



**NUTRITION SERVICES DEPARTMENT**

**Food Item Approval Request**

This form and other documentation must be submitted to Nutrition Services to determine if the food item you want to sell meets the California Smart Snacks in Schools standards. Unapproved food sales that compete with cafeteria sales are prohibited by law from midnight through 30 minutes after the school day and could include after-school programs. If you are selling a catalogue of items, you must include the requested documentation from each food item listed in the catalog and a copy of the entire catalogue. All food sales must be approved 30 days prior to your sale.

Date Sent: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Campus location of sale: \_\_\_\_\_  
 Organization benefiting from sale: \_\_\_\_\_  
 School Site: \_\_\_\_\_  
 Time of day item will be sold: \_\_\_\_\_  
 Date(s) sales will occur: \_\_\_\_\_  
 Product name: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_  
 Product Description/Category: \_\_\_\_\_  
 Size of package: \_\_\_\_\_  
 Servings per package: \_\_\_\_\_  
 Serving size in grams (g): \_\_\_\_\_

Date Received: \_\_\_\_\_

Nutritionally Compliant?      YES      NO

In Competition with Federal Programs?      YES      NO

Approval of Fiscal Services?      YES      NO

Final Approval      YES      NO

Nutrition Services: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Services: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES:

Please mail or email the required documents listed below to Leslie Pring/Nutrition Services/Winona or [leslie.pring@twinriversusd.org](mailto:leslie.pring@twinriversusd.org) :

1. Food Item Approval Request - complete with product specifications
2. Copy of the actual nutrition label
3. Copy of the actual list of ingredients
4. Copy of the actual front label

You will be informed by Fiscal Services if your food item has been approved. Your approval process will include a copy of this form as your authorization to sell the food items and must be available upon request.

Thank you for you cooperation,  
 Leslie Pring, Director, Nutrition Services  
 566-1600 ext. 36259