



Division of Child Care and Early Childhood Education



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MEMORANDUM

TO: ALL 2020 NSLP PARTICIPANTS
FROM: DCCECE / HNU
DATE: MAY 24, 2019
SUBJECT: 2020 NSLP APPLICATION URGENT ALERT

The following is an urgent notice regarding the 2020 National School Lunch Program:

Currently there is one week left in May and there is a significant amount of applications that have yet to be started or submitted. All NSLP applications need to be approved in order to ensure that none of your claims will be put on hold this upcoming fiscal year.

In order to get your application to Pending Approval you have to successfully click on the "Submit Application to SNP" button at the bottom of your application checklist. If successful, you will receive an alert that your application has been successfully submitted to SNP. Your application status will change to "Pending Approval" and at the bottom of your checklist it will show the date and time that you submitted your application.

Please check the status of your application immediately. If your application is "Approved/Amended" you have successfully completed the application process. If your application is in "Pending Approval" you have not been administratively approved at this time. Contact your coordinator immediately to find out what you need to do to complete your application. If your application is in "Pending Submission" your application has yet to reach the point of being reviewed.

Please be mindful of uploading all required documentation that is listed on the NSLP Application Checklist. This checklist is available on the SNP Resource Library. Also make sure that you have attend the annual training required to have your application approved. Thank you for your attention to this very important matter.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under HNP Mass Alerts. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.