30% New York State 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 application school year (SY) have been submitted.

1. No later than August 15.

How to Fill Out The Application

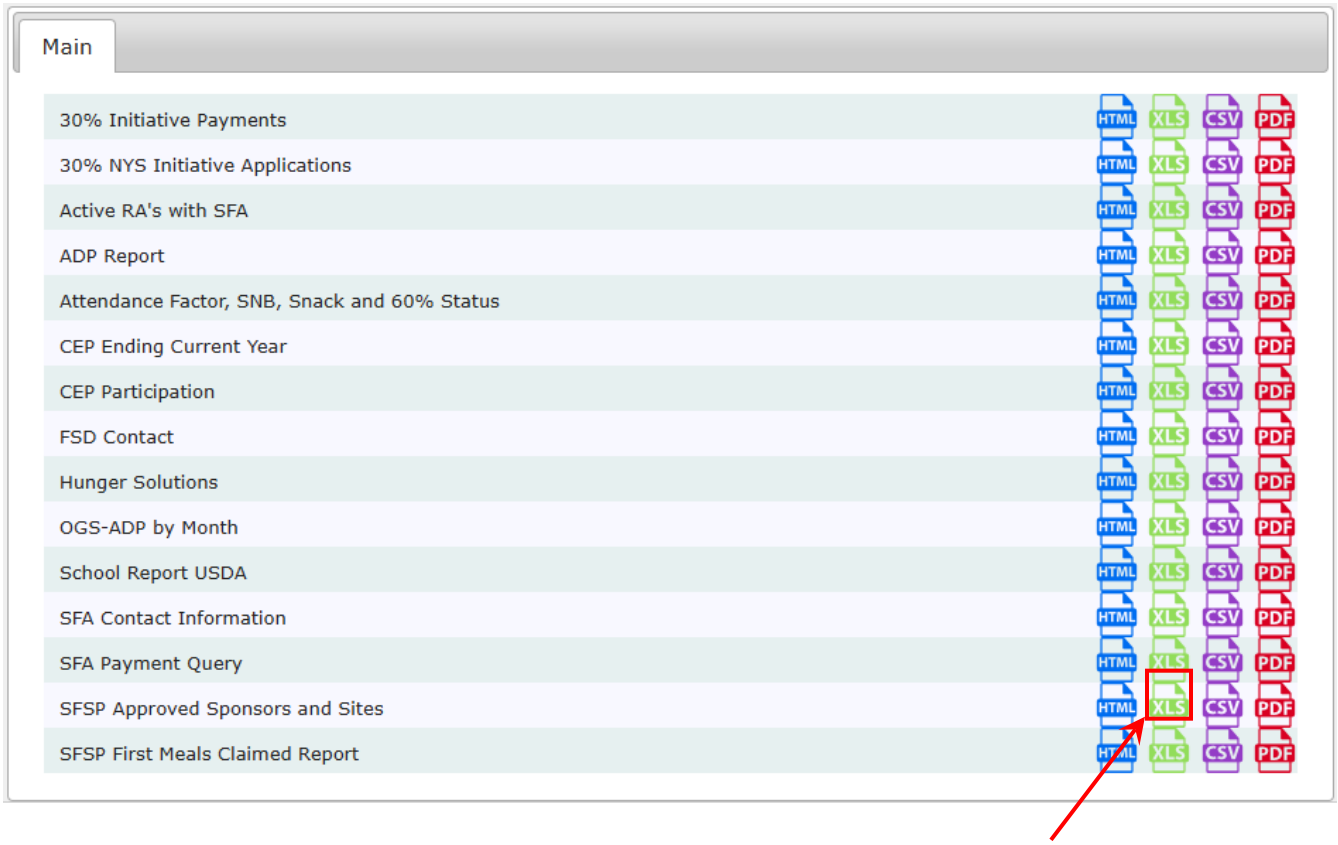
There are 3 sections to fill out in the application: The Application Calculator, Application Attachment, and Attestation Statement.

Section 1: Application Calculator

1. Download the "30% Initiative Application" from the Department of Agriculture and Market's (AGM's) website: https://agriculture.ny.gov/30-percent-initiative
    a. Select the "30% Application Calculator" tab.
2. Fill in the calculator with the appropriate information. The below table outlines the basic documentation necessary to fill in the application, and what is required when submitting the application.
    a. For detailed instructions on filling out the calculator, see Section 1, #4, or download the Foodservice Director Handbook on the 30% website.

Documentation	Justification For	Required with Application?
Annual Expense Report (from financial system)	Total Annual Food Cost	Yes
Annual Sales/Revenue Report (from financial system)	All revenue categories except reimbursement.	Yes
SFA Payment Queries (from NYSED)	Total Annual Federal Reimbursement, Total Annual State Reimbursement Total Annual School Lunch Federal Reimbursement, Total Annual School Lunch State Reimbursement	No, AGM will pull these reports to verify the amounts in the application.

3. **Reimbursement**
    a. Federal and State reimbursement can be downloaded from NYSED's Public Reports Portal. Select the "XLS" option for "SFA Payment Query".
    b. 4 reports from this system will need to be run. These reports will be used to fill in the Total Annual Federal Reimbursement, Total Annual State Reimbursement, Total Annual School Lunch Federal Reimbursement, and Total Annual School Lunch Federal Reimbursement lines in the application.
        i. Select the highlighted items below when running each report.



Total Annual Federal Reimbursement

Program Name

Provide a value:

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

Select all Deselect all

State Fed Typ

Provide a value:

- F
- S

Total Annual State Reimbursement

Program Name

Provide a value:

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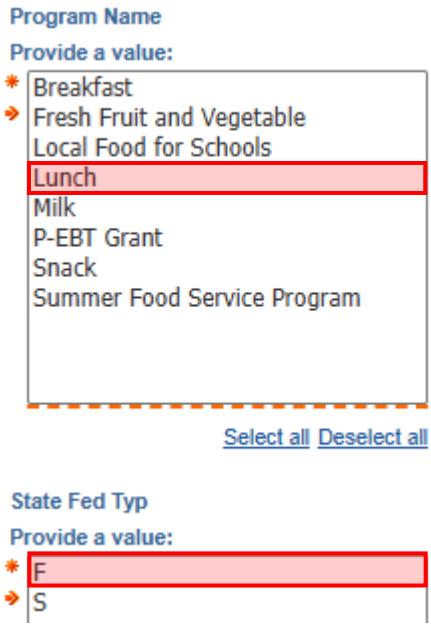
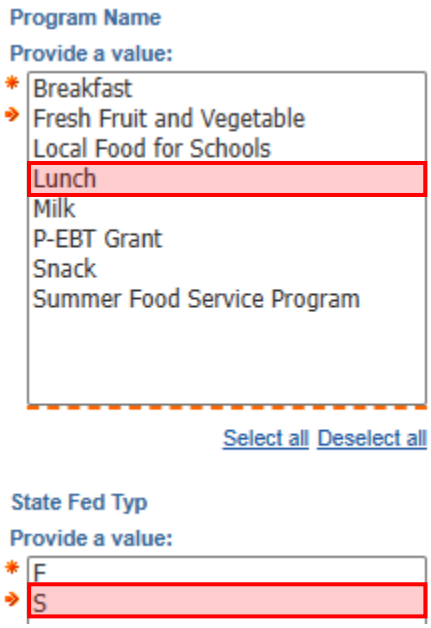
Total Annual School Lunch Federal Reimbursement



Total Annual School Lunch State Reimbursement



Include
Exclude
Lunch Only

4. **Total Annual Food Cost**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. Only reports from the district's financial system are acceptable. Profit and loss statements from the SFA will not be accepted as proof of food cost. No calculations to determine net food cost will be accepted, including using beginning and ending inventory.
   i. Total food cost reports are to be run for July 1st through June 30th of the application year. Food cost for the programs labeled in green above are to be included, in addition to any food costs associated with catering, outside programs, and any other instance where the SFA purchased food for, excluding programs labeled in red above.
   ii. LFS, SCA, and FFVP funds can be removed from total food cost.
      1. If the cost of food purchased for/through LFS, FFVP, and SCA are separate from the total food cost report, leave total food cost as is.
      2. If the cost of food purchased for/through LFS, FFVP, and SCA are included in the total food cost report, those expenses can be removed by subtracting the reimbursement for FFVP and LFS, found in NYSED's Payment Query report.
      3. If the cost of food for SCA is included in the total food cost report, a tracking sheet noting how SCA funds were spent, or budget transfer noting a transfer of funds from the SCA line to the food cost line is required to be able to verify those purchases. If no tracking sheet is provided, food spent with SCA funds will remain in the Total Food Cost line.

Required Documentation: Financial system reports that show total annual food cost. Any additional food cost budget lines are also to be included, for instance if the Summer Food Service Program food cost is in a separate line from the NSLP food cost.

Include
Exclude
Lunch Only

5. **Sale of Reimbursable Meals**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

   a. This category includes the amount received from the sale of full pay and reduced price meals.
      i. Only reports from the district's financial system are acceptable. Profit and loss statements from the SFA will not be accepted as proof of sales.

   Required Documentation: Financial system report that shows the sale of reimbursable breakfasts and lunch.

6. **Meal Debt**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

   a. This category includes any meal debt that was covered by the general fund in the form of a budget transfer, and any meal debt that was uncollected as of June 30th.
      i. General fund transfers for purposes other than to cover meal debt will not be accepted.

   Required Documentation: Financial system report showing a transfer from the general fund to the school lunch fund, for the sole purpose of covering meal debt. An under report from the SFAs POS system showing all negative account balances as of June 30th to verify the transfer amount.

   Note: do not send reports with student names or eligibility.

7. **A la Carte Sales**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

   a. This category includes all a la carte sales.
      i. Include any adult a la carte purchases and vending machine sales in this category.
      ii. Do not include any vending machine sales for reimbursable meals.

   Required Documentation: Financial system report that shows total a la carte sales across all programs (breakfast, lunch, etc.).

8. **Adult Meals**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

   a. This category includes all adult meal sales.

   Required Documentation: Financial system report that shows total adult meal sales, including breakfast and lunch. Exclude any tax charged for these meals.

9. **Catering Sales**

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

   a. This category includes catering revenue for any event outside of the school lunch program.
      i. Includes catering for superintendent conference days, meetings, sports events, and any other event where the SFA charges for the food provided.

   Required Documentation: Financial system report that shows total catering revenue earned by the SFA.

10. Vendor Rebates

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. This category includes any rebates from vendors for food purchases.
    i. Do not subtract the value of rebates from total food cost, only include the dollar amount in this category as revenue.

Required Documentation: Financial system report showing rebates received from vendors for food purchases.

11. BOCES Aid

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. This category includes any BOCES Aid received for administration of the foodservice operation.
    i. Exclude BOCES Aid received for any services outside of foodservice administration.

Required Documentation: Financial system report showing BOCES Aid received for foodservice administration.

12. CACFP Reimbursement

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. This category includes any CACFP reimbursement received directly by the SFA.

Required Documentation: Proof of CACFP Reimbursement from the issuing agency.

13. Revenue from Vending Meals to Other Programs

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. This category includes revenue received from cooking and preparing meals for programs or sites not affiliated with the SFA.

Required Documentation: Revenue reports from the district financial system.

14. Total Annual School Lunch Federal Reimbursement

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. Reimbursement reports are to be pulled from NYSED's website.
    i. Payment Query reports are used to determine Total Annual Federal Reimbursement, Total State Reimbursement, Total Annual School Lunch Federal Reimbursement, and Total Annual School Lunch State Reimbursement.

Required Documentation: No documentation required. Ag and Markets will verify these numbers by accessing NYSED's Payment Query reports.

15. Total Annual School Lunch State Reimbursement

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. Reimbursement reports are to be pulled from NYSED's website.
    i. Payment Query reports are used to determine Total Annual Federal Reimbursement, Total State Reimbursement, Total Annual School Lunch Federal Reimbursement, and Total Annual School Lunch State Reimbursement.

Required Documentation: No documentation required. Ag and Markets will verify these numbers by accessing NYSED's Payment Query reports.

16. Total Annual Reimbursable School Lunch Sales

NSLP	SSO	SFSP	Special Milk Prgrm.	CACFP	Snack Prgrm.	LFS	SCA	FFVP

a. This category includes the amount received from the sale of paid and reduced school lunch meals served within the SFA's lunch program or received as revenue from vending meals. **Required Documentation**: Financial system reports that show total sales, with sale of reimbursable lunch meals included as a separate line.

Section 2. Application Attachment

The "Application Attachment" section details what items were purchased by the SFA, and how those items have been verified as coming from NYS. Examples of correct and incorrect ways to fill out this section are provided below. A chart of required documentation can be found in the "Documentation Verification" section, below.

1. **Food Item**
    a. Items should be listed individually, not grouped together in larger categories like "NYS produce".
    b. Some items may be listed multiple times if more than one distributor supplied that item during the school year.
2. **Producer/Manufacturer**
    a. The grower or processor of the item should be listed here.
        i. In some cases, like beef, the grower and processor may be 2 different entities. If that happens, please list the processor.
3. **Distributor**
    a. The company that delivered the food should be listed here.
        i. If the grower or processor also delivers, the name of that grower or processor should also be used in the "Distributor" column.
4. **Total NYS Lunch Cost**
    a. List the total amount paid for each item.
        i. Where items need to be listed twice because of multiple distributors delivering the same product, the cost paid to each distributor needs to be noted.
5. **Proof of NYS Documentation**
    a. A dropdown menu is available when selecting cells in this column. See the "NYS Verification Documentation" section below for more details. Please select from the following options:
        i. Product is NYS Grown & Certified
        ii. Product is on NY Food Database (Airable)
        iii. NYS Product Formulation Statement
            1. Used when a product requires a PFS, but is not on the NY Food Database.
        iv. Sourcing Letter
            1. Used mostly when verifying fresh items, like produce, sold by distributors.
        v. Farm name and address on invoice
            1. Used only for growers who also deliver. A distributor who lists the sourcing on their invoice still needs to provide a sourcing letter.
        vi. Other
            1. Used when the verification method used is not noted elsewhere. Explanation of the verification method will need to be provided during the audit or review process.
6. **Is this a "Multi-Use" Item?**
    a. A dropdown menu is available when selecting cells in this column.
        i. Yes
            1. Used if the product listed is also used in programs outside of lunch, for example breakfast or Headstart.
            2. If "Yes" is selected an explanation of how those costs are separated is required under the "If Multi-Use, describe how you separated the cost of the NYS item that was used at lunch" column.
        ii. No

1. Used if the product listed is not used outside of lunch service.

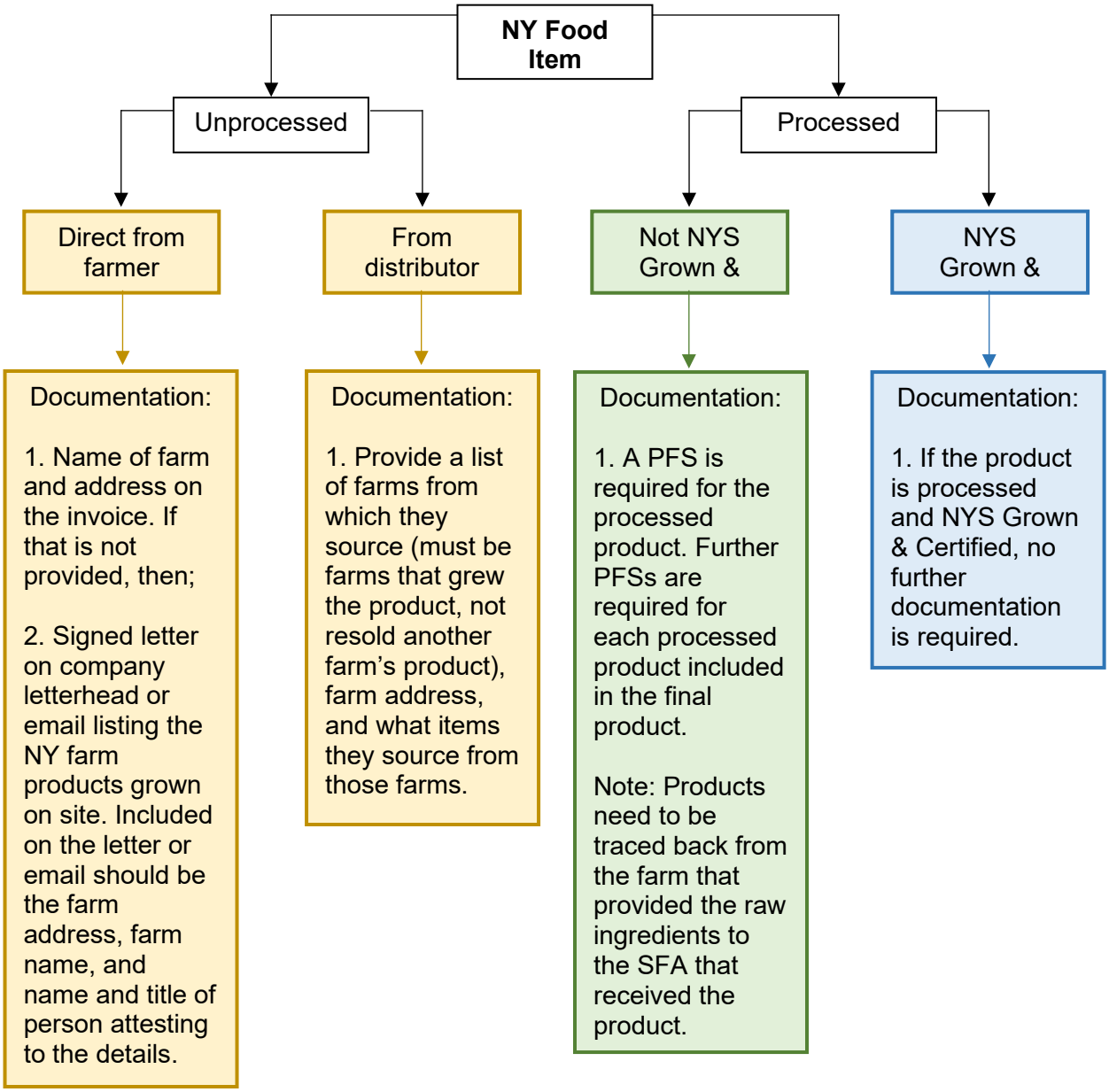
Correct

Food Item	Producer/Manufacturer	Distributor	Total NYS Lunch Cost ($)	Proof of NYS: Documentation (select from drop down)
Apples	Grower A	Grower A	$8,265.49	Farm name and address on invoice
Apples	Grower B	Distributor B	$2,642.12	Sourcing Letter
Pasta	Processor 1	Food Hub A	$642.08	NYS Product Formulation Sheet
Pasta	Processor 1	Distributor A	$1,262.93	NYS Product Formulation Sheet

Incorrect

Food Item	Producer/Manufacturer	Distributor
Apples	Various	Various
Pasta	Processor 1	Various

NYS Documentation Verification



Step 3: Attestation Statement & Submission

1. The Attestation Statement needs to be signed by the district superintendent.
    a. This can be printed out, signed, and scanned from either the 30% Application spreadsheet, or the "Attestation Statement Sheet (Fillable)" found at AGM's website, here.
2. After the "30% Initiative Application" has been filled out entirely, and the "Attestation Statement" has been signed, the application may then be submitted to AGM at 30percent@agriculture.ny.gov