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/

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:

Search

Entity Administrator Resources

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

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
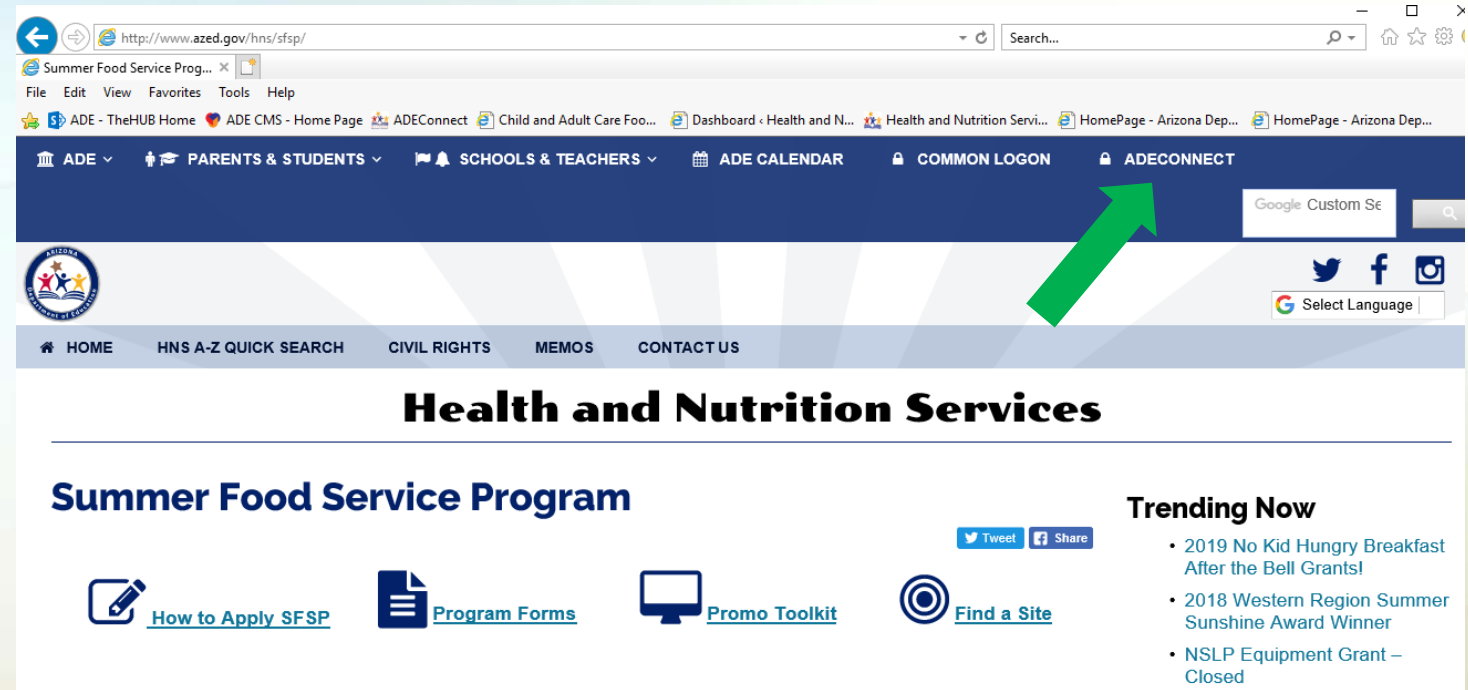
Step 1: Access ADEConnect

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 [🔒 ADECONNECT] found on the top of the webpage.
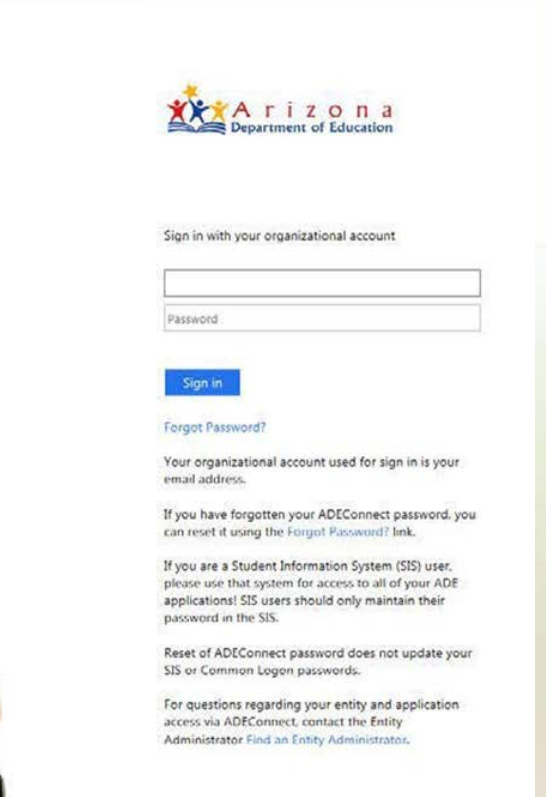
Step 2: Login

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'.

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

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.

Step 4: Select 'User Management'

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.

Step 5: Find the user to be granted permissions.
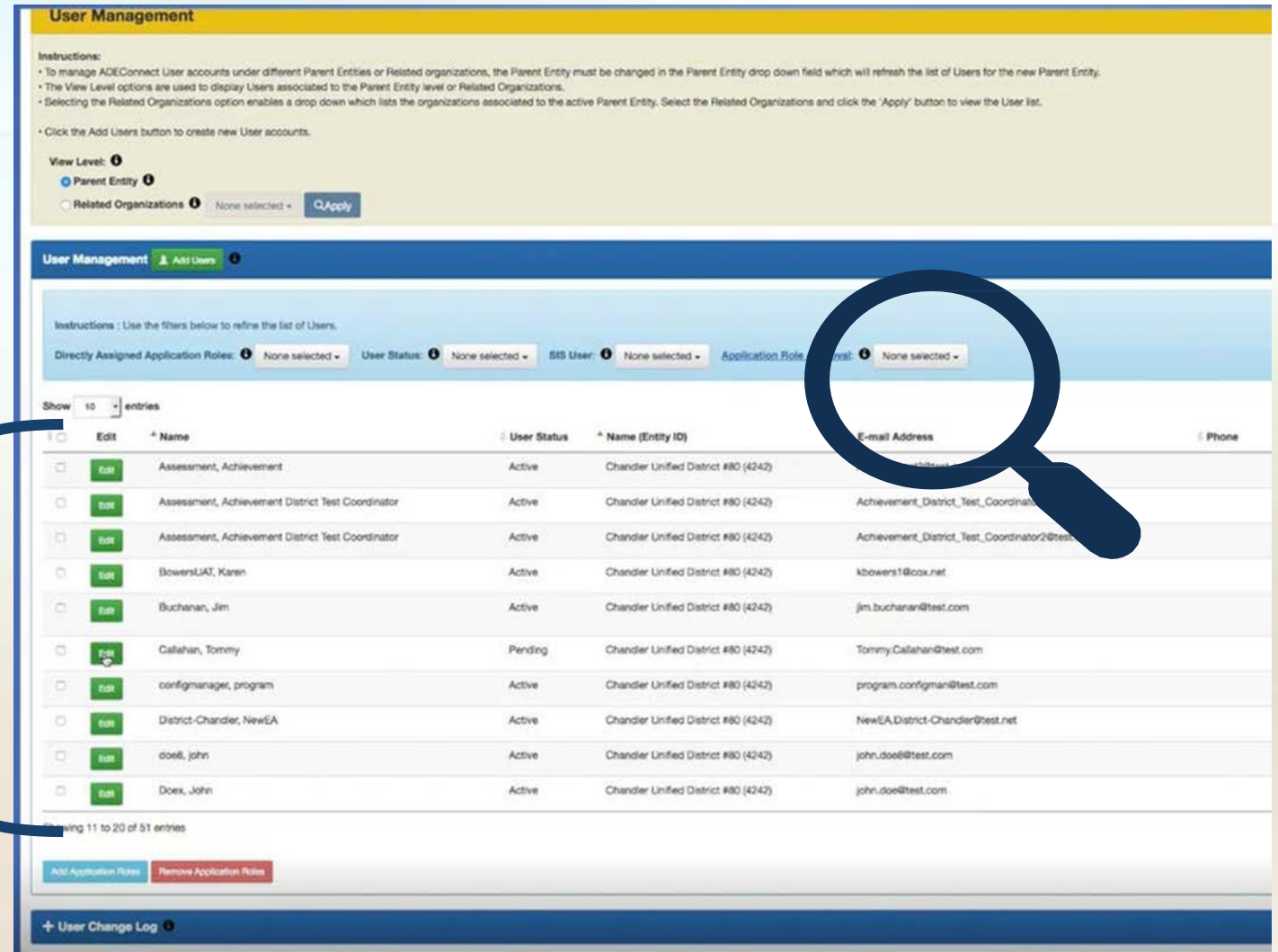
Find the individual you wish to grant access to the CNP Management Plans and Budgets System.

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.

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.

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.

Search: CNP Management Plans and Budgets

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
☐	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.

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.

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

Thank you,

ADE Solutions Support Team
Email: 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.

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/

Accessing CNP Management Plan and Budget

Step 3: Complete Management Plan

Sponsor Dashboard

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**   **❷ Help**   **Exit**

Document Index
Welcome to Document Index..!!

Lake Havasu Unified District - 080201000

| Form Type: | CNP Management Plan - SFSP Simplified ⌄ |
| Program Year: | 2019 ⌄ |

Get Document Index»

Show 25 ⌄ entries   Search:

Revision	Status	Status Update Date	Last Update By	Action
Original	Pending	2/22/2019 8:52:27 AM	hnsuser@mailinator.com	☑ View

Showing 1 to 1 of 1 entries   Previous   1   Next

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Build 2.0.220.16349 TEST

⊕ Contact ADE Support

Create a New Form

From the Document Index Page:

Document Index

Welcome to Document Index..!!

Lake Havasu Unified District - 080201000

Form Type: CNP Management Plan - SFSP Simplified

Program Year: 2019

Get Document Index»

Show 25 entries   Search:

Revision	Status	Status Update Date	Last Update By	Action
	Not Initiated			

Showing 1 to 1 of 1 entries   Previous 1 Next

+ Create New

Show 25 entries

Revision

Showing 1 to 1 of 1 entries

+ Create New

Add New Form

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: CNP Management Plan - SFSP Simplified

Program Year: 2019

Get Document Index»

Show 25 entries   Search: [   ]

Revision	Status	Status Update Date	Last Update By	Action
Original	Pending	2/26/2019 9:36:36 AM	hnsuser@mailinator.com	☑ View

Showing 1 to 1 of 1 entries   Previous 1 Next

Edit or View Form

Search: [   ]

⇕ Action ⇕
☑ View

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

⌂ 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

Scroll to bottom   🖨 Print

? 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
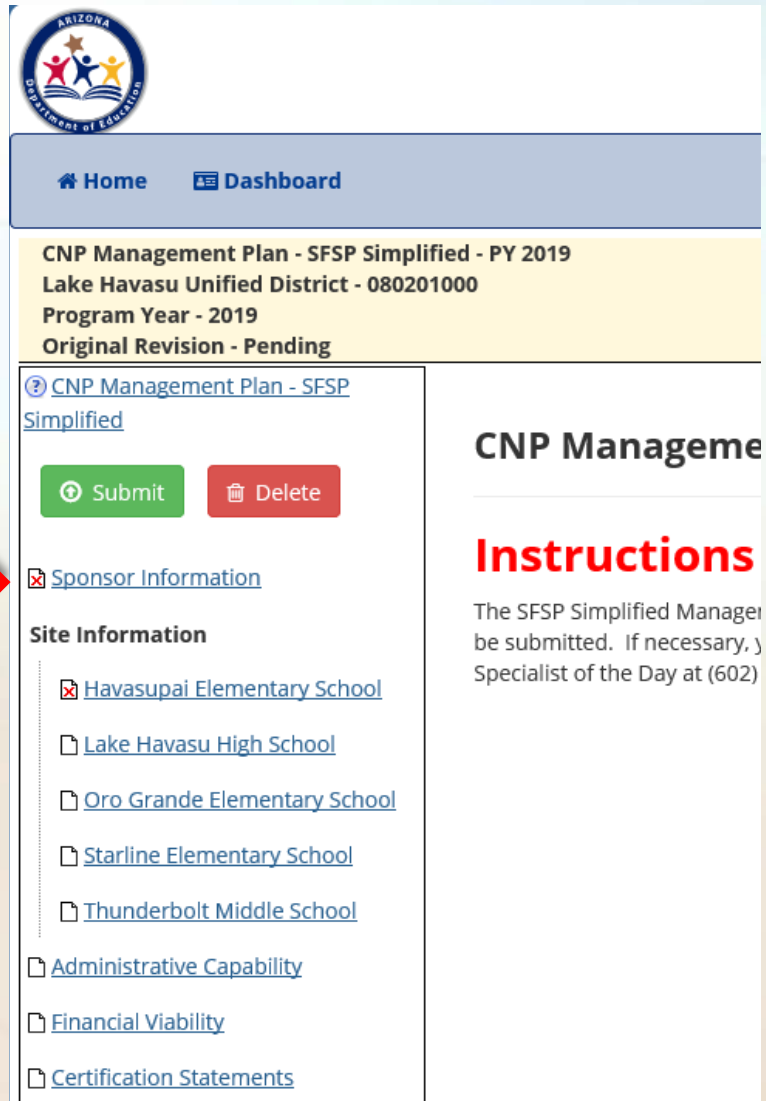
CNP Management Plan - SFSP Simplified (2019) Instructions

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

- 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

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

x Sponsor Information

Site Information
    x Havasupai Elementary School

CNP M

Instr

The SFSP Si
be submitte
Specialist of

Edit

Sponsor Information
DUNS# Number:* 1234
Federal ID Number:* 12341234

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

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:

- 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

No- will not accept additional sites

Sponsor Information- Advances

Yes, we want an advance.

No, we do not want an advance

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.

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

Sponsor Information- Vendor/Central Kitchen Cont'd

Sponsor Information- Documents Upload

Documents Upload

Organizational Chart: * [Browse...]

Action	File Name	Uploaded
Delete	04 - Organizational Chart - Chandler Unified School District FY18.pdf	02/21/19 11:15 AM

Annually Required Training Certificates: * [Browse...]

Action	File Name	Uploaded
Delete	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
Delete	03 - FY18 Renewal Summit and New Meal PatternTraining 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- 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	🗑

+ Add Date Range

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

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)	50 %
Non-Hispanic or Non-Latino (all others, Irish, French, German, etc.)	50 %
Total	**100** %

Racial Category	Service Area %
White	25 %
Black	25 %
American Indian or Alaskan Native	0 %
Asian	0 %
Native Hawaiian	0 %
Some Other Race	25 %
Two or More Races	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

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:

Financial Viability

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			

Must have at least one 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? *
- Select -

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

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): *
Yes

Provide an explanation of lien(s) or judgment(s) *
Please explain

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

- 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

⑦ 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

- 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.
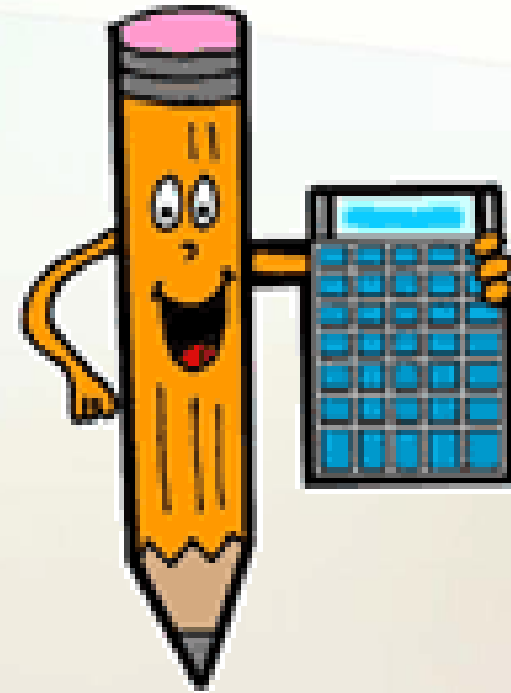
Accessing the Budget

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	☑ View

Showing 1 to 1 of 1 entries   Previous 1 Next

Budget Home Page

- 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
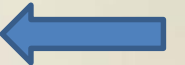
Budget Information

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
Administrative Costs Summary Total	**$0.00**

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
Operational Costs Total	**$0.00**

Total SFSP Costs and Revenues	
Total Projected SFSP Costs	**$0.00**
Total Projected SFSP Reimbursements	**$0.00**
Total Projected Funds Required for Operation of SFSP	**$0.00**
Carry-over from Previous Year	$
Additional Non-SFSP Funds Required for Operation	**$0.00**

- 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

⑦ 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

Validation Rules

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

Sponsor Information

| DUNS# Number:* | The red * indicates this field is required. | Please enter a valid DUNS Number |
| Federal ID Number:* | | Please enter a valid Federal ID Number |

- 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
Delete	Procurement Standards-Plan.pdf

Upload Related Party Disclosure document: *

Browse...

Action	File Name
Delete	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:

- 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

OR

In the top right corner of the form:

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.

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.

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?

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
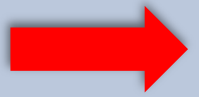Revision - Original
Status - Approved

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

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

        _____