

How to Submit CNPWeb Applications for the National School Lunch Program



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for **School Food Authorities (SFAs)** operating the **National School Lunch Program (NSLP)**.

Objectives

At the end of this training, attendees should be able to:

- understand the annual application process used to participate in Child Nutrition Programs in Arizona;
- access CNPWeb to submit Site and Sponsor applications;
- complete fields within Site and Sponsor applications including the LEA's point of service; and
- determine if any pending Checklist items need to be sent to ADE.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Submit CNPWeb Applications for the National School Lunch Program

Key Area: 3000 - Administration

Learning Code: 3310

Length: 1.5 hours

Definitions

ADEConnect

An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

Local Educational Agencies (LEAs)

A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and consortia of those agencies.

National School Lunch Program (NSLP)

A federally assisted meal program operating in public, private nonprofit schools, residential child care institutions, juvenile correctional institutions, and boarding schools. Such organizations get reimbursements for each meal/snack they serve, in return they must serve lunches that meet federal requirements.

Program Year (PY)

The operating period for Child Nutrition Programs, which is July 1-June 30.

Definitions

School Food Authority (SFA)

The governing body responsible for the administration of one or more schools; and has the legal authority to operate the Child Nutrition Programs therein or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

Site

The term for the individual locations where meal service takes place.

Sponsor

The term for the entity that is responsible for the administration of Child Nutrition Programs at the sites.

Quiz Time



This guide will have comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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The following slides will only cover how-to instructions for submitting site and sponsor applications for the National School Lunch Program in the CNPWeb.

Introduction to Submitting Site and Sponsor Applications

SECTION 1



Program Participation

Annually, LEAs must notify ADE that they wish to participate in any of the Child Nutrition Programs (CNP): NSLP, After School Care Snack Program (ASCSP), At-Risk Afterschool Meals (At-Risk), School Breakfast Program (SBP) and/or Special Milk Program (SMP).

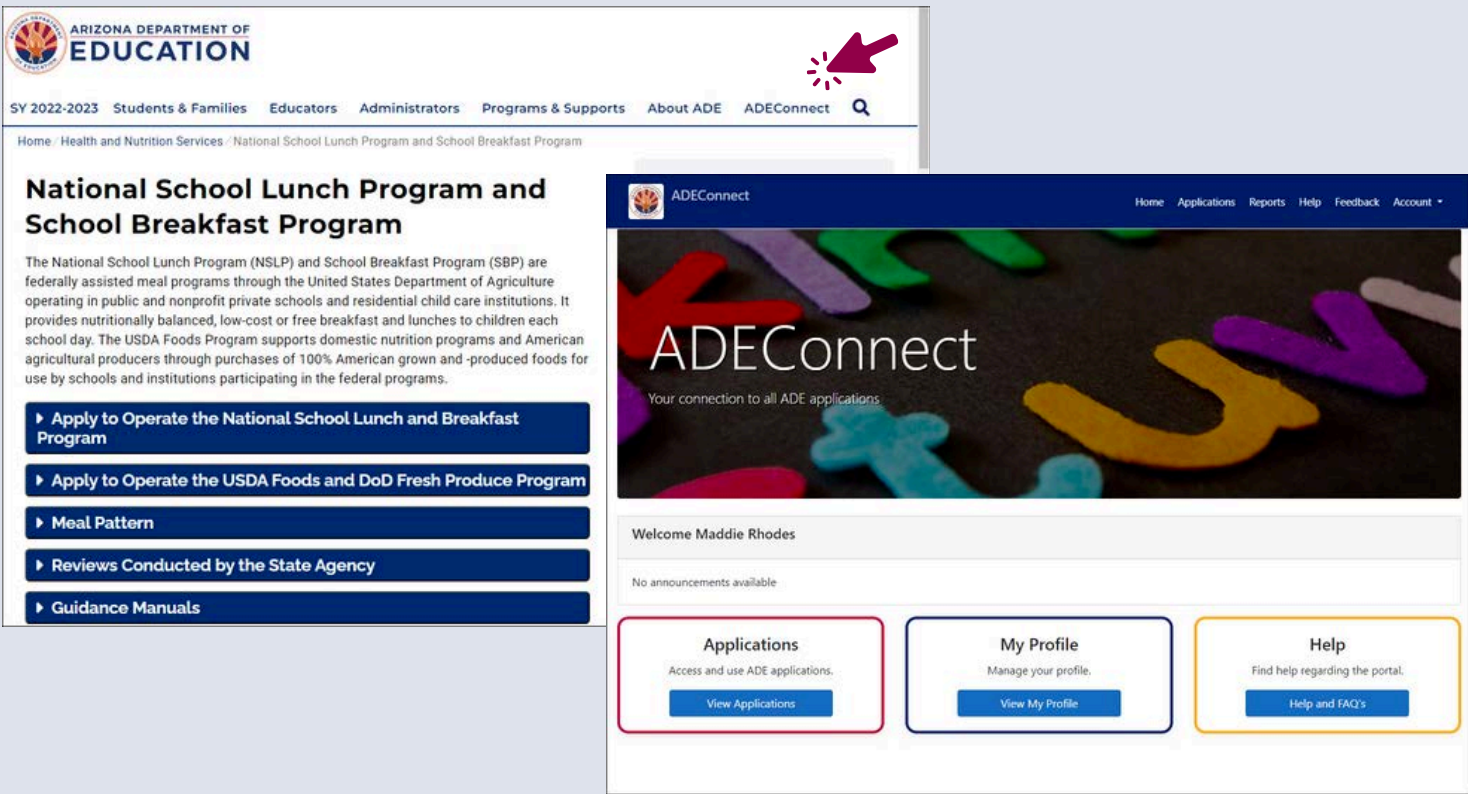
LEAs notify ADE by submitting site and sponsor applications online through CNPWeb in ADEConnect.

These applications are available at the beginning of the program year but can be updated when program changes arise.



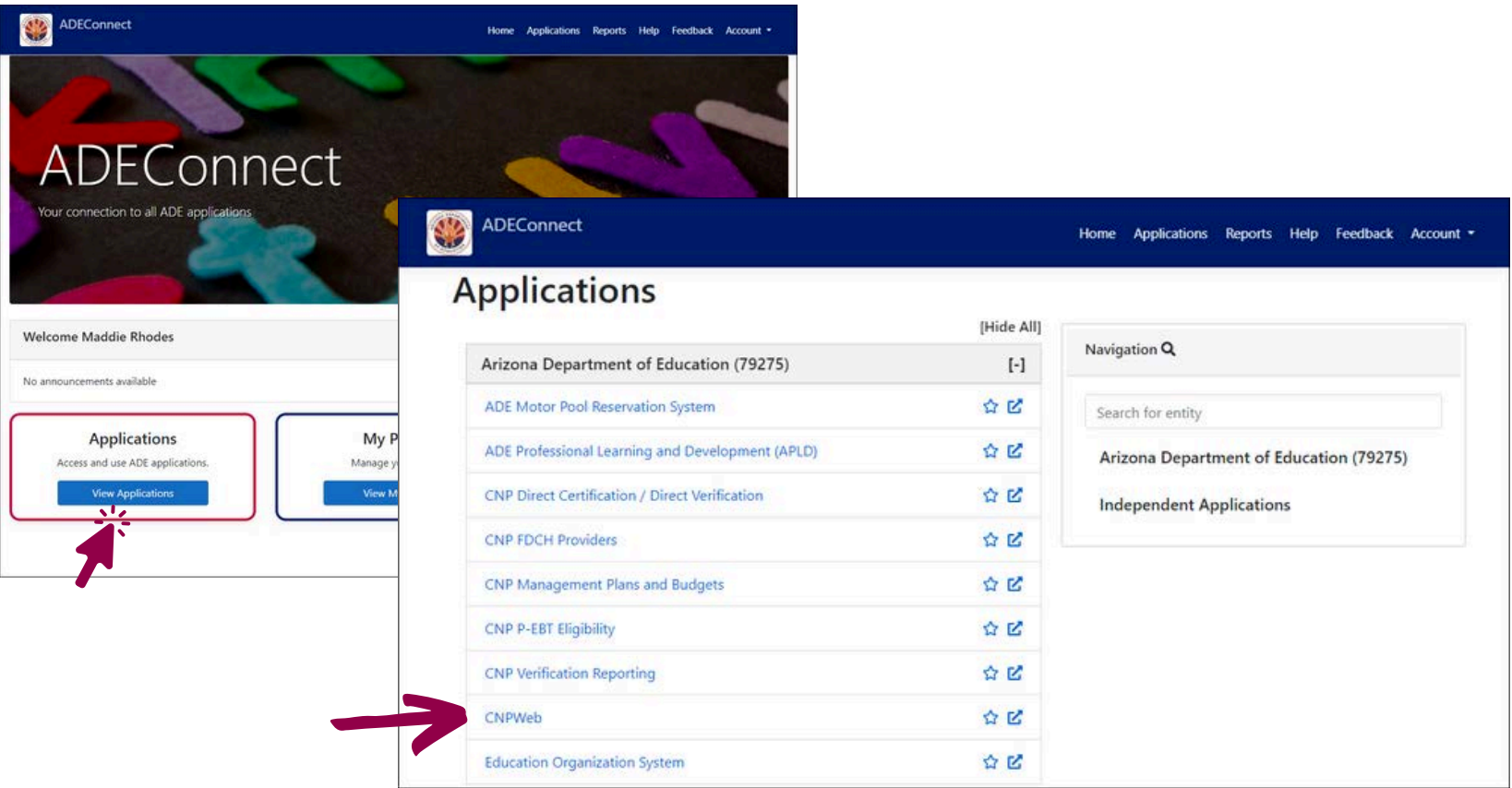
What is ADEConnect?

ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. ADE will require SFAs to submit reports throughout the PY using this online application.



What is CNPWeb?

CNPWeb is the web application where SFAs operating CNPs submit their annual CNPWeb applications and monthly claims for reimbursement.



HOW DO I OBTAIN ACCESS TO CNPWEB?

Only users designated Entity Administrators can grant permissions to applications within ADEConnect. Users must contact their LEA's Entity Administrator to receive access to CNPWeb.

Please note that CNPWeb access cannot be granted by ADE. Users must contact their Entity Administrators to receive access to CNPWeb.

Finding an Entity Administrator

To find your SFA's Entity Administrator, log in to ADEConnect, click Help, and then select Search under Find an Administrator.

Users can search for their Entity Administrator(s) by searching by Entity ID, CTDS, or Entity Name. A table will appear with the contact information for the LEA's Entity Administrator(s).

Help
Find help regarding the portal.
Help and FAQ's

Find an Administrator
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.
Search

ADEConnect

Find Administrator

Education Organizations
Select Education Organization

Search Reset

Search...

Entity Admin	Contact	Phone Number
--------------	---------	--------------

*If you do not have an Entity Administrator, complete the [Request for ADEConnect Entity Administrator Account](#) form and email it to ContactHNS@azed.gov.



Quiz Time

True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?

A True.

B False.



Quiz Time

True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?

A True.

B False.

Only those users who have been designated Entity Administrators at an LEA can grant permissions to applications within ADEConnect. Please refer to slides 13-14 for a reminder about this guidance.



CNPWeb Applications

SITE & SPONSOR APPLICATIONS

SFAs must notify ADE at the beginning of each PY that they wish to serve and claim meals through the CNPs. This is done by submitting CNPWeb site and sponsor applications through ADEConnect.

Each site will have its own **site application**. This application will ask for contact information and information about the program at the site level.

SFAs will also have an application for the sponsoring organization, referred to as the **sponsor application**. This application will ask for contact information and information about the program at the SFA level.

Application Deadlines

Although there is **no deadline** to submit site and sponsor applications, ADE encourages SFAs to submit them prior to the first day meals are served.

Please note that site and sponsor applications must be approved for the SFA to claim reimbursement.

Quiz Time

True or False: In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

A True.

B False.



Quiz Time

True or False: In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

A True.

B False.

In Arizona, the Site and Sponsor applications must both be in approved status for claims to be generated.



Logging into CNPWeb



SECTION 2

Logging into CNPWeb

ACCESSING THE SYSTEM

The CNPWeb is a web-based application in ADEConnect.

To access the CNPWeb, login to ADEConnect, select "View Applications," and then select "CNPWeb."

1

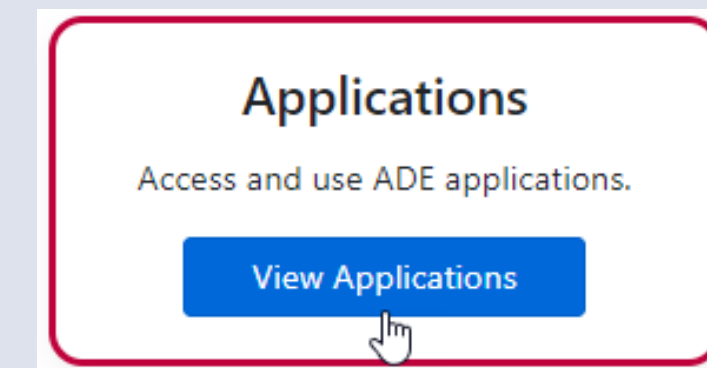
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

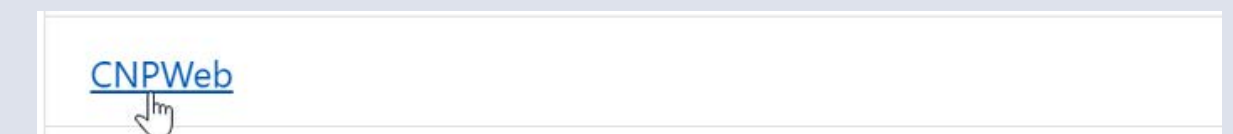
SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

SELECT "CNPWEB"

Select "CNPWeb" from the list of applications.



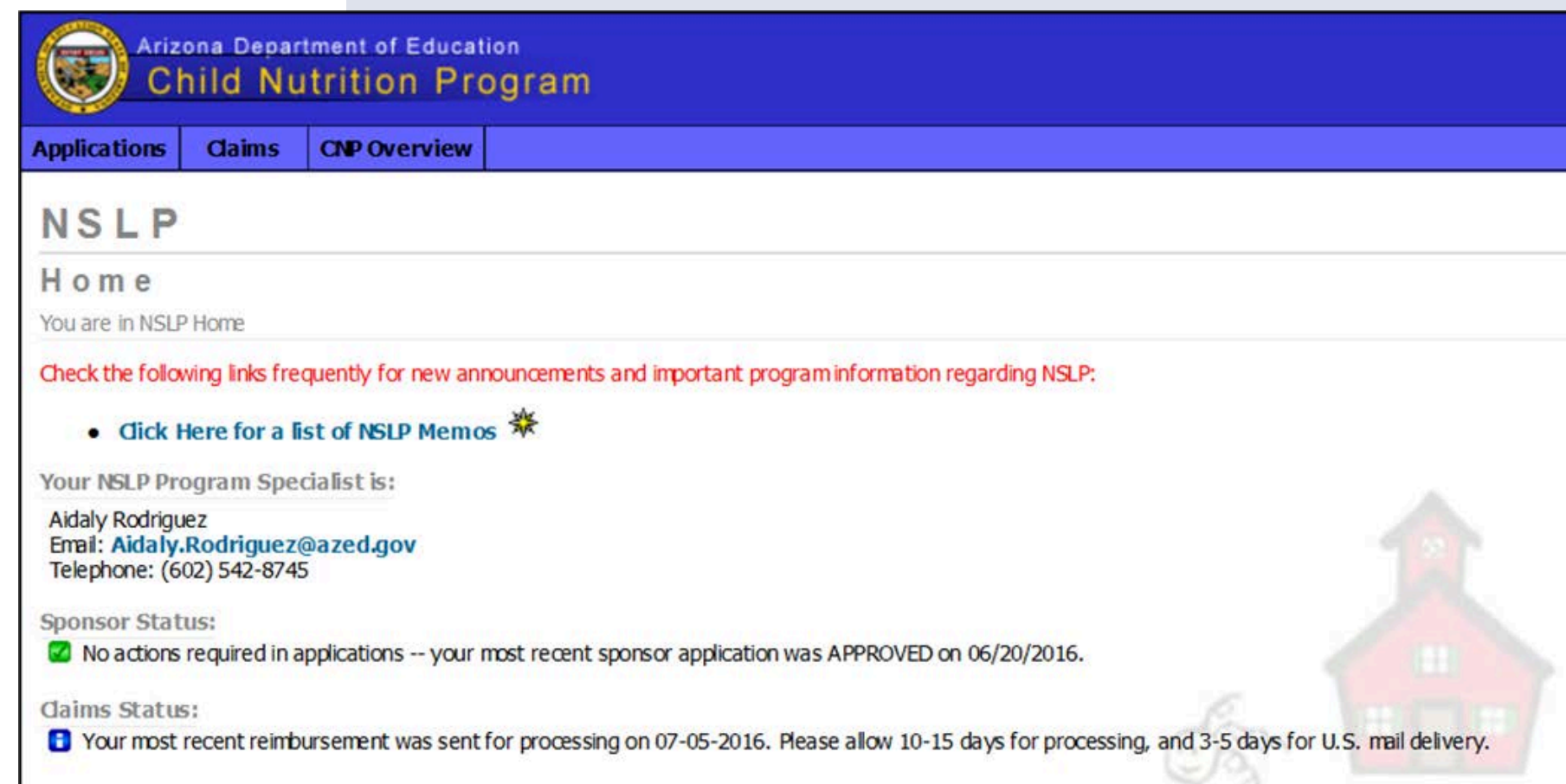
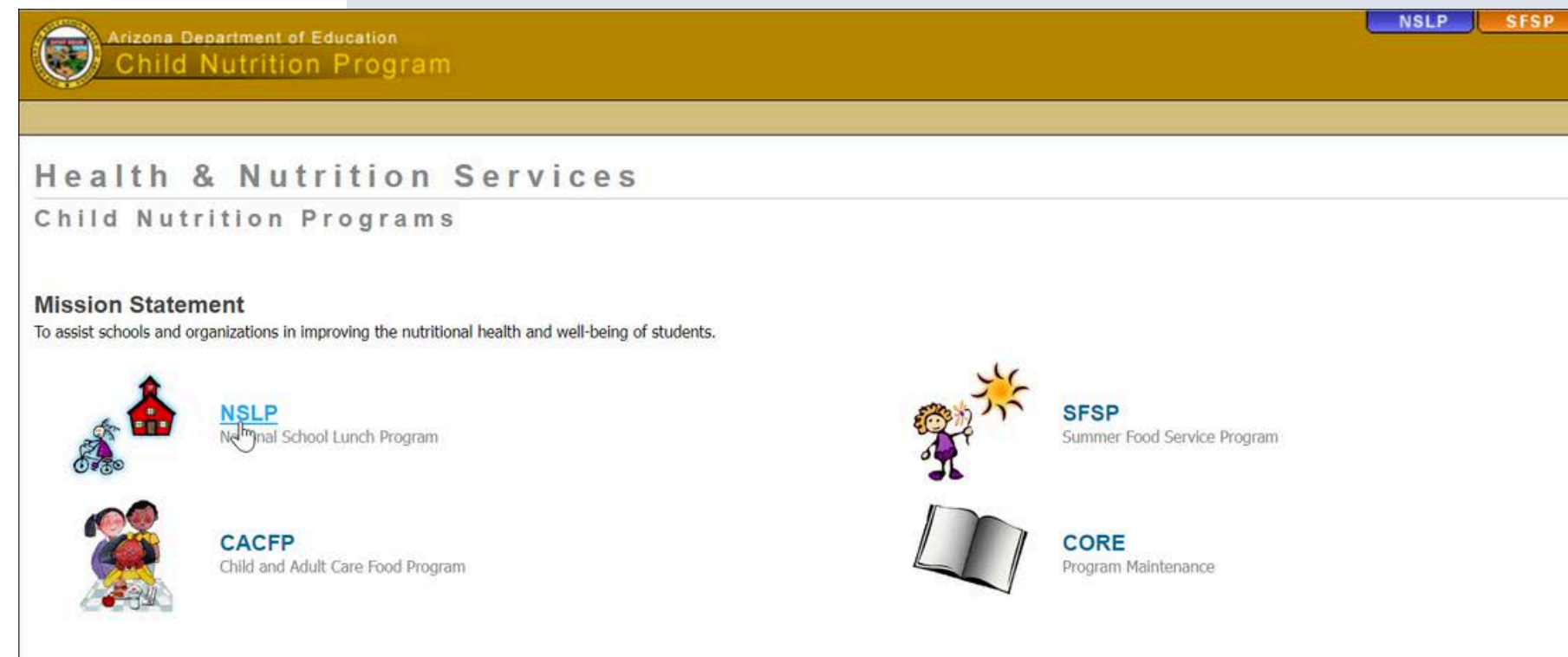
If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

The CNPWeb

After successfully logging in to CNPWeb, a screen with all the CNPs you participate in will load. To proceed, select "NSLP."

Once "NSLP" is selected, a new screen with information about your HNS Specialist and Sponsor and Claim Status will load.

- **HNS Specialist:** Each LEA has an assigned HNS Specialist available to c. Their contact information is displayed on the CNPWeb home page.
- **Sponsor Status:** Provides the status for the LEA's site and sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.



Submitting Site and Sponsor Applications

SECTION 3



Flow of Site and Sponsor Applications



The following slides will review the process of submitting Site and Sponsor Applications in the CNPWeb by following and outlining the steps listed above in more detail.

Accessing Applications

Applications are located in the CNPWeb. Once logged into CNPWeb and navigating to the NSLP portal, click "Applications" at the top of the CNPWeb NSLP home screen.

The NSLP Application Index page will load. To access current applications, select the **program year** from the dropdown. Once selected, click "**Go.**"

Then, the Application Index page will load. Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct.

1

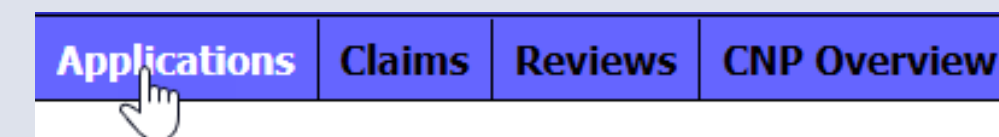
LOGIN TO CNPWEB FOR NSLP

Follow the steps outlined on Slide 18 to log in to the NSLP portal in the CNPWeb.

2

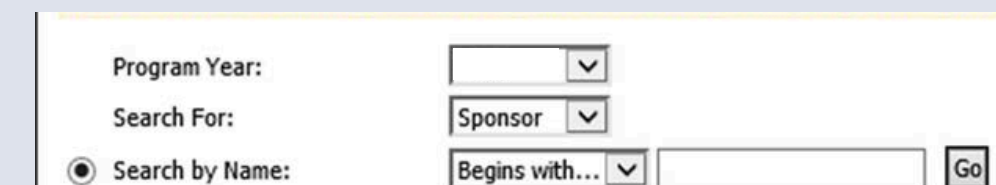
SELECT "APPLICATIONS"

After logging in to the NSLP portal in the CNPWeb, select "Applications."

**3**

SELECT THE PROGRAM YEAR

Select the current program year from the dropdown and click "Go."

**4**

REVIEW THE APPLICATION INDEX

Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct.

Updates to the Applications Index

To make changes to the **Associated Sites** or **Sponsor** listed, submit an Add/Change/Delete form to ADE via HelpDesk.

Examples of when this form should be completed include:

- *requesting a change to the Sponsor header name;*
- *requesting a change to the Site name;*
- *requesting a Site to be deleted; and*
- *requesting a brand-new site to be added.*

A manual version of this form can be found on the [NSLP and SBP Program Forms and Resources webpage](#).

Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | CNP Overview

NSLP Applications Index

You are in [NSLP Home](#) > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year:

Search For:

☒ Search by Name:

☐ Search by CTDS: (Enter as a number with no punctuation)

Sponsor Name → Willcox Unified District (02-02-13) **Sponsor Applications**

Associated Sites → Associated Sites (3)

Reminder: When submitting applications, you must submit all your site applications before submitting your

[Create New Application](#)

Willcox Elementary School (02-02-13-101)
[Create New Application](#)

Willcox High School (02-02-13-201)
[Create New Application](#)

Willcox Middle School (02-02-13-102)
[Create New Application](#)

ADE HelpDesk

HNS encourages SFAs to use **HelpDesk**, ADE's ticketing system, when in need of any assistance from HNS. HelpDesk is particularly helpful to view options in the Service Request Catalog, including one time exception requests, reimbursement claim/attendance factor issues, the Add/Change/Delete Form, and more.

Unlike individual email-based requests, HelpDesk provides the requester, responder, and management visibility to the request status, ongoing communications, and notifications related to request.

Access the HelpDesk by using the link: <https://helpdeskexternal.azed.gov/> and follow the steps listed below to complete the Add/Change/Delete form fields.

- 1 Click the '**Request a Service**' icon
- 2 Locate Health and Nutrition Services templates
- 3 Select '**HNS Add/Change/Delete Form**'
- 4 Complete all required fields within HelpDesk's Add/Change/Delete Form



The user or requestor submitting the Add/Change/Delete form must be submitted by an Authorized Signer listed on the Food Program Permanent Service Agreement.

Submitting Site & Sponsor Applications

DETAILS TO REMEMBER

- Applications can be saved and completed at a later time.
- The LEA must complete and submit all Site applications **before** submitting the Sponsor application.
- If the LEA submitted the Site and Sponsor applications and still needs to make changes, they must contact their HNS Specialist.
- Revisions can only occur once ADE **rejects** the applications.



Flow of Site and Sponsor Applications

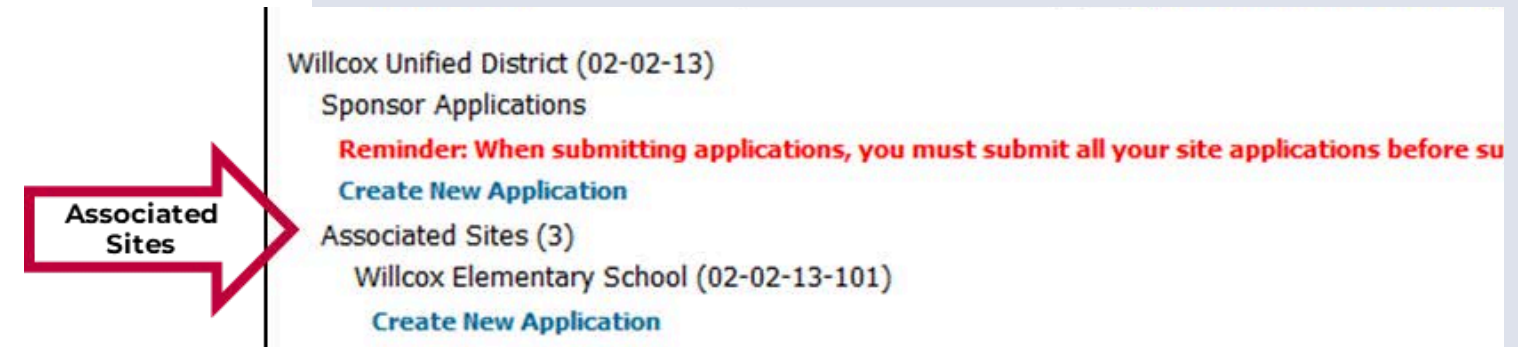


The first step of the CNPWeb application process is to submit a **site application** for each participating site. This application gathers information about program operations at the site level.

Site Application

You will see a list of all your sites on the Applications Index page under the **Associated Sites** header. Click **"Create New Application"** under the site name that wishes to participate. Once selected, the Site application will load.

The Site application contains 11 fields. Some fields will be blank since they ask questions specific to the new PY. Others will include information from the previous PY. Please review all rolled-over information to ensure continued accuracy.



Reminder: When submitting applications, you must submit all Site applications before submitting your Sponsor application.

Site Application

SECTION 1: SCHOOL PRINCIPAL/ADMINISTRATOR & SITE CONTACT

Complete section 1 by inputting or reviewing the contact information. HNS uses the emails provided to send important communications, so they must be free of errors.

1a. School Principal / Administrator Contact	
First Name:	William
Last Name:	Taft
Title:	Principal
E-Mail Address:	williamhowardtaft@us.gov
Phone:	(623) 787 - 7858 Ext 3104
Fax:	(623) 787 - 7056 Ext
1b. Site Contact	
First Name:	Sandy
Last Name:	Jones
Title:	Accounts Payable
E-Mail Address:	sandyjones@us.gov
Phone:	(623) 787 - 7659 Ext 3604
Fax:	(520) 384 - 4401 Ext

SECTION 2 & 3: PHYSICAL AND MAILING ADDRESS

Sections 2 and 3 have been rolled over from the previous program year. Please check all rolled-over information for accuracy.

- **Section 2** should be the actual physical location of the site. Check the box if the physical and mailing addresses are the same. Do not input the site name in any of the fields below.
- **Section 3** should be where all written communications will be sent to the site.

2. Physical Address	
Address 1:	6935 E. Gold Dust Ave.
Address 2:	
City:	Scottsdale
State:	AZ
Zip:	85253
☐ The Mailing Address is the same as the Physical address.	

3. Mailing Address	
Address 1:	701 N. Miller Rd
Address 2:	
City:	Scottsdale
State:	AZ
Zip:	85257

Site Application



SECTION 4: GENERAL INFORMATION

The information in Section 4 is specific to the site. Please complete all fields and check all rolled-over information for accuracy.

The **program begin, and end date** for SFAs should reflect the first and last day of school.

Similarly, the **start and end times** should reflect the start and end times of the school day.

The Type of Food Service selected should also reflect the meal service at that specific site.

Food service options include:

- **Self-Preparation Kitchen:** Meals are prepared at the site and served to participants at the site.
- **Central Kitchen:** Meals are prepared for both service at this site and transport to other sites.
- **Satellite Kitchen:** Meals are received from a central kitchen and served to participants at the site.
- **Catered Meals:** Meals are provided by a caterer through a contract with the SFA.

Site Application



SECTION 5 & 6: SUPPORTING DATA FOR SITE AND AREA ELIGIBILITY

Sections 5 and 6 are automatically filled with data generated from site claims. No further action is required.

5. Site-Level Supporting Data for Severe Need Breakfast and High Rate Lunch Eligibility	
Free Lunches Served During 2017 - 2018	6150 *
Reduced-Price Lunches Served During 2017 - 2018	648 *
Paid Lunches Served During 2017 - 2018	11418 *
2017 - 2018 School Year Percent of Free and Reduced-Price Lunches Served.	37.31 %
2018 - 2019 School Year Free Lunches Served	6243 *
2018 - 2019 School Year Reduced-Price Lunches Served	676 *
2018 - 2019 School Year Paid Lunches Served	7776 *
2018 - 2019 School Year Percent of Free and Reduced-Price Lunches Served.	47.08 %
6. Site-Level Supporting Data for Afterschool Care Snack Program Eligibility	
Participants Approved for Free Lunches during March 2019 or latest Base Year:	114 *
Participants Approved for Reduced-Price Lunches during March 2019 or latest Base Year:	16 *
Participants Approved for Paid Lunches during March 2019 or latest Base Year:	2094 *
Percent of Free and Reduced-Price Eligible Students:	5.85 %



SECTION 7: SPECIAL MILK PROGRAM (SMP)

Section 7 has been rolled over from the previous program year. If the site is not operating SMP, the drop-down should show **Not Participating**.

7. Special Milk Program.	
Participation:	 Not Participating 
Amount Charged to Students for 1/2 Pint of Milk:	

Site Application

SECTION 8: SCHOOL BREAKFAST PROGRAM (SBP)

Some information in Section 8 has rolled over from the previous program year.

If this site will be operating SBP, the drop-down for participation should show **Regular**. Other drop-down options are specific to sites approved to operate the meal service under Special Assistance. Please contact your HNS Specialist if you think this applies to you.

Participation:	Not Participating Regular Base Year for Special Assistance Provision 2 Base Year for Special Assistance Provision 3 Special Assistance Provision 2 Special Assistance Provision 3 Community Eligibility Provision (CEP)
Amount Charged to Students for 1/2 Pint of Milk:	
8. School Breakfast Program	
Participation:	Not Participating Regular Base Year for Special Assistance Provision 2 Base Year for Special Assistance Provision 3 Special Assistance Provision 2 Special Assistance Provision 3 Community Eligibility Provision (CEP)
Severe Need Breakfast Program Eligibility:	Eligible *
Offer versus Serve Implemented During Breakfast:	Yes
Amount Charged to Students for Reduced-Price Breakfast:	
Amount Charged to Students for Paid Breakfast:	
Does this Site offer a Salad Bar for Breakfast?	

SBP Meal Charges: Input the amount charged to students for reduced-price and paid breakfast.

- **Free:** Students are not charged for the meal.
- **Reduced-Price:** Maximum amount you may charge is 30 cents.
- **Paid:** There are no specific regulations for breakfast prices, but schools should be pricing their breakfast appropriately. Appropriate breakfast prices should always be based on the total average cost per meal per person.

Please contact your HNS Specialist if you have questions about how to price breakfast.

Site Application

SECTION 9: NATIONAL SCHOOL LUNCH PROGRAM

Some information in Section 9 has rolled over from the previous program year.

If this site will be operating NSLP, the drop-down for participation should show **Regular**. Other drop-down options are specific to sites approved to operate the meal service under Special Assistance. Please contact your HNS Specialist if you think this applies to you.

9. National School Lunch Program

Participation:

Approved Identified Student Percentage:

Offer versus Serve Implemented During Lunch:

Yes

Amount Charged to Students for Reduced-Price Lunch:

Amount Charged to Students for Paid Lunch:

Not Participating

Regular

Base Year for Special Assistance Provision 2

Base Year for Special Assistance Provision 3

Special Assistance Provision 2

Special Assistance Provision 3

Community Eligibility Provision (CEP)

NSLP Meal Charges: Input the amount charged to students for reduced-price and paid lunches.

- **Free:** Students are not charged for the meal.
- **Reduced-Price:** Maximum amount you may charge is 40 cents.
- **Paid:** USDA annually sets a minimum lunch meal price you must charge to ensure the total funds received for paid meals are equal to federal funds received for free meals. This is referred to as Paid Lunch Equity (PLE).

Site Application

SECTION 10A: AFTERSCHOOL CARE SNACK PROGRAM ELIGIBILITY / AT-RISK AFTERSCHOOL MEALS ELIGIBILITY

Section 10a. obtains eligibility for both the Afterschool Care Snack Program and At-Risk Afterschool Meals. The user cannot edit the first three fields in this Section. The HNS specialist will review these fields for accuracy and, if needed, will apply any changes before approval.

10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility	
Afterschool Care Snack/At-Risk Eligibility:	Site Eligible *
Eligibility Determination Beginning Program Year:	2019 *
Eligibility Determination Ending Program Year:	2023 *
Name of Site Used to Determine Eligibility:	Willcox Middle School

Site Application

SECTION 10B: AFTERSCHOOL CARE SNACK PROGRAM

Participation information has been rolled over from the previous program year.

If this site will be operating ASCSP, the drop-down for participation should show **Participating**. The snack start time must be at least thirty minutes after the school day ends, as reported in Section 4.

- If **Not Participating** is selected, the remaining fields in Section 10b will only be editable by ADE.

10b. Afterschool Care Snack Program Participation

Snack Participation:

 Not Participating 

Snack Start Time:

(Format: hh:mm am/pm)

Snack End Time:

(Format: hh:mm am/pm)

Amount Charged to Students for Reduced-Price Snack:

Amount Charged to Students for Paid Snack:

Entity Administering the Afterschool Care Snack Program:

Description of Education or Enrichment Activities in the Afterschool Care Snack Program:



Afterschool Care Snack Program: Meal Charges:

Input the amount charged to students for reduced-price and paid lunches.

All snacks served at a **site-eligible** or **area-eligible** site are served free of charge and are claimed at the free reimbursement rate.

Sites that are **neither site nor area eligible** will use the students' eligibility status to determine what they will charge.

- **Free:** Students are not charged for the meal.
- **Reduced-Price:** The maximum you may charge is 15 cents.
- **Paid:** No minimum or maximum amount set for paid snack amount.

Site Application

SECTION 10C: AT-RISK AFTERSCHOOL MEALS

Section 10c. pertains to participation in At-Risk Afterschool Meals. This lengthy Section requires much information and potential additional documentation.

- If the site participates in At-Risk, please use this training: [Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for School Food Authorities.](#)
- If the site is not participating in At-Risk, the user must indicate **Not Participating** in each meal service drop-down.

SECTION 11: COMMUNITY ELIGIBILITY PROVISION (CEP)

Section 11 is for LEAs participating in the Community Eligibility Provision (CEP).

These fields are for office use only and will only be editable by the HNS Specialist.

11. Community Eligibility Provision	
Identified Student Percentage for Site/Group/District - Used for Reimbursement:	% *
Individual School Identified Student Percentage - Used for Other Program Purposes:	% *

Site Application

PROGRAM PARTICIPATION

An LEA is able to participate in the Special Milk Program (SMP), School Breakfast Program (SBP), National School Lunch Program (NSLP), and After School Care Snack Program (ASCSP) at any time during the program year.

*For example: An LEA chooses to only participate in NSLP at the beginning of the program year and later wishes to also participate in SBP. The LEA can create and submit a new Site application and change from **Not Participating** to **Regular**.*

An LEA can also stop participation in any given program at any time during the program year.

*For example: An LEA chooses to participate in NSLP, SBP, and ASCSP at the beginning of the program year but then determines that participation in ASCSP is lower than planned. The LEA can create and submit a new Site application and change from **Participating** to **Not Participating**.*

Site Application

SUBMITTING THE APPLICATION

When you reach the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields are updated and ready for ADE to review.



After clicking **Save** or **Submit**, the list of sites will refresh, and the status of the Site application will change.

If the LEA clicks **Save**, the application will show a Pending Submission status.

Action	Revision	Status
Edit	Original	Pending Submission

If the LEA clicks **Submit**, the application will show a Waiting for Sponsor Application status. No edits can be made at this time. If the LEA submitted a Site application and still needs to make changes, they must contact their HNS Specialist.

Action	Revision	Status
View	Original	Waiting for Sponsor Application

Submitting the Site Application

Before moving on to the Sponsor application, repeat the process of completing and submitting a Site application for all participating sites.

Once complete, all Site applications should be in **Waiting for Sponsor Application** status.

Action	Revision	Status
View	Original	Waiting for Sponsor Application

If any Site application is still in **Pending Submission** status, the LEA must submit each application by clicking **Edit** and then **Submit** at the bottom of the page.

Action	Revision	Status	Submit	Save	Cancel
Edit	Original	Pending Submission			

Flow of Site and Sponsor Applications



Once all Site applications are submitted, the LEA may advance to completing the **Sponsor Application**, an application for the sponsoring organization. This application asks for contact information and information about the program at the LEA level.

Sponsor Application



SECTION 1A: CONTACT INFORMATION

Input the District Superintendent's contact information in Section 1a.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

1a. District Superintendent Contact	
First Name:	Mike
Last Name:	Cunningham
Title:	Superintendent
E-Mail Address:	mCunningham@mpsaz.org
Phone:	480 - 459 - 9589 Ext. 2626
Fax:	480 - 555 - 9636 Ext.
Receive System E-Mail:	☒



SECTION 1B: CONTACT INFORMATION

Input the contact information for a School Food Authority Contact in **Section 1b**. This is the individual that will be receiving correspondence from ADE about the School Nutrition Programs.

ADE recommends that the SFA Contact listed on the CNPWeb Sponsor application be the person who is fulfilling the duties of the **school nutrition program director**. Additionally, it is recommended that the same individual be listed as an authorized signer on the Food Program Permanent Service Agreement.

Note, the SFA Contact **cannot** be a vendor contact (e.g., caterer or FSMC).

Please contact your HNS Specialist if you need more clarification on who should be listed in this field.

Sponsor Application

SECTION 2: CONTACT INFORMATION

Input the contact information for a Program Contact in Section 2.

The program contact can be the same person as the contact listed in Section 1b; however, a different individual is recommended to be listed as they will also receive communications from ADE.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

SECTION 3 & 4: PHYSICAL AND MAILING ADDRESS

Input the physical address of the LEA’s main administration office in Section 3. Input the mailing address where all written communications should be sent to the LEA in Section 4.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

3. Physical Address

Address 1:

☐

1909 S. Alma School Rd.

Address 2:

☐

City:

☐

Mesa

State:

☐

AZ

Zip Code:

☐

85210 - 1090

☐ The Mailing address is the same as the Physical address.

4. Mailing Address

Address 1:

☐

143 S. Alma School Rd.

Address 2:

☐

City:

☐

Mesa

State:

☐

AZ

Zip Code:

☐

85210 - 1090

Sponsor Application

SECTION 5: GENERAL INFORMATION

Utilize the drop-down options to complete **Section 5**.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

5. General Information	
Type of Sponsoring Authority	Public - Educational Institution
Participate in the USDA Foods Program:	Yes
Are you starting or expanding Farm to School Program in your National School Lunch Program this school year?	
High-Rate Lunch Reimbursement Eligibility:	Not Eligible *
Menu Certification Reimbursement Eligibility:	*
Special Assistance Provision 2/3 Participation Status:	Not Participating in Provision 2/3
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?	
One or more sites are operating the Community Eligibility Provision (CEP):	Yes

SECTION 6: MEAL COUNTING AND POINT OF SERVICE

Explain, in detail, the meal counting procedures followed to ensure the collection of accurate meal counts at the point of service in Section 6.

Method of Meal Counting: Indicate the method(s) used to collect meal counts at the point of service by selecting each box that applies. Then, describe how the LEA tracks the count of the meals served at each site in the Method of Meal Counting Description text box. This description should also explain how overt identification of the student’s eligibility status is prevented.

Example: Each student is given a PIN that they must enter upon checkout. The system has the information to determine the eligibility of the student. The data is kept confidential.

Sponsor Application



SECTION 6: MEAL COUNTING AND POINT OF SERVICE

Explanation for Multiple Methods of Meal

Counting: If the LEA checked off more than one Method of Meal Counting, complete this section by explaining why there is more than one method of meal counting and how each is used to ensure that participants are not overtly identified or counted more than once. Please see the example below.

Example: Sites without computers use rosters to count meals served at the point of service.

Point of Service Description: Describe the method of ensuring that each child receives a reimbursable meal. The description should specify who is checking each tray for all the needed items to make up a reimbursable meal, as well as when/where during the meal service this occurs.

Example: The students enter in a single line. They are given their meal choices based on the portions necessary to constitute a reimbursable meal. Food service personnel are stationed at the end of the line to determine that each student has received a reimbursable meal.

Sponsor Application



SECTION 7: MENU PLANNING

The New Meal Pattern is the only meal pattern allowable for the NSLP and SBP.

- If any sites are operating both NSLP and SBP, both drop-downs need to show **New Meal Pattern**.
- If all sites only operate NSLP, the first drop-down should indicate **Not Participating in Program**.

The LEA must then check **I Agree** to submit their application and therefore attest to adhering to the New Meal Pattern for SBP and/or NSLP.



SECTION 8: FOOD SERVICE MANAGEMENT COMPANY

Indicate if the LEA is in contract with an **FSMC**. A copy of the FSMC contract must be submitted to the Contract Management Officer for approval.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

Please note, caterers are not FSMCs and will not be found on the drop-down list. Caterer information is typed into the **General Information** section of the Site application(s).

Sponsor Application



SECTION 9: FORMS FOR FREE AND REDUCED-PRICE MEALS

Describe the forms used by the LEA to collect household information for **free and reduced-price meal** data, such as the Household Application, Parent Letter, and Notification Letter.

The LEA can select one or more of the choices shown below. Please note, if any selection with the title custom is included, it will generate a pending checklist item.

- For example, if *Custom paper-based household application* is selected, the system will generate a pending checklist item asking the LEA to submit their customer form to their HNS Specialist.



SECTION 10: CERTIFICATION STATEMENT

LEA must read the **Certification Statement** and select **I Agree** to submit their application.

10. Certification Statement

I hereby certify that neither this sponsor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all covered awards and sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

The sponsor hereby agrees to comply with all State and Federal laws and regulations governing Child Nutrition Programs. The sponsor submitting this application will ensure that all monthly claims for reimbursement represent meals/milk served by category and that records are available to support these claims. It is acknowledged that once approved by the Arizona Department of Education, this application places in force the Food Program Permanent Service Agreement effective 07/01/2008 and any subsequent amendment for the 2022-2023 program year.

Sponsor Application

SUBMITTING THE APPLICATION

When you reach the end of the application, you will have a series of options.

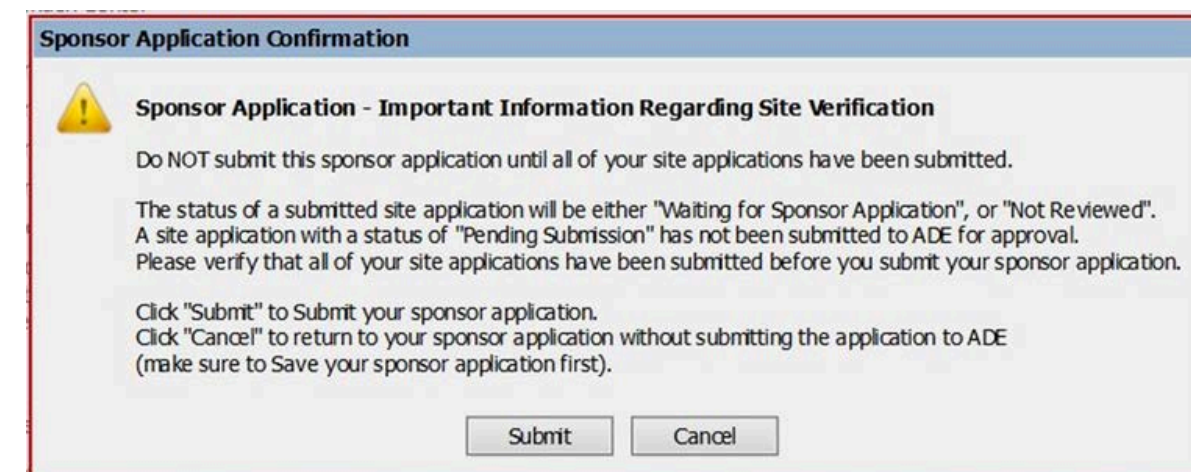
- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields are updated and ready for ADE to review.



After you click **Submit**, a small window with a message titled **Important Information Regarding Site Verification** will appear.

This message reminds you that Site applications must be submitted before submitting the Sponsor application.

If the LEA previously verified that all Site applications are in **Waiting for Sponsor Application** status, click **Submit** on this notification to submit your Sponsor application.



After Submitting Applications

After submitting the Sponsor application, a webpage with the **Sponsor Checklist** Items will load.



Arizona Department of Education
Child Nutrition Program

Applications

Claims

CNP Overview

Approval Process

Item Checklist

You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address:
1535 W. Jefferson St. Bn #7 Phoenix, AZ 85007

Please write the name of your programspecialist (listed on your sponsor application screen) on the letter/parcel.
We cannot approve your applications without these items.

Willcox Unified District
(02-02-13)

Sponsor Checklist Items	Received / Recorded on:		Approved / Effective as of:			
	✓ Date	By	✓ Date	By		
Willcox Unified District (02-02-13)						
Food ProgramPermanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.						
Notification letter submitted to ADE for approval.						
Contract with Food Service Management Company is required.						

Close

Checklist Items



SECTION 4

Flow of Site and Sponsor Applications



After the Site and Sponsor applications have been submitted, CNPWeb produces a checklist of paper documentation that LEAs must provide to HNS depending on the LEA type and/or how the LEA operates the program. Please note, not all LEAs will have pending checklist items.

Checklist Items

CNPWeb produces a checklist of documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. These items may be emailed directly to the LEAs assigned HNS specialist. Not all LEAs will have pending checklist items.

Checklist items may include:

- Catering Contract
- Food Service Management Company Contract
- 501c3
- Customized Household application
- Food Program Permanent Service Agreement

The LEA’s HNS Specialist will check the boxes once the documentation is received. The LEA cannot check these off themselves.



Arizona Department of Education
Child Nutrition Program

ApplicationsClaimsCNP Overview

Approval Process

Item Checklist

You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address:
1535 W. Jefferson St. Bn #7 Phoenix, AZ 85007

Please write the name of your programspecialist (listed on your sponsor application screen) on the letter/parcel.
We cannot approve your applications without these items.

Willcox Unified District
(02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food ProgramPermanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.						
Notification letter submitted to ADE for approval.						
Contract with Food Service Management Company is required.						

Returning to the Application Index

After reviewing the Checklist Items, return to the Application Index page by clicking Close. Then, verify the statuses of your applications.

- **Submitted to ADE:** This means the Sponsor application has been submitted to ADE.

Submitted to ADE

- **Not-Reviewed:** This means all Site applications have been submitted to ADE.

Not-Reviewed

If your statuses do not match, you have not submitted your applications properly. Please contact your HNS Specialist.

Approval Process

Item Checklist

You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Willcox Unified District
(02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Notification letter submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Contract with Food Service Management Company is required.	✓	06/17/2016	Veronica Cramer	✓	06/17/2016	Veronica Cramer

 Close

Willcox Unified District (02-02-13)

Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Submitted to ADE		View Checklist

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Returning to the Checklist

LEAs may return to their checklist items to view any additional documents that need to be provided to HNS at any time by clicking **View Checklist**.

Once all applicable checklist items have been submitted and approved by HNS, the checklist items will be checked off in CNPWeb.

Sponsor Applications (1)				
Reminder: When submitting applications, you must submit all your site applications before submitting				
Action	Revision	Status	Effective Date	Checklist
View	Original	Submitted to ADE		View Checklist

Approval Process

Item Checklist

You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Willcox Unified District (02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Notification letter submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Contract with Food Service Management Company is required.	✓	06/17/2016	Veronica Cramer	✓	06/17/2016	Veronica Cramer

Application Review



SECTION 5

Flow of Site and Sponsor Applications



After the CNPWeb applications and checklist items are submitted, the LEA's assigned HNS Specialist will be notified to review the submissions. Please allow up to three weeks for the applications to be reviewed by HNS Specialist.

LEAs may check their application status anytime by returning to the CNPWeb homepage.

Flow of Site and Sponsor Applications



Once the HNS Specialist reviews the applications, they will do one of the following:

- **Approve** the applications: no further actions are required at this point.
- **Reject** the Site or Sponsor applications: ADE has found errors or inaccuracies.

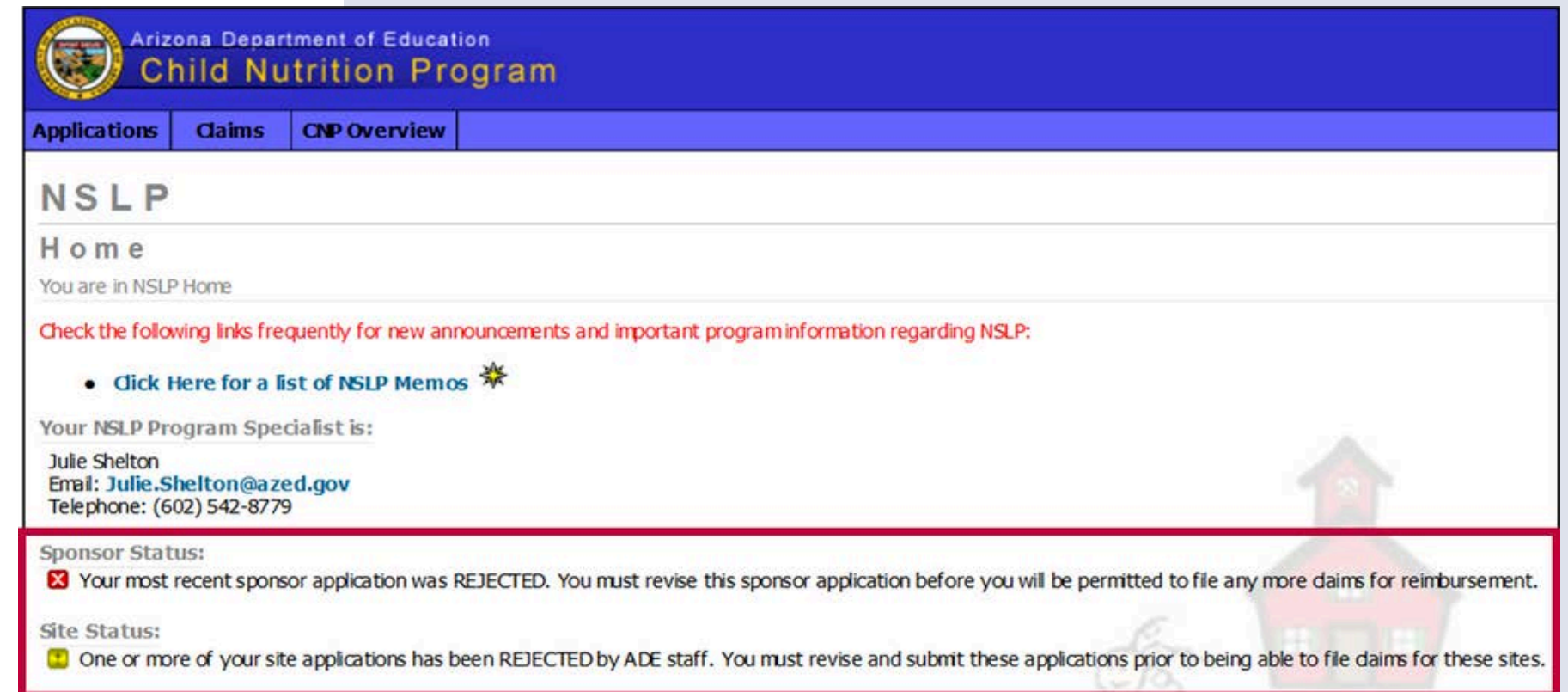
To make any corrections, HNS must first reject the applications. Once rejected, the LEA can create a new application and make the appropriate corrections.

Rejected Status

When an HNS Specialist rejects an application, the SFA contact listed on the Sponsor application will receive a system-generated email informing them of the rejected application status.

The CNPWeb home page will also reflect this new status.

Each time ADE finds an error on a Site application, the Sponsor application will also be rejected.



The screenshot displays the Arizona Department of Education Child Nutrition Program (CNP) web interface. The header includes the state seal and the program name. Navigation tabs for Applications, Claims, and CNP Overview are visible. The main content area is titled 'NSLP Home' and provides contact information for the NSLP Program Specialist, Julie Shelton. A red-bordered box highlights the 'Sponsor Status' section, which contains a red 'X' icon and a message stating: 'Your most recent sponsor application was REJECTED. You must revise this sponsor application before you will be permitted to file any more claims for reimbursement.' Below this, the 'Site Status' section shows a yellow warning icon and a message: 'One or more of your site applications has been REJECTED by ADE staff. You must revise and submit these applications prior to being able to file claims for these sites.'

Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP
Home
You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) 🌟

Your NSLP Program Specialist is:
Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:
❌ Your most recent sponsor application was REJECTED. You must revise this sponsor application before you will be permitted to file any more claims for reimbursement.

Site Status:
⚠️ One or more of your site applications has been REJECTED by ADE staff. You must revise and submit these applications prior to being able to file claims for these sites.

Resubmitting the Application

After an application has been rejected, the HNS Specialist will provide the SFA contact or the person who completed the application information about why the application was rejected and what changes need to be made.

LEAs must **create a new application** to make the appropriate changes. All the previously entered information will roll over, except for the SFA Contact and the Program Contact from the Sponsor application.

Please refer to the **Submitting Site and Sponsor Applications** Section for guidance on creating new applications.

Willcox Unified District (02-02-13)

Sponsor Applications (3)

Reminder: When submitting applications, you must submit all your s

Action	Revision	Status	Effectiv
View	Original	Rejected	
Create New Application			

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effec
View	Original	Rejected	
Create New Application			



Approved Status

When an HNS Specialist approves an application, the SFA contact listed on the application will receive a system-generated email informing them of the approved application status.

The CNPWeb home page will also reflect this new status.

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) 

Your NSLP Program Specialist is:

Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:

 No actions required in applications -- your most recent sponsor application was APPROVED on 07/15/2016.

Willcox Unified District (02-02-13)

Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	July 2016	View Checklist

[Create New Application](#)

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

[Create New Application](#)

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

[Create New Application](#)

Quiz Time

True or False: You must first submit your Sponsor application, then all of your Site applications.

A True.

B False.



Quiz Time

True or False: You must first submit your Sponsor application, then all of your Site applications.

A True.

B False.

You'll need to submit all of your Site applications first. Once your Site applications are in Waiting for Sponsor Application status, you will want to complete and submit the Sponsor application. If you submit the Sponsor application first, Site applications cannot be submitted. ADE will need to reject your Sponsor application so that you can correctly complete the Steps.



Quiz Time

True or False: Below is an example of an LEA’s checklist items. Based on the snapshot shown, the LEA must submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	✓	Date	By
Snowflake Unified District (09-02-05)			
Food ProgramPermanent Service Agreement (PY 2015 or later)	✓	08/14/2014	Denise Hasty
Contract with Food Service Management Company is required.			

A True.

B False.



Quiz Time

True or False: Below is an example of an LEA’s checklist items. Based on the snapshot shown, the LEA must submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	✓	Date	By
Snowflake Unified District (09-02-05)			
Food ProgramPermanent Service Agreement (PY 2015 or later)	☒	08/14/2014	Denise Hasty
Contract with Food Service Management Company is required.			

Only the Contract with the Food Service Management Company is required to be submitted to ADE. Items with the green checkbox, such as the Food Program Permanent Service Agreement shown above, have already been received and approved by ADE.

A True.

B False.



Quiz Time

How do I make edits to my applications if I have already submitted them to ADE?

- A** Click edit at the bottom of the application.
- B** Contact your HNS Specialist.
- C** Click Withdraw on the application.



Quiz Time

How do I make edits to my applications if I have already submitted them to ADE?

A Click edit at the bottom of the application.

B Contact your HNS Specialist.

C Click Withdraw on the application.

If the LEA submitted the Site and Sponsor applications and still needs to make changes, they must contact their HNS Specialist. Revisions can only occur once ADE rejects your applications. Edits will then be made by creating a new application.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
How to Submit CNPWeb Applications for the
National School Lunch Program.**

Information to include when documenting this
training for Professional Standards:

Training Title:
**How to Submit CNPWeb
Applications for the
National School Lunch
Program**

Key Area: 3000 – Administration
Learning Code: 3310
Length: 1.5 hours

Please note, attendees must document the amount of training hours
indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:

**How to Submit CNPWeb
Applications for the
National School Lunch
Program**

Key Area: 3000 – Administration

Learning Code: 3310

Length: 1.5 hours

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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