California Department of Education
Nutrition Services Division
May 2025

National School Lunch Program (NSLP)
Application for Meal Reimbursement During Disaster

Section A: School Information

School District/Agency Name:

City:

County:
Child Nutrition Information and
Payment System (CNIPS) ID:

Vendor Number:

Phone Number:

Email:

Section B: Disaster Information

Calendar Month(s) and Year of Disaster:

Name/Type of Disaster:

We request reimbursement pursuant to the California *Education Code* (*EC*) Section 49505(c). Check the appropriate option below:

      1. All schools in our district were closed and meals were not served to children due to this disaster on the following dates: [Skip Section C]

      2. Only the following school sites listed below in Section C were closed (and meals were not served) due to this disaster. [Complete all remaining sections.]

Section C: Closure Dates

Complete this section only if you checked the box next to Section B: option 2. For each school site, list the name and number of days the site was closed.

Note: If the number of sites is greater than the number of fields provided, please include an Excel file with all impacted sites in the same two column format.

Site Name	Number of Days Closed

Section D: Additional Documentation

Include a copy of the state or federal disaster declaration signed by the President or Governor of California.

Section E: Certification

Signature of Authorized Official:

Title:

Phone:

Email Address:

___

Name of Application Preparer:

Phone:

Email Address:

Instructions

Please email the state or federal disaster declaration signed by the President or Governor of California and the completed "Application for Meal Reimbursement During Disaster" to your assigned claims analyst.

See the Analyst Directory for your assigned claims analyst.

Additional Information

According to California Department of Education legal counsel, it is illegal and considered "double-dipping" to receive funding from the Federal Emergency Management Agency (FEMA) for lost revenues and to claim and receive reimbursement for meals through this application. Furthermore, reimbursement through this application is contingent on available funds.

Applications for disaster relief payment(s) should be submitted immediately following the disaster. A separate claim should be filed for each emergency event. The final filing date for any fiscal year to apply for reimbursement due to a state or federally declared disaster is August 20.

All school districts and county offices of education that apply for payment must demonstrate compliance with the applicable procedures required in the Disaster Relief Act of 1974, Public Law 93-288, as amended by Public Law 100-707 (*EC* 49505[e]).

Reimbursement calculations are based on criteria found in *EC* 49505(c): "The average daily participation times the average combined state and federal reimbursement rate received by the entity in the month prior to the closure times the number of days the entity is closed due to the disaster."

Reimbursement Calculation Formula

Key: ADP = Average Daily Participation

     Rate = Prior month's average meal reimbursement rate (federal plus state)

     Days = Number of school days sponsors is closed

Formula: ADP x Rate x Days = Amount to be claimed