

Registration and Renewal Application Instructions

Before a Business Entity can respond to solicitations for quotes, proposals, or bids for vended meals or as a full-service Food Service Management Company (FSMC) from a Sponsor in Child Nutrition Programs (CNPs) in Pennsylvania, they must be registered with the Pennsylvania Department of Education, Bureau of Budget and Fiscal Management, Division of Food and Nutrition (DFN) and placed on DFN's *List of Registered FSMCs and Pre-Plated Vendors*. CNPs include, but are not limited to, the National School Lunch Program (NSLP), the School Breakfast Program (SBP), the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).

Registration and Renewal Instructions

I. General Information

- a. Legal Name: The Business Entity's legal name, street address, city, state, county, and zip code.
- b. Federal Employer Identification Number (FEIN): This is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification.
- c. Contact Information: Contact Person title, email address, and telephone.
- d. Web Address: Provide the Business Entity web address if available.
- e. PA Business Entity ID Number: Issued by PA Department of State (Required for all business entities except Sole Proprietor)
- f. List other Business Entity Names: Provide a list of the company names (other than the one provided) currently in use and other names that may have been used in the past. Also, list all additional site addresses currently in use.
- g. List of Business Entity Officers: Provide a list of all owners of the company, their title, and the percent of ownership.

II. Question Responses

- a. List the County (ies) in Pennsylvania in which the Business Entity is willing to provide service.
- b. Catering License: If the Business Entity is required to have a catering license with the city, county, township, or municipality where it conducts business, attach a copy with the application.
- c. Operating in other States: If the Business Entity is licensed to operate in other states, provide a list of all states in which it does business in the box provided.
- d. Bankruptcy: If the Business Entity or any of its owners have declared bankruptcy in the past seven years, provide an explanation in the box, e.g., type of bankruptcy, etc.
- e. National Disqualified List (NDL): Potential Vendors cannot be suspended, disqualified, or proposed for suspension or disqualification from any federal program or placed on the NDL. If the Business Entity has been placed on the NDL, provide the reason for the suspension or disqualification in the box provided.
- f. Convictions: If any Owners or Executives of the business have been convicted of fraud, financial mismanagement, or lack of business integrity provide an explanation in the box provided.
- g. Experience: Summarize the Business Entity experience by providing number of years in business, food service experience, CNP experience, culinary school experience, etc.

III. Meal Service Information

There are two types of meal service a Business Entity can provide to a Sponsor of CNPs. Review the below types to determine the service the Business Entity will offer.

Full Service: A Business Entity that prepares and serves meals; manages the food service program(s); organizes and maintains program documents; may purchase food, supplies, and/or equipment on behalf of the Sponsor; and may provide program guidance and training. The Business Entity may NOT access the Child Nutrition Program Electronic Applications and Reimbursement System (CNPEARS), commonly referred to as PEARS (Pennsylvania Electronic Application and Reimbursement System), or individual student meal eligibility information. Full service is only permitted in the School Nutrition Programs (SNP) (i.e., National School Lunch Program (NSLP) and School Breakfast Program (SBP)).

Vended Service: A Business Entity that prepares meals off-site (Business Entity's facility) then delivers the meals to the Sponsor. This service is often referred to as pre-plated service. The Business Entity may NOT serve meals, access individual student meal eligibility information, collect meal payments, conduct point of service meal counts, provide program oversight, collect claim data, or act as an employee of, or on the behalf of, the Sponsor. Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) Sponsors can only use vended service for meals. NSLP and SBP may also use vended service.

- a. Type of Service: Determine the type of service(s) that will be provided (Full-Service vs Vended Service) then check the box on the application for the type of service the Business Entity will offer. If the Business entity will provide Full-Service and Vended, check both boxes.
- b. Program(s) Service(s): Check the box for each program the Business Entity will provide services for:
 - i. SNP: NSLP and SBP
 - ii. CACFP
 - iii. SFSP
- c. Past Program Service: Check all boxes that apply if the Business Entity has provided food service in the past for any of the above listed programs and indicate the number of years the service was provided.

The Business Entity is required to provide the facility name(s) and address(es) where the Business Entity will prepare meals.

IV. Vended Service Providers

The Business Entity is required to provide the facility address(es), health inspection results, and a health certification.

- a. Facility Address(es): In the space provided, list all the facility(ies) where the Business Entity will prepare meals.
- b. Health inspections: Are required annually. If the Business Entity did not pass its most recent inspection, provide a list of citations received for any health, safety, or sanitation violations for each site listed.
- c. Health Certification: By responding YES, the Business Entity is required to provide certification that it will maintain the applicable health certifications and assure that all state and local regulations are met for preparing and serving meals. If NO, the Business Entity cannot qualify to be on the Registered List.

V. Required Trainings

The Business Entity is required to complete the applicable training listed below before being registered or renewed based on the type of service the Business Entity checked above. The trainings should be completed by the Individual/Manager responsible for providing the services for the program(s). Once the trainings are completed, you will receive a certificate number which will need to be provided in the application.

- a. Trainings can be found at School Nutrition Toolbox (for SNP and SBP trainings) <http://www.schoolnutritiontoolbox.org/eCourses/index.php> and Child Nutrition Toolbox (for CACFP and SFSP trainings) <http://www.childnutritiontoolbox.com>.
- b. Business Entity should identify the individual/manager that will complete the trainings.
- c. Identify the trainings to complete based on the type of service(s) checked in the application.
- d. Business Entity will need to create an account to take the trainings.
- e. Use agreement number: 000-00-000-0
- f. Business Entity will receive a certificate of completion. Enter the certificate number in the space provided to show proof of completion.

g. TRAININGS:

Required Trainings:

SNP Trainings:

- i. Production Records, Standardize Recipes & Usage Recipes
- ii. Offer versus Serve
- iii. Procurement in School Nutrition Programs
- iv. School Breakfast Meal Pattern & Nutrition Standards
- v. School Lunch Meal Pattern & Nutrition Standards

CACFP Trainings:

- i. PDE-603 CACFP Meal Pattern Guide
- ii. PDE-605 Crediting Foods in the CACFP 2020
- iii. PDE-606 CACFP Infant Meal Pattern
- iv. PDE-607 Navigating Special Dietary Needs
- v. PDE-608 Offer vs Serve: How to Offer Food Choices CACFP

SFSP Trainings:

- i. PDE-624 SFSP Meal Patterns/Crediting/Menu Planning
- ii. PDE-625 SFSP Special Dietary Needs

Optional Trainings: Links to additional trainings that the Business Entity may be interested in completing; however, they are not required.

- i. The Institute of Child Nutrition <https://theicn.org/>
- ii. Select training then eLearning trainings.
- iii. The food safety trainings are on page 5, page 9, and page 10: Food Safety in Summer
Food Safety in Child Care
Food Safety in School

VI. Provide digital signature, title, and date.

VII. Submit application and any attachments to RA-FSMC@pa.gov.



Application for Registration/Renewal Food Service Management Company/Pre-Plated Vendor

General Information

Business Entity's Legal Name:

Street Address:

City: State: County: Zip Code:

Federal Employer Identification Number (FEIN):

Contact Person: Title:

Email Address: Telephone:

Business Web Address:

PA Business Entity ID Number:

Issued by PA Department of State (Required for all business entities except Sole Proprietor).

List all additional site addresses currently in use and all other Business Entity Names and addressed current in use or used in the past:

Name	Street	City	State	Zip Code

List of Business Entity officers:

Name	Title	Business Owner Financial Interest %

Questions

List the county(ies) in which the Business Entity is willing to provide service:

Catering License: Does the city, county or municipality require the Business Entity to have a catering license?
 YES NO If YES, attach a copy of the catering license to the email with submission.

Operating in Other States: Is the Business Entity licensed to operate in other states?
 YES NO If YES, list states.

Bankruptcy: Did the Business Entity, owners, principals, or executives declare bankruptcy in the past seven (7) years?
 YES NO If YES, explain.

National Disqualified List: Has the Business Entity or its owners, principals, or executives ever been suspended, disqualified, or proposed for suspension or disqualification from any federal program or placed on the National Disqualified List (NDL)?
 YES NO If YES, explain.

Convictions: Has the Business Entity, owners, principals, or any executives been convicted of fraud, financial mismanagement, or other lack of business integrity within the past seven (7) years?
 YES NO If YES, explain.

Business Entity Experience. Summarize: (number of years in business, general food service experience, Child Nutrition Program (CNP) food service experience, etc.):

Meal Service Information

There are two types of meal service a Business Entity can provide to a Sponsor of Child Nutrition Programs (CNPs):

Full Service: A Business Entity that prepares and serves meals; manages the food service program(s); organizes and maintains program documents; may purchase food, supplies, and/or equipment on behalf of the Sponsor; and may provide program guidance and training. The Business Entity may NOT access the Child Nutrition Program Electronic Applications and Reimbursement System (CNPEARS), commonly referred to as PEARS (Pennsylvania Electronic Application and Reimbursement System), or individual student meal eligibility information. Full service is only permitted in the School Nutrition Programs (SNP) (i.e., National School Lunch Program (NSLP) and School Breakfast Program (SBP)).

Vended Service: A Business Entity that prepares meals off-site (Business Entity's facility) then delivers the meals to the Sponsor. This service is often referred to as pre-plated service. The Business Entity may NOT serve meals, access individual student meal eligibility information, collect meal payments, conduct point of service meal counts, provide program oversight, collect claim data, or act as an employee of, or on the behalf of, the Sponsor. Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) Sponsors can only use vended service for meals. SNP (NSLP and SBP) may also use vended service.

Service(s) Type: (check all that apply):

Full service Vended Service

Program(s) providing food service for (check all that apply):

SNP including NSLP, SBP CACFP SFSP

Program(s) serviced in the past. If any, provide length of service:

SNPs including NSLP, SBP Enter number of year(s)

CACFP Enter number of year(s)

SFSP Enter number of year(s)

None

Vended Service Providers

Facility Address(es): List below the address of each facility where meals are prepared. Attach a separate sheet if additional space is required.

Name	Street	City	County	State	Zip Code

Health Inspection: Did the Business Entity pass its most recent health inspection for the listed facility(ies) where meals will be prepared?

YES NO

If NO, list citations received for health, safety, or sanitation violations, for all sites. Attach a separate sheet if additional space is required.

Site Address	Year	Violation

Health Certification: The Business Entity agrees to maintain applicable health certifications and assure that all state and local regulations are met for preparing and serving meals?

YES NO

Required Trainings

The Business Entity will be required to complete the below trainings before becoming registered. Trainings to complete will be based on the type of services the Business Entity checked in the Meal Service section above. The trainings should be completed by the Individual/Manager responsible for providing the services for the program(s). Once the trainings are completed a certificate number will be provided, which will need to be indicated below. Trainings can be found at <http://www.schoolnutritiontoolbox.org/eCourses/index.php> and <http://www.childnutritiontoolbox.com>.

SNP Trainings

Enter Certificate Numbers

- i. Production records, Standardize Recipes & Usage Recipes
- ii. Offer versus Serve
- iii. Procurement in School Nutrition Programs
- iv. School Breakfast Meal Pattern & Nutrition Standards
- v. School Lunch Meal Pattern & Nutrition Standards

CACFP Trainings

- i. PDE-603 CACFP Meal Pattern Guide
- ii. PDE-605 Crediting Foods in the CACFP 2020
- iii. PDE-606 CACFP Infant Meal Pattern
- iv. PDE-607 Navigating Special Dietary Needs
- v. PDE-608 Offer vs. Serve: How to Offer Food Choices CACFP

SFSP Trainings

- i. PDE-624 SFSP Meal Patterns/Crediting/Menu Planning
- ii. PDE-625 SFSP Special Dietary Needs

Business Entity attests that all responses are true and correct to the best of their knowledge. Any misrepresentation may result in prosecution under applicable State and Federal statutes. If the State Agency at any time, obtains information that is inconsistent with the responses provided, the Business Entity will not be eligible to become Registered or if Registered, can be de-listed. It is the responsibility of the Business Entity to inform the State Agency of any changes to its services.

YES

The Business Entity will be required to renew this application every three years. In the third year, the Business Entity will receive a communication from the State Agency with instructions to renew its registration. The Business Entity will have thirty (30) days to complete the registration renewal.

Name:

Date:

Title:

Submit the completed application with additional attachments and any questions to RA-FSMC@pa.gov.

State Use Only

Date Registered	Date of Renewal