Arizona Department of Education
Summer Food Service Program

How to Apply SFSP Simplified

Returning Sponsors

Are you a Simplified Sponsor who participated in SFSP last summer? If so, below is your guide for successfully applying to SFSP for 2020.

Deadlines 2020

- Early Simplified Deadline: 3/27/20
- USDA Foods Deadline: 4/13/20

Reminders

- Sponsors will **not** be reimbursed for meals served prior to approval of their application in CNPWeb.
- Failure to submit a complete application by the final deadline will result in the denial of sponsorship. If the sponsor wishes to participate in SFSP, they may do so as a site.

Getting Started

There are two main steps to applying to the SFSP Program.

1. Submit a CNP Management Plan and Budget.
2. Submit the sponsor and the site application in CNPWeb.

CNP Management Plans and Budgets

Applications will be completed online. This is done through the CNP Management Plans and Budgets system. Since you applied in 2019, you should already have access. You may verify this by logging into ADEConnect.
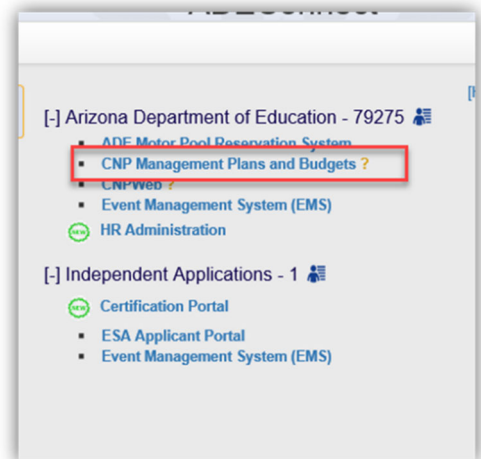
Updated: December 2019

This institution is an equal opportunity provider.

Common Issues

➢ **What if I am new to the organization but they applied last year?**

If you're new to your organization but are responsible for applying to SFSP this year, you'll need to follow a couple of steps.

1. Identify your Entity Administrator (EA).
2. Have your EA grant your permission to CNP Management Plans and Budget.

➢ **How do I identify my Entity Administrator (EA)?**

1. Locate your Entity Administrator (EA).
   a. The Entity Administrator (EA) is the individual in your organization that can grant access to different application roles in ADEConnect. The EA is responsible for maintaining user accounts to all ADEConnect application roles. ADE does not maintain your ADEConnect account.
   b. Log into your ADEConnect account. From the landing page, you will look in the top right corner **under** the "Sign Out" button. If you are the EA, you will see a link that reads "Entity Administration." If you are not the EA, click the link that reads "Find Entity Administrator."
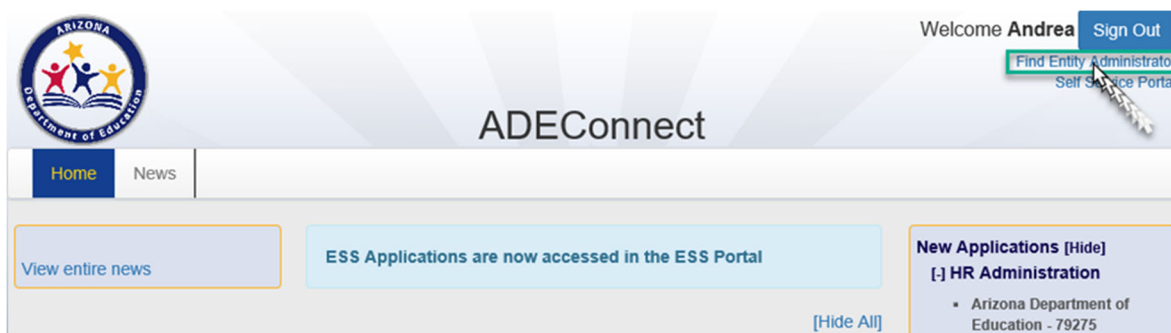
   c. On the following page, type the name of your organization in the search box. Your EA's name and email address should appear.

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:

My organization

➢ **How does my EA grant permission to CNP Management Plans and Budgets?**

Granting permission to CNP Management Plans and Budgets requires several steps. We have created a webinar that reviews step-by-step how to grant that access. You can find that webinar on our website. [Recorded Webinar.](#) [Webinar Slides](#)

Preparation and Documentation

Using the 2020 Simplified Checklist, gather your applicable documentation. You may need to upload a few items including eligibility, pre-operational visits, non-associated site agreements and food distribution forms. All forms are available on our [website.](#)

Forms and when they are needed

1. **Food Service Vendor/Catering Contract**: This form is needed if an outside company is providing meals.
2. **Food Distribution Delivery Form**: If you wish to participate in USDA Foods, you must complete and submit this form with your application.
3. **Media Release for Open and Closed Sites**: This ADE-provided form is completed by the simplified sponsor and must be sent to a media outlet.
4. **Health Department Letter:** A letter must be sent to your local health department notifying them of **any non-school sites** you are operating.
5. **Pre-Operational Visit:** This form will be required for all sponsored sites the first year. If you successfully operate a site this summer, the Pre-Operational Visit will be waived the following year.
6. **Non-Associated Site Agreement:** If the site is not a legal entity, you will need to complete this document. A site representative must also sign this agreement.
7. **Civil Rights Pre-Award**: This is provided by ADE and should be completed by the sponsor. This document covers different civil rights topics.

Eligibility

To qualify as an open site in the SFSP, the site must be area eligible. Area eligible means the site is located in the attendance area of public school (elementary, middle or high school) or census block where at least 50% of the students are eligible for free or reduced-price meals under the National School Lunch Program.

➢ **School Site Eligibility**

To determine the eligibility for a school site, visit the [free/reduced percentage reports](#). Look up the school's data using this report. Once you locate the school, look to see if 50% or more of the children attending qualify for free or reduced-price meals. If so, take a screenshot of the section of the report that includes the appropriate school and save the image as a jpg. ([How to take a screenshot on a PC.](#) [How to take a screenshot on a Mac.](#))

	SFA Name	SFA CTDS	SFA Er	Site Name	Site CTDS	Site	Program Participation	Enro	Published F/R
1642	Tucson Unified District	100201000	4403	Safford K-8 School	100201535	5746	Regular or Provision 2/3 Base Year	639	78%

A1645 — Tucson Unified District

> ➢ **Non-School Site Eligibility**

There are two options to determine eligibility for a non-school site: **school data** or **census data**.

To determine eligibility using **school data**, follow these steps:

1. Locate the proper school's data using school boundaries. School boundaries can be found on [American Hometown Locator](#).
2. Scroll down to the section titled, "Input a Home Address-Find the School Zones (& Other Data)."
3. Enter the address of the site in the search box and click "search."

4. This will give you a listing of the public schools you can use to determine area eligibility for that site address.

4

1. Now that you know what school to use, you will visit the [free/reduced price percentage reports](#). This is where you will locate the free/reduced percentage for the school you identified on American Hometown Locator. Once you locate the school, look to see if 50% or more of the children attending qualify for free or reduced-price meals. If so, take a screen shot of the section of the report that includes the appropriate school and save image as jpg. ([How to take a screenshot on a PC](#). [How to take a screenshot on a Mac](#).)

	A1645		⌄	⋮	✕	✓	ƒx	Tucson Unified District					

	SFA Name	⌄	SFA CTDS	⌄	SFA Er	⌄	Site Name	⌄	Site CTDS	⌄	Site [	⌄	Program Participation	⌄	Enro	⌄	Published F/R	⌄
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➢ **When should I submit using school data?**
   1. If area eligibility is based on a school that is not the site, send a screenshot of the public-school boundaries found on the Arizona Hometown Locator and the eligibility data from the free/reduced-price percentage reports as in the example above.
   2. If your site is housed within an eligible school, you only need to send the data from the free/reduced-price percentage report.
   3. If the site is located within a private or charter school, you can either use the data from that school or use the data from the assigned public school following the steps above for a non-school site. Submit the data for the eligible school.

➢ **Census Data**

Census data may be used if the sponsor does not wish to use the free/reduced-price percentage report. To use the Census data, follow these steps:

1. Click on the link for the [USDA Census Data Mapper](#)
2. Enter the site address in the search field
3. If you site is in a red area, it is eligible. If it is in a blue area, it is not.
4. Submit a picture of the map.
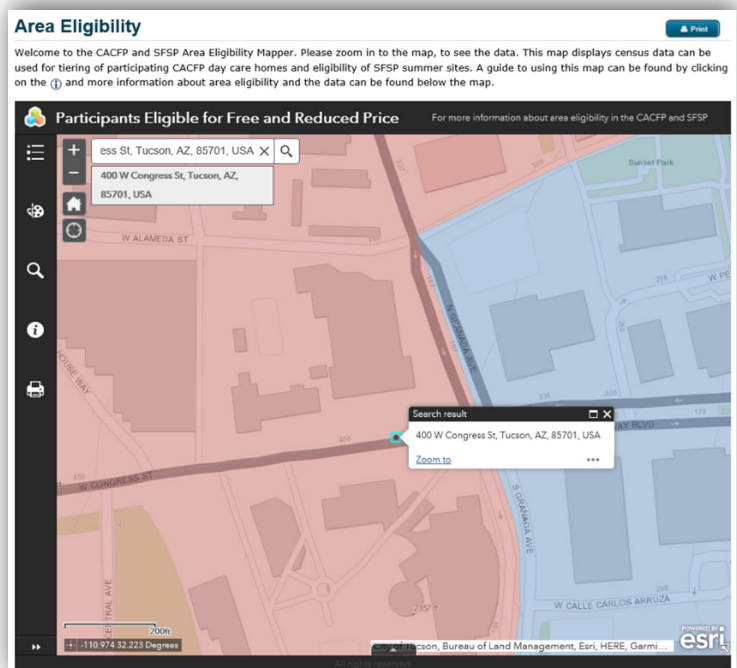
Troubleshooting Eligibility

There may be times where eligibility is not clear. See below for special cases.

➢ **What can I do if the schools that were identified on the Hometown Locator do not have a free/reduced-price percentage of 50% of above**?

If you find that the free/reduced-price percentage of your site does not qualify it for summer food, you may check the census data. If the census data is red, the site is eligible. If the census data is blue, the site is not eligible.

➢ **If I am adding a brand-new site, and the free/reduced area eligibility does not qualify (below 50%), can I use the eligibility from another year?**

When adding a brand-new site, the sponsor must use the data from the current school year. If you find that the free/reduced-price percentage is below 50%, you cannot use another year for that location. Sponsors can look up schools that are within the sites' boundaries or use census data to qualify the new site.

Application and Submission

Applications for the Summer Food Service Program are done through **two different systems**, CNP Management Plans and Budgets as well as CNPWeb. CNP Management Plans and Budgets is the application system, and CNPWeb is the claiming system. Currently, they do not work together.
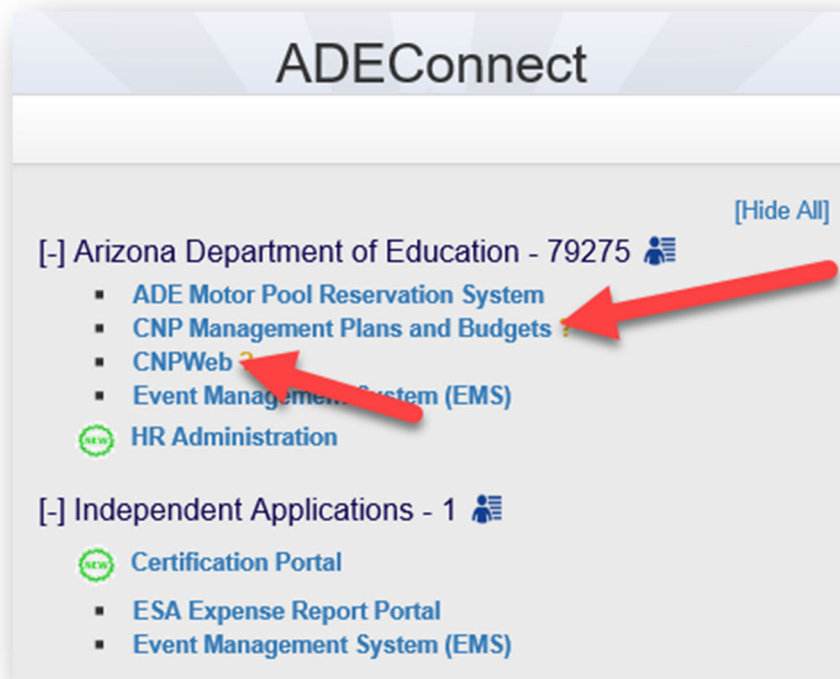
Applicants should begin by submitting their Management Plan and Budget through CNP Management Plans and Budgets. CNPWeb should not be completed until the sponsor is instructed to complete this step by their ADE Specialist.

> ➢ **I submitted an application in CNPWeb but not in CNP Management Plans and Budgets. Am I approved?**

Sponsors who do not submit an application in CNP Management Plans and Budgets but submit an application in CNPWeb, **are not approved**. Sponsors **must** submit an application in CNP Management Plans and Budgets in order to participate in the SFSP.

> ➢ **I submitted an application in CNP Management Plans and Budgets but not in CNPWeb. Am I approved? How come I can't claim?**

Sponsors who have received the go-ahead to submit in CNPWeb have initial approval. However, if the sponsor does not submit their CNPWeb application, they are not fully approved and will be unable to claim any meals served prior to their approval.

> ➢ **Management Plan Sections**

The Management Plan is divided into five sections: Sponsor Information, Site information, Administrative Capability, Financial Viability and Certification Statements.

> ➢ **Sponsor Information**

The sponsor information section includes:

1. DUNS Number
2. Federal ID Number
3. Physical Address
4. Mailing Address
5. Authorized Representative Information
6. Organization Information
7. Vendor/Central Kitchen Information
8. USDA Foods
9. Certification Statements
10. Documents Upload

> ➢ **Site Information**

For each site a separate page will need to be completed.

The sponsor will need to provide:

1. Site Address
2. Site Contact
3. Site Eligibility Information
4. Operating Dates

5. Meal Participation Information
    a. Meal Times
    b. Number of Operating Days
    c. Estimated Number of Meals
    d. Meal Preparation
6. Civil Rights Data
7. Eligibility Documentation
8. Non-Associated Site Agreement (if applicable)
9. Pre-operational Site Visit (if applicable)

The sponsor will also be required to indicate participation in certain waivers based on the answers provided.

➢ **Administrative Capability**

The administrative capability section includes: This section allows the sponsor to demonstrate the processes they have put into place to ensure that they had the staffing required to successfully run the SFSP.

1. Staffing
2. Training and Training Dates
3. Job Descriptions with SFSP Responsibilities and Duties
4. Civil Rights Pre-Award

➢ **Financial Viability**

The financial viability section includes information regarding the applying organizations finances. It should be noted that all liens, judgements, bankruptcies or litigations should be disclosed at the time of application. Failure to disclose this information will slow down the application process.

1. Responsible Principals and Board Information
2. Internal Controls and Conflicts of Interest
3. Financial Recordkeeping
4. Projected Revenue Sources
5. Information Regarding Liens, Bankruptcies, Judgements and Litigations
6. Tax Exempt Status
7. Organizational Chart
8. Board Meetings
9. Certificate of Incorporation

> ➤ **Certification Statements**

At the end of the Management Plan, the sponsor will need to read and check off several certification statements. The application cannot be submitted until each certification statement is marked off.

> ➤ **Budget**

The budget section allows sponsors to outline how they will spend their reimbursement. As a reminder, **reimbursement is solely based on meals served**. Items in your budget, such as labor or operational expenses, are not reimbursed. Your reimbursement may be used to cover costs such as operational labor, food costs and utilities.

1. Number of Administrative and Operational Days
    a. Sponsors may budget for administrative days leading up to the operation of the program.
2. Administrative Labor
3. Administrative Expenses Including:
    a. Printing/mailing/phone costs
    b. Office supplies
    c. Administrative travel expenses
4. Operational Labor

5. Operational Expenses Including:
   a. Supply costs
   b. Facilities/Utilities
   c. Transportation
      i. Transportation of Food to Sites
      ii. Transportation of Children to Sites
6. Total Projected SFSP Reimbursement
7. Resources of non-SFSP income that will be used to cover food service cost that are not covered by SFSP.
   a. (Operating Reimbursement + Administrative Reimbursement) X Number of Meals Served to Children

➢ **Submission**

Once the Management Plan and Budget have been submitted, your assigned specialist will begin the review process. If your specialist finds anything that needs to be corrected, they will reach out to you via phone or email.

There are several statuses that you may see while your Management Plan is moving through the process.

1. **Pending**: The form has been created, but not yet submitted to ADE.
2. **Submitted to ADE**: You have submitted the application and it is waiting for your specialist to review.
3. **Rejected**: ADE rejected the application. Your assigned specialist will contact you for corrections.
4. **Reviewed**: The form has been reviewed and accepted by your specialist. The form must be reviewed by a director before the status changes to Approved.
5. **Approved**: The form has received final approval from the director.

Application and Submission FAQ's

➢ **What is a DUNS number and where can I find it?**

The DUNS number is a unique nine-digit identifier for all organizations that receive Federal funds. You can look up your organization's DUNS number here: https://www.dnb.com/duns-number/lookup.html.

➢ **Where can I find my Federal ID?**

Your Federal ID, or FEIN, is unique to your business/organization. The FEIN is assigned by the IRS and used for reporting taxes. School sponsors should talk to their finance office about getting their FEIN.

➢ **Help! I need more clarification on CNP Management Plans and Budgets.**

ADE has held webinars reviewing the CNP Management Plans and Budgets system. You may view the webinar and the webinar slides on our website.

ADE has also written a [complete guide](#) on the CNP Management Plans and Budgets system. This is an in-depth document that provides everything you may need to know.

➢ **My specialist is asking me to complete revisions, but I can't edit my rejected application. What do I do?**

When a sponsor needs to complete a revision, they must select "Create New." "Create New" is a blue button on the Document Index Page. A new revision will be created, and all information will be transferred over from the previous submission. This revision will allow the sponsor to edit the Management Plan or Budget.

CNPWeb

Following the successful completion of your CNP Management Plan and Budget, your specialist will direct you to complete the CNPWeb application. The CNPWeb application can be found in your ADEConnect account as show on **page 6.** Once CNPWeb is open, please select 'SFSP'.
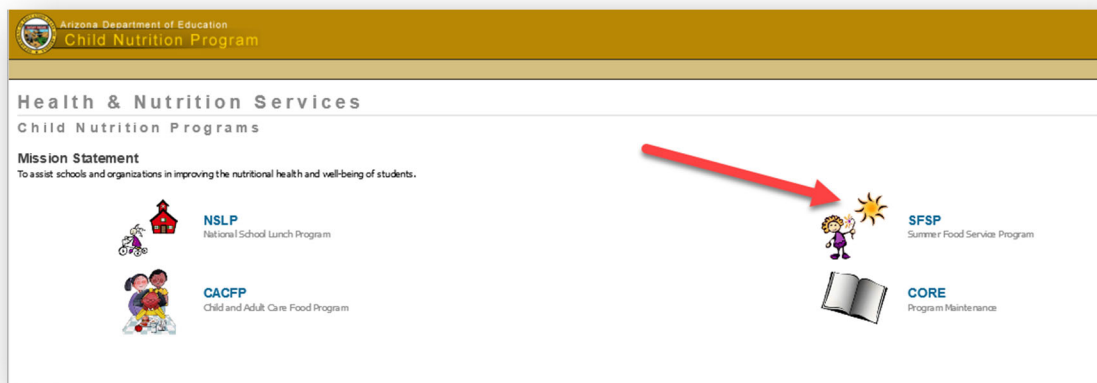
CNPWeb is used for claiming and contains the same information as CNP Management Plan and Budget. The sponsor will complete a site application for each site and one sponsor application. The sponsor must provide the same information into CNPWeb as was entered in the Management Plan.

Once the applications are filled out, the sponsor will submit the site applications before the sponsor application. The specialist will review the application and approve it, if complete. If revisions are needed, the specialist will inform the sponsor promptly.

Final Approval

CNPWeb is the final step in the SFSP application process. Once the assigned specialist has reviewed and approved the CNPWeb application, the sponsor is ready to operate the Summer Food Service Program for 2020.

As a reminder, **sponsors cannot serve meals prior to approval in CNPWeb**. If sponsors make the decision to serve prior to approval in CNPWeb, they will not be reimbursed.

**If you are need in immediate assistance,
please call the Specialist of the Day:**

602-542-8700 Option 1