



Arizona Department of Education  
Summer Food Service Program

## How to Apply SFSP Seamless Returning Sponsors

### 2020 Deadlines

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

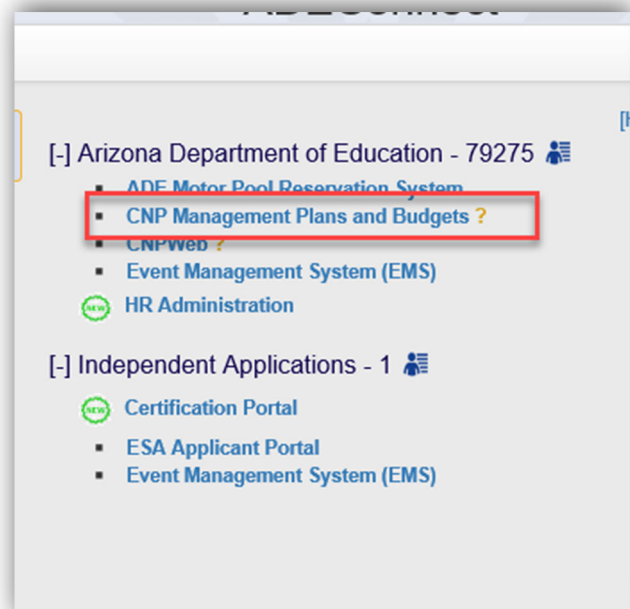
### Reminders

- Sponsors will **not** be reimbursed for meals served before their application is approved 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.

### CNP Management Plans and Budgets

Applications will be completed online. If you applied in 2019, you should already have access to the system. You can verify this by logging into ADEConnect.

Important: Although the title of the system includes the word "budget," Seamless sponsors do not need to complete a budget and will not see this in their Document Index.



Updated: December 2019

This institution is an equal opportunity provider.

## Common Issues

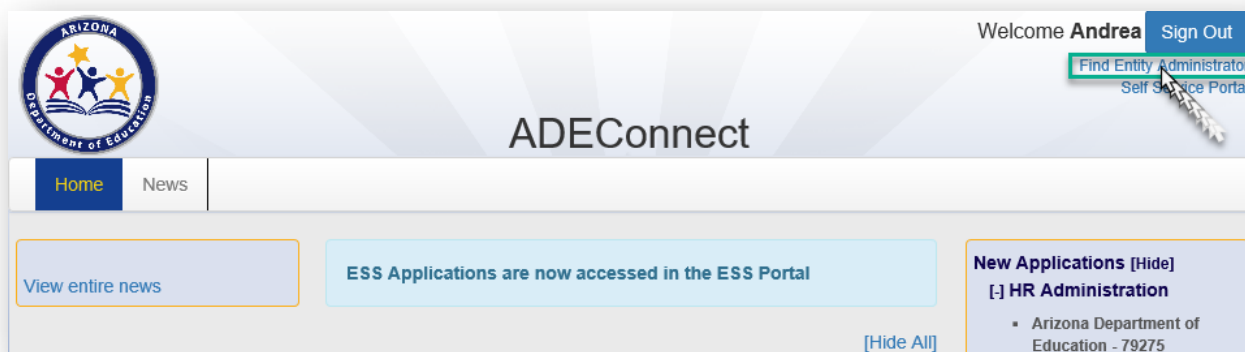
### ➤ What if I am new to my organization but the organization applied last year?

If you are new to your organization and are responsible for applying to SFSP this year, you will need to follow a couple of steps.

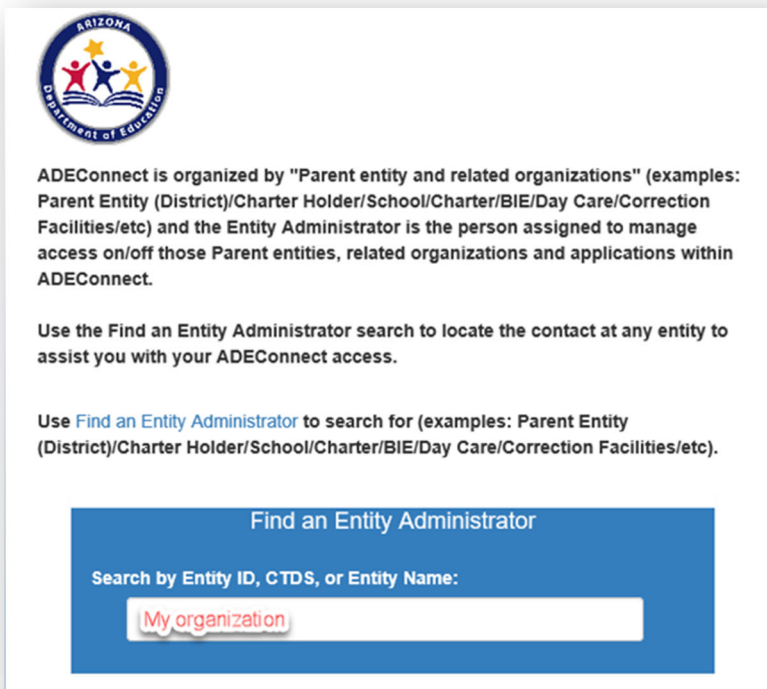
1. Identify your Entity Administrator (EA).
2. Have your EA grant your permission to CNP Management Plans and Budgets.


### ➤ 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.”



You will be taken to a page like this one or similar. You will either enter your Entity ID, CTDS or Entity Name in the Search Box. From here, you will receive a list of those who are EAs for your organization.





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](#).

## **Preparation and Documentation**

Using the 2020 Seamless Checklist, gather your applicable documentation. You may need 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 or if you are using an FSMC.
2. **Food Distribution Delivery Form**: If you wish to participate in USDA Foods, you must complete and submit this form with your application.
3. **Health Department Letter**: A letter must be sent to your local health department notifying them of **any non-school sites** you are operating.
4. **Pre-Operational Visit**: This form will be required for any new sites or returning sites that had issues last summer. If you successfully operated a site last summer, the Pre-Operational Visit is waived this year.

5. **Non-Associated Site Agreement:** If the site is not a legal entity of your organization, you will need to complete this document. A site representative must also sign this agreement.

## **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-price 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](#).)



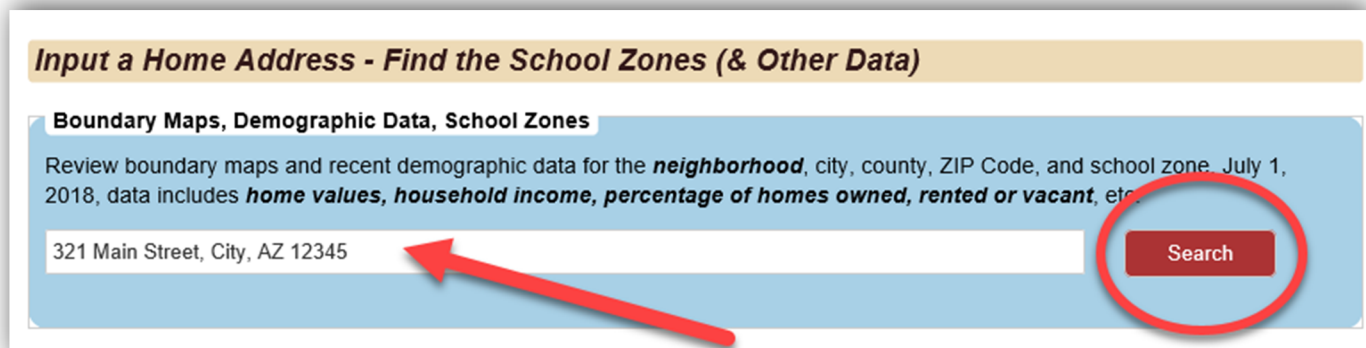
SFA Name	SFA CTDS	SFA Er	Site Name	Site CTDS	Site	Program Participation	Enro	Published F/R
1642 Tucson Unified District	100201000	4403	Safford K-8 School	100201535	5746	Regular or Provision 2/3 Base Year	639	78%

### ➤ **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. To locate the schools that you can use to determine your site's eligibility, you will use school district boundaries. School boundaries can be found on [American Hometown Locator](#).
2. Scroll down to where it says, "Input a Home Address-Find the School Zones (& Other Data)"
3. Enter the address in the search box and click "search"



**Input a Home Address - Find the School Zones (& Other Data)**

Boundary Maps, Demographic Data, School Zones

Review boundary maps and recent demographic data for the **neighborhood**, city, county, ZIP Code, and school zone. July 1, 2018, data includes **home values**, **household income**, **percentage of homes owned**, **rented or vacant**, etc.

321 Main Street, City, AZ 12345

Search

4. This will give you a listing of the public schools you can use to determine area eligibility for that site address. Take a screen shot that includes the site's address and the School District & School Zones list. ([How to take a screenshot on a PC](#). [How to take a screenshot on a Mac](#).)

Administrative/Census/Geographic Units	School District & School Zones
<p>The address is located within:</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Neighborhood (Census Block 040190009.001)</u></a></li> <li>• <a href="#"><u>Census Tract 040190009.00</u></a></li> <li>• <a href="#"><u>City of Tucson, AZ</u></a></li> <li>• <a href="#"><u>Tucson Division</u></a></li> <li>• <a href="#"><u>Pima County</u></a></li> <li>• <a href="#"><u>ZIP Code 85701</u></a></li> <li>• <a href="#"><u>Arizona Congressional District 3</u></a></li> </ul>	<p>The address is located within the <a href="#"><u>Tucson Unified District School District</u></a> and the specific school zones are:</p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Tucson Magnet High School</u></a></li> <li>• <a href="#"><u>Safford Elementary School</u></a></li> </ul>

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 it is 50% free and reduced-price eligible.

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](#).)

- 5.

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

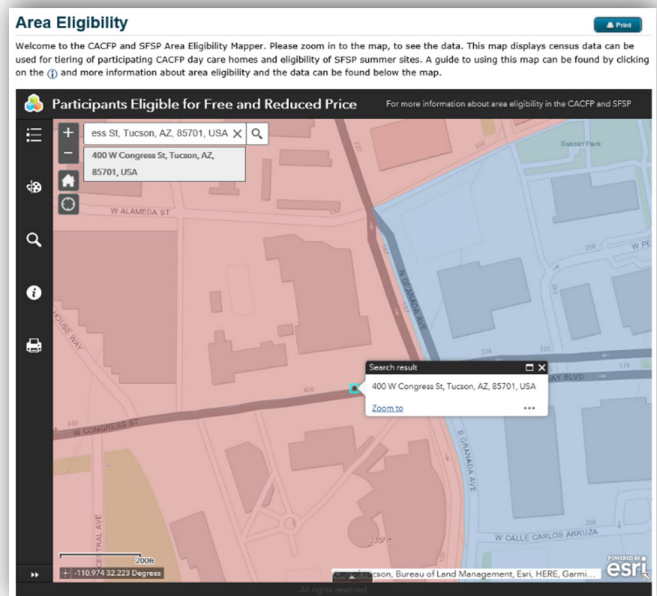
➤ **When should I submit using school data?**

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 in a private or charter school, you can either use the data from that school or use the data from the assigned public school following steps 1 and 2 located in the non-school eligibility. Submit the data for the eligible school.

## ➤ Census Data

School Data should be used whenever possible for area eligibility. If the school used for eligibility qualifies for the Severe Need Breakfast Program, the per meal reimbursement will be slightly higher (~\$0.02). Census data may be used if the site is not eligible based on school data. 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 your site is in a red area, it is eligible. If it is in a blue area, it is not.
4. Submit a screen shot of the map.  
([How to take a screenshot on a PC](#). [How to take a screenshot on a Mac](#).)



## 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 Arizona Hometown Locator do not have a free/reduced-price percentage of 50% or 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 shows your site in a red area, the site is eligible. If the census data shows your site in a blue area, 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?**

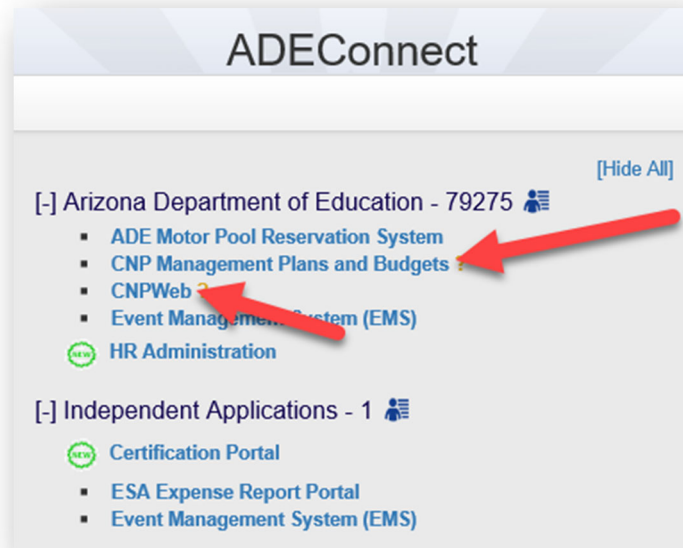
When adding a brand-new site, the sponsor must use the data from the current school year. If you find that the free/reduced-price percentage is below 50%, you cannot use another year for that location. Sponsors can look up schools that are within the sites' boundaries or use census data to qualify the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

- **Can my site operate as a closed enrolled school site if the school is hosting a summer school program where school credit is earned?**

No. School sites that wish to offer a credit-based summer school program must either operate as an open site with summer food or extend NSLP.

## Application and Submission

Applications for the Summer Food Service Program are done through **two different systems**, CNP Management Plans and Budgets and 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 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 an approved application in CNP Management Plans and Budgets and 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 in CNPWeb.

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## ➤ **Management Plan Sections**

The Management Plan is divided into three sections: Sponsor Information, Site Information 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. Racial and Ethnic demographic data for the zip code, city or county of the site.
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.



## ➤ 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.

**General Certification Statement**

This is to certify that \_\_\_\_\_ meets all requirements for sponsor participation contained in 7 CFR 225. Certifies that:

- ☒ No principals of the organization have been convicted of any activity that occurred during the past seven years and that indicated a lack of business integrity. \*
- ☒ The organization itself, and organization's principals, have not been determined ineligible for any other publicly funded programs due to violation of the Program's requirements in the past seven years. \*
- ☒ The SFSP must be made available to all children regardless of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) \*
- ☒ The SFSP is directly operated by the applicant organization (sponsor) at all sites. \*
- ☒ All SFSP documentation is maintained at the address of the organization's office for the current Program year, and all SFSP records are maintained for five years according to the record retention requirements. \*
- ☒ All staff have been trained according to the SFSP training requirements. \*
- ☒ All sites have the capabilities and facilities to provide the meal service planned for the number of participants to be served and the information provided on the Site Information form(s) is true and correct to the best of my knowledge. \*
- ☒ Each site will maintain a daily point-of-service meal count for each meal or snack service, which will be collected at least weekly by the sponsor. \*
- ☒ I understand that all [SFSP Guidance Manuals](#) and other resources are available to me on the Arizona Department of Education's website. \*
- ☒ I have read and understand the [Procedures for Complaints of Discrimination](#) and [Administrative Review Procedures](#) provided on the Arizona Department of Education's website. \*
- ☒ Reimbursement will be claimed only for meals served to eligible children. \*
- ☒ I understand that meals served prior to the Arizona Department of Education's application approval date, cannot be claimed for reimbursement. \*
- ☒ The information on this management plan is true and correct to the best of my knowledge \*
- ☒ I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes. \*

Any of the above information that has changed since the initial application has already been submitted to the Arizona Department of Education or is being submitted with this certification.

☒ I Agree \*

## ➤ Submission

Once the Management Plan has 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.

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## ➤ **Final Approval**

Following the successful completion of your CNP Management Plan and Budget, your specialist will direct you to complete the CNPWeb application.

The CNPWeb application will include sponsor and site applications. The information required for CNPWeb will be directly taken from CNP Management Plans and Budgets. In order to make the CNPWeb approval smooth, the sponsor must ensure that all details that are into CNPWeb match exactly what was entered into CNP Management Plans and Budgets.

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

## **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.

### ➤ **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.

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

**602-542-8700 Option 1**

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