



# DEPARTMENT OF EDUCATION


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DOE WEBSITE: <http://www.doe.k12.de.us>

Susan S. Bunting, Ed.D.  
Secretary of Education  
Voice: (302) 735-4000  
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May 16, 2017

## MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, RD, LDN   
Education Associate, Nutrition Supervisor

**RE:** **SY 2016 - 2017 Operational Memo #50**  
**Application Renewal for SY 17-18**

This memo is being sent to inform you of the requirements for reapplication for SY 17-18. All required forms and DENARS items are due by the close of business on Friday, August 4, 2017. Attached to this memo you will find the Renewal Application and Agreement Checklist for SY 2017-2018.

Other documents can be found in the "Forms" file on the DDOE Nutrition website (click on the link below):

<http://www.doe.k12.de.us/site/Default.aspx?PageID=2804>

Please note that SY 2017-2018 will not be opened in DENARS until July 17, 2017. Therefore, you will not be able to begin updating your information in DENARS until July 17, 2017. This is necessary to ensure that data is pulled into the new school year properly. You can submit all hard documents prior to this date. Please note that the civil rights course in IMS will be available shortly. We will send notice once it is available for you to view.

Reapplication has been assigned as follows:

<b>Donna Trader</b> <a href="mailto:donna.trader@doe.k12.de.us">donna.trader@doe.k12.de.us</a> <b>302-857-3377</b>	<b>Karen Giery</b> <a href="mailto:karen.giery@doe.k12.de.us">karen.giery@doe.k12.de.us</a> <b>302-857-3318</b>
Districts	Charters
Special Schools	Non-Public Schools
Special Milk Program	RCCI

If you have questions or need assistance with any renewal requirements, please contact the field agent assigned to you for renewal via email or at 302-857-3356. Failure to complete all requirements of the renewal process will result in nonrenewal and a payment hold. Any other outstanding program requirements (late reports etc.) may also result in nonrenewal.

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services  
SNP Team



# Delaware Department of Education

## School Nutrition Program Renewal Application and Agreement Checklist

SFA NAME: \_\_\_\_\_ SCHOOL YEAR: **2017 - 2018**

### Part I: Documentation required:

- \_\_\_\_\_ 1. Income Eligibility Guidelines July 1, 2017-June 30, 2018 on letterhead (*N/A if district-wide CEP*)
- \_\_\_\_\_ 2. Agreement to Furnish/Purchase Meals (*if vending meals from another SFA*)
- \_\_\_\_\_ 3. RCCI - Current DSCYF License (*if applicable*)
- \_\_\_\_\_ 4. Copy of Current Food Establishment Permit or Waiver (**Charter, Non-Public, Special Schools**)
- \_\_\_\_\_ 5. Operating Balance Worksheet (**July 1, 2016 - June 30, 2017**)
- \_\_\_\_\_ 6. CEP Addendum to Agreement (*if applicable*)
- \_\_\_\_\_ 7. Local Wellness Policy (**updated with final rule provisions**)
- \_\_\_\_\_ 8. Written Student Charge Policy (*N/A for SFAs that are district-wide CEP*)
- \_\_\_\_\_ 9. Signed Permanent Agreement to Participate in SNP (*if SFA administrator is new*)
- \_\_\_\_\_ 10. Civil Rights Course Certificate of Completion (**accessed through IMS PDMS**)

### Part II: Procurement from FSMC or Pre-Plated Meals Vendor (if applicable):

- \_\_\_\_\_ 1. Copy of public Solicitation of Invitation for Bid (IFB) or Request for Proposal (RFP)
- \_\_\_\_\_ 2. Notes from Bid Opening: respondents and price quotes
- \_\_\_\_\_ 3. Copy of DDOE Contract with Successful Bidder **BEFORE** both parties sign
- \_\_\_\_\_ 4. Disclosure of Lobbying Activities
- \_\_\_\_\_ 5. Independent Price Determination
- \_\_\_\_\_ 6. Copy of Vendor Business License
- \_\_\_\_\_ 7. Debarment & Suspension Form
- \_\_\_\_\_ 8. 21-Day Cycle Menu
- \_\_\_\_\_ 9. Vended Meals Renewal Contract (if permitted)

### Part III: Completion of Application Packet in Delaware Nutrition and Reporting System **DENARS**

- \_\_\_\_\_ 1. Sponsor Application
- \_\_\_\_\_ 2. Site Applications
- \_\_\_\_\_ 3. Food Service Fact Sheet (if vending meals from FSMC of Commercial Vendor)
- \_\_\_\_\_ 4. Annual Audit Status Certification Form (**completed in SY 2017-2018 for the previous school year**)
- \_\_\_\_\_ 5. CEP Schedule (**if any school(s) are participating in CEP**)
- \_\_\_\_\_ 6. Financial Report Completed in SY 2016-2017
- \_\_\_\_\_ 7. Checklist under Application Packet (**if applicable**)
- \_\_\_\_\_ 8. Food Safety Inspection Report

### Part IV: Participation (past/present) in other USDA Child Nutrition Programs:

\_\_\_\_\_ Summer Food Service Program                      \_\_\_\_\_ Child & Adult Care Food Program

*For DOE Use Only:*

Packet Assigned to and Reviewed by: _____
Approval Letter sent: _____
DENARS Approved by: _____
NOTES: _____

5/1/2017

Karen L. Giery