State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

HNS# 11-2017

MEMORANDUM

To: Local Educational Agencies Participating in the National School Lunch Program, School Breakfast Program, Summer Food Service Program and Child and Adult Care Food Program

Original Signed

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Date: June 28, 2017

RE: Transition from Common Logon Access Child Nutrition Programs (CNP) to ADEConnect
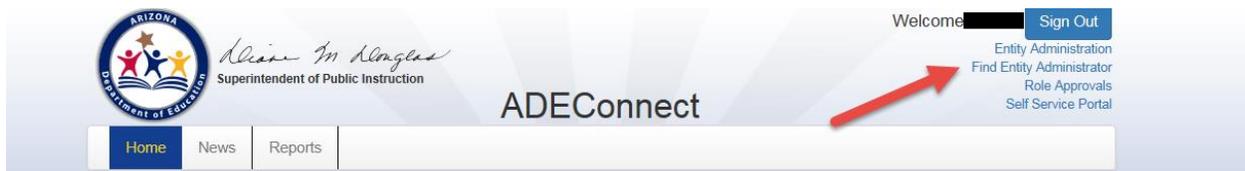
The purpose of this memorandum is to provide information on the transition of access to CNP applications (CNPWeb, CNP Direct Certification / Direct Verification (DC/DV) and CNP Verification) from Common Logon to ADEConnect.

Access to HNS applications through Common Logon will no longer be available as of August 1, 2017.

Beginning June 28, 2017, the CNPWeb and DC/DV applications will be available in ADEConnect. The CNP Verification application will be added at a later date.

Staff will need to contact the LEA's ADEConnect Entity Administrator and ask to be given permission to the CNP applications currently used. To locate your Entity Administrator, simply log in to ADEConnect via www.azed.gov and click on 'Find Entity Administrator' in the top right-hand corner.

Entity Administrators will be contacted via e-mail with further guidance on the purpose of each CNP application and who in their organization will require access to the different CNP applications.

LEAs can also find additional information and support at the ADEConnect webpage located here: http://www.azed.gov/aelas/adeconnect/.

If the LEA does not have an Entity Administrator assigned to the organization, or if you have any other questions about ADEConnect, please contact Arizona Department of Education Support Center at 602-542-7378 or adesupport@azed.gov.

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