

INSTRUCTIONS ON HOW TO PREPARE AND SUBMIT SCHOOL MEALS APPLICATIONS (1041) FOR SCANNING

Schools scheduled for application scanning will not process School Meals Applications (SD1041) at the school level therefore you will not need the income guidelines to determine eligibility. Meal codes will be sent each day to ATS as applications are processed. Please follow the instructions below to submit the applications to SchoolFood as they are returned by the households to you. You must also send in any direct certification and food stamp letters received households.

1. **PRINT THE ATS RMEL WITH ALL STUDENTS.** You will 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 2010-2011 SCHOOL YEAR.** You must ensure that the applications you receive from the households show 2010-2011 at the top of the form. Last year's applications (2009-2010) are not valid and cannot be scanned because of the change in design format. The SchoolFood Help Desk will contact you if these applications are received.
3. **CONFIRM THAT CHILDREN ARE LISTED IN PART 2.** Review the applications and ensure that at least one child is listed in Part 2. Applications without a child's name in Part 2 cannot be processed and will be returned.
4. **WRITE THE STUDENT ID NUMBER ON THE APPLICATIONS.** Write the nine-number student ID for all children listed in Part 2 that attend your school. This will ensure that we match the correct child and reduce delays in the approval process. If a child is listed in Part 4 that attends your school, write the student ID number in Part 2 and draw an arrow to indicate the child 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 returned to the school.
6. **SEPARATE APPLICATIONS FOR ANNEXES AND OFFSITES.** Applications for annexes and off-sites that use different addresses from the main school must be sent separately. This is important because these sites use different feeding (OSF) codes. You may refer to column **SF Code** on the [2010-11 Scanning Schools List](#) for the correct codes.
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 the letters that are printed from ATS printers to SchoolFood. All ATS letters must be sent home to the households.
8. **RECORD DOCUMENT COUNTS ON BATCH COVER SHEET.** You must prepare a [Batch Cover Sheet](#) for each batch of applications or letters you will pack in an envelope. If you have 5 envelopes you must enclose 5 Batch Cover Sheets. Prepare separate [Batch Cover Sheets](#) and envelopes for applications from annexes and off-sites.
9. **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, 2010 you will write 09/24/10
 - b) **ADMIN GROUP:** Write the appropriate letter for the **CFN** or **Administration** your school operates under:
 - CFN** - CFN Schools
 - CH** - All Charter Schools
 - NP** - All Non-Public Schools
 - c) **DISTRICT:** Enter the 2-digit number for the **administrative district** your school operates under. You may refer to the column Admin Dist on the [2010-11 Scanning Schools List](#) for this information.
 - 01 - 32** - All Public and Non-Public Schools
 - 75** - Special Education Sites
 - 79** - Alternative Schools (GED PLUS, LYFE etc)
 - 84** - Charter Schools

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- d) **BORO:**
- **PUBLIC AND CHARTER SCHOOLS** – write the appropriate 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
- e) **SCHOOL CODE:** Enter the 3-digit school number. Example: The **school number** for 21K**511** is **511**. Note: Citywide Programs such as D75 and D79 should use the **administrative site number** such as 75M**721** or 79Q**950**.
- f) **SCHOOLFOOD OSF CODE:** Enter the 5-digit feeding (OSF) code. The **OSF Code** is shown on the [2010-11 Scanning Schools List](#) attached with these instructions, posted on the [SchoolFood website](#).
- g) **SCHOOL NAME AND ADDRESS:** Write the official name and mailing **address** of the school.
Example: *John Dewey HS 50 Avenue X, Brooklyn, NY 11223*
- h) **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.
- i) **NUMBER OF APPLICATIONS ENCLOSED:** Write the total number of applications that in the envelope.
- j) **NUMBER OF DIRECT CERTIFICATION AND FOOD STAMP LETTERS ENCLOSED:** Write the total number of direct certification and food stamp letters that is in the envelope.
10. **ENVELOPE COUNT.** Write the envelope number in the lower left hand corner of the envelope. If you have 4 packages, write **1 of 4** on first envelope, **2 of 4** on second envelope, **3 of 4** on third envelope and **4 of 4** on fourth envelope. This will ensure that if there is an envelope missing SchoolFood can follow-up with the courier immediately. Use your own envelope, follow the same procedures and use the [pre-addressed return label](#) included with these instructions.
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 Wednesdays during the month of September, and only on Wednesdays from October onwards. 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. For the month of September schools can call the SchoolFood Help Desk to schedule an additional pick-up.
12. **CONFIRMATION EMAILS TO SCHOOLS.** SchoolFood will send two emails to principals. The first email will confirm that the applications were received and the second will indicate how many applications were received and processed.

The [2010-2011 Scanning School List](#), [Scanning Application Procedures](#), [Batch Cover Sheets](#), [Pre-addressed Return Labels](#), can be found under [Application Scanning](#) on the [SchoolFood website](#). You may contact the [SchoolFood Help Desk](#) for questions about application scanning, school or OSF codes, eligibility status in ATS and NPSIS, or online applications.

SCHOOLFOOD HELP DESK: • PHONE: (718) 707-4400 • EMAIL FoodCompliance@schools.nyc.gov
 Extended Hours: 8:00 a.m. – 7:00 p.m. (September 21 – December 30, 2010)
 Regular Hours: 8:00 a.m. – 4:00 p.m. (January 4 – June 30, 2011)