**NCPA REQUEST for APPROVAL OF NEW FOOD PRODUCTS**

**The deadline for submitting NEW Food Product Approval requests for the next bid period is June 30th**

Samples for New product Sponsor testing must be delivered to the Sponsor by April 30 and testing completed by May 31.

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| --- | --- |
| Manufacturer Name: | Contact Name for Inquiries concerning this submittal: |
| Brokerage Name: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted: | “Sponsor” Information (Contact Name/School District Name): |

**Submit one (1) new product per form. If product normally has multiple flavors (muffins, cookies, juice etc.), include all codes and flavors on the same form. Manufacturer agrees that if product listed below is approved for inclusion in the upcoming NCPA bid period, that the product may be bid direct to the NCPA on the Direct to Manufacturer Bid and will be made available to all NCPA distributors during the upcoming bid period. Manufacturer also agrees to publish product information to the GDSN and to 1FS database. There is not a limit to the number of products that may be submitted during a year. Food products must be sponsored by a member district and tested prior to submitting request form. Product must pass testing with a score of 85% or better.**

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| --- | --- | --- | --- | --- | --- | --- |
| **pRODUCT dESCRIPTION** | **Brand Name** | **manufacturer COMMERCIAL Product code# And GTIN#** | **Pack SIZE** | **servings per case** | **approx. commercial cost per serving** | **Test SCore** |
|  |  |  |  |  |  |  |

**REquired Product Documentation CheckList**

**This request form should be the first page of a PDF with product documentation organized as closely as possible in the order below.**

**Enter Yes/No for each document included with your submittal.**

**Yes/NO FOOD AND GROCERY PRODUCTS**

|  |  |
| --- | --- |
|  | Completed Request for Approval Form |
|  | Product Specification Sheet(s). \*To assure that each specification sheet is the most current and accurate, it should be reviewed, **signed and dated by an authorized representative no earlier than one month prior to the submittal date** of this request. Product Specification Sheets should include: |
|  | Manufacturer’s name and product code # and GTIN |
|  | Weight of serving and number of pieces per serving |
|  | Product weight and number of servings per case/unit |
|  | How product is stored and length of time |
|  | Complete Ingredient Listing |
|  | Allergen Information |
|  | Nutrition Facts or Nutrition Analysis for one portion |
|  | CN label or Product Formulation Statement (if applicable) |
|  | Photo of prepared product and/or individual package if IW. If photo in PDF is not clear, include photo that can be used  in a PowerPoint presentation as a separate attachment. |
|  | Copy of SEPDS (if product can be processed) |

**DIRECTIONS FOR COMPLETING SUBMITTAL:**

* **Create a SINGLE PDF file of Required Documentation listed above. Name the PDF file as follows: Brand, Product Code and Brief Description: Example: *SPAM 7007 LF Pork Loaf***
* **DO NOT include unnecessary pages or graphics.**
* Scan and e-mail to [**cindy.hobbs@dpi.nc.gov**](mailto:cindy.hobbs@dpi.nc.gov)**. *Use the Following Subject Line format for sending one E-Mail per manufacturer: Manufacturer Name- NCPA NEW PRODUCT APPROVAL REQUEST***

**NCPA Procedure:** Manufacturer agrees to provide sponsoring district samples for student testing in school districts at no charge. **Sample cases for student testing must be off the production line in original sealed and labeled case. If frozen, product must be received in a solid frozen state.** Following student testing, manufacturer and NCPA consultant will be notified of results by the sponsoring district. Manufacturer may submit this request form and supporting documentation for products that pass student testing. The NCPA Board of Directors will review product information and reserves the right to reject any product that they do not feel will have wide appeal to member districts.