

# 2019 Management Plan and Budget Training

Summer Food Service Program





# Training Objective

- Understanding of ADEConnect Procedures
- Understanding of Online Management Plan and Budget
- Understanding of Submission Process
- Understanding of Approval Process

# Who is your Entity Administrator?

- The Entity Administrator (EA) is the individual(s) at your organization that has been granted permissions to ADEConnect. These permissions allow them to maintain user accounts to all ADE system. ADE does not maintain your ADEConnect account.
- If you're not sure who your organization's EA is, go to:  
<https://home.azed.gov/PublicSite/>



*Alison M. Douglas*  
Superintendent of Public Instruction

ADEConnect is organized by "Parent entity and related organizations" (examples: Parent Entity (District)/Charter Holder/School/Charter/BIE/Day Care/Correction Facilities/etc) and the Entity Administrator is the person assigned to manage access on/off those Parent entities, related organizations and applications within ADEConnect.

Use the Find an Entity Administrator search to locate the contact at any entity to assist you with your ADEConnect access.

Use [Find an Entity Administrator](#) to search for (examples: Parent Entity (District)/Charter Holder/School/Charter/BIE/Day Care/Correction Facilities/etc).

## Find an Entity Administrator

Search by Entity ID, CTDS, or Entity Name:


# Entity Administrator Resources

Go to: <http://www.azed.gov/aelas/adeconnect/>

**Arizona Education Learning and Accountability System**

**ADEConnect**

ADEConnect provides secure, one-click access to ADE online tools.

 click me!

This modern, streamlined Common Logon replacement consolidates ADE system permissions.

**Local Administrative Control**

- ADE Application roles are set at the local entity level, where
- User-level system access reporting is available to Entity administrators
- Entity administrators at each Parent Entity or Related Organization

▶ Latest News

▶ **Entity Admin Training**

▶ Technical Information

**Entity Admin Training**

**Entity Admin Additional Resources as of April 26, 2017**

Entity administrators are ultimately responsible for ensuring that their users are able to take advantage of the convenience and security ADEConnect offers. By appropriately assigning application roles, entity admins permit users to access the ADE applications they need to do their work. Entity administrators also maintain the security of Parent Entity and ADE information by ensuring that users only have access to the applications and data they are authorized to see.

As we get more quick reference guides approved for publishing, you can find them here on this training page or can also be accessed from the [Entity Admin FAQ page](#). They will always be the most up-to-date version of these available resources.

**Training Videos for Viewing Again**

- [User Management](#)
- [Account Profile Add/Remove Users](#)
- [Add Users](#)
- [Add/Remove Application Roles](#)
- [Intro to Entity Admin/Training Page Overview](#)

**Other Resources**

- [Download the Entity Administrator Manual for RDSS Applications in ADEConnect](#)
- [Direct Sign-on Password Reset QRG](#)
- [User Management Overview QRG](#)
- [Selecting and Viewing Parent Entity & Related Organizations QRG](#)

Use the ADE Quick Reference Guide for Entity Admin Application:

# What if...

- My Entity Administrator is no longer with the Organization?
  - Contact Health and Nutrition Services for assistance with updating your Entity Administrator account.
  - Remember the Entity Administrator must be an individual or designee listed on the Food Service Permanent Agreement.
  - You may need to update your Permanent Agreement before a new Entity Administrator may be added.

# Granting Permissions in ADEConnect

If you are the Entity Administrator, you must grant yourself permission to the CNP Management Plan and Budget.


The institution's EA must also grant other users permission to the Management Plan and Budget System

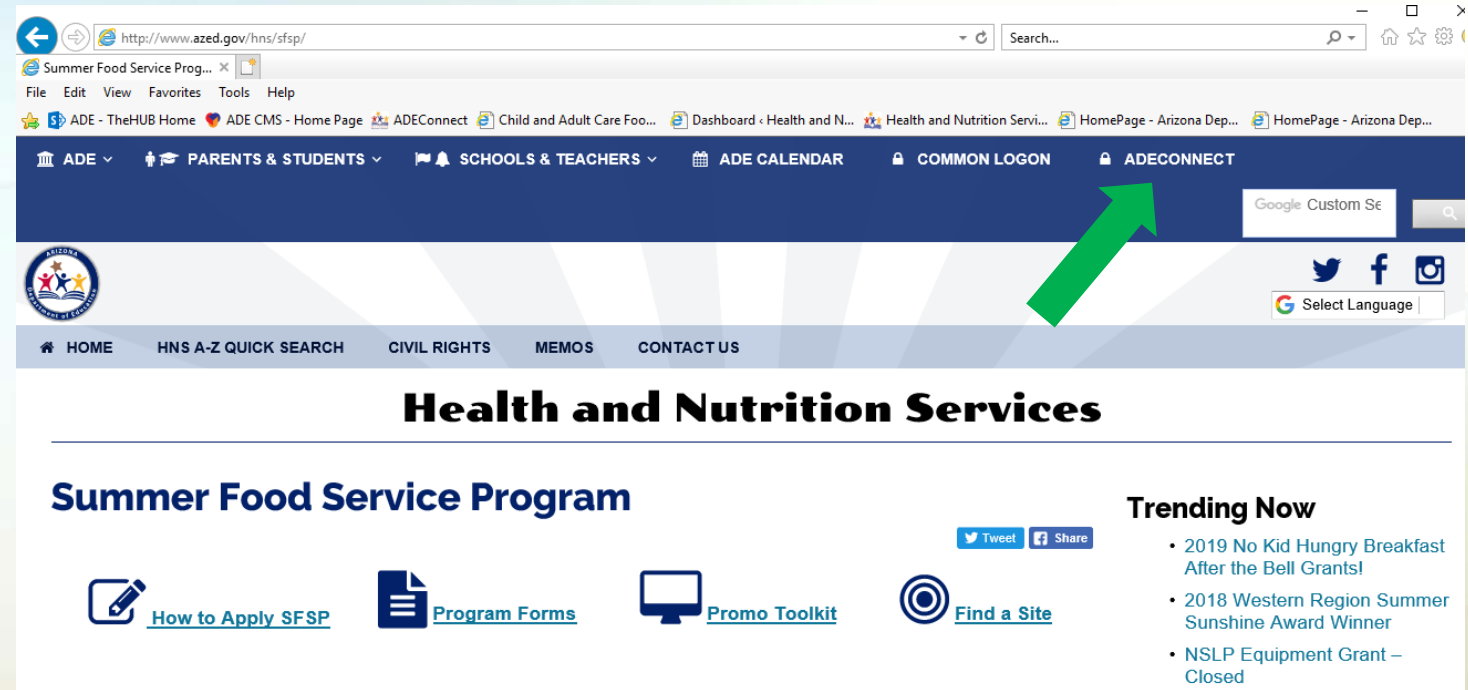




# Step 1: Access ADEConnect

Visit the ADE Health and Nutrition Webpage at <http://www.azed.gov/hns/sfsp/>. This page, or one similar, will load.

Once loaded, click on  found on the top of the webpage.

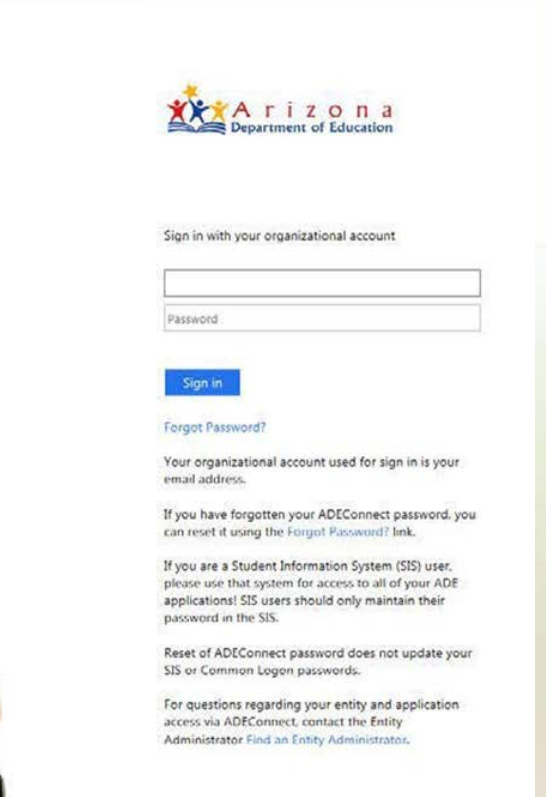



# Step 2: Login

This page, or one similar, will load.

***Remember, you must have a username and password in order to access ADEConnect.***

Enter your username and password in the appropriate fields and press 'Sign in'.



The screenshot shows the login interface for ADEConnect. At the top right is the Arizona Department of Education logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: one for the username and one for the password, with the label "Password" visible in the second field. A blue "Sign in" button is positioned below the fields. To the left of the button is a link for "Forgot Password?". Below this, there are three paragraphs of text: the first states that the organizational account used for sign in is the email address; the second explains that if a user has forgotten their ADEConnect password, they can reset it using the "Forgot Password?" link; the third notes that if a user is a Student Information System (SIS) user, they should use that system for access to all ADE applications and maintain their password in the SIS. At the bottom, a note states that resetting the ADEConnect password does not update the SIS or Common Logon passwords. Finally, a footer note directs users with questions regarding their entity and application access to contact the Entity Administrator via ADEConnect.

Arizona  
Department of Education

Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

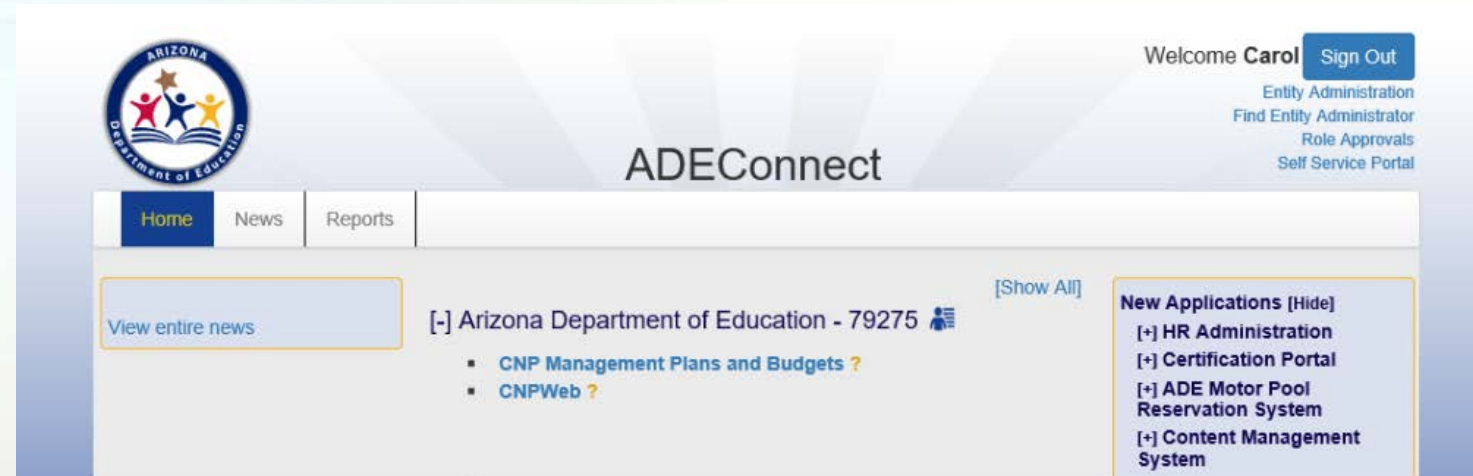
If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).



If this page, or one similar, opens, you have successfully logged into ADEConnect.



The screenshot displays the ADEConnect web portal. At the top left is the Arizona Department of Education logo. The top right shows a user greeting "Welcome Carol" and a "Sign Out" button. Below the greeting are links for "Entity Administration", "Find Entity Administrator", "Role Approvals", and "Self Service Portal". The main navigation bar includes "Home", "News", and "Reports". The "Home" tab is active. Below the navigation bar, there is a "View entire news" link. The main content area features a section titled "[-] Arizona Department of Education - 79275" with a list of links: "CNP Management Plans and Budgets ?" and "CNPWeb ?". To the right of this section is a "[Show All]" link. On the far right, there is a "New Applications [Hide]" section with a list of links: "[+] HR Administration", "[+] Certification Portal", "[+] ADE Motor Pool Reservation System", and "[+] Content Management System".

ARIZONA  
Department of Education

Welcome Carol Sign Out

Entity Administration  
Find Entity Administrator  
Role Approvals  
Self Service Portal

ADEConnect

Home News Reports

View entire news

[-] Arizona Department of Education - 79275

- CNP Management Plans and Budgets ?
- CNPWeb ?

[Show All]

New Applications [Hide]


- [+] HR Administration
- [+] Certification Portal
- [+] ADE Motor Pool Reservation System
- [+] Content Management System

## Step 3: Select 'Entity Administration'

Select the link titled 'Entity Administration' on the top right-hand side of the webpage



This page, or one similar, will load.



*Kiana M. King*  
Superintendent of Public Instruction

Entity Administration

Welcome, NewEA District-Chandler  
Entity Administrator


[Home](#) [Administration](#) [Reports](#)

Parent Entity: Chandler Unified District #80 (4242)

[Feedback](#) [Help](#) [ADEConnect](#) [Logout](#)

**News**  
[ADEConnect Updates](#)  
[What's new?](#)

User Management



Add new ADEConnect User Accounts  
Bulk assign / remove application roles to ADEConnect User Accounts  
Remove ADEConnect User account relationships

[Acceptable Use Policy](#)  
Copyright © 2017 Arizona Department of Education . All rights reserved.

[Contact ADE Support](#) [t](#) [f](#)

# Step 4: Select 'User Management'

The screenshot displays the 'Entity Administration' web application interface. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. The top right shows a welcome message for 'NewEA District-Chandler' and the role 'Entity Administrator'. A navigation bar includes links for Home, Administration, and Reports. Below this, a breadcrumb trail shows 'Parent Entity' and 'Chandler Unified District #80 (4242)'. A large blue arrow points to the 'User Management' link, which is highlighted with a blue box. To the right of the main content area is a 'News' section titled 'ADEConnect Updates' with a link 'What's new?'. The main content area features a user icon and three options: 'Add new ADEConnect User Accounts', 'Bulk assign / remove application roles to ADEConnect User Accounts', and 'Remove ADEConnect User account relationships'. The footer contains an 'Acceptable Use Policy' link, a copyright notice for 2017, and a 'Contact ADE Support' button with social media icons for Twitter and Facebook.

Entity Administration


Welcome, NewEA District-Chandler  
Entity Administrator

Home Administration Reports

Parent Entity Chandler Unified District #80 (4242)

Feedback Help ADEConnect Logout

**User Management**



Add new ADEConnect User Accounts  
Bulk assign / remove application roles to ADEConnect User Accounts  
Remove ADEConnect User account relationships

News  
ADEConnect Updates  
What's new?

Acceptable Use Policy  
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Contact ADE Support

This page, or one similar, will load.

This is the User Management page. Here, we will begin the process of granting permissions to the CNP Management Plans and Budgets to specific users.

### User Management

**Instructions:**

- To manage ADEConnect User accounts under different Parent Entities or Related organizations, the Parent Entity must be changed in the Parent Entity drop down field which will refresh the list of Users for the new Parent Entity.
- The View Level options are used to display Users associated to the Parent Entity level or Related Organizations.
- Selecting the Related Organizations option enables a drop down which lists the organizations associated to the active Parent Entity. Select the Related Organizations and click the 'Apply' button to view the User list.

Click the Add Users button to create new User accounts.

**View Level:**

☒ Parent Entity ☐ Related Organizations None selected Apply

### User Management

Add UsersReset FiltersExport to Excel

**Instructions:** Use the filters below to refine the list of Users.

Directly Assigned Application Roles: None selected User Status: None selected SIS User: None selected Application Role Approval: None selected

Show: to entries Search:

<input type="checkbox"/>	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<input type="checkbox"/>	<span>Edit</span>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)	Achievement2@test.com		No	Achievement
<input type="checkbox"/>	<span>Edit</span>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator@test1.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	<span>Edit</span>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator2@test.com		No	Achievement District Test Coordinator
<input type="checkbox"/>	<span>Edit</span>	BowersLUAJ, Karen	Active	Chandler Unified District #80 (4242)	kbowers1@cox.net		No	Entity Admin
<input type="checkbox"/>	<span>Edit</span>	Buchanan, Jim	Active	Chandler Unified District #80 (4242)	jim.buchanan@test.com		No	ArEdS Data Coordinator - Highly Effective Teachers and Leaders
<input type="checkbox"/>	<span>Edit</span>	Callahan, Tommy	Pending	Chandler Unified District #80 (4242)	Tommy.Callahan@test.com		No	video bank
<input type="checkbox"/>	<span>Edit</span>	configmanager, program	Active	Chandler Unified District #80 (4242)	program.configman@test.com		No	Program Permissions Manager
<input type="checkbox"/>	<span>Edit</span>	District-Chandler, NewEA	Active	Chandler Unified District #80 (4242)	NewEA.District-Chandler@test.net		No	Entity Administration - UAI: Entity Admin
<input type="checkbox"/>	<span>Edit</span>	doeh, john	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Superintendent
<input type="checkbox"/>	<span>Edit</span>	Doe, John	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Assigned Roles(2)

Showing 11 to 20 of 51 entries

Previous 1 2 3 4 5 6 Next

Add Application Roles Remove Application Roles

+ User Change LogExport to Excel

# Step 5: Find the user to be granted permissions.

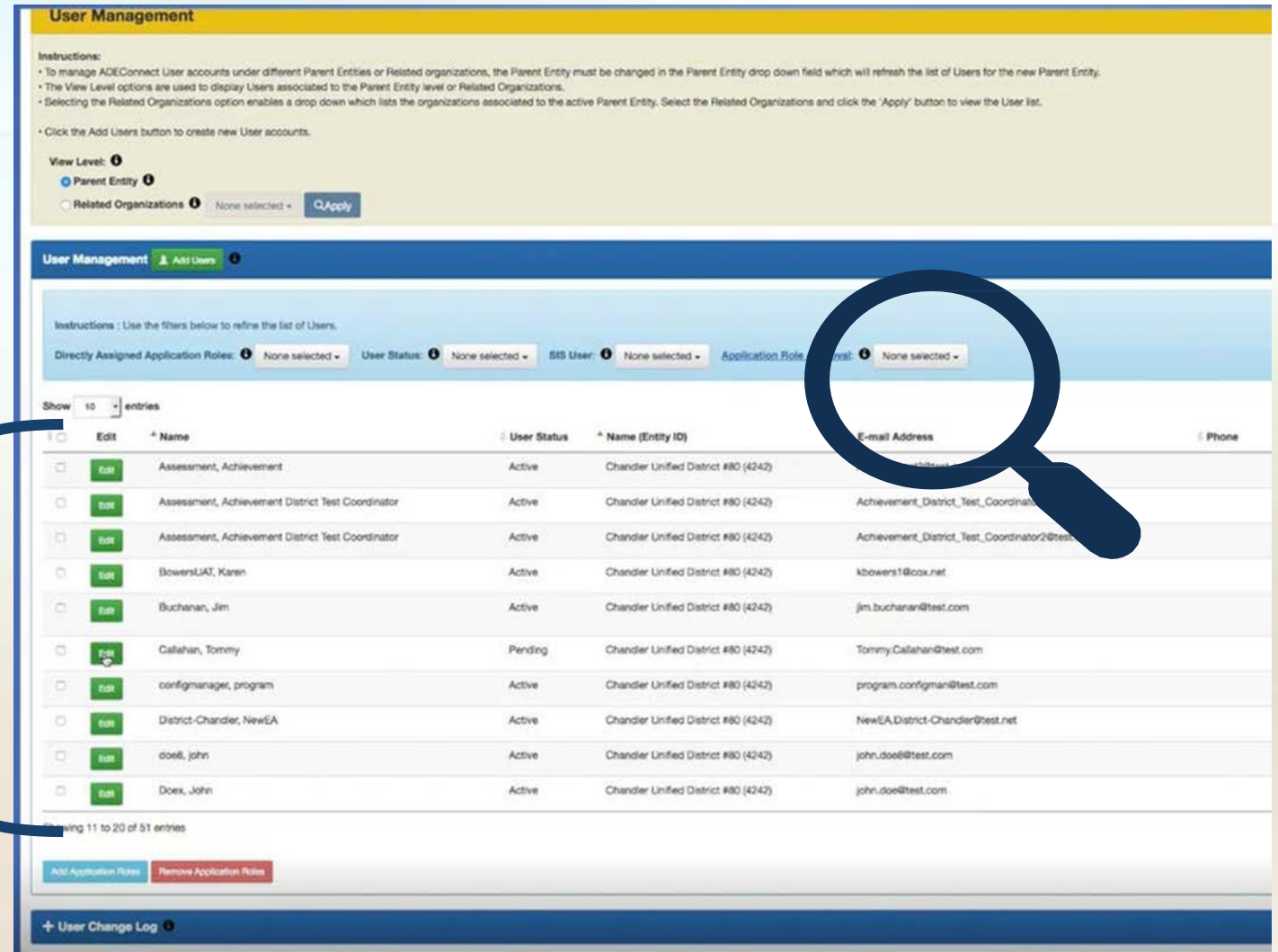
Find the individual you wish to grant access to the CNP Management Plans and Budgets System.

To do so, either:

1. Search for the user utilizing the 'Search' bar on the right-hand side of the page and typing in their name.

OR

2. Find their name by scrolling through the names listed.



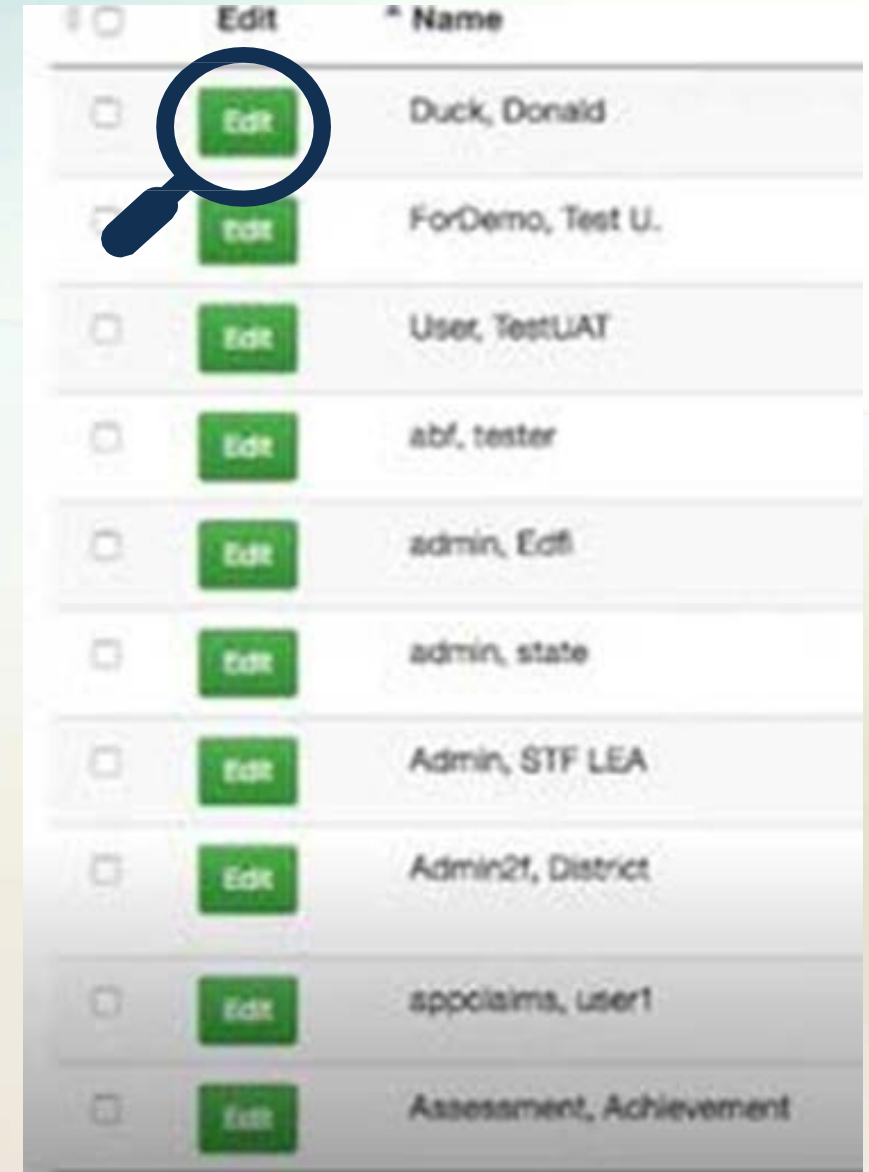
The screenshot displays the 'User Management' interface. At the top, there are instructions and a 'View Level' section with radio buttons for 'Parent Entity' (selected) and 'Related Organizations'. Below this is a table of users with columns for 'Edit', 'Name', 'User Status', 'Name (Entity ID)', 'E-mail Address', and 'Phone'. A magnifying glass is positioned over the search bar on the right side of the table. A blue bracket on the left side of the table indicates the search process.

	Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone
<input type="checkbox"/>	<a href="#">Edit</a>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)		
<input type="checkbox"/>	<a href="#">Edit</a>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinat	
<input type="checkbox"/>	<a href="#">Edit</a>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator2@tes	
<input type="checkbox"/>	<a href="#">Edit</a>	BowersUAT, Karen	Active	Chandler Unified District #80 (4242)	kbowers1@cox.net	
<input type="checkbox"/>	<a href="#">Edit</a>	Buchanan, Jim	Active	Chandler Unified District #80 (4242)	jim.buchanan@test.com	
<input type="checkbox"/>	<a href="#">Edit</a>	Callahan, Tommy	Pending	Chandler Unified District #80 (4242)	Tommy.Callahan@test.com	
<input type="checkbox"/>	<a href="#">Edit</a>	configmanager, program	Active	Chandler Unified District #80 (4242)	program.configman@test.com	
<input type="checkbox"/>	<a href="#">Edit</a>	District-Chandler, NewEA	Active	Chandler Unified District #80 (4242)	NewEADistrict-Chandler@test.net	
<input type="checkbox"/>	<a href="#">Edit</a>	doell, john	Active	Chandler Unified District #80 (4242)	john.doe@test.com	
<input type="checkbox"/>	<a href="#">Edit</a>	Doex, John	Active	Chandler Unified District #80 (4242)	john.doe@test.com	



## Step 6: Click 'Edit' next to the user to be granted permissions.

Once the user has been found, press the green edit button to the left of their name.



A screenshot of a user management interface. It features a table with columns for selection, edit, and user name. The first row is highlighted, and a magnifying glass icon is positioned over the green 'Edit' button in the second column. The table lists several users, including 'Duck, Donald', 'ForDemo, Test U.', 'User, TestUAT', 'abf, tester', 'admin, Edfi', 'admin, state', 'Admin, STF LEA', 'Admin2f, District', 'appclaims, user1', and 'Assessment, Achievement'.

	Edit	Name
<input type="checkbox"/>	Edit	Duck, Donald
<input type="checkbox"/>	Edit	ForDemo, Test U.
<input type="checkbox"/>	Edit	User, TestUAT
<input type="checkbox"/>	Edit	abf, tester
<input type="checkbox"/>	Edit	admin, Edfi
<input type="checkbox"/>	Edit	admin, state
<input type="checkbox"/>	Edit	Admin, STF LEA
<input type="checkbox"/>	Edit	Admin2f, District
<input type="checkbox"/>	Edit	appclaims, user1
<input type="checkbox"/>	Edit	Assessment, Achievement

## User Management

### Instructions:

- To manage ADEConnect User accounts under different Parent Entities or Related Organizations, the Parent Entity must be changed in the Parent Entity drop down field which will refresh the list of Users for the new Parent Entity.
- The View Level options are used to display Users associated to the Parent Entity level or Related Organizations.
- Selecting the Related Organizations option enables the ability to view and manage Users associated to the Related Organizations.
- Click the Add Users button to create new User accounts.

### View Level: 1

Parent Entity 1

Related Organizations 1

## User Management 1 Add Users 1

Instructions: Use the filters below to define the

Directly Assigned Application Roles 1 No

Show 10 entries

	Edit	Name
<input type="checkbox"/>	Edit	Assessment, Achievement
<input type="checkbox"/>	Edit	Assessment, Achievement
<input type="checkbox"/>	Edit	Assessment, Achievement
<input type="checkbox"/>	Edit	BowenUAT, Karen
<input type="checkbox"/>	Edit	Buchanan, Jim
<input type="checkbox"/>	Edit	Calahan, Tommy
<input type="checkbox"/>	Edit	configmanager, program
<input type="checkbox"/>	Edit	District-Chandler, NewEA

## Edit User - Parent Entity: Chandler Unified District #60 (4242)

### Instructions:

Use the Edit User fields to update the Users' ADEConnect profile.

> Note: If User Status = Active (indicated on User Management screen) the email address field is unavailable for updating.

> Note: If User is identified as a Highly Qualified Teacher or Self-Registration User, the User profile can only be updated via those systems. Please contact ADE Solutions Support@azed.gov for assistance.

Email Address 1	First Name 1	Middle Name 1	Last Name 1	Stakeholder ID 1	Phone 1	SIS User 1	Remove User 1	Resend Pas
Tommy.Calahan@test.com	Tommy		Calahan			<input type="checkbox"/>	<a href="#">Remove User</a>	<a href="#">Sub</a>

## Add or Remove Application Roles

### Instructions:

The application roles that are currently assigned are identified with a checkmark and are filtered to the beginning of the Application Roles list.

> Use the filters and Search field to refine the list of application roles available for the Parent Entity or Related Organization levels.

> Add Application Roles for this User's ADEConnect account by placing a checkmark in the checkbox next to the application role.

> To remove an application role, uncheck the checkbox.

> Click the Application Role name link or the Application Name link to see which ADE Applications will be provided to the User on ADEConnect when a specific Application Role is added.

Note: Application roles identified as Pending or HQT cannot be removed through this screen. Click the Pending or HQT indicator next to the application role for more information.

Application Role Assignment Status: 1 None selected Application Name: 1 None selected

Show 10 entries

Add Application Role	Source	Application Role Approval	Application Role Description	Application Name
<input checked="" type="checkbox"/> video blank	ADEConnect	No		Multi - App(3)
<input type="checkbox"/> Achievement Coach	ADEConnect	No	Partners with students to assist, encourage and ensure academic success. An Achievement Coach instructs students in learning strategies necessary to successfully complete coursework.	Multi - App(10)
<input type="checkbox"/> Accountant	ADEConnect	No		Multi - App(2)
<input type="checkbox"/> Achievement	ADEConnect	No	Access to district or school level information can edit, add, delete data. Access to Tech Readiness Results Report for	Multi - App(7)
<input type="checkbox"/> Achievement District Test Coordinator	ADEConnect	No	District level access; can edit, delete, add data. Access to Tech Readiness Results Report for district or schools. Secondary Approval required by Assessments before role is assigned to user; email Contact if questions Allow 7 days for processing	Multi - App(10)
<input type="checkbox"/> ADE Admin	ADEConnect	No	The ADE admin role is used to manage the site's administrative functions at a global level and can also view and manage all rosters within the application.	

This page, or one similar, will load.

# Step 7: Search for 'CNP Management Plans and Budgets'

Once the page has loaded, type 'CNP Management Plans and Budgets' in the 'Search' bar located about halfway down on the right-hand side of the page. Once typed, press enter on your keyboard to search.

**User Management**

**Instructions:**

- To manage ADEConnect User accounts under different Parent Entities or Related Organizations, the Parent Entity must be changed in the Parent Entity drop down field which will refresh the list of Users for the new Parent Entity.
- The View Level options are used to display Users associated to the Parent Entity level or Related Organizations.
- Selecting the Related Organizations option enables the Related Organizations filter.
- Click the Add Users button to create new User accounts.

**View Level:**

- Parent Entity
- Related Organizations

**User Management** [Add Users](#)

**Instructions:**

Use the Edit User fields to update the User's ADEConnect profile.

- Note: If User Status = Active (indicated on User Management screen) the email address field is unavailable for updating.
- Note: If User is identified as a Highly Qualified Teacher or Self-Registration User, the User profile can only be updated via those systems. Please contact ADE Solutions Support@azed.gov for assistance.

**Edit User - Parent Entity: Chandler Unified District #60 (4242)**

**Fields:**

- Email Address: Tommy.Callahan@test.com
- First Name: Tommy
- Middle Name:
- Last Name: Callahan
- Stakeholder ID:
- Phone:
- SIS User:
- Remove User
- Resend Pass

**Add or Remove Application Roles**

**Instructions:**

- The application roles that are currently assigned are identified with a checkmark.
- Use the filters and Search field to refine the list of application roles available for the Parent Entity or Related Organization levels.
- Add Application Roles for this User's ADEConnect account by placing a checkmark in the checkbox next to the application role.
- To remove an application role, uncheck the checkbox.
- Click the Application Role name link or the Application Name link to see which ADE Applications will be provided to the User on ADEConnect when a specific Application Role is added.
- Note: Application roles identified as Pending or HQT cannot be removed through this screen. Click the Pending or HQT indicator next to the application role for more information.

**Application Role Assignment Status:** None selected **Application Name:** None selected

**Search:** CNP Management Plans and Budgets

Application Role	Source	Application Role Approval	Application Role Description
video bank	ADEConnect	No	Partners with students to equip, encourage and ensure academic success. An Academic Coach is a teacher or paraprofessional who provides support to students and teachers in the classroom.
Academic Coach	ADEConnect	No	Partners with students to equip, encourage and ensure academic success. An Academic Coach is a teacher or paraprofessional who provides support to students and teachers in the classroom.
Accountability - LEA	ADEConnect	No	Monitor assigned district and schools reports • Access - Accountability, Graduation, State and Federal Accountability Evaluations.
Achievement	ADEConnect	No	Access to district or school level information; can edit, add, delete data. Access to Tech Readiness Results Report for the district or school.
Achievement District Test Coordinator	ADEConnect	No	District level access; can edit, delete, add data. Access to Tech Readiness Results Report for district or schools. Secondary Approval required by Assessments before role is assigned to user; email Contact if questions Allow 7 days for processing.
ADE Admin	ADEConnect	No	The ADE admin role is used to manage the site's administrative functions at a global level and can also view and manage all rosters within the application.

# Step 8: Check the box under 'Add'

Once the page has loaded, verify that the 'Application Role' reads 'CNP Management Plans and Budgets - Sponsor'. Once verified, check the box under 'Add'.

◆ Add ▲	Application Role	◆ Person Type / Source	◆ Application Role Approval	◆ Application Role Description	◆ Application Name
<input type="checkbox"/>	CNP Management Plans And Budgets - Sponsor	ADEConnect	No	The sponsor role will allow the CACFP and/or SFSP sponsoring organizations the ability to create, edit and submit Management plans and budgets.	CNP Management Plans and Budgets

2

Check the box under 'Add'.

1

Verify that the 'Application Role' reads 'CNP Management Plans and Budgets - Sponsor'



# Step 8: Press ‘Submit’

After you have checked the box under the ‘Add’ column, click the blue ‘Submit’ button on the bottom of the page.

Pressing ‘Submit’ will complete the assignment of the CNP Management Plans and Budgets to the user.

Add or Remove Application Roles

Submit

Cancel

Instructions

The application roles that are currently assigned are identified with a checkmark and are filtered to the beginning of the Application Roles list.

- > Use the filters and Search field to refine the list of application roles available for the Parent Entity or Related Organization levels.
- > Add Application Roles for the ADEConnect account by placing a checkmark in the checkbox next the application role.
- > To remove an application role, uncheck the checkbox.
- > Click the Application Role name link or the Application Name link to see which ADE Applications will be provided to the User on ADEConnect when a specific Application Role is added.

Note: Application roles identified as Pending or HQT cannot be removed through this screen. Click the Pending or HQT indicator next to the application role for more information.

Application Role Assignment Status: 

None selected

Application Name: 

None selected

10 entries

Search: 

cnp manag

Add	Application Role	Person Type / Source	Application Role Approval	Application Role Description	Application Name
<input checked="" type="checkbox"/>	<a href="#">CNP Management Plans And Budgets - Sponsor</a>	ADEConnect	No	The sponsor role will allow the CACFP and/or SFSP sponsoring organizations the ability to create, edit and submit Management plans and budgets.	<a href="#">CNP Management Plans and Budgets</a>

Showing 1 to 1 of 1 entries (filtered from 104 total entries)

Previous

1

Next

Submit

Cancel

# After pressing 'Submit', you will be redirected to the User Management Screen.

Permissions to the CNP Management Plans and Budgets system has now been granted to the selected user.

The screenshot displays the 'User Management' interface. At the top, there are instructions and a 'View Level' dropdown set to 'Parent Entity'. Below this, there are filters for 'Directly Assigned Application Roles', 'User Status', 'SIS User', and 'Application Role Approval', all currently set to 'None selected'. A table lists 11 users, each with an 'Edit' button. The table columns are: Edit, Name, User Status, Name (Entity ID), E-mail Address, Phone, SIS User, and Directly Assigned Application Roles. The users listed are: Assessment, Achievement; Assessment, Achievement District Test Coordinator; Assessment, Achievement District Test Coordinator; Bowers, Karen; Buchanan, Jim; Calahan, Tommy; configmanager, program; District-Chandler, NewEA; doe, john; Doe, John; and Doe, John. At the bottom, there are buttons for 'Add Application Roles' and 'Remove Application Roles', and a 'User Change Log' link.

Edit	Name	User Status	Name (Entity ID)	E-mail Address	Phone	SIS User	Directly Assigned Application Roles
<a href="#">Edit</a>	Assessment, Achievement	Active	Chandler Unified District #80 (4242)	Achievement2@test.com		No	Achievement
<a href="#">Edit</a>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator@test1.com		No	Achievement District Test Coordinator
<a href="#">Edit</a>	Assessment, Achievement District Test Coordinator	Active	Chandler Unified District #80 (4242)	Achievement_District_Test_Coordinator2@test.com		No	Achievement District Test Coordinator
<a href="#">Edit</a>	Bowers, Karen	Active	Chandler Unified District #80 (4242)	kbowers1@cox.net		No	Entity Admin
<a href="#">Edit</a>	Buchanan, Jim	Active	Chandler Unified District #80 (4242)	jim.buchanan@test.com		No	AzEDS Data Coordinator - Highly Effective Teachers and Leaders
<a href="#">Edit</a>	Calahan, Tommy	Pending	Chandler Unified District #80 (4242)	Tommy.Calahan@test.com		No	video bank
<a href="#">Edit</a>	configmanager, program	Active	Chandler Unified District #80 (4242)	program.configman@test.com		No	Program Permissions Manager
<a href="#">Edit</a>	District-Chandler, NewEA	Active	Chandler Unified District #80 (4242)	NewEA.District-Chandler@test.net		No	Entity Administration - UAT: Entity Admin
<a href="#">Edit</a>	doe, john	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Superintendent
<a href="#">Edit</a>	Doe, John	Active	Chandler Unified District #80 (4242)	john.doe@test.com		No	Assigned Roles(2)

Showing 11 to 20 of 51 entries

[Add Application Roles](#) [Remove Application Roles](#)

[User Change Log](#) [Export to Excel](#)



After the role has been granted, the user will receive a system generation email similar to the one imaged below.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Management Plans And Budgets - Staff
- **Addition of Application(s):** CNP Management Plans and Budgets
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Erin Raczynski, [Erin.Raczynski@azed.gov](mailto:Erin.Raczynski@azed.gov)

Thank you,

ADE Solutions Support Team

Email: [adesupport@azed.gov](mailto:adesupport@azed.gov)

Phone: (602) 542-2222

Toll free: 1(866) 577-9636

Fax: (602) 542-2560

Monday - Friday, 7:00 AM - 5:00 PM

# The CNP Management Plan and Budgets link should now populate in the users ADEConnect.

The screenshot shows the ADEConnect web application interface. At the top left is the Arizona Department of Education logo. At the top right, it says 'Welcome Carol' with a 'Sign Out' button and links for 'Entity Administration', 'Find Entity Administrator', 'Role Approvals', and 'Self Service Portal'. Below the logo is the 'ADEConnect' title. A navigation bar contains 'Home', 'News', and 'Reports'. The 'Home' tab is active. Below the navigation bar, there is a 'View entire news' link. To its right, a blue arrow points to a list of links under the heading '[-] Arizona Department of Education - 79275'. The list includes 'CNP Management Plans and Budgets ?' and 'CNPWeb ?'. To the right of this list is a '[Show All]' link. Further right is a 'New Applications [Hide]' section with links for 'HR Administration', 'Certification Portal', 'ADE Motor Pool Reservation System', and 'Content Management System'.

ARIZONA  
Department of Education

Welcome **Carol** [Sign Out](#)  
[Entity Administration](#)  
[Find Entity Administrator](#)  
[Role Approvals](#)  
[Self Service Portal](#)

**ADEConnect**

[Home](#) [News](#) [Reports](#)

[View entire news](#)

[\[-\] Arizona Department of Education - 79275](#)

- [CNP Management Plans and Budgets ?](#)
- [CNPWeb ?](#)

[\[Show All\]](#)

**New Applications [Hide]**  
[\[+\] HR Administration](#)  
[\[+\] Certification Portal](#)  
[\[+\] ADE Motor Pool Reservation System](#)  
[\[+\] Content Management System](#)

Please note, it may take up to 30 minutes for the new role to appear.  
If the link does not appear or the user is experiencing difficulty, repeat this process or contact ADESupport at (602) 542-2222.

# Now what?

You have access to ADEConnect.

You've granted yourself  
and your administrators  
permission the CNP  
Management Plan and  
Budget.

What should you do  
next?

# Step 1: Gather Documentation



# Gather Documentation- Seamless Sponsors

---



1. A current AFR, NSLP Review or Independent audit
2. Documentation of site eligibility
3. Non-Associated Site Agreement (if needed)
4. Pre-Operational Visit
5. Food Distribution Program Delivery Form (if needed)
6. Catering Contract
7. Health Department letters (if applicable)

# Gather Documentation- Simplified Sponsors

1. Certificate of Incorporation
2. A copy of your 501(c)(3)
3. Organizational Chart
4. Brochures and/or Pamphlets that describe organizations year-round services
5. Health Department Letters (if applicable)
6. Job Descriptions that include SFSP responsibilities and duties
7. Most recent audit, Form 990 or Profit & Loss Statement
8. Most recent AFR, NSLP Review or Independent Audit (if a school)
9. Last 3 Board Meeting Minutes (Private, Non-Profits only)
10. List of all Board Members (Private, Non-Profits only)



# Gather Documentation- Simplified Sponsors

11. Satisfaction of Liens/Judgements/Bankruptcy/Litigation(s) (if applicable)
12. Non-Associated Site Agreement (if applicable)
13. Pre-Operational Site Visit Worksheet
14. Training Certificates
15. Certification of Civil Rights Module
16. Civil Rights Pre-Award
17. Media Release
18. Food Distribution Program Delivery Information Form
19. Caterer/Vendor/FSMC Contract(s)
20. Copy of current license if residential facility
21. Documentation of Site Eligibility

Step 2: Log on to  
ADEConnect



# Log on to CNP Management Plans and Budgets

<http://www.azed.gov/>



[HOME](#) [HNS A-Z QUICK SEARCH](#) [CIVIL RIGHTS](#) [M](#)



Sign in with your organizational account

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

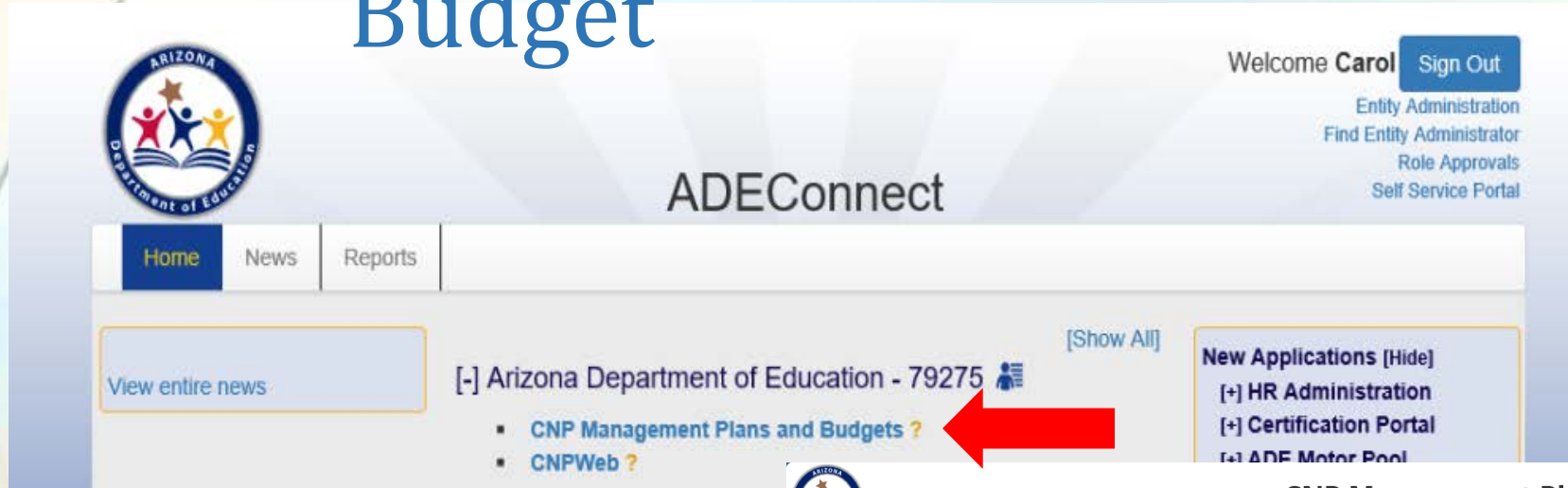
If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

# Accessing CNP Management Plan and Budget



Arizona Department of Education

Welcome Carol [Sign Out](#)

Entity Administration  
Find Entity Administrator  
Role Approvals  
Self Service Portal

ADEConnect

Home News Reports

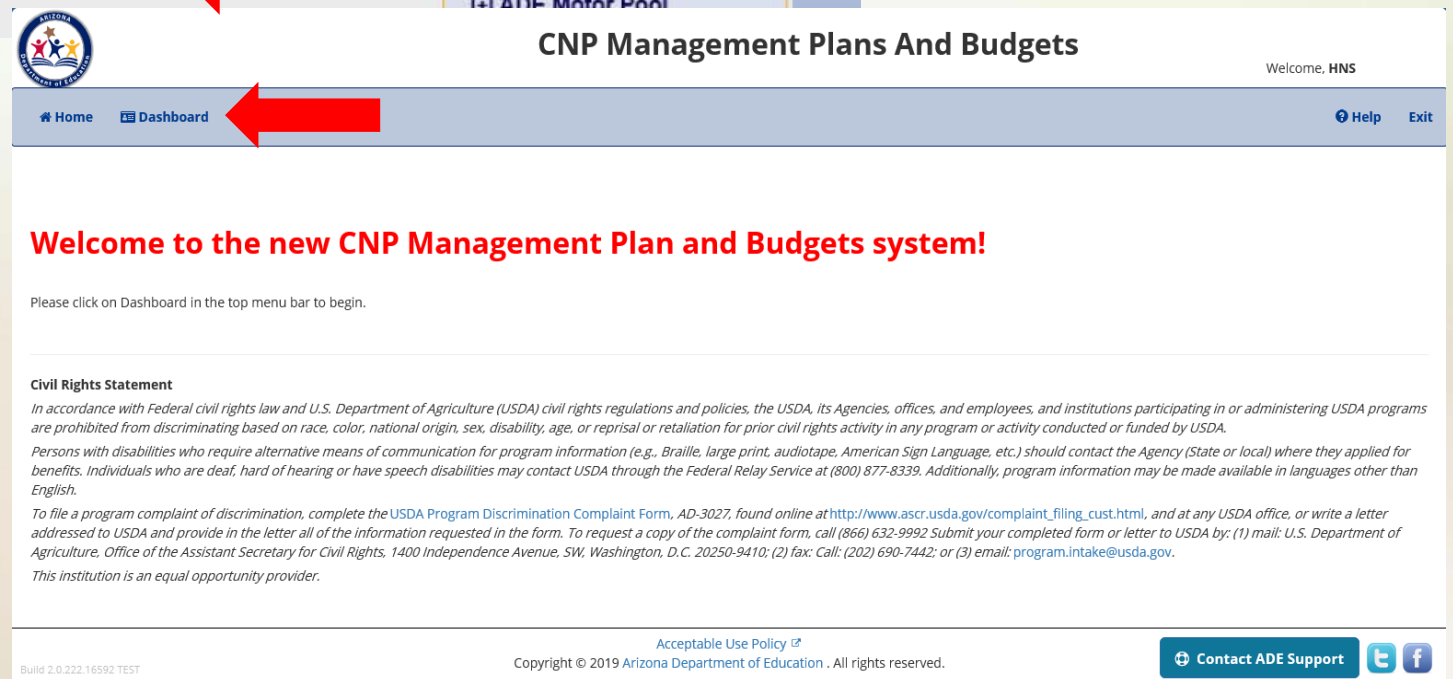
[View entire news](#)

[\[-\] Arizona Department of Education - 79275](#) [\[Show All\]](#)

- [CNP Management Plans and Budgets ?](#)
- [CNPWeb ?](#)

New Applications [Hide]

- [\[+\] HR Administration](#)
- [\[+\] Certification Portal](#)
- [\[+\] ADE Motor Pool](#)



Arizona Department of Education

CNP Management Plans And Budgets

Welcome, HNS

[Home](#) [Dashboard](#) [Help](#) [Exit](#)

**Welcome to the new CNP Management Plan and Budgets system!**

Please click on Dashboard in the top menu bar to begin.

**Civil Rights Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, AD-3027](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: Call: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

[Acceptable Use Policy](#)

Build 2.0.222.16592 TEST

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[Contact ADE Support](#) [t](#) [f](#)

## Step 3: Complete Management Plan



# Sponsor Dashboard



## CNP Management Plans And Budgets

Welcome, HNS

[Home](#) [Dashboard](#)

[Help](#) [Exit](#)

### Sponsor Dashboard

Welcome to the CACFP Centers Management Plan and Budget Dashboard. Before completing the online management plan and budget, please complete the Civil Rights Training using the link below.

#### [Civil Rights Training](#)

After completion of the Civil Rights Training, you will need to print the training certificate and upload it with the other required documents.

#### Lake Havasu Unified District - 08-02-01-000

- [CNP Management Plan - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.

- [CNP Budget - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.

[Acceptable Use Policy](#)

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Build 2.0.220.16349 TEST

[Contact ADE Support](#)






# Document Index Page

- [CNP Management Plan - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.

- [CNP Budget - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.



## CNP Management Plans And Budgets

Welcome, HNS

[Home](#) [Dashboard](#) [Help](#) [Exit](#)

### Document Index

Welcome to Document Index...!!

Lake Havasu Unified District - 080201000

Form Type:

Program Year:

[Get Document Index](#)

Show  entries

Search:

Revision	Status	Status Update Date	Last Update By	Action
Original	Pending	2/22/2019 8:52:27 AM	hnsuser@mailinator.com	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous  Next

Build 2.0.220.16349 TEST

Acceptable Use Policy [Acceptable Use Policy](#)

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[Contact ADE Support](#) [t](#) [f](#)

# Create a New Form

From the Document Index Page:

Document Index  
Welcome to Document Index...!!

Lake Havasu Unified District - 080201000

**Form Type:**

**Program Year:**

[Get Document Index»](#)

Show  entries Search:

Revision	Status	Status Update Date	Last Update By	Action
	Not Initiated			

Showing 1 to 1 of 1 entries Previous  Next

[+ Create New](#)

Add  
New  
Form

Show  entries

Revision

Showing 1 to 1 of 1 entries

[+ Create New](#)

The Create new link is only available if the Form is Not Initiated or the last revision status is Approved or Rejected.

Click the Create New link on the Document Index page to create a new Form.

The form's home page will open.

# Edit an Existing Form

From the Document Index Page:

Document Index  
Welcome to Document Index...!!

Lake Havasu Unified District - 080201000

**Form Type:**

**Program Year:**

[Get Document Index»](#)

Show  entries

Search:

Revision	Status	Status Update Date	Last Update By	Action
Original	Pending	2/26/2019 9:36:36 AM	hnsuser@mailinator.com	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous  Next

Edit  
or  
View  
Form

Search:

Action
<a href="#">View</a>

To edit a Pending form,  
click the View link on the  
Document Index page.

The form's home page will  
open.

# Management Plan Home Page



## CNP Management Plans And Budgets

Welcome, HNS

[Home](#) [Dashboard](#)

[Help](#) [Exit](#)

CNP Management Plan - SFSP Simplified - PY 2019  
Lake Havasu Unified District - 080201000  
Program Year - 2019  
Original Revision - Pending

Created by HNS User on 2/26/2019 9:36:36 AM

[CNP Management Plan - SFSP Simplified](#)

[Scroll to bottom](#)

[Print](#)

[Submit](#) [Delete](#)

[Sponsor Information](#)

### Site Information

- [Havasupai Elementary School](#)
- [Lake Havasu High School](#)
- [Oro Grande Elementary School](#)
- [Starline Elementary School](#)
- [Thunderbolt Middle School](#)

[Administrative Capability](#)

[Financial Viability](#)

[Certification Statements](#)

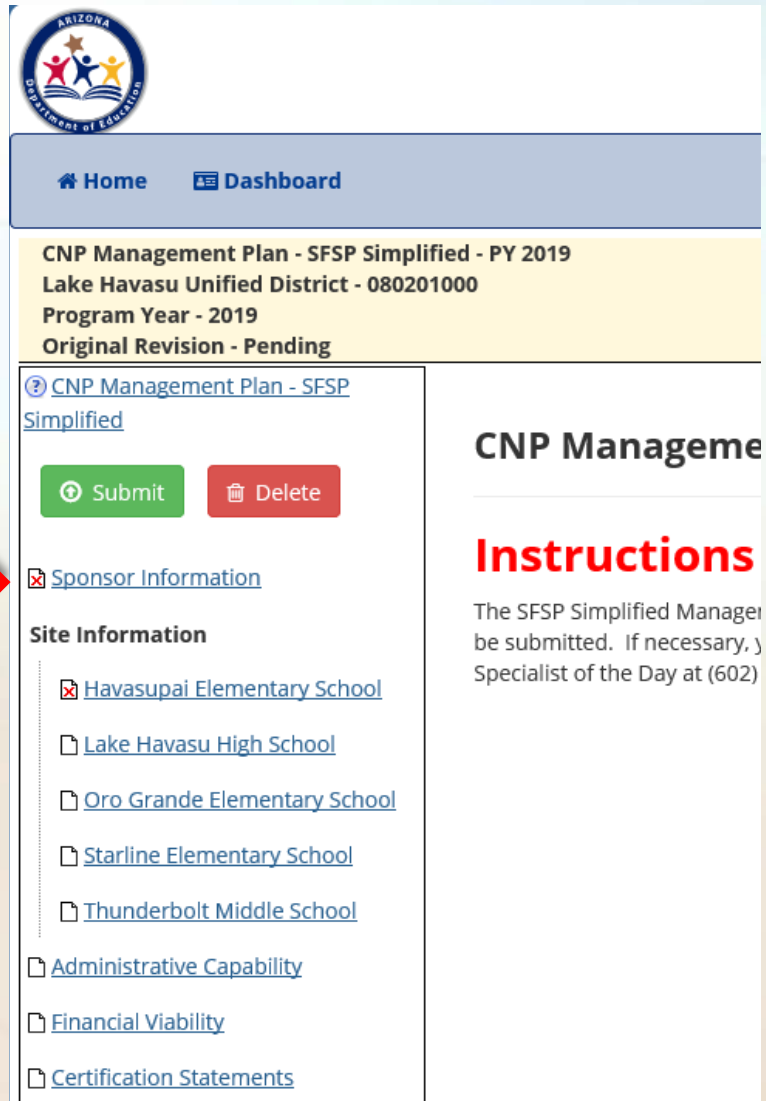
## CNP Management Plan - SFSP Simplified (2019) Instructions


### Instructions

The SFSP Simplified Management Plan is divided into individual forms. These forms are displayed in the menu bar to the left. Each form must be completed before the Management Plan can be submitted. If necessary, you may save the data entered in the management plan then return at a later time to complete and submit. For assistance, contact your specialist or the Specialist of the Day at (602) 542-8700 and then pressing 1 for the Community Nutrition Program.

[Scroll to top](#)

# Management Plan Home Page





[Home](#) [Dashboard](#)

CNP Management Plan - SFSP Simplified - PY 2019  
Lake Havasu Unified District - 080201000  
Program Year - 2019  
Original Revision - Pending

[? CNP Management Plan - SFSP Simplified](#)

[Submit](#) [Delete](#)

☒ [Sponsor Information](#)

**Site Information**

- ☒ [Havasupai Elementary School](#)
- ☐ [Lake Havasu High School](#)
- ☐ [Oro Grande Elementary School](#)
- ☐ [Starline Elementary School](#)
- ☐ [Thunderbolt Middle School](#)

☐ [Administrative Capability](#)



☐ [Financial Viability](#)

☐ [Certification Statements](#)

**CNP Management**

**Instructions**

The SFSP Simplified Manager be submitted. If necessary, Specialist of the Day at (602)

- The Management Plan is split into five forms located in the left menu.
- Each form must be completed and error free before the Management Plan can be submitted to ADE. You will know if the page is complete because  will have a green checkmark .
- The five forms include:
  - Sponsor Information
  - Site Information
  - Administrative Capability
  - Financial Viability
  - Certification Statements
- Each form may be completed and saved individually.
- A Site Information form must be completed for each site that will be participating.

# Form Buttons

After clicking a Form link, the Form will open in Read-Only mode.

CNP Management Plan - SFSP Simplified - PY 2019  
Lake Havasu Unified District - 080201000  
Program Year - 2019  
Original Revision - Pending

[CNP Management Plan - SFSP Simplified](#)

[Submit](#) [Delete](#)

[Sponsor Information](#)

Site Information

[Havasupai Elementary School](#)

CNP M

**Instru**

The SFSP Si  
be submitte  
Specialist of

[Edit](#)

Sponsor Information

DUNS# Number:\* 1234

Federal ID Number:\* 12341234

Click the Edit button located at the top of the form.

Edit

The selected form will open in edit mode.

Complete all questions on the form.

When Ready to leave the Form, click the Save or Cancel button at the bottom of the Form.

[Save](#) [Cancel](#)

- Save will save all the data entered in the form.
- Cancel will not save any work you've done.

**Let's look at the details of each page!**



## Step 3a: Sponsor Information



# Sponsor Information

Information collected on the Sponsor Information form:

The form is divided into two sections, each with a blue header bar. The first section, 'Sponsor Information', contains two text input fields: 'DUNS# Number:\*' and 'Federal ID Number:\*'. The second section, 'Physical Address', contains five input fields: 'Address Line 1:\*', 'Address Line 2:', 'City:\*', 'State:\*' (a dropdown menu with '- Select State -' and a downward arrow), and 'Zip Code:\*'.

Sponsor Information	
DUNS# Number:*	<input type="text"/>
Federal ID Number:*	<input type="text"/>

Physical Address	
Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text" value="- Select State -"/>
Zip Code:*	<input type="text"/>

- Sponsor Information
- Physical Address
- Mailing Address
- Authorized Representative Information
- Organization Information
- Advances
- Vendor/Central Kitchen Information
- Commodities
- Certification Statements
- Documents Upload

# Sponsor Information- Organization

Yes- will accept additional sites

**Organization**

Describe the ongoing year-round service(s) the organization currently provides to the community it will serve under the Program to comply with Sponsor eligibility requirements 225.14(c)(5). Upload organization's brochures, pamphlets or articles that detail all year-round services currently offered. \*

List of services

How will the organization promote the availability of the Summer Food Service Program to the community? \*

Please describe promotion methods

List all assumed names the organization does business under, if applicable:

List business names (if applicable)

Will the Sponsor accept additional Sites that would like to participate in SFSP? \*

Yes

If Yes, check the areas where the sponsor will serve additional sites.

**Greater Phoenix Areas:**

<input type="checkbox"/> Apache Junction	<input type="checkbox"/> Avondale	<input type="checkbox"/> Buckeye	<input type="checkbox"/> Cave Creek
<input type="checkbox"/> Chandler	<input type="checkbox"/> El Mirage	<input type="checkbox"/> Gilbert	<input type="checkbox"/> Glendale
<input type="checkbox"/> Goodyear	<input type="checkbox"/> Laveen	<input type="checkbox"/> Lithfield	<input type="checkbox"/> Mesa
<input type="checkbox"/> Peoria	<input type="checkbox"/> Phoenix	<input type="checkbox"/> Scottsdale	<input type="checkbox"/> Surprise
<input type="checkbox"/> Tempe			

**Other Phoenix Area**  
Enter specific area(s) below:

**Tucson Area**  
Enter specific area(s) below:

**Rural Communities**  
Enter specific area(s) below:

No- will not accept additional sites

**Organization**

Describe the ongoing year-round service(s) the organization currently provides to the community it will serve under the Program to comply with Sponsor eligibility requirements 225.14(c)(5). Upload organization's brochures, pamphlets or articles that detail all year-round services currently offered. \*

List of services

How will the organization promote the availability of the Summer Food Service Program to the community? \*

Please describe promotion methods

List all assumed names the organization does business under, if applicable:

List business names (if applicable)

Will the Sponsor accept additional Sites that would like to participate in SFSP? \*

No

# Sponsor Information- Advances

Yes, we want an advance.

**Advances**

To assist sponsors in meeting operating costs and administrative expenses, advance payments may be requested by any organization that operates 10 or more days during a month, if there is an executed Program agreement. Please note the following regulations apply:

- 7 CFR 225.9(c)(1) and (2) – The State agency shall make advance payments by June 1, July 15th and August 15th.
- 7 CFR 225.9(c)(3) – When determining the amount of advance payments payable to the sponsor, the State agency shall make the best possible estimate based on the sponsor's request and any other available data.
- 7 CFR 225.9(c)(4) – The sum of the advance operating and administrative costs payments to a sponsor for any one month shall not exceed \$40,000.
- 7 CFR 225.9(c)(5) – The State agency shall deduct from either advance operating payments or advance administrative payments the amount of any previous payment which is under dispute or which is part of a demand for recovery under 7 CFR 225.12.
- 7 CFR 225.9(c)(6) – If the State agency has reason to believe that a sponsor will not be able to submit a valid claim for reimbursement covering the month for which advance payments have already been made, the subsequent month's advance payment shall be withheld until a valid claim is received.
- 7 CFR 225.9(c)(7) – Upon demand of the State agency, sponsors shall repay any advance Program payments in excess of the amount cited on a valid claim for reimbursement.

**Does the applicant organization elect to receive advance payments? \*** Yes

**Select the month(s) which advance payment(s) are being requested.**

**June:** ☐ Administrative ☐ Operating

**July:** ☐ Administrative ☐ Operating

**August:** ☐ Administrative ☐ Operating

No, we do not want an advance

**Advances**

To assist sponsors in meeting operating costs and administrative expenses, advance payments may be requested by any organization that operates 10 or more days during a month, if there is an executed Program agreement. Please note the following regulations apply:

- 7 CFR 225.9(c)(1) and (2) – The State agency shall make advance payments by June 1, July 15th and August 15th.
- 7 CFR 225.9(c)(3) – When determining the amount of advance payments payable to the sponsor, the State agency shall make the best possible estimate based on the sponsor's request and any other available data.
- 7 CFR 225.9(c)(4) – The sum of the advance operating and administrative costs payments to a sponsor for any one month shall not exceed \$40,000.
- 7 CFR 225.9(c)(5) – The State agency shall deduct from either advance operating payments or advance administrative payments the amount of any previous payment which is under dispute or which is part of a demand for recovery under 7 CFR 225.12.
- 7 CFR 225.9(c)(6) – If the State agency has reason to believe that a sponsor will not be able to submit a valid claim for reimbursement covering the month for which advance payments have already been made, the subsequent month's advance payment shall be withheld until a valid claim is received.
- 7 CFR 225.9(c)(7) – Upon demand of the State agency, sponsors shall repay any advance Program payments in excess of the amount cited on a valid claim for reimbursement.

**Does the applicant organization elect to receive advance payments? \*** No

# Sponsor Information- Vendor/Central Kitchen

## Vendor / Central Kitchen Information

Will any meals be prepared by a Food Service Management Company (FSMC), Caterer, or Central Kitchen? \*

Yes



Click the Add Vendor/Facility button below to enter information about the vendors and/or central kitchens that will be preparing meals during the operation of the SFSP. If using multiple vendors or central kitchens, add each facility.

[Expand All](#) / [Collapse All](#)

[+ Add Vendor / Facility](#)



# Sponsor Information- Vendor/Central Kitchen Cont'd

Complete a vendor information page for all FSMC, Caterer or Central Kitchen being used.

Vendor / Facility 1 Expand All / Collapse All

Enter the vendor or facility name, address and contact information for the food service management company, caterer or central kitchen. **Do not enter the sponsoring organization's address or contact persons information in this section.** To add additional facilities, click the Add Vendor/Facility button below.

Vendor/Facility Name: \*

Type: \* - Select -

Address: \*

Address Line 1: \*

Address Line 2:

City: \*

State: \* - Select -

Zip Code: \*

Contact: \*

First Name: \*

Last Name: \*

Position Title: \*

Email Address: \*

Telephone Number: \* XXX-XXX-XXXX ext. ext

Fax Number: XXX-XXX-XXXX

[+ Add Vendor / Facility](#)

[Remove Vendor / Facility](#)

Site Information will have additional questions related to the information that has been provided in this section.



# Sponsor Information- Vendor/Central Kitchen Cont'd

## Vendor / Central Kitchen Information

Will any meals be prepared by a Food Service Management Company (FSMC), Caterer, or Central Kitchen? \*

Yes ▼

Click the Add Vendor/Facility button below to enter information about the vendors and/or central kitchens that will be preparing meals during the operation of the SFSP. If using multiple vendors or central kitchens, add each facility.

Expand All / Collapse All

Caterer #1



Caterer #2



Caterer #3



+ Add Vendor / Facility

## Vendor / Central Kitchen Information

Will any meals be prepared by a Food Service Management Company (FSMC), Caterer, or Central Kitchen? \*

No ▼

# Sponsor Information- Documents Upload

## Documents Upload

Organizational Chart: \*

Browse...

Action	File Name	Uploaded
<a href="#">Delete</a>	04 - Organizational Chart - Chandler Unified School District FY18.pdf	02/21/19 11:15 AM

Annually Required Training Certificates: \*

Browse...

Action	File Name	Uploaded
<a href="#">Delete</a>	12 - Agenda from FY17 Annual Staff Training - Chandler Unified School District FY18.pdf	02/21/19 11:16 AM

Brochures and/or Pamphlets that describe the Organization's year-round services: \*

Browse...

Action	File Name	Uploaded
<a href="#">Delete</a>	03 - FY18 Renewal Summit and New Meal Pattern Training Certificates - Chandler Unified School District FY18.pdf	02/21/19 11:16 AM

FSMC and/or Caterer contract(s): \*

Browse...

Attachment required: FSMC and/or Caterer contract(s)

Food Distribution Delivery Information: \*

Browse...

Attachment required: Food Distribution Delivery Information

Media Release document: \*

Browse...

Attachment required: Media Release document

Organization's outreach plan: \*

Browse...

Attachment required: Organization's outreach plan

Health Department Letters (required for non-school sites only):

Browse...

## Step 3B: Site Information



# Site Information

## Site Information

Site Name: Havasupai Elementary School (08-02-01-103)

Is this the first year that this Site has participated in the SFSP? \*

Yes



Pre-Operational Site Visit Form

Is this Site a legal Entity of the Sponsoring Organization? \*

No, site is legally separate from the Sponsor



Non-Associated Site Agreement

Type of Site: \*

Community Center



Site Service Location: \*

Rural



## Site Information

Site Name: Havasupai Elementary School (08-02-01-103)

Is this the first year that this Site has participated in the SFSP? \*

No



Were any operational issues identified at this Site in the previous year? \*

Yes



Pre-Operational Site Visit Form

Is this Site a legal Entity of the Sponsoring Organization? \*

No, site is legally separate from the Sponsor



Type of Site: \*

Community Center



Site Service Location: \*



Rural



# Site Information- Operating Dates

## Operating Dates

Please enter the date ranges of SFSP participation operation at this site \*

Start Date	End Date	Remove
06/03/2019	06/27/2019	
07/08/2019	07/31/2019	
<a href="#">+ Add Date Range</a>		

Please list any holidays the site will not be serving or any specific dates during the dates of operation that the site will not be in operation.  
(i.e., July 4 or every Friday beginning mm/dd/yyyy): \*

Memorial Day and 4th of July

# Site Information- Meal Participation

## Meal Participation

- ☐ Breakfast
- ☐ Morning Snack
- ☐ Lunch
- ☐ Afternoon Snack
- ☐ Supper

Indicate how the site supervisor will communicate the number of meals that will be needed for the following day: \*

Is the meal service area indoor or outdoor? \*

- Select -



## Meal Participation

☒ Breakfast

Meal Service Begin/End Times: \*

HH:MM AM/PM

to

HH:MM AM/PM

Meal Service Days: \*

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Number of Operating Days: \*

Estimated Meals Served Daily: \*

Meal Preparation: \*

- Select -





# Site Information- Meal Participation

## Meal Participation

☒ Breakfast

Meal Service Begin/End Times: \* 8:00 am to 9:00 am

Meal Service Days: \* ☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☐ Friday ☐ Saturday

Number of Operating Days: \* 45

Estimated Meals Served Daily: \* 100

Meal Preparation: \* Caterer - Caterer #1

# Site Information- Civil Rights Data Collection

## Civil Rights Data Collection

### INSTRUCTIONS:

Service Area % data can be obtained from the U.S. Census Bureau American Fact Finder website link below. The Service Area statistics can be located by typing the County, City, or Zip Code in the box located on the upper-left hand side of the page, then selecting the 2nd bullet listed under 2010 Census (Race and Hispanic or Latino Origin).

Please refer to the [American FactFinder Website](#) to enter Service Area Data.

Ethnic Category	Service Area %
Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)	<input type="text" value="50"/> %
Non-Hispanic or Non-Latino (all others, Irish, French, German, etc.)	<input type="text" value="50"/> %
Total	100 %

Racial Category	Service Area %
White	<input type="text" value="25"/> %
Black	<input type="text" value="25"/> %
American Indian or Alaskan Native	<input type="text" value="0"/> %
Asian	<input type="text" value="0"/> %
Native Hawaiian	<input type="text" value="0"/> %
Some Other Race	<input type="text" value="25"/> %
Two or More Races	<input type="text" value="25"/> %
Total	100 %

# Site Information- Documents Upload

## Documents Upload

Non-Associated Site Agreement: \*

Browse...

Attachment required: Non-Associated Site Agreement

Eligibility Documentation: \*

Browse...

Attachment required: Eligibility Documentation

Pre-Operational Site Visit Worksheet: \*

Browse...

Attachment required: Pre-Operational Site Visit Worksheet

## Step 3C: Administrative Capability



# Administrative Capability

## Staffing

Does the organization currently have sufficient staff to assess and determine needs for the SFSP in the area served by the organization? \*

No



Provide an explanation if the organization does not have sufficient staff. \*

Does the organization currently have sufficient staff to effectively write and adhere to an outreach plan? \*

No



Provide an explanation if the organization does not have sufficient staff. \*

## Training

All sponsoring organizations must train all new staff on the requirements of SFSP before they assume responsibility for program functions. In addition, all staff members must receive training on SFSP functions and Civil Rights annually. Please answer the following questions regarding training.

How are new staff members trained in SFSP duties? \*

- Select Type -



### Internally developed ADE training package

I will develop a training package based on the SFSP trainings provided by ADE and other available program resources. New staff will complete the training before assuming responsibility for program functions. Documentation of training will be maintained.

### Other

Other (explanation required):

Annual Training for all staff members was completed on? \*

MM/DD/YYYY

Check all required training topics that were provided: \*

- ☐ Meal Pattern
- ☐ Meal Count Procedures
- ☐ Record Keeping
- ☐ Claims Submission
- ☐ Reimbursement System (if applicable)
- ☐ Review Procedures

Provide an explanation if you leave any training topics unchecked \*

Annual Civil Rights Training for all staff members was completed on? \*

MM/DD/YYYY

Check all required training topics that were provided \*

- ☐ Collection and use of data
- ☐ Effective public notification systems
- ☐ Complaint procedures
- ☐ Compliance review techniques
- ☐ Resolution of noncompliance
- ☐ Requirements for reasonable accommodations for persons with disabilities
- ☐ Requirements for language assistance
- ☐ Conflict resolution
- ☐ Customer service

Provide an explanation if you leave any training topics unchecked \*



# Administrative Capability

## Record Retention Confirm

The State of Arizona requires all hardcopy original SFSP records be retained for 5 years. The current month plus the last 11 months of SFSP records must be stored at the physical address provided on the Sponsor Information page. The previous 4 years of SFSP records may be stored off site; however, they must be made available within 24-hour notice. You may maintain electronic copies in addition to hardcopy originals. We encourage you to have a regularly scheduled backup system. Documents must be made available to ADE reviewers immediately upon request. Additionally, the Food Service Permanent Agreement must be maintained onsite at all times.

☐ I have read and understand the SFSP record retention requirements \*

## Step 3D: Financial Viability



# Financial Viability

Information collected on Financial Viability Page includes:

## Organization

Type of Organization: \*

Private - Non-profit, Tax Exempt



Has the organization's tax-exempt status ever been revoked? \*

- Select -



## Board Information

All contracting organizations must provide information for at least two (2) persons responsible for the overall operation of the SFSP. Mailing address cannot be the same as the business address. \*

### Responsible Principals

+ Add Board Member

Expand All / Collapse All

Financial interest is defined as anything of monetary value, including but not limited to salary, consulting fees, honoraria, and interests in real property, dividends, royalties, rent, capital gains, and forgiveness of debt.

Does any board member(s) have a financial interest in the organization? \*

- Select -



What are the anticipated Board Meeting dates for the upcoming fiscal year?

Date 1: \*

MM/DD/YYYY

Date 2:

MM/DD/YYYY

Date 3:

MM/DD/YYYY

Date 4:

MM/DD/YYYY

# Financial Viability

**Board Information**

All contracting organizations must provide information for at least two (2) persons responsible for the overall operation of the SFSP. Mailing address cannot be the same as the business address. \*

**Responsible Principals** Expand All / Collapse All

**Board Member 1** ▼

**Title: \***

- Select - ▼

**Name: \***

**Birthdate: \***

MM/DD/YYYY

**Non-Business Mailing Address: \***

**Address Line 1: \***

**Address Line 2:**

**City: \***

**State: \***

- Select - ▼

**Zip Code: \***

**Relationship To Other Members: \***

Remove Board Member

+ Add Board Member

**Does any board member(s) have a financial interest in the organization? \***

Yes ▼

List the board members having a financial interest in the organization. \*

Board Member Name	Financial Interest	Remove
		<div>Remove</div>
<div>+ Add Board Member Interest</div>		

### Projected Revenue Sources

List all current and projected revenue sources that will be devoted to administering the SFSP. Include projected SFSP funds. Note: Donors may not be anonymous. \*

Source	Monthly Amount	Allowable for SFSP?	Remove
+ Add Revenue Source			

Explain the organization's plan to sustain the SFSP in the event of a delay or interruption of Program funds. \*

Explain the organization's plan for repayment of any outstanding debts resulting from Program reclaims or from costs exceeding SFSP claim reimbursement, should they occur. \*

Is the organization currently in bankruptcy? \*



Has this organization been in bankruptcy anytime in the past 7 years? \*



Has there ever been a lien or judgement against the organization and/or the responsible individuals or principals of the organization? (Note: Information will be verified). \*



Provide an explanation of lien(s) or judgment(s) \*

Does this organization have any current or pending litigation(s)? \*



Must have at least one revenue source

- If any of these questions, are answered “Yes”, an explanation and a document upload will be required.
- We do check our resources for bankruptcies, liens and judgements.
- If you’ve answered “No” and we find one of these situations, the Management Plan will be rejected for additional information and will delay approval.

# Certification Statements

**CNP Management Plan - SFSP Simplified**  
**Lake Havasu Unified District - 080201000**  
**Program Year - 2019**  
**Original Revision - Pending**

[? CNP Management Plan - SFSP Simplified](#)

☒ [Sponsor Information](#)

**Site Information**

☒ [Havasupai Elementary School](#)

☐ [Lake Havasu High School](#)

☐ [Oro Grande Elementary School](#)

☐ [Starline Elementary School](#)

☐ [Thunderbolt Middle School](#)

☒ [Administrative Capability](#)

☒ [Financial Viability](#)

☒ [Certification Statements](#)

- When each Form is complete, you will see a green checkmark next to the form.
- After all forms have a checkmark, you will click on the Certification Statements link.
- A page will open with several statements that you must attest to before the Management Plan can be Submitted to ADE.
- After answering each of the statements, you will Save the page.
- After you save the Certification Page, you will be able to Submit the Document.
- If any errors remain on any form, you will receive an error that the Management Plan cannot be submitted.
- Continue on to complete the Budget.



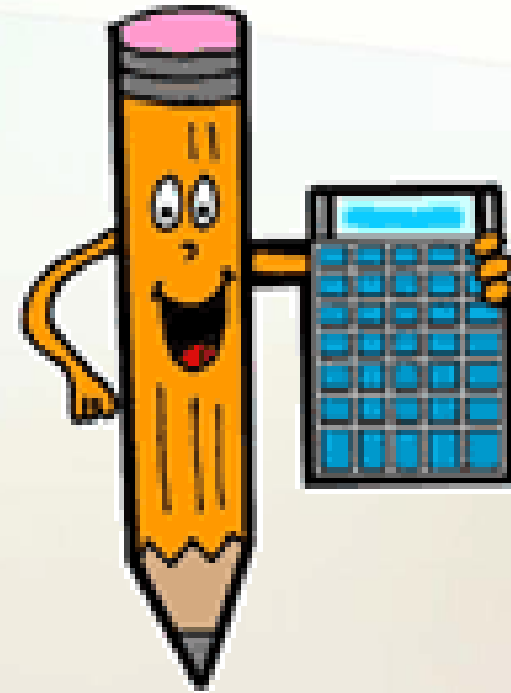
## Step 4: Complete the Budget



# Gather Information for Budget

Before starting the budget you should gather the following information:

- Information for labor costs – Positions, duties, hourly wage rates, etc.
- Costs of any utilities or other costs that you intend to claim.
- Food and Supply costs from last year.
- Any carry-over from previous year
- Projected SFSP Reimbursements.



# Accessing the Budget

From the Sponsor Dashboard page, click on CNP Budget – CAC Centers to open the Document Index page:

- [CNP Management Plan - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.

- [CNP Budget - SFSP Simplified - PY 2019](#)

The **Original** Form is in **Pending** Status. Please click the link above to complete and submit the document for HNS approval.

- Clicking CNP Budget on the Sponsor Dashboard will open the Document Index page.
- Click on Create New if the budget has not been initiated or View if the budget is Pending.

**CNP Management Plans And Budgets** Welcome, HNS

Home Dashboard Help Exit

Document Index  
Welcome to Document Index...!!

Lake Havasu Unified District - 080201000

Form Type: CNP Budget - SFSP Simplified

Program Year: 2019

Get Document Index»

Show 25 entries Search:

Revision	Status	Status Update Date	Last Update By	Action
Original	Pending	2/25/2019 11:37:28 AM	hnsuser@mailinator.com	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

# Budget Home Page

**CNP Management Plans And Budgets**

Welcome, HNS

Home Dashboard Help Exit

CNP Budget - SFSP Simplified - PY 2019  
Lake Havasu Unified District - 080201000  
Program Year - 2019  
Original Revision - Pending

Created by HNS User on 2/20/2019 11:54:01 AM  
Last Modified by HNS User on 2/25/2019 11:37:28 AM

[CNP Budget - SFSP Simplified](#)

Submit Delete

☒ [Budget Information](#)

**CNP Budget - SFSP Simplified (2019) Instructions** Print

**Instructions**

You must complete and submit the SFSP Simplified Management Plan form before submitting the Budget form. Click on the Budget Information link in the menu bar to the left. If necessary, you may save the data entered in the budget then return at a later time to complete and submit. For assistance, contact your specialist or the Specialist of the Day at (602) 542-8700 and then pressing 1 for the Community Nutrition Program.

Build 2.0.222.16592 TEST

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Contact ADE Support

- The Budget Information must be completed and error free before the Budget can be submitted to ADE. Similar to the Management Plan, you will know if the page is complete because there will be a green checkmark to the left.
- At the end of the Budget you will be required to certify that all information is true and correct before submitting.
- On the Budget Home Page, click the Budget Information link to open the Budget in Read-Only mode.

# Budget Information

- General Information
- Administrative Labor
- Operational Labor
- Administrative Expenses
- Operational Expenses

- Food and Supply Costs
- Transportation Costs
- Projected SFSP Reimbursement
- Budget Summary
- Carryover from Previous Year
- Certification Statement

## General Information

No. of Administrative Days: \*



No. of Operational Days: \*



Will the organization pay employees for work related to the SFSP? Note: Verification of payment must be available upon request and at the time of the Administrative review: \*

- Select -



# Budget Information

## General Information

No. of Administrative Days: \*

No. of Operational Days: \*

Will the organization pay employees for work related to the SFSP? Note: Verification of payment must be available upon request and at the time of the Administrative review: \*

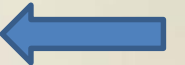
Yes



## Administrative Labor \*

Job Function	Position	No. of Staff in Position	Hours per day for SFSP Duties only	Salary/Wage per Hour	Salary/Wage per Day	No of Administrative Days	Gross SFSP Pay	SFSP Portion of Benefits	Remove
- Select -				\$	-	-	-	\$	
Total Administration Labor/Benefits							\$0.00	\$0.00	

+ Add Administrative Labor Costs Row





# Budget Information

## Summary

### Administrative Costs

Labor - Administrator(s)	\$0.00
Labor - Monitor(s)	\$0.00
Labor - Secretary, Bookkeeper	\$0.00
Benefits - Administrative	\$0.00
Printing/Mailing/Phone	\$0.00
Travel to and from Sites	\$0.00
<b>Administrative Costs Summary Total</b>	<b>\$0.00</b>

### Operational Costs

Direct Labor - Operational(s)	\$0.00
Benefits - Operational	\$0.00
Food	\$0.00
Non-Food Supplies	\$0.00
Facilities/Utilities	\$0.00
Transportation of Food to Sites	\$0.00
Transportation of Children to Sites	\$0.00
<b>Operational Costs Total</b>	<b>\$0.00</b>

### Total SFSP Costs and Revenues

<b>Total Projected SFSP Costs</b>	<b>\$0.00</b>
<b>Total Projected SFSP Reimbursements</b>	<b>\$0.00</b>
<b>Total Projected Funds Required for Operation of SFSP</b>	<b>\$0.00</b>
Carry-over from Previous Year	\$ <input type="text"/>
<b>Additional Non-SFSP Funds Required for Operation</b>	<b>\$0.00</b>

- The summary section will be used to transfer costs to CNPWeb.
- Projected SFSP Reimbursements is calculated based on information provided in the site information pages. Details of the calculations can be found on the Projected SFSP Reimbursement Summary page.

# Save and Submit Budget

CNP Budget - SFSP Simplified - PY 2019  
Lake Havasu Unified District - 080201000  
Program Year - 2019  
Original Revision - Pending

[? CNP Budget - SFSP Simplified](#)

[Submit](#) [Delete](#)

[✓ Budget Information](#)

- The Budget Information form will have a green checkmark indicating it is complete. Click the Submit button.
- After submission, the Budget will have a status of Submitted to ADE.
- Again, the Management Plan and Budget are two separate documents, so you do not need to have both complete to Submit.
- After both your Management Plan and Budget are Submitted to ADE, your specialist will review the application.

# Pro Tips and Helpful Information

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# Validation Rules

- Field level rules which occur when the form is page is saved.

**Sponsor Information**

DUNS# Number:\*

Please enter a valid DUNS Number

Federal ID Number:\*

Please enter a valid Federal ID Number

The red \* indicates this field is required.

- Page errors will also be displayed at the top of the form when the page is saved.

**Summary of identified issues:**

- Meal pricing info is incomplete on at least one row
- Attachment required: Attach a copy of your organization tax-exempt status letter from the IRS
- Attachment required: Upload Non-Profit Board of Directors Information
- Attachment required: Upload Rental/Lease Contract
- Attachment required: Upload policy document for Computer generated meal count system
- Attachment required: Upload Pricing Policy document if the Organization is Pricing

**All errors must be corrected before the Management Plan or Budget can be submitted.**

# Uploading Documents

**Documents Upload**

Upload Procurement Standards/Plan document:\*

Browse...

Action	File Name
<a href="#">Delete</a>	Procurement Standards-Plan.pdf

Upload Related Party Disclosure document:\*

Browse...

Action	File Name
<a href="#">Delete</a>	Related Party Disclosure.pdf

Upload Organization's Certificate of Incorporation:\*

Browse...

**Attachment required: Upload Organization's Certificate of Incorporation**

Upload documentation of satisfaction of Liens/Judgements/Bankruptcies:\*

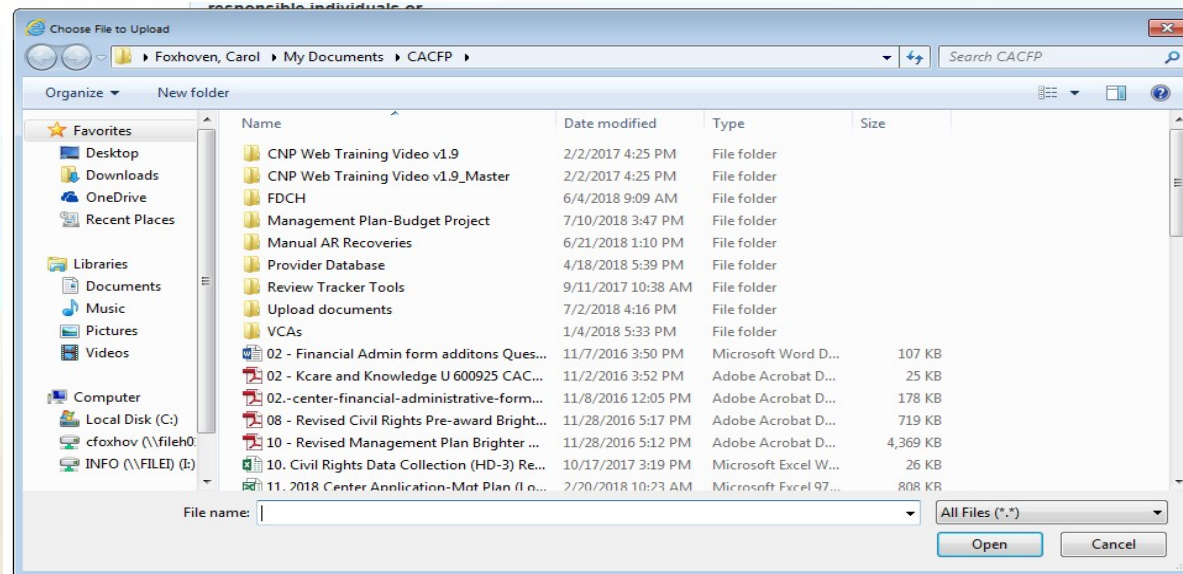
Browse...

**Attachment required: Upload documentation of satisfaction of Liens/Judgements/Bankruptcies**

- The system will allow upload of documents that are 100 MB or less.
- Some documents may allow multiple file attachment.
- We will not require any special naming convention.
- Each document that is required for your organization will be listed in the document upload section of each page.
- If you are asked to resubmit a document, the new document will replace the previously uploaded document.

# Uploading Documents Cont'd

How to upload a document:



**File Name**

**File Name**

**Upload Organization's Certificate of Incorporation:\***

**Attachment required: Upload Organization's Certificate of Incorporation**

**Upload documentation of satisfaction of Liens/Judgements/Bankruptcies:\***

**Attachment required: Upload documentation of satisfaction of Liens/Judgements/Bankruptcies**

- Select the file from the file manager, then click the Open button.
- Tip: If you are uploading more than one document for a required upload, use the Ctrl key to select multiple documents.



# Document Statuses

The document status can be found on the Document Index:

Revision	Status
Revision2	Submitted to ADE
Revision1	Rejected
Original	Approved

Showing 1 to 3 of 3 entries

Other statuses include:

- Pending – The form has been created, but not yet submitted to ADE.
- Reviewed – The form has been reviewed and accepted by your specialist. The form must go through the next level of approval before the status changes to approved.

In the top right corner of the form:

OR

**Program Year - 2019**  
**Revision - 2**  
**Status - Submitted to ADE**

You have submitted the application and it is waiting for your specialist to review.

**Program Year - 2019**  
**Revision - 1**  
**Status - Rejected**

ADE rejected the application. Your assigned specialist will contact you for corrections.

**Program Year - 2019**  
**Revision - Original**  
**Status - Approved**

The form has received final approval from the supervisor.

# What if?

My Management Plan or Budget is Submitted to ADE?

Program Year - 2019
Revision - 2
Status - Submitted to ADE

1. Your assigned specialist will review in the order it was received. Do not worry that something is wrong, if you do not hear from your specialist right away. They are probably working on others.
2. If corrections are necessary, the Management Plan or Budget will be rejected and your specialist will contact you.
3. **Do not** submit the online CNPWeb application until the Management Plan and Budget have been approved.

# What if?

## My Management Plan or Budget is Rejected?

Program Year - 2019  
Revision - 1  
Status - Rejected

1. Your assigned specialist will contact you by email or phone to explain why it was rejected and what needs to be corrected.
2. You will create new revision to the (Management Plan or Budget) to correct the error(s).
3. After corrections are made, re-submit. You only need to resubmit the revised form(s).
4. After the revision has been submitted, your specialist will re-review.
  - a. If complete, the Management Plan and Budget will be submitted to their supervisor for final approval. It will only be submitted for approval if both the Management Plan and Budget are complete.
  - b. If problems remain, the specialist will reject and contact you again.

# What if?

My Management Plan or Budget is Approved?

Program Year - 2019  
Revision - Original  
Status - Approved

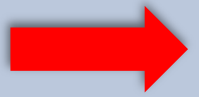
1. Congratulations! You've successfully completed the first portion of the 2019 application process.
2. Check to make sure both the Management Plan and Budget are approved.
3. Go to the CNPWeb to create and submit the site and sponsor application.
4. Use the information approved in the Management Plan and Budget to complete your CNPWeb application.
5. In CNPWeb, submit the site applications first then the sponsor application.
6. Once submitted, your specialist will receive email notification then review and approve or reject the application.
7. Once the CNPWeb application is approved, you may start claiming for FY2019

# A look into the Future!

- Annually you will need to:
  - Update information only if necessary (all information will transfer).
  - Some document uploads will be required annually.
  - Re-certify all Certification Statements annually.
- The Budget will be updated annually.

# Helpful Resources

Welcome, **User**, HNS



 [Help](#)

[Exit](#)

Program Year - 2019  
Revision - Original  
Status - Pending



 [HOME](#)

[HNS A-Z QUICK SEARCH](#)

[CIVIL RIGHTS](#)

[MEMOS](#)

[CONTACT US](#)

## Health and Nutrition Services

### SFSP Management Plans and Budgets Help

[Tweet](#) [Share](#)

Instructions for completing the SFSP Management Plan and Budget. Click on the form that you have questions about.



# Call Health and Nutrition for Support

Your SFSP Specialist or  
Community Nutrition Program  
Specialist of the Day

(602) 542-8700  
Press 1 for Community  
Nutrition Program

# Certification

I, \_\_\_\_\_, certify that I have completed the CNP Management Plan and Budget training contained in this Power Point presentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_