

SITE INFORMATION SHEET INSTRUCTIONS

- 1-5 **Mailing Address** Location where mail is delivered
Street Address, same as Mailing Address, check to copy if they are same. Go to item 3.
- 6-10 **Street Address** Physical location of the site – can't be PO Box
- 11-16 **Alternate Address 1** Location where materials would be shipped. If different, must be a street address.
- 17-23 **Food Service Contact** The person at the site level who is directly involved with the daily food service operation. (Indicate title, email if applicable, phone number, extension, and Fax number.)
- 24 **Food Service Contact's Address** Indicate the address at which this person is located.
- 25-29 **Months of Operation** Check all months that apply for each Program this site participates in. At least one month of operation must be selected. AFTER School Snack program is only in months that school is in session.
- 30 **Campus Food Service Type** Open: children are free to leave the site during the meal service.
Closed Campus: children are not allowed to leave the site alone during the meal service.
- 31 **Classification of Site** Select the correct classification of this site. **RCCI** is Residential Child Care Institution.
- 32-33 **Private Residential Institutions** You must list the License expiration date and the License number.
- 34 **Site Administration** If "Legally Separate from Sponsor", you must include a copy of the agreement between the sponsor and the site.
- 35 **Type of Food Service** Mark only one:
On-Site Kitchen (meals prepared at this location)
Shared Kitchen (meals prepared in on-site kitchen of an attached 'school'.)
Satellite Kitchen (meals prepared elsewhere by another site of this sponsor, delivered bulk or prepackaged)
Vended Meals (meals are purchased and delivered from another organization's kitchen)
- 36 **Name of Vendor** List the name of organization that provides (vends) meals to this site and attach a copy of the agreement between the two parties.
- 37 **Grades Served at Site** Check all grades that attend at this site, or use 'ungraded' if not a school. At least one selection must be made.
- 38 **Attendance Factor** Enter the average percentage of enrolled children in daily attendance last year. This is attendance at school (or other location), NOT participation at lunch. It should be left at the State Average UNLESS this site can document a HIGHER percentage. Do NOT change monthly.

Site Eligibility Information

- 39-41 The CNPweb will automatically fill this in from the second preceding year of claims. It is the total number of paid, free, and reduced-priced lunches served. Severe need breakfast reimbursement hinges on this F&R percentage being 40% or more. Severe need lunch reimbursement hinges on all the sponsor's sites having F&R percentage greater than 60% participation.
- 42-44 The CNPweb will automatically fill this in from the preceding year of claims. It is the total number of paid, free, and reduced-priced lunches served.

Area Eligibility Information

45-47 These numbers are from the past year's number of children eligible on April 30 (or use the eligibility at bottom of the April claim which may be the highest day of that month). Snack program site eligibility is based on this F&R percentage being 50% or more. Do NOT change monthly.

National School Lunch Program

48 Indicate if this site is participating in the National School Lunch Program. Provision 2 and 3 are options to consider for schools with very high F&R percentages. The details of Provision 2 and 3 are on our regular web pages under the School Nutrition Programs.

49 If the site is Lunch Provision 2 or 3, there will be a base year entered here.

50 **Offer vs Serve Lunch** required at high school sites, optional in all other grades. Students are offered all required components and have the option to refuse 1 or 2 of the 5 offered items.

51 **Pricing or Non-Pricing** Most schools set lunch prices for the students, most residential institutions and camps do not charge prices to the children for their meals (or milk).

52-53 **Student lunch prices** required if site is a pricing Program. Reduced-price lunch maximum is \$.40.

54 **Adult lunch price** must be greater than student prices by at least the paid reimbursement amount.

School Breakfast Program

55 Indicate if this site is participating in the School Breakfast Program. There will be an indication whether this site is eligible for Severe Need breakfast reimbursement.

56 If the site is Breakfast Provision 2 or 3, there will be a base year entered here.

57 **Offer vs Serve Breakfast** Optional. Allows children the option to refuse 1 of the 4 offered meal items.

58 **Pricing or Non-Pricing** Most schools set prices for the students, most residential institutions and camps do not charge prices to the children for their meals (or milk).

59-60 **Student Breakfast Price** required if a pricing Program. Reduced-price breakfast maximum is \$.30.

61 **Adult Breakfast price** must be greater than student prices by at least the paid reimbursement amount.

Special Milk Program

62 Indicate if this site is participating in the Special Milk Program.

63 **Access to federally funded meal programs?**

If "Yes" is selected, the Special Milk Program is not allowable. Go to Item 29.

If "Participating" and "No" is selected, one of the following options must be completed.

64-67 **Paid Milk Only** Select if all students are charged for milk and list the price charged, **or**, if no students are charged for milk as in 'non-pricing'. The price charged can only have a 3-cent profit margin after the reimbursement has been factored in. The milk charge for reimbursable milk must be figured as follows:

Average cost per ½ pint	EXAMPLE:	.1945
- current rate of reimbursement		- .1450
		.0495
+ <u>.0300 profit margin</u>		+ .0300
= <u>.00 maximum price per ½ pint, rounded down</u>		.0795

68-71	Paid and Free Milk	Select this if all students not eligible for free milk are charged. The price charged can only have a 3-cent profit margin after the reimbursement has been factored in. The milk charge for reimbursable milk must be figured as follows:	(.07 price)
	Average cost per ½ pint	EXAMPLE :	.1945
	- current rate of reimbursement		- .1450
			.0495
	+ .0300 profit margin		.0300
	= .00 maximum price per ½ pint, rounded down		.0795
			(.07 price)

After School Snack Program

- 72 Indicate if this site is participating in the After School Snack Program. Site Eligible means more than 50% of enrolled population is Free & Reduced. Documentation of this is necessary. If not participating, skip to #35.
- 73 **Description of Educational or Enrichment Activities** Describe the activities that are conducted during the After School Program, such as tutoring, homework help, etc. The activities must be available to ALL children.
- 74 Site number must be a valid site number on file with IDOE.
- 75-76 **Time** Indicate time the normal school day ends, and the time the After School Program begins. The children must have been in school during the afternoon to claim snack reimbursement AFTER school.
- 77 **Days Snacks Provided** At least one day is required to participate in the After School Snack Program.
- 78-79 **Amount charged to students for snacks** Required for Regular Snack participation. Reduced-price snacks maximum is \$.15. No prices are needed if Site eligible.

Summer Food Seamless Waiver

- 80 Indicate if this site is participating in the Summer Food Seamless Waiver. If not, skip to #97.
- 81 Site number must be a valid site number on file with IDOE.
- 82-83 **Separate organization operates this site** If "Yes"; enter the name of the organization.
- 84-89 **Does the meal service take place at a different location?** If "Yes", enter the site name, address, city, state, and zip, for this site.
- 91 **Type of Seamless waiver site** Select the type of site: an open site, closed site, or closed enrolled site.
- 92 **Months of Operation** Check all months that apply. At least one month of operation must be selected.
- 93 **Meals Served** Only two meals can be selected. Lunch and supper cannot both be selected.
- 94 **Estimated number of Children** Enter the estimated number of children to be served daily at this site.
- 95 **Location where meal service availability is advertised** At least one must be selected to participate in the Summer Food Seamless Waiver Program.
- 96 **Type of meal service advertisement** At least one must be checked to participate in the Summer Food Seamless Waiver Program.

Food Service Safety Inspection

97-99 Check only one for each of the required two annual inspections as to when/if there was a food service safety inspection from the county health department. If not, then whether or not an inspection was requested of the county health department.

Menu Planning

101 **School Breakfast Program** Check the menu planning option this site uses for the breakfast program.

102 **If “Nutrient Standard Menus”** Indicate which USDA-approved software is used.

103 **National School Lunch Program** Check the menu planning option this site uses for the lunch program.

104 **If “Nutrient Standard Menus”** indicate which USDA-approved software is used.

105 **If “Additional Menu Planning Approaches”** Describe how the Menus are planned that is different from all the other menu options. This option must be pre-approved by our office.

106 **Assisted NuMenus** – Enter the name of the company or person providing this service to you.

Accountability Procedures

107-108 Select method of collection and meals (or milk) counting. If “Other” is selected, thoroughly describe the Collection of money and Counting of meals (or milk) Procedures.

109-110 Indicate if Meals (or Milk) count is taken at the Point of Service. If “No”, enter the explanation as to why.