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New Charter/Non-Public Schools Food Operations Request Check List.

If service is requested, the information below must be submitted on official school letterhead to the Office of Food & Nutrition Services (OFNS). Prior to a decision being made to build, move, or renovate the premises contact Special Programs so we can assist in selecting the best service model for your school.

1. Official school name or name to register your school with the state.
 2. BEDS Code
 3. DBN or NPSIS Number
 4. Physical Address
 5. Total number of students registered or anticipated
 6. Regular School Hours
 7. Grade Level
 8. First and last day of the school year
 9. Service start and end time for breakfast and lunch, if known, if not an anticipated time
 10. Would you be participating in our Afterschool Meals Program?
 11. Principal's Name and E-mail Address
 12. Director of Operations Name and E-mail Address
 13. Telephone number for the Director of Operations and/or Principal.
 14. Copy of the school calendar for the school year, if available.
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1. **For Non-Public**, all of the above plus:
 - a. 501C-3 letter
 - b. Certificate of Occupancy
 - c. Fire Inspection Report, A-106A

As a point of reference, the Kitchen Size Requirements are based on your student enrollment. This will help scope the required space to allocate for proper service. Service is always based on projected enrollment at full capacity. These are the same requirements that OFNS has agreed to use for new DOE buildings and is adopted by the SCA.

The last day to apply for our services is **July 31st 2022**. Please keep in mind applying for service does not guarantee you are approved and may require you to apply for the following school year. All requests are reviewed and confirmed by the Special Programs Office.

Please contact our OFNS liaison before you finalize a layout for your kitchen.

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