### How to Submit CNPWeb Applications for the National School Lunch Program



Health and Nutrition Services Arizona Department of Education





### Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

### Intended Audience

This training is intended for **School Food Authorities** (SFAs) operating the **National School Lunch Program** (NSLP).

### Objectives

### At the end of this training, attendees should be able to:

- understand the annual application process used to participate in Child Nutrition Programs in Arizona;
- access CNPWeb to submit Site and Sponsor applications;
- complete fields within Site and Sponsor applications including the LEA's point of service; and
- determine if any pending Checklist items need to be sent to ADE.

### **TRAINING HOURS**

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Submit CNPWeb Applications for the National School Lunch Program
- Key Area: 3000 Administration
- Learning Code: 3310
- Length: 1.5 hours

### Definitions

#### **ADEConnect**

An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

#### **Local Educational Agencies (LEAs)**

A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and consortia of those agencies.

#### **National School Lunch Program (NSLP)**

A federally assisted meal program operating in public, private nonprofit schools, residential child care institutions, juvenile correctional institutions, and boarding schools. Such organizations get reimbursements for each meal/snack they serve, in return they must serve lunches that meet federal requirements.

#### **Program Year (PY)**

The operating period for Child Nutrition Programs, which is July 1-June 30.

### Definitions

#### **School Food Authority (SFA)**

The governing body responsible for the administration of one or more schools; and has the legal authority to operate the Child Nutrition Programs therein or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

#### Site

The term for the individual locations where meal service takes place.

#### **Sponsor**

The term for the entity that is responsible for the administration of Child Nutrition Programs at the sites.



This guide will have comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



### **Table of Contents**

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The following slides will only cover how-to instructions for submitting site and sponsor applications for the National School Lunch Program in the CNPWeb.

Introduction to Submitting Site and Sponsor Applications

SECTION 1



### Program Participation

Annually, LEAs must notify ADE that they wish to participate in any of the Child Nutrition Programs (CNPs): NSLP, After School Care Snack Program (ASCSP), At-Risk Afterschool Meals (At-Risk), School Breakfast Program (SBP) and/or Special Milk Program (SMP).

LEAs notify ADE by submitting site and sponsor applications online through CNPWeb in ADEConnect.

These applications are available at the beginning of the program year but can be updated when program changes arise.





## What is ADEConnect?

ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. ADE will require SFAs to submit reports throughout the PY using this online application.



## What is CNPWeb?

CNPWeb is the web application where SFAs operating CNPs submit their annual CNPWeb applications and monthly claims for reimbursement.



### **HOW DO I OBTAIN ACCESS TO CNPWEB?**

Only users designated Entity Administrators can grant permissions to applications within ADEConnect. Users must contact their LEA's Entity Administrator to receive access to CNPWeb.

Please note that CNPWeb access cannot be granted by ADE. Users must contact their Entity Administrators to receive access to CNPWeb.

To find your SFA's Entity Administrator, log in to ADEConnect, click Help, and then select Search under Find an Administrator.

Users can search for their Entity Administrator(s) by searching by Entity ID, CTDS, or Entity Name. A table will appear with the contact information for the LEA's Entity Administrator(s).





\*If you do not have an Entity Administrator, complete the **Request for ADEConnect Entity Administrator Account** form and email it to <u>ContactHNS@azed.gov</u>.

Entity Admin

### Finding an Entity Administrator

tj	
nistrator	
s	
nization	

Phone Numbe

Contact

True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?



**B** False.





True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?



Only those users who have been designated Entity Administrators at an LEA can grant permissions to applications within ADEConnect. Please refer to slides 13-14 for a reminder about this guidance.



### CNPWeb Applications SITE & SPONSOR APPLICATIONS

SFAs must notify ADE at the beginning of each PY that they wish to serve and claim meals through the CNPs. This is done by submitting CNPWeb site and sponsor applications through ADEConnect.

Each site will have its own **site application**. This application will ask for contact information and information about the program at the site level.

SFAs will also have an application for the sponsoring organization, referred to as the **sponsor application**. This application will ask for contact information and information about the program at the SFA level.

Although there is **no deadline** to submit site and sponsor applications, ADE encourages SFAs to submit them prior to the first day meals are served.

Please note that site and sponsor applications must be approved for the SFA to claim reimbursement.

### Application Deadlines

True or False: In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

### A True.

**B** False.





True or False: In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.



In Arizona, the Site and Sponsor applications must both be in approved status for claims to be generated.



### Logging into CNPWeb

### SECTION 2



### Logging into CNPWeb

### **ACCESSING THE SYSTEM**

The CNPWeb is a web-based application in ADEConnect.

To access the CNPWeb, login to <u>ADEConnect</u>, select "View Applications," and then select "CNPWeb."



If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

#### **LOGIN TO ADECONNECT**

Open a web browser, navigate to <u>adeconnect.azed.gov</u>, and input your username and password for ADEConnect.

#### **SELECT "VIEW APPLICATIONS"**

After logging in to ADEConnect, select "View Applications."

Applications Access and use ADE applications.	
View Applications	

#### **SELECT "CNPWEB"**

Select "CNPWeb" from the list of applications.



### The CNPWeb

After successfully logging in to CNPWeb, a screen with all the CNPs you participate in will load. To proceed, select "NSLP."

Once "NSLP" is selected, a new screen with information about your HNS Specialist and Sponsor and Claim Status will load.

- HNS Specialist: Each LEA has an assigned HNS Specialist available to address questions and provide ongoing support. Their contact information is displayed on the CNPWeb home page.
- **Sponsor Status:** Provides the status for the LEA's site and sponsor applications.
- Claim Status: Provides updates for claim submission, payment, and reimbursement.



### Submitting Site and Sponsor Applications

### SECTION 3



## Flow of Site and Sponsor Applications



The following slides will review the process of submitting Site and Sponsor Applications in the CNPWeb by following and outlining the steps listed above in more detail.

### Accessing Applications

Applications are located in the CNPWeb. Once logged into CNPWeb and navigating to the NSLP portal, click " Applications " at the top of the CNPWeb NSLP home screen.

The NSLP Application Index page will load. To access current applications, select the **program year** from the dropdown. Once selected, click **"Go."** 

Then, the Application Index page will load. Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct. ۲

#### LOGIN TO CNPWEB FOR NSLP

Follow the steps outlined on Slide 18 to log in to the NSLP portal in the CNPWeb.

#### **SELECT "APPLICATIONS"**

After logging in to the NSLP portal in the CNPWeb, select "Applications."



#### **SELECT THE PROGRAM YEAR**

Select the current program year from the dropdown and click "Go."

Program Year:	V	
Search For:	Sponsor 🔽	
Search by Name:	Begins with 🔽	Go

#### **REVIEW THE APPLICATION INDEX**

Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct.

### Updates to the Applications Index

To make changes to the **Associated Sites** or **Sponsor** listed, submit an Add/Change/Delete form to ADE. This form can be found on the NSLP and SBP Program Forms and Resources webpage.

Examples of when this form should be completed include:

- requesting a change to the Sponsor header name;
- requesting a change to the Site name;
- requesting a Site to be deleted; and
- requesting a brand-new site to be added.



Sponsor

Name

Sites

nent of E rition	education Program
eviews	CNP Overview
Inde	e X
olications I	ndex
lications il	may be due to security settings in place for your logon.
2-13) ing applic	egins with Sponsor Applications uons, you must submit all your site applications before submitting your
1	2-13-101)
-02-13-20	01)
02-02-13-	102)
1	

## Submitting Site & Sponsor Applications

### **DETAILS TO REMEMBER**

- Applications can be saved and completed at a later time.
- The LEA must complete and submit all Site applications **before** submitting the Sponsor application.
- If the LEA submitted the Site and Sponsor applications and still needs to make changes, they must contact their HNS Specialist.
- Revisions can only occur once ADE **rejects** the applications.



## Flow of Site and Sponsor Applications



The first step of the CNPWeb application process is to submit a **site application** for each participating site. This application gathers information about program operations at the site level.

You will see a list of all your sites on the Applications Index page under the **Associated** Sites header. Click "Create New Application" under the site name that wishes to participate. Once selected, the Site application will load.

The Site application contains 11 fields. Some fields will be blank since they ask questions specific to the new PY. Others will include information from the previous PY. Please review all rolled-over information to ensure continued accuracy.



Reminder: When submitting applications, you must submit all Site applications before submitting your Sponsor application.



#### Willcox Unified District (02-02-13)

Reminder: When submitting applications, you must submit all your site applications before su

Willcox Elementary School (02-02-13-101)

#### **Create New Application**

plication	
ore you dick the Submit button. The * in	dicates Office Use Only.
m	
pai	
nhowardtaft@us.gov	
- 787 - 7858 Ext. 3104	
- 787 - 7056 Ext.	7
	-
,	
<u></u>	
<u> </u>	
ints Payable	
/jones@us.gov	
- 787 - 7659 Ext. 3604	]

#### **SECTION 1: SCHOOL PRINCIPAL/ADMINISTRATOR &** SITE CONTACT

Complete section 1 by inputting or reviewing the contact information. HNS uses the emails provided to send important communications, so they must be free of errors.

1a. School Principal / Administrator Contact	
First Name:	William
Last Name:	Taft
Title:	Principal
E-Mail Address:	williamhowardtaft@us.gov
Phone:	(623) 787 - 7858 Ext 3104
Fax:	(623) 787 - 7056 Ext
1b. Site Contact	
First Name:	Sandy
Last Name:	Jones
Title:	Accounts Payable
E-Mail Address:	sandyjones@us.gov
Phone:	(623) 787 - 7659 Ext 3604
Fax:	(520) 384 - 4401 Ext



Sections 2 and 3 have been rolled over from the previous program year. Please check all rolled-over information for accuracy.

• Section 2 should be the actual physical location of the site. Check the box if the physical and mailing addresses are the same. Do not input the site name in any of the fields below.

2.1	Physical Address
Ado	fress 1:
Add	fress 2:
City	<i>/</i> :
Sta	te:
Zip:	(
	The Mailing Address is the same

#### **SECTION 2 & 3: PHYSICAL AND MAILING ADDRESS**

• Section 3 should be where all written communications will be sent to the site.

6935 E. Go	d Dust Ave.	
Scottsdale	3. Mailing Address	
	Address 1:	701 N. Miller Rd
85253 -	Address 2:	
Tysical address.	City:	Scottsdale
	State:	AZ
	Zip:	85257 -



#### **SECTION 4: GENERAL INFORMATION**

The information in Section 4 is specific to the site. Please complete all fields and check all rolled-over information for accuracy.

The program begin, and end date for SFAs should reflect the first and last day of school.

Similarly, the start and end times should reflect the start and end times of the school day.

The Type of Food Service selected should also reflect the meal service at that specific site.

Food service options include:

• Self-Preparation Kitchen: Meals are prepared at the site and served to participants at the site.

• Central Kitchen: Meals are prepared for both service at this site and transport to other sites.

• Satellite Kitchen: Meals are received from a central kitchen and served to participants at the site.

• Catered Meals: Meals are provided by a caterer through a contract with the SFA.



#### **SECTION 5 & 6: SUPPORTING DATA FOR SITE AND AREA ELIGIBILITY**

Sections 5 and 6 are automatically filled with data generated from site claims. No further action is required.

5. Site-Level Supporting Data for Seve	re Need Breakfast and High Rate Lunch Eligibility	
Free Lunches Served During 2017 - 2018	6150 *	
Reduced-Price Lunches Served During 2017 - 2018	648 *	
Paid Lunches Served During 2017 - 2018	11418 *	
2017 - 2018 School Year Percent of Free and Reduced-Price Lunches Served.	37.31 %	
2018 - 2019 School Year Free Lunches Served	6243 *	
2018 - 2019 School Year Reduced-Price Lunches Served	676 *	
2018 - 2019 School Year Paid Lunches Served	7776 *	
2018 - 2019 School Year Percent of Free and Reduced-Price Lunches Served.	47.08 %	
6. Site-Level Supporting Data for After	school Care Snack Program Eligibility	
Participants Approved for Free Lunches during March 2019 or latest Base Year:	114 *	
Participants Approved for Reduced- Price Lunches during March 2019 or latest Base Year:	16 *	
Participants Approved for Paid Lunches during March 2019 or latest Base Year:	2094 *	
Percent of Free and Reduced-Price Eligible Students:	5.85 %	



Section 7 has been rolled over from the previous program year. If the site is not operating SMP, the drop-down should show Not Participating.

7. Special Milk Program.		
Participation:	Not Participating	~
Amount Charged to Students for 1/2 Pint of Milk:		

#### SECTION 7: SPECIAL MILK PROGRAM (SMP)



#### **SECTION 8: SCHOOL BREAKFAST PROGRAM (SBP)**

Some information in Section 8 has rolled over from the previous program year.

If this site will be operating SBP, the drop-down for participation should show **Regular**. Other drop-down options are specific to sites approved to operate the meal service under Special Assistance. Please contact your HNS Specialist if you think this applies to you.

Participation:			~
Amount Charged to Students for 1/2 Pint of Milk:	Regul Base	articipating lar Year for Special Assistance Provision 2	
8. School Breakfast Program	Base	Year for Special Assistance Provision 3 al Assistance Provision 2	
Participation:	Comm	al Assistance Provision 3 nunity Eligibility Provision (CEP)	
Severe Need Breakfast Program Eligibility:	Eligible	*	
Offer versus Serve Implemented During Breakfast:	Yes Y	<u>~</u>	
Amount Charged to Students for Reduced-Price Breakfast:			
Amount Charged to Students for Paid Breakfast:	0		
Does this Site offer a Salad Bar for Breakfast?	0	~	

SBP Meal Charges: Input the amount charged to students for reduced-price and paid breakfast.

- charge is 30 cents.

Please contact your HNS Specialist if you have questions about how to price breakfast.

• Free: Students are not charged for the meal.

• **Reduced-Price:** Maximum amount you may

• **Paid:** There are no specific regulations for breakfast prices, but schools should be pricing their breakfast appropriately. Appropriate breakfast prices should always be based on the total average cost per meal per person.



#### **SECTION 9: NATIONAL SCHOOL LUNCH PROGRAM**

Some information in Section 9 has rolled over from the previous program year.

If this site will be operating NSLP, the drop-down for participation should show **Regular**. Other drop-down options are specific to sites approved to operate the meal service under Special Assistance. Please contact your HNS Specialist if you think this applies to you.

9. National School Lunch Program		
Participation:	•	Not Participating
Approved Identified Student Percentage:		Regular Base Year for Special Assistance Provision 2 Base Year for Special Assistance Provision 3
Offer versus Serve Implemented During Lunch:	Yes	Special Assistance Provision 2 Special Assistance Provision 3 Community Eligibility Provision (CEP)
Amount Charged to Students for Reduced-Price Lunch:		
Amount Charged to Students for Paid Lunch:		

**NSLP Meal Charges:** Input the amount charged to students for reduced-price and paid lunches.

- charge is 40 cents.

• Free: Students are not charged for the meal.

• **Reduced-Price:** Maximum amount you may

• Paid: USDA annually sets a minimum lunch meal price you must charge to ensure the total funds received for paid meals are equal to federal funds received for free meals. This is referred to as Paid Lunch Equity (PLE).

#### SECTION 10A: AFTERSCHOOL CARE SNACK PROGRAM ELIGIBILITY / AT-RISK AFTERSCHOOL MEALS ELIGIBILITY

Section 10a. obtains eligibility for both the Afterschool Care Snack Program and At-Risk Afterschool Meals. The user cannot edit the first three fields in this Section. The HNS specialist will review these fields for accuracy and, if needed, will apply any changes before approval.

10a. Afterschool Care Snack Program Eligit	ility / At-Risk Afterschool Meals Eligibility
Afterschool Care Snack/At-Risk Eligibility:	Site Eligible *
Eligibility Determination Beginning Program Year:	2019 *
Eligibility Determination Ending Program Year:	2023 *
Name of Site Used to Determine Digibility:	Willcox Middle School

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#### **SECTION 10B: AFTERSCHOOL CARE SNACK PROGRAM**

Participation information has been rolled over from the previous program year.

If this site will be operating ASCSP, the drop-down for participation should show **Participating**. The snack start time must be at least thirty minutes after the school day ends, as reported in Section 4.

• If **Not Participating** is selected, the remaining fields in Section 10b will only be editable by ADE.

Snack Participation:	•	Not Participating 🔽
Snack Start Time:		(Format: hh:mm am pm)
Snack End Time:		(Format: hh:mm am pm)
Amount Charged to Students for Reduced-Price Snack:		
Amount Charged to Students for Paid Snack:		
Entity Administering the Afterschool Care Snack Program:		
Description of Education or Enrichment Activities in the Afterschool Care Snack		^

#### **Afterschool Care Snack Program: Meal Charges:**

Input the amount charged to students for reducedprice and paid lunches.

All snacks served at a site-eligible or area-eligible site are served free of charge and are claimed at the free reimbursement rate.

Sites that are **neither site nor area eligible** will use the students' eligibility status to determine what they will charge.

- 15 cents.

• Free: Students are not charged for the meal.

• **Reduced-Price:** The maximum you may charge is

• Paid: No minimum or maximum amount set for paid snack amount.



#### SECTION 10C: AT-RISK AFTERSCHOOL MEALS

Section 10c. pertains to participation in At-Risk Afterschool Meals. This lengthy Section requires much information and potential additional documentation.

- If the site participates in At-Risk, please use this training: <u>Step by Step Instruction: How to Apply</u> <u>for At-Risk Afterschool Meals for School Food</u> <u>Authorities</u>.
- If the site is not participating in At-Risk, the user must indicate **Not Participating** in each meal service drop-down.



These fields are for office use only and will only be editable by the HNS Specialist.

#### 11. Community Eli

Identified Student Pe Site/Group/District - U Reimbursement:

Individual School Ider Percentage - Used fo Purposes:

#### SECTION 11: COMMUNITY ELIGIBILITY PROVISION (CEP)

Section 11 is for LEAs participating in the Community Eligibility Provision (CEP).

gibility Provision	
ercentage for Used for	% *
ntified Student or Other Program	% *

### **PROGRAM PARTICIPATION**

An LEA is able to participate in the Special Milk Program (SMP), School Breakfast Program (SBP), National School Lunch Program (NSLP), and After School Care Snack Program (ASCSP) at any time during the program year.

For example: An LEA chooses to only participate in NSLP at the beginning of the program year and later wishes to also participate in SBP. The LEA can create and submit a new Site application and change from **Not Participating** to **Regular**. An LEA can also stop participation in any given program at any time during the program year.

For example: An LEA chooses to participate in NSLP, SBP, and ASCSP at the beginning of the program year but then determines that participation in ASCSP is lower than planned. The LEA can create and submit a new Site application and change from **Participating** to **Not Participating**.

### **SUBMITTING THE APPLICATION**

When you reach the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields are updated and ready for ADE to review.

Delete Submit	Save	Cancel
---------------	------	--------

After clicking **Save** or **Submit**, the list of sites will refresh, and the status of the Site application will change.

### If the LEA clicks **Save**, the application will show a Pending Submission status.

Action	Revision	Status
Edit	Original	Pending Submission

If the LEA clicks **Submit**, the application will show a Waiting for Sponsor Application status. No edits can be made at this time. If the LEA submitted a Site application and still needs to make changes, they must contact their HNS Specialist.

Action	Revi
View	Orig

sion	Status
jinal	Waiting for Sponsor Application

### Submitting the Site Application

Before moving on to the Sponsor application, repeat the process of completing and submitting a Site application for all participating sites.

Once complete, all Site applications should be in **Waiting** for Sponsor Application status.

Action	Revision	Status
View	Original	Waiting for Sponsor Application

If any Site application is still in **Pending Submission** status, the LEA must submit each application by clicking **Edit** and then **Submit** at the bottom of the page.

Action	Revision	Status	- geometromonomonomonomonomonomo	"Bijani manana manana manana manana ika .	Response to the second s
			Submit	Save	Cancel
Edit	Original	Pending Submission			

### Flow of Site and Sponsor Applications



Once all Site applications are submitted, the LEA may advance to completing the **Sponsor Application**, an application for the sponsoring organization. This application asks for contact information and information about the program at the LEA level.





#### **SECTION 1A: CONTACT INFORMATION**

Input the District Superintendent's contact information in Section 1a.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

1a. District Superintendent Co	ntact
First Name:	Mike
Last Name:	Cunningham
Title:	Superintendent
E-Mail Address:	mCunningham@mpsaz.org
Phone:	480 - 459 - 9589 Ext. 2626
Fax:	480 - 555 - 9636 Ext.
Receive System E-Mail:	



Input the contact information for a School Food Authority Contact in Section 1b. This is the individual that will be receiving correspondence from ADE about the School Nutrition Programs.

ADE recommends that the SFA Contact listed on the CNPWeb Sponsor application be the person who is fulfilling the duties of the school nutrition program director. Additionally, it is recommended that the same individual be listed as an authorized signer on the Food Program Permanent Service Agreement.

Note, the SFA Contact **cannot** be a vendor contact (e.g., caterer or FSMC).

Please contact your HNS Specialist if you need more clarification on who should be listed in this field.

#### **SECTION 1B: CONTACT INFORMATION**



#### **SECTION 2: CONTACT INFORMATION**

Input the contact information for a Program Contact in Section 2.

The program contact can be the same person as the contact listed in Section 1b; however, a different individual is recommended to be listed as they will also receive communications from ADE.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.



Input the physical address of the LEA's main administration office in Section 3. Input the mailing address where all written communications should be sent to the LEA in Section 4.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

3. Physical Address	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
The Mailing address is th	e same as the Phy
4. Mailing Address	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	

#### **SECTION 3 & 4: PHYSICAL AND MAILING ADDRESS**

•	1909 S. Alma School Rd.	2
•	Mesa	
•	AZ 🗸	
•	85210 - 1090	
Ca	il address.	
3	143 S. Alma School Rd.	
2	143 S. Alma School Rd.	
0	143 S. Alma School Rd. Mesa	



#### **SECTION 5: GENERAL INFORMATION**

Utilize the drop-down options to complete Section 5.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

5. General Information			
Type of Sponsoring Authority	٥	Public - Educational Institution	~
Participate in the USDA Foods Program:	٥	Yes 🗸	
Are you starting or expanding Farm to School Program in your National School Lunch Program this school year?	0		
High-Rate Lunch Reimbursement Eligibility:		Not Eligible *	
Menu Certification Reimbursement Eligibility:		*	
Special Assistance Provision 2/3 Participation Status:	٥	Not Participating in Provision 2/3	
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?			
One or more sites are operating the Community Eligibility Provision (CEP):	٥	Yes	



Explain, in detail, the meal counting procedures followed to ensure the collection of accurate meal counts at the point of service in Section 6.

**Method of Meal Counting:** Indicate the method(s) used to collect meal counts at the point of service by selecting each box that applies. Then, describe how the LEA tracks the count of the meals served at each site in the Method of Meal Counting Description text box. This description should also explain how overt identification of the student's eligibility status is prevented.

Example: Each student is given a PIN that they must enter upon checkout. The system has the information to determine the eligibility of the student. The data is kept confidential.

#### **SECTION 6: MEAL COUNTING AND POINT OF SERVICE**

### **SECTION 6: MEAL COUNTING AND POINT OF SERVICE**

**Explanation for Multiple Methods of Meal** 

**Counting:** If the LEA checked off more than one Method of Meal Counting, complete this section by explaining why there is more than one method of meal counting and how each is used to ensure that participants are not overtly identified or counted more than once. Please see the example below.

Example: Sites without computers use rosters to count meals served at the point of service.

Point of Service Description: Describe the method of ensuring that each child receives a reimbursable meal. The description should specify who is checking each tray for all the needed items to make up a reimbursable meal, as well as when/where during the meal service this occurs.

Example: The students enter in a single line. They are given their meal choices based on the portions necessary to constitute a reimbursable meal. Food service personnel are stationed at the end of the line to determine that each student has received a reimbursable meal.



#### **SECTION 7: MENU PLANNING**

The New Meal Pattern is the only meal pattern allowable for the NSLP and SBP.

- If any sites are operating both NSLP and SBP, both drop-downs need to show New Meal Pattern.
- If all sites only operate NSLP, the first drop-down should indicate Not Participating in Program.

The LEA must then check **I Agree** to submit their application and therefore attest to adhering to the New Meal Pattern for SBP and/or NSLP.



Indicate if the LEA is in contract with an **FSMC**. A copy of the FSMC contract must be submitted to the Contract Management Officer for approval.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

Please note, caterers are not FSMCs and will not be found on the drop-down list. Caterer information is typed into the General Information section of the Site application(s).

#### **SECTION 8: FOOD SERVICE MANAGEMENT COMPANY**



#### **SECTION 9: FORMS FOR FREE AND REDUCED-PRICE MEALS**

Describe the forms used by the LEA to collect household information for free and reduced-price **meal** data, such as the Household Application, Parent Letter, and Notification Letter.

The LEA can select one or more of the choices shown below. Please note, if any selection with the title custom is included, it will generate a pending checklist item.

• For example, if Custom paper-based household application is selected, the system will generate a pending checklist item asking the LEA to submit their customer form to their HNS Specialist.



#### 10. Certification Statement

hereby certify that neither this sponsor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and ubmit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all covered awards and sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly

The sponsor hereby agrees to comply with all State and Federal laws and regulations governing Child Nutrition Programs. The sponsor submitting this application will ensure that all monthly claims or reimbursement represent meals/milk served by category and that records are available to support these claims. It is acknowledged that once approved by the Arizona Department of Education, this application places in force the Food Program Permanent Service Agreement effective 07/01/2008 and any subsequent amendment for the 2022-2023 program year.

#### **SECTION 10: CERTIFICATION STATEMENT** LEA must read the **Certification Statement** and select I Agree to submit their application.

### SUBMITTING THE APPLICATION

When you reach the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click Submit if all fields are updated and ready for ADE to review.

Delete Submit Save Car
------------------------

After you click **Submit**, a small window with a message titled Important Information **Regarding Site Verification** will appear.

Sponsor application.



### This message reminds you that Site applications must be submitted before submitting the

### If the LEA previously verified that all Site applications are in Waiting for Sponsor **Application** status, click **Submit** on this notification to submit your Sponsor application.

nport	ant Information Regarding Site Verification
applic	ation until all of your site applications have been submitted.
te app tus of r site a	ication will be either "Waiting for Sponsor Application", or "Not Reviewed". 'Pending Submission" has not been submitted to ADE for approval. pplications have been submitted before you submit your sponsor application.
our spon	sor application. onsor application without submitting the application to ADE application first).
	Submit Cancel

### After Submitting Applications

After submitting the Sponsor application, a webpage with the **Sponsor Checklist** Items will load.



### Arizona Department of Education **Child Nutrition Program Approval Process** Item Checklist You are in NSLP Home > Applications Index > Sponsor Application > Item Checkist

Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address of the following items must be sent to the following address of the following items must be sent to the following address of the follow 1535 W. Jefferson St. Bin #7 Phoenix, / Please write the name of your program specialist (listed on your sponsor application screen) on the letter/parcel.

We cannot approve your applications without these items.

Willcox Unified District (02 - 02 - 13)

#### Sponsor Checklist Items

#### Wilcox Unified District (02-02-13)

Food Program Permanent Service Agreement (PY 2) Household application submitted to ADE for approva Notification letter submitted to ADE for approval. Contract with Food Service Management Company

		Received /	Recorded on:		Approved /	Effective as of:
	1	Date	Ву	1	Date	E
015 or later) al.		06/25/2014	Mia Calamia	2	06/25/2014	Mia Calamia
is required.						
						Close

### Checklist Items

### SECTION 4



## Flow of Site and Sponsor Applications



After the Site and Sponsor applications have been submitted, CNPWeb produces a checklist of paper documentation that LEAs must provide to HNS depending on the LEA type and/or how the LEA operates the program. Please note, not all LEAs will have pending checklist items.

### Checklist Items

CNPWeb produces a checklist of documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. These items may be emailed directly to the LEAs assigned HNS specialist. Not all LEAs will have pending checklist items.

Checklist items may include:

- Catering Contract
- Food Service Management Company Contract
- 501c3
- Customized Household application
- Food Program Permanent Service Agreement

The LEA's HNS Specialist will check the boxes once the documentation is received. The LEA cannot check these off themselves.



Willcox Unified District (02-02-13)

#### Sponsor Checklist Items

#### Willcox Unified District (02-02-

Food Program Permanent Service Agreen Household application submitted to ADE for Notification letter submitted to ADE for a Contract with Food Service Management

Education 1 Program	n					
rview						
cess						
ns Index > Spor	isor Applicatio	on > Item Ch	hecklist			

Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following addr 1535 W. Jefferson St. Bin #7 Phoenix, / Please write the name of your program specialist (listed on your sponsor application screen) on the letter/parcel.

vithout these items.

		Received /	Recorded on:		Approved /	Effective as of:
	~	Date	Ву	1	Date	B
-13)						
ment (PY 2015 or later) for approval. pproval. t Company is required.	2	06/25/2014	Mia Calamia		06/25/2014	Mia Calamia

### Returning to the Application Index

After reviewing the Checklist Items, return to the Application Index page by clicking Close. Then, verify the statuses of your applications.

• Submitted to ADE: This means the Sponsor application has been submitted to ADE.

Submitted to ADE

• Not-Reviewed: This means all Site applications have been submitted to ADE.

Not-Reviewed

If your statuses do not match, you have not submitted your applications properly. Please contact your HNS Specialist.

#### **Approval Process**

Item Checklist

You are in NSLP Home > Applications Index > Sponsor Application > Item Checkist Willcox Unified District (02 - 02 - 13)Received / Recorded on: Approved / Effective as of: Sponsor Checklist Items Date By 🗸 Date By Willcox Unified District (02-02-13) 06/25/2014 Food Program Permanent Service Agreement (PY 2015 or later) Mia Calamia 06/25/2014 Mia Calamia Household application submitted to ADE for approval. 06/13/2016 Aidaly Rodriguez 06/13/2016 Aidaly Rodriguez Notification letter submitted to ADE for approval. 06/13/2016 Aidaly Rodriguez 🗹 06/13/2016 Aidaly Rodriguez Contract with Food Service Management Company is required. 06/17/2016 Veronica Cramer 06/17/2016 Veronica Cramer Close

	a state of the sta	plications, you must subm	it all your site appli	ications before submitting your
Action	Revision	Status	Effective Date	Checklist
View	Original	Submitted to ADE		View Checklist
Willcox Eler Action	nentary School (0 Revision	2-02-13-101) Status	Effective Dat	e
View	Original	Not-Reviewed		
Willcox High	School (02-02-1	3-201)		
Action	Revision	Status	Effective Dat	e
and the second sec				

### Returning to the Checklist

LEAs may return to their checklist items to view any additional documents that need to be provided to HNS at any time by clicking **View Checklist**.

Once all applicable checklist items have been submitted and approved by HNS, the checklist items will be checked off in CNPWeb.

Sponsor Appl	ications (1)
Reminder: W	Vhen submittin
Action	Revision
View	Original

#### **Approval Process**

Item Checklist You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Willcox Unified District (02-02-13)

#### Sponsor Checklist Items

#### Willcox Unified District (02-02-13)

Food Program Permanent Service Agreement ( Household application submitted to ADE for app Notification letter submitted to ADE for approv Contract with Food Service Management Comp

#### ng applications, you must submit all your site applications before submitting

Status	Effective Date	Checklist	
Submitted to ADE		View Checklist	

	Received / Recorded on:				Approved /	Effective as of:
	$\checkmark$	Date	Ву	~	Date	Ву
(PY 2015 or later)		06/25/2014	Mia Calamia		06/25/2014	Mia Calamia
proval.		06/13/2016	Aidaly Rodriguez		06/13/2016	Aidaly Rodriguez
/al.		06/13/2016	Aidaly Rodriguez	2	06/13/2016	Aidaly Rodriguez
pany is required.		06/17/2016	Veronica Cramer		06/17/2016	Veronica Cramer

### Application Review

### SECTION 5



## Flow of Site and Sponsor Applications



After the CNPWeb applications and checklist items are submitted, the LEA's assigned HNS Specialist will be notified to review the submissions. Please allow up to three weeks for the applications to be reviewed by HNS Specialist.

LEAs may check their application status anytime by returning to the CNPWeb homepage.

### Flow of Site and Sponsor Applications



Once the HNS Specialist reviews the applications, they will do one of the following:

- **Approve** the applications: no further actions are required at this point.
- **Reject** the Site or Sponsor applications: ADE has found errors or inaccuracies.

To make any corrections, HNS must first reject the applications. Once rejected, the LEA can create a new application and make the appropriate corrections.

### Rejected Status

When an HNS Specialist rejects an application, the SFA contact listed on the Sponsor application will receive a systemgenerated email informing them of the rejected application status.

The CNPWeb home page will also reflect this new status.

Each time ADE finds an error on a Site application, the Sponsor application will also be rejected.



# Check the following links frequently for new announcements and important program information regarding NSLP:

X Your most recent sponsor application was REJECTED. You must revise this sponsor application before you will be permitted to file any more daims for reimbursement.

One or more of your site applications has been REJECTED by ADE staff. You must revise and submit these applications prior to being able to file daims for these sites.

### Resubmitting the Application

After an application has been rejected, the HNS Specialist will provide the SFA contact or the person who completed the application information about why the application was rejected and what changes need to be made.

LEAs must **create a new application** to make the appropriate changes. All the previously entered information will roll over, except for the SFA Contact and the Program Contact from the Sponsor application.

Please refer to the **Submitting Site and Sponsor Applications** Section for guidance on creating new applications.

Sponsor Ap	plications (3)	cations, you must sub	mit all your s
Action	Revision	Status	Effectiv
View	Original	Rejected	
Create New	Application		
Associated S	ites (3)		
Willcox Ele	ementary School (0	2-02-13-101)	
Action	Revision	Status	Effec
View	Original	Rejected	

Willcox Unified

### Approved Status

When an HNS Specialist approves an application, the SFA contact listed on the application will receive a system-generated email informing them of the approved application status.

The CNPWeb home page will also reflect this new status.

#### NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

Gick Here for a list of NSLP Memos 
\*\*

Your NSLP Program Specialist is:

Julie Shelton Email: Julie.Shelton@azed.gov Telephone: (602) 542-8779

Sponsor Status:

Willcox Unified District (02-02-13) Sponsor Applications (1)

As

Action	Revision	Status	Effective Date Checklist
View	Original	Approved	July 2016 View Checklist
reate New A	pplication		
sociated Site	es (3)		
Willcox Elem	nentary School (02-	-02-13-101)	
Action	Revision	Status	Effective Date
View	Original	Approved	July 2016
Create New	v Application		
Willcox High	School (02-02-13-	201)	
Action	Revision	Status	Effective Date
	Ontetral	Approved	July 2016
View	Unginal	repproved	

No actions required in applications -- your most recent sponsor application was APPROVED on 07/15/2016.

True or False: You must first submit your Sponsor application, then all of your Site applications.



**B** False.





True or False: You must first submit your Sponsor application, then all of your Site applications.



You'll need to submit all of your Site applications first. Once your Site applications are in Waiting for Sponsor Application status, you will want to complete and submit the Sponsor application. If you submit the Sponsor application first, Site applications cannot be submitted. ADE will need to reject your Sponsor application so that you can correctly complete the Steps.



True or False: Below is an example of an LEA's checklist items. Based on the snapshot shown, the LEA must submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	1	Date	Ву
Snowflake Unified District (09-02-05)			
Food Program Permanent Service Agreement (PY 2015 or later)		08/14/2014	Denise Hasty
Contract with Food Service Management Company is required.			

### A True.







True or False: Below is an example of an LEA's checklist items. Based on the snapshot shown, the LEA must submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	1	Date	Ву
Snowflake Unified District (09-02-05)			
Food Program Permanent Service Agreement (PY 2015 or later)		08/14/2014	Denise Hasty
Contract with Food Service Management Company is required.			

True.



**Only the Contract with the Food Service** Management Company is required to be submitted to ADE. Items with the green checkbox, such as the Food Program **Permanent Service Agreement shown** above, have already been received and approved by ADE.



How do I make edits to my applications if I have already submitted them to ADE?

- A Click edit at the bottom of the application.
- **B** Contact your HNS Specialist.
- **C** Click Withdraw on the application.





How do I make edits to my applications if I have already submitted them to ADE?

A Click edit at the bottom of the application.

**B** Contact your HNS Specialist.

C Click Withdraw on the application.

If the LEA submitted the Site and Sponsor applications and still needs to make changes, they must contact their HNS Specialist. Revisions can only occur once ADE rejects your applications. Edits will then be made by creating a new application.



### CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





### Congratulations

You have completed the Online Course: How to Submit CNPWeb Applications for the National School Lunch Program.

Information to include when documenting this training for Professional Standards:

Training Title:Key Area: 3000 – AdministrationHow to Submit CNPWebLearning Code: 3310Applications for theLength: 1.5 hoursNational School LunchVersion

**Please note,** attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

### Certificate

Requesting a training certificate Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title: How to Submit CNPWeb Applications for the National School Lunch Program Key Area: 3000 – Administration Learning Code: 3310 Length: 1.5 hours

**Please note,** attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <u>https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-50811-28-17Fax2Mail.pdf</u>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov

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