SCHOOL MEALS APPLICATIONS BATCH COVER SHEET

COMPLETE A BATCH COVER SHEET FOR EACH ENVELOPE WITH SCHOOL MEALS APPLICATIONS & DOCUMENTS TO SEND TO SCHOOLFOOD. COMPLETE ALL AREAS 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

SCHOOL GROUP (circle one)	DISTRICT	BORO	NUMBER (DBN)	SchoolFood CODE
P CHR NP D75 D79				1 2 3 4 5

SCHOOL NAME

SCHOOL ADDRESS

N Y

SCHOOL STAFF PERSON → FIRST NAME

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.

SCHOOL GROUP –
- P = Public School
- CHR = Charter School
- NP =Non Public School
- D75 = Special Education School
- D75 = Alternative Program

DISTRICT – Enter the school administrative district number
- 01 to 32 (Public and Non-Public Schools enter the 2 digit district number)
- 75 (Special Education School)
- 79 (Alternative Program)
- 84 Charter Schools

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

SCHOOLFOOD CODE –
Enter 5-digit number used on Report of Meals Served form (SF-1). See scanning list on website or Cafeteria Manager

BOROUGH – Enter the letter for borough of school
- M = Manhattan
- X = Bronx
- K = Brooklyn
- Q = Queens
- R = Staten Island

PUBLIC SCHOOLS ONLY

- N – Non-Public School

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

TITLE-1 ☐ USM* ☐

MAIN ☐ ANNEX ☐

PROCESS DATE: ____/____/____

NAME_____

FINAL COUNT

APPLICATIONS ☐ DCL/FSL ☐