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

**Requests will be accepted throughout the year. The deadline for NEW Food Product Approval requests is March 30th for the next Direct to Manufacturer and Commodity Processing (DTM) bid and the next Distributor Bid. Requests for New Supply products may be made through June 30th. *E-mail to:*** [**cindy.hobbs@dpi.nc.gov**](mailto:cindy.hobbs@dpi.nc.gov)**.**

|  |  |
| --- | --- |
| Manufacturer Name: | Contact Name for Inquiries concerning this submittal |
| Brokerage Name: | Contact Name/E-Mail/Phone for Obtaining Product Samples: |
| Date Submitted: | Name of “Sponsor” NCPA Member District: |

**Manufacturer may submit one (1) new product or new product with flavors. If multiple flavors, include all codes and flavors. 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.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product NAME WITH BRIEF Description** | **Brand Name** | **manufacturer COMMERCIAL code#** | **Vendor Pack** | **servings per case** | **approx. commercial cost per serving** |
|  |  |  |  |  |  |

**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. Use left column for Food and Groceries and right column for Supplies.**

**Yes/NO FOOD AND GROCERY PRODUCTS Yes/NO SUPPLY PRODUCTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed Request for Approval Form |  | 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: |  | 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 # |  | Manufacturer’s name and product code # |
|  | Weight of serving and number of pieces per serving |  | Dimensions of product |
|  | Product weight and number of servings per case/unit |  | Number of units per case |
|  | Complete Ingredient Listing |  | Product description, including composition, with enough information to determine if the product is a NEW product or a product that matches an existing specification |
|  | Allergen Information |  | Photo of product or individual package if IW |
|  | 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 |  |  |
|  | 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. Submittals with more than one PDF attachment will be rejected.**
* INCOMPLETE, UNREADABLE OR UPSIDE-DOWN DOCUMENT PAGES MAY DISQUALIFY REQUEST – CHECK YOUR WORK!
* 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:** Each specification goes through a paper screen review to verify this is a new product and does not match a current specification. The NCPA Board of Directors will review all product information and reserves the right to reject any product that they do not feel will have wide appeal to member districts. Manufacturer/Broker will receive email notification of testing site. Manufacturer submitting products for approval agrees to provide 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 will be notified of results and next steps in the approval process.