

**South Carolina State Department of Education**  
**Office of Health and Nutrition**

**Checklist for New School Food Authority**

<b>Name of School/Organization</b>	
<b>Proposed date of operating Child Nutrition Programs</b>	

**Superintendent or Authorized Designee**

First Name	Last Name	
Title		
Work Phone Number		
Work E-mail Address		

**The following forms must be submitted to the South Carolina Department of Education Office of Health and Nutrition:**

	Checklist for New School Food Authority (this form with signature)
	South Carolina Program Agreement (original copy with signature must be submitted)
	Attestation of Compliance with Meal Pattern Requirements (original copy with signature must be submitted)
	DUNS Number and SAMS Expiration Date Form
	SCEIS Vendor Number (provide printed copy from <a href="http://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do">http://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do</a> )
	Login Permissions for the South Carolina automated Payment System (SCAPS) Form
	Certificate of Completion from Mandatory New SFA Training
	IRS Notification of 501(c)(3) Tax Exempt Status
	South Carolina Non-Profit Charter Certificate from the Office of the SC Secretary of State; (if applicable)
	Residential Child Care Institution Licensing or Registration from DSS (if applicable)
	IRS W-9 Form
	DHEC Approval/Licensing
	Menu Certification Worksheets ( <a href="https://www.fns.usda.gov/school-meals/certification-compliance">https://www.fns.usda.gov/school-meals/certification-compliance</a> )

**Disclaimer and Signature**

I Superintendent or Authorized Designee understand that the steps listed above must be completed before the school/organization listed above will be approved for the National School Lunch Program and that I will not be able to claim any meals that are served before official approval is given.

Superintendent or Authorized Designee	
Signature	Date