



## 30% New York State Initiative Application Process

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### 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 application school year (SY) have been submitted.
  - No later than August 15.

### How to Apply: A Three-Step Process

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

##### 1.1 Access the excel document for the [30% NYS Initiative Application](https://agriculture.ny.gov/30-percent-initiative)

- Go to The Department’s webpage for the [30% NYS Initiative](https://agriculture.ny.gov/30-percent-initiative) (<https://agriculture.ny.gov/30-percent-initiative>)
- Under the “Apply” Section, click and download the excel document for the [30% NYS Initiative Application](https://agriculture.ny.gov/30-percent-initiative)
  - Application also found here: <https://agriculture.ny.gov/school-year-application-30-initiative>

## 1.2 Access the New York State Education Department (NYSED) SFA Payment Query

- Go to [NYSED CN's Public Report Website \(http://www.cn.nysed.gov/content/public-reports\)](http://www.cn.nysed.gov/content/public-reports) and click the report titled "[SFA Payment Query](#)"
  - This report allows you to select by SFA, School Year, Program, and Payment Type (federal or State). You can also 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.

## 1.3 Open the XLS option for the "[SFA Payment Query](#)."



## 1.4 Select your Sponsor Name, School Year, Program Name, and State/Fed Type. This will be done four times:

- 1.4.1. Total Annual **Federal** Reimbursement
- 1.4.2. Total Annual **State** Reimbursement
- 1.4.3. Total Annual School Lunch **Federal** Reimbursement
- 1.4.4. Total Annual School Lunch **State** Reimbursement

### 1.4.1 Time #1 - for Total Annual **Federal** Reimbursement:

- a. Sponsor Name: Select your school district,
- b. School Year: Select the school year your purchases were made in,
- c. Program Name(s): Select only the following – to select multiple at a time, hold CTRL and click on each of the following selections:
  - i. Breakfast
  - ii. Lunch
  - iii. Milk
  - iv. Snack
  - v. Summer Food Service Program
- d. Select State/Fed Type: Select **F** for **Federal**,
- e. Click "OK"

#### Program Name

Provide a value:

- \* Breakfast
- Fresh Fruit and Vegetable
- Local Food for Schools
- Lunch
- Milk
- P-EBT Grant
- Snack
- Summer Food Service Program

- i. The total for your Federal Reimbursement will be listed at the bottom as “Overall – Total.” It will look something like this:

Sponsor Name	Sponsor LEA Code	Agency Type	Agency Sub Type	School Year	Program Name	State Fed Typ	Transaction Amount
<b>Overall - Total</b>							\$ -

- ii. Please find the “Supply Chain Assistance Funds” in column I and subtract that from the total. Put this number underneath “Overall – Total.”

This number will go in the “30% Application” sheet in the “[30% NYS Initiative Application](#)” excel document for the “Total Annual **Federal** Reimbursement” under Step 1:

<b>Step 1: Calculate Total Food Cost Percentage</b>	Total Annual Food Costs	\$ -
	Total Annual Federal Reimbursement	\$ -

**1.4.2** Time #2 - for Total Annual **State** Reimbursement:

- a. Sponsor Name: Select your school district,
- b. School Year: Select the school year your purchases were made in,
- c. Program Name(s): Select only the following – to select multiple at a time, hold CTRL and click on each of the following selections:
  - i. Breakfast
  - ii. Lunch
  - iii. Milk
  - iv. Snack
  - v. Summer Food Service Program
- d. State/Fed Type: Select **S** for **State**
- e. Click “OK”

Program Name  
Provide a value:

- \* Breakfast
- Fresh Fruit and Vegetable
- Local Food for Schools
- Lunch
- Milk
- P-EBT Grant
- Snack
- Summer Food Service Program

This number will go in the “30% Application” sheet in the “[30% NYS Initiative Application](#)” excel document for the “Total Annual **State** Reimbursement” under Step 1:

<b>Step 1: Calculate Total Food Cost Percentage</b>	Total Annual Food Costs	\$ -
	Total Annual Federal Reimbursement	\$ -
	Total Annual State Reimbursement	\$ -

**1.4.3** Time #3 - for Total Annual School Lunch **Federal** Reimbursement

- a. Sponsor Name: Select your school district,
- b. School Year: Select the school year your purchases were made in,
- c. Program Name: Select Lunch,
- d. State/Fed Type: Select **F** for **Federal**,
- e. Click “OK”
  - i. The total for your Federal Reimbursement will be listed at the bottom as “Overall – Total.”
  - ii. Please find the “Supply Chain Assistance Funds” and subtract that from the total.

This number will go in the “30% Application” sheet in the “[30% NYS Initiative Application](#)” excel document for the “Total Annual School Lunch **Federal** Reimbursement” under Step 2

Step 2: Report Income from Reimbursable Lunches	Total Annual School Lunch Federal Reimbursement	\$ -
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**1.4.4** Time #4 - for Total Annual School Lunch **State** Reimbursement

- a. Sponsor Name: Select your school district,
- b. School Year: Select the school year your purchases were made in,
- c. Program Name: Select Lunch,
- d. State/Fed Type: Select **S** for **State**,
- e. Click “OK”

This number will go in the “30% Application” sheet in the “[30% NYS Initiative Application](#)” excel document for the “Total Annual School Lunch **State**.”

Step 2: Report Income from Reimbursable Lunches	Total Annual School Lunch Federal Reimbursement	\$ -
	Total Annual School Lunch State Reimbursement	\$ -

**1.5 Fill out the remaining information on the “30% Application” sheet**

- Enter Total Annual Amounts from July 1- June 30 of the application school year:
  - Total Annual Food Costs: The cost of all food purchased for breakfast, lunch, snack, summer food, a la carte, adult meals, catering, etc.
    - 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) may include the cost of NYS products in the lunches served through the SSO or SFSP. 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 on the [30% NYS Initiative Application](#):**

**2.1 Complete the 30% NYS Initiative Attachment excel document with the following information:**

- Indicate your SFA name and 12-digit LEA Code.
- Indicate the School Year your purchases were made.
- 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](#).
  - o Handbook also found here: <https://agriculture.ny.gov/handbook-30-initiative>

- Indicate next to each NYS food item if the item is used in multiple programs (ex: used at breakfast and lunch, or used in the Fresh Fruit and Vegetable Program, etc.). If the food item is used in various 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 the 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.**

- Fillable attestation can also be found here: <https://agriculture.ny.gov/attestation-statement-sheet-fillable-30-initiative>

**Step 3:** Submit the completed 30% Initiative Attachment and the signed Attestation Statement to [30percent@agriculture.ny.gov](mailto:30percent@agriculture.ny.gov).

**3.1 Email the signed attestation statement AND the completed 30% NYS Initiative Attachment excel document to [30percent@agriculture.ny.gov](mailto:30percent@agriculture.ny.gov) no later than August 15, 2023.**

- 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 documentation review by AGM. All SFAs applying for the initiative are expected to have supporting documentation available when their application is submitted. Upon request, SFAs must 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 an email notification of the application being received and an approval or denial email once thoroughly reviewed.
  - There will be a certification letter to follow

## Amount of 30% NYS Initiative State Subsidy for the Following SY Lunches

- Combined with any other annual State subsidy, approved SFAs will receive 25 cents for each NSLP and SSO lunch meal claimed in the following school year.

## Calculator Chart

This guide reflects each program available to SFAs, how revenue and expense should be included or excluded in each calculator category, and the programs where purchasing NYS foods will count towards qualifying for the NYS 30% Initiative.

Include
Exclude
Lunch Only

		NSLP	SSO	SFSP	Special Milk Prgrm.	Snack Prgrm.	LFS	SCA	FFVP
Total Annual Food Costs	\$ -								
Total Annual Federal Reimbursement	\$ -								
Total Annual State Reimbursement	\$ -								
Total Annual Sales	\$ -								
Total Annual Revenue	\$ -								
Food Cost Percentage	#DIV/0!								
Total Annual School Lunch Federal Reimbursement	\$ -								
Total Annual School Lunch State Reimbursement	\$ -								
Total Annual Reimbursable School Lunch Sales	\$ -								
Total Annual Revenue from Reimbursable School Lunches	\$ -	Can include NYS purchases	Can include NYS purchases	Can include NYS purchases	Cannot include NYS purchases	Cannot include NYS purchases	Can include NYS purchases	Can include NYS purchases	Cannot include NYS purchases