1 of 4** on first envelope, **2 of 4** on second envelope, **3 of 4** on third envelope, **4 of 4** on fourth envelope.)
9. The envelope must be given to or left in the specific area for the DOE courier, Deluxe, who currently picks up the regular school mail each Monday and Wednesday from all schools. We do not recommend using USPS, FedEx or UPS, but if you do, you must request a return delivery receipt and delivery confirmation. **It is also highly recommended that you make copies of all applications before sending to us.**
10. If you need additional envelopes or have questions please call the **SchoolFood Help Desk at (718) 707-4400** or send email to OSFCompliance@school.nyc.gov. If you need Batch Cover Sheets please go to the SchoolFood website at <http://www.opt-osfns.org/osfns/> and click on **Application Scanning** and print.