## Purpose

To inform contractors of the policy and procedures for requesting a National School Lunch Program/School Breakfast Program (NSLP/SBP) Handbook.

## Implementation

Beginning May 3, 2004, you must use the procedures provided in this Policy Alert to order a NSLP/SBP Handbook.

## Background

The NSLP/SBP Handbook is made up of these primary components in its entirety:

- Policy Text
- Forms Section
- Policy Releases
- Cover inserts and divider tabs

The NSLP/SBP Forms Section and Policy Releases are available free of charge on the internet at the SNP web site address: [http://www.dhs.state.tx.us/programs/snp](http://www.dhs.state.tx.us/programs/snp).

SNP currently provides you and each of your facilities an initial paper copy of a program handbook at no cost. However, if you lose your handbook or need to replace it, you will be assessed the following fee per handbook ordered:

- $44.40 if you just want the policy text; or
- $98.10 for the entire handbook (Policy Text, Forms Section and Policy Releases)

## How to Order

You may submit your handbook order by mail, FAX or e-mail as follows.

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This Policy Remains in Effect Until Further Notice
### IF ordering by mail

**THEN...**

1. Include the following information in your request:
   - name of your contract organization
   - 7-digit Program (TX) Number
   - address where you want the handbook sent
   - purpose for the request (new facility, lost or replacement copy)
   - Be sure to indicate if you **do not** want the cover inserts and dividers.

2. Send your written request to:

   SNP Handbook Coordinator  
   Special Nutrition Programs, Mail Code Y-906  
   Health and Human Services Commission  
   P.O. Box 149030  
   Austin, TX 78714-9030

3. Enclose a check or money order, if required, payable to DHS for the amount corresponding to the version of the handbook being ordered (policy text only or entire handbook).

### IF ordering by FAX

**THEN...**

1. Prepare your written request as described in Step 1 above.
3. FAX to (512) 371-9315.
4. Forward payment, if required, to the address indicated in # 2 above.

### IF ordering electronically

**THEN...**

1. Prepare your request as described in Step 1 above for submitting a request by mail.
2. Send your request to the following e-mail address
   [snphandbookcoordinator@hhsc.state.tx.us](mailto:snphandbookcoordinator@hhsc.state.tx.us).
3. Forward payment, if required, to the address indicated in Step 2 above.

### NOTE:

You should receive your handbook about three (3) weeks from the date your order is received. If payment is required and is forwarded separately from your order, you should receive your handbook about three (3) weeks from the date your payment is received. You will receive a receipt acknowledging your payment.