HNS# 15-2014

MEMORANDUM

To: National School Lunch Program (NSLP) Sponsors

From: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Date: June 27, 2014

Subject: NSLP Revised Food Program Permanent Service Agreement (FPPSA) Instructions

As stated in HNS 12-2014 the FPPSA has been updated and became available June 23, 2014. The CNPWeb sponsor applications for SY 2014-15 will not be approved until this new agreement has been approved. Two original documents must be submitted to the ADE office at the address below:

Health and Nutrition Services Division
Arizona Department of Education
1535 W. Jefferson, Bin #7
Phoenix, AZ 85007

Once ADE has received and approved the documents, one signed original will be returned to the LEA.

To assist in a timely turnaround, here are some tips to a perfect submission:

- Do not use Wite-out.
- The FPPSA signature pages are available to download as a Word document. However, the document formatting should not be modified. Compare the original with the completed document to ensure consistency.
- If possible have signatures in blue ink - do not sign with a felt pen as it is hard to distinguish them from a stamp which is not allowed.
- Your “SPONSOR” name must match what appears in CNPWeb.
- Page 1 – Cover page: The 2nd blank line “Doing Business As (if applicable).” is generally left blank.
Page 1 – Cover page: The paragraph beginning with “This Agreement…” has a blank line “(to be completed by the SPONSOR)”. This line should be filled in with one of the options below:

1. For a Charter School: “A.R.S. 15-183 (H)”
2. For a Public School: “A.R.S. 15-342 (13)”
3. Otherwise leave blank

Page 17 – Certification page: The instructions at the top of page 17 have an error. “(5) Legal title of the SPONSOR’S governing board; current year.” should read “(5) Legal name of the SPONSOR”.

Page 18 – Signature page: Don’t forget to print the titles with the names.

Page 18 – Signature page: We recommend you fill out all the lines, however do not attempt to add lines.

Contact Information

If you have questions or concerns regarding this memo, please contact ADE at (602) 542-8700 and ask to speak to your NSLP Specialist. Returning Sponsors have an assigned Specialist and can find specific contact information upon logging into CNPWeb through Common Logon.