30% NYS Initiative Application Process

Who Can Apply?

- School Food Authorities (SFAs) that purchase NYS food items and prepare their own school lunches.
- SFAs that contract with a Food Service Management Company to purchase food items and prepare school lunches.
- SFAs that procure school lunches from a vendor are NOT eligible to participate.

When can SFAs Apply?

- Once all SFA Child Nutrition reimbursement claims for the 2021-2022 School Year (SY) have been submitted.
  - No later than August 15, 2022.

How to Apply – A Three Step Process

**Step 1: Locate and Enter Information on the 30% Application:**

1.1 **Access the NYSED’s 30% Initiative - Payment Query**
   - You can find this report on the same NYSED CN public report website ([Public Reports | Child Nutrition | NYSED](#)) titled “30% Initiative- Payment Query”.
     - This report allows you to select by SFA, School Year, Program and Payment Type (federal or State). You are also able to select multiple programs at one time to access payments for those programs together in one report. Once you make your selections, the report will generate an excel document for you providing the payment information for the program(s) selected. Please note that the claim month for each payment is listed under the “invoice num” column.

1.2 **Access the 21-22 SY 30% NYS Initiative Application excel document**
   - Go to The Department’s webpage for the 30% NYS Initiative and download the [2021-2022 School Year Application – 30% Initiative](#).

1.3 **Fill out the “30% Application” sheet in the excel document**
   - Enter Total Annual Amounts from July 1, 2021 - June 30, 2022:
     - **Total Annual Food Costs:**
       - The cost of all food purchased for breakfast, lunch, snack, summer food, a la carte, adult meals, catering, etc.
         - Including SCA funds
       - Do not include the value of USDA (commodity) Foods.
     - **Total Annual Sales:**
The amount of revenue received from the sale of all foods including breakfast, lunch, snack, summer food, a la carte, adult meals, catering etc.

- Other:
  - The amount of additional reimbursement received through Child and Adult Food Program, and all other revenue, if applicable.

- Total Annual Reimbursable School Lunch Sales
  - The total amount of revenue received from the sale of paid lunch meal sales

- Total Cost of NYS Food Products for NSLP*
  - The total cost of NYS foods purchased for the school lunch program.

*Please Note: Schools that participated in either the Seamless Summer Option (SSO) of the National School Lunch Program or in the Summer Food Service Program (SFSP) during the 2021-2022 SY may include the cost of NYS products in the lunches served through the SSO or SFSP from when schools opened in the Fall of 2021, until schools closed for the Summer in June 2022. Please see our memo, FAQ for 30% NYS Initiative during the 2021-2022 School Year, for more information.

**Step 2:** Complete the 30% NYS Initiative Attachment excel document & Sign the Attestation Statement:

2.1 Complete the 30% NYS Initiative Attachment excel document with the following information:
- Indicate your SFA name and 12-digit LEA Code.
- List each NYS food item and the total dollar value contributing to the 30% threshold.
- Indicate the documentation used to verify that each food item meets the definition of a NYS Food Product as defined in the 30% NYS Initiative Handbook.
- Indicate next to each NYS food item if the item is used in multiple programs (ex: used at both breakfast and lunch). If the food item is used in multiple programs, provide a written description of how your SFA properly separated out the cost of the NYS food items used solely for the lunch program.

2.2 Print Attestation Statement sheet on the excel document or open the Attestation Statement Sheet (fillable) and have it signed and dated by the SFA Superintendent, Executive Director, Chief School Officer, or a duly authorized designee.

**Step 3:** Submit the completed 30% Initiative Attachment and the signed Attestation Statement to 30%Initiative@agriculture.ny.gov

3.1 Email the signed attestation statement AND the completed 30% NYS Initiative Attachment excel document to 30%Initiative@agriculture.ny.gov no later than August 15, 2022.
- Failure to submit the signed attestation statement by the deadline will result in the application being deemed abandoned and no longer subject to further consideration.
- SFA records to support NYS purchases are not required to be submitted at the time of application unless specifically requested.
- All SFAs wishing to receive the additional reimbursement should expect an off-site and/or on-site review of documentation by AGM. It is expected all SFAs applying for the initiative have supporting documentation available at the time their application is submitted. Upon request, SFAs are required to make all accounts and records pertaining to its school food service immediately available to USDA, AGM or any other authorized entity, for audit or review.

Approval Notification

- The SFA administrator who submitted the application will receive email notification of the application approval.
  - There will be a certification letter to follow

Amount of 30% NYS Initiative State Subsidy for 2021-2022 SY Lunches

- Combined with any other annual State subsidy, approved SFAs will receive a total of 25 cents for each NSLP/SSO lunch meal claimed in the 2021-2022 school year.