

How to Submit CNPWeb Applications for the Summer Food Service 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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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 operators of the **Summer Food Service Program (SFSP)**. All regulations are specific to operating the SFSP under the direction of ADE.

Objectives

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

- understand the application process used to participate in the summer meal programs;
- identify eligible sites for SFSP operation;
- complete the applicable fields in the CNPWeb site and sponsor applications; and
- determine what is required to be submitted to ADE for approval of the SFSP application.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program

Length: 1.0 hour

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 cover how-to instructions for completing the Summer Food Service Program (SFSP) application process. Please refer to the [Summer Meal Service Webpage](#) for training on how to apply for the Seamless Summer Option (SSO) for School Food Authorities (SFAs).

Introduction to the Summer Meal Programs

SECTION 1



Serving Summer Meals

The goal of serving summer meals is to ensure that all children in low-income areas have access to nutritious meals during the summer when school is not in session. Program operators are reimbursed for all meals and snacks served to children 18 years of age and younger at schools and/or community sites.

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) funds the summer meal programs. The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division administers these programs at the state level.



Arizona Department of Education | Health and Nutrition Services

SUMMER FEEDING OPTIONS FOR SCHOOLS



Summer break is here, but hunger doesn't take a vacation. Children need good nutrition, all year long. The Summer Food Service Program (SFSP), National School Lunch Program (NSLP), School Breakfast Program (SBP), and the Seamless Summer Option (SSO) make it possible for schools to provide nutritious meals, after the regular school year ends.

Seamless Summer Option	Summer Food Service Program	School Lunch & Breakfast
Schools participating in the NSLP/SBP are eligible to apply for the SSO. SSO requires less internal monitoring and follows the same meal pattern as NSLP/SBP, negating the need to change menus or regular school-year operations. Once the State Agency approves the application, the school can provide meals at no cost to children, including teens up to age 18, in accordance with the rules of the school meal program. Meals are reimbursed at the free rates for school lunches, school breakfasts, and afterschool snacks, which are slightly lower than the SFSP rates. Administrative Reviews are conducted by the State Agency in the summer following the sponsor's school year Administrative Review.	The SFSP is ideal if you sponsor enrichment, recreational, or activity programs over the summer. The State Agency reimburses sponsors for free meals served to children, including teenagers through age 18, at approved meal sites in low-income areas. SFSP allows sponsors to earn the maximum rates of reimbursement for the meals served and use the money as needed to enhance the food program for children. Administrative Reviews are conducted by the State Agency in the sponsor's first year of operating SFSP and then at least every 3 years.	The NSLP and SBP are both available for any school that is hosting an academic summer school. Academic summer schools that intend to serve meals only to enrolled students follow the same rules and claiming procedures for free, reduced-price, and paid meals that they follow during the regular school year. Summer school is an additional session for select students who seek or need academic credits for graduation or promotion to the next grade.

For more information and assistance selecting the right option for your school, please visit www.azed.gov/hns/sfsp.

USDA is an equal opportunity provider, employer, and lender.

School Food Authorities have the option of three different programs when serving summer meals - the Summer Food Service Program (SFSP), Seamless Summer Option (SSO), or Extended National School Lunch Program (NSLP). The focus will be on operating the SFSP. For more information about program options, please view HNS' Summer Feeding Options for Schools Factsheet.

Summer Meal Program Eligibility

To be eligible to participate as an operator of the SFSP, the organization must be a:

- Public or private non-profit school food authority (SFA);
- Public or private non-profit college or university participating in the National Youth Sports Program (NYSP);
- Public or private non-profit residential summer camp;
- Unit of local, county, municipal, State, or Federal Government; or
- Any other type of private non-profit organization.

The organization must also be tax exempt, demonstrate the administrative and financial ability to manage a food service effectively, serve low-income children, and conduct a non-profit food service. A private, for-profit organization may not operate the SFSP.

- For more information on eligibility, view the [SFSP: Orientation for Sponsoring Organizations](#).

Summer Meal Program Eligibility

In addition to Federal eligibility and operational requirements, State agencies are required to ensure that only eligible sites are operating the summer meal programs and that required documentation and agreements are affirmed prior to operating summer meal programs.



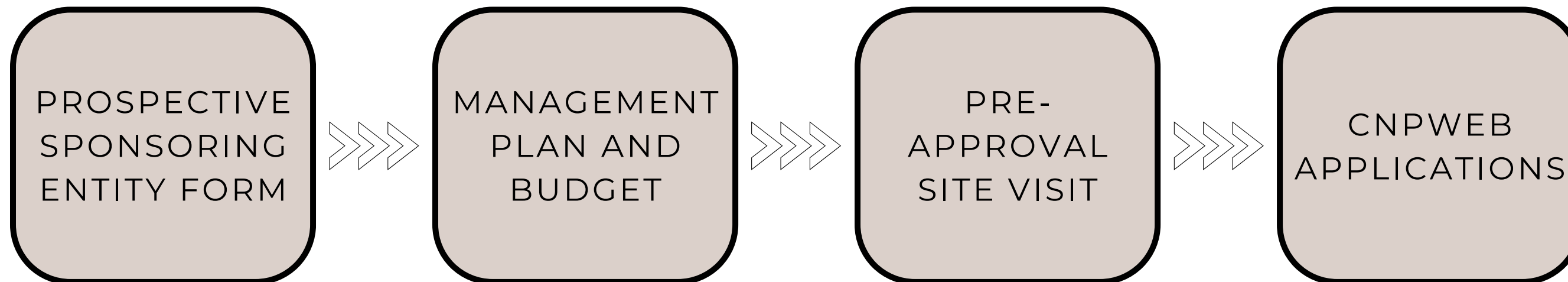
The remaining sections of this training will include application details for SFSP operators in Arizona.

SFSP Application Process

SECTION 2



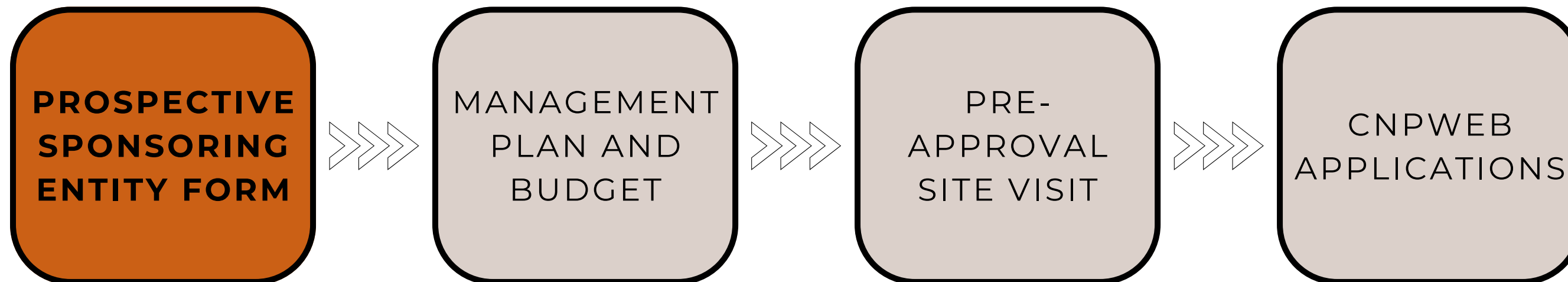
Flow of the SFSP Application Process



Depending on if the entity has previously operated the SFSP, the flow of the application process may vary.

- All brand new Community Organizations (COs) are required to complete the Prospective Sponsoring Entity Form, and a Pre-Approval Site Visit.
- SFSP operators must submit a Management Plan and Budget prior to submitting CNPWeb applications.
 - *SFAs in good standing that have not experienced operational problems, will not be required to submit a management plan for SFSP*
- Returning SFSP operators will begin the application process with the Management Plan and Budget.

Flow of the SFSP Application Process



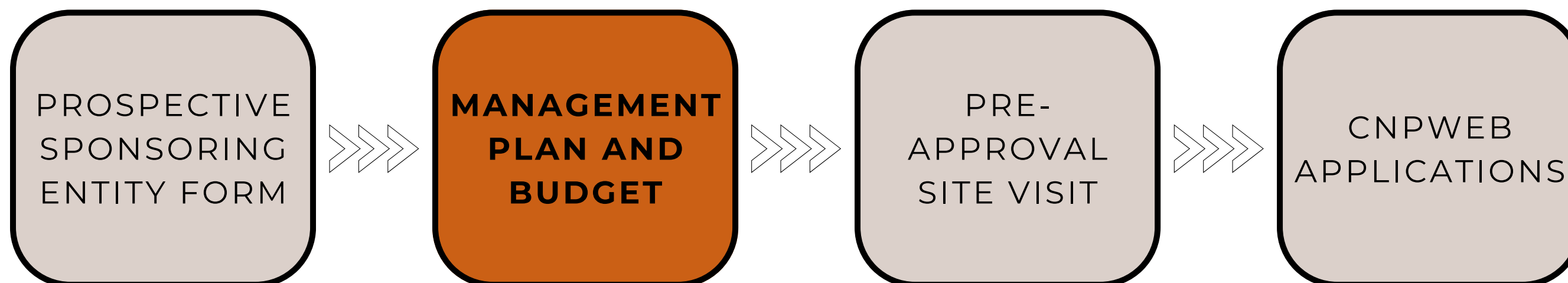
A prospective sponsoring entity can notify HNS of their desire to participate in SFSP by submitting a [HelpDesk ticket](#) or by calling the Specialist of the Day at 602-542-8700.

- Prospective Entities will be directed to complete the SFSP [Prospective Sponsoring Entity Form](#) in order to begin the SFSP application process.
- This is the first step of the application process for brand new operators that have not operated the SFSP before.

Flow of the SFSP Application Process



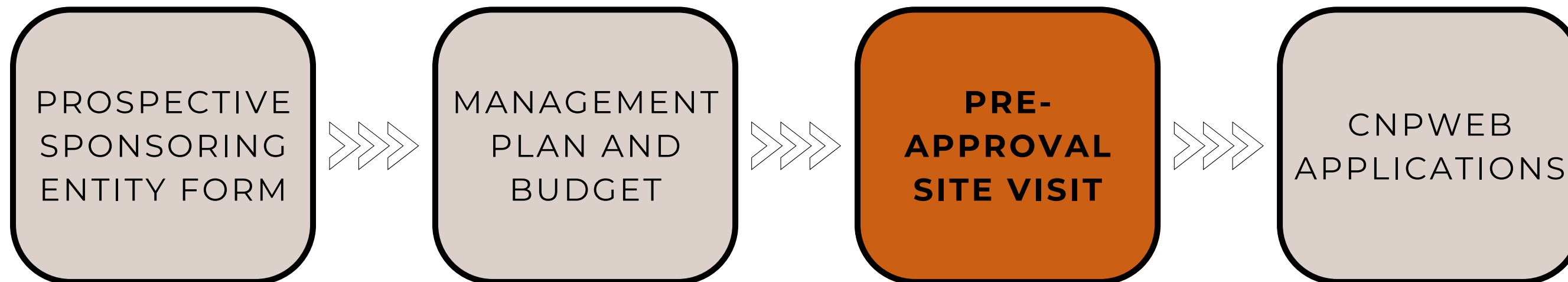
* SFAs in “good standing” may not be required to submit a management plan. View [HNS 02-2024: Application for Summer Meal Programs](#) for more detailed information about what constitutes as good standing.



New and existing operators* must complete the SFSP Management Plan & Budget annually.

- Brand new operators will receive an email to complete the Management Plan and Budget once the Prospective Sponsoring Entity Form has been processed.
- For existing operators, submitting the Management Plan and Budget is the first step of application process.
- For assistance on accessing and completing the Management Plan and Budget, view the [Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget](#).

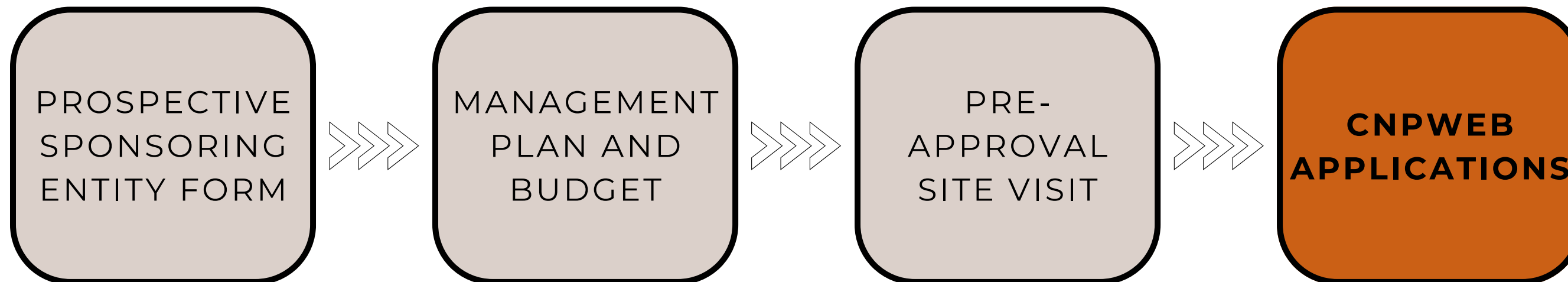
Flow of the SFSP Application Process



New operators must complete a Pre-Approval Site Visit prior to submitting CNPWeb applications.

- Upon completion and approval of the Management Plan and Budget, a specialist will contact the new operator to schedule a pre-approval visit.
- The specialist will either recommend the operator for approval, or indicate to the operator the areas needing to be corrected prior to submitting CNPWeb applications.
- Returning operators will not complete a Pre-Approval Site Visit.

Flow of the SFSP Application Process



New and existing SFSP operators must complete their CNPWeb site and sponsor applications prior to serving summer meals. Once submitted, the HNS specialist will review the CNPWeb applications to ensure the information on the applications is accurately completed.

- Management Plan and Budget must be approved before submitting CNPWeb applications.
- SFAs transitioning from SSO to SFSP operations will need to revise their period start and end dates in their Sponsor application

The following sections will go through the steps for completing the CNPWeb site and sponsor applications.

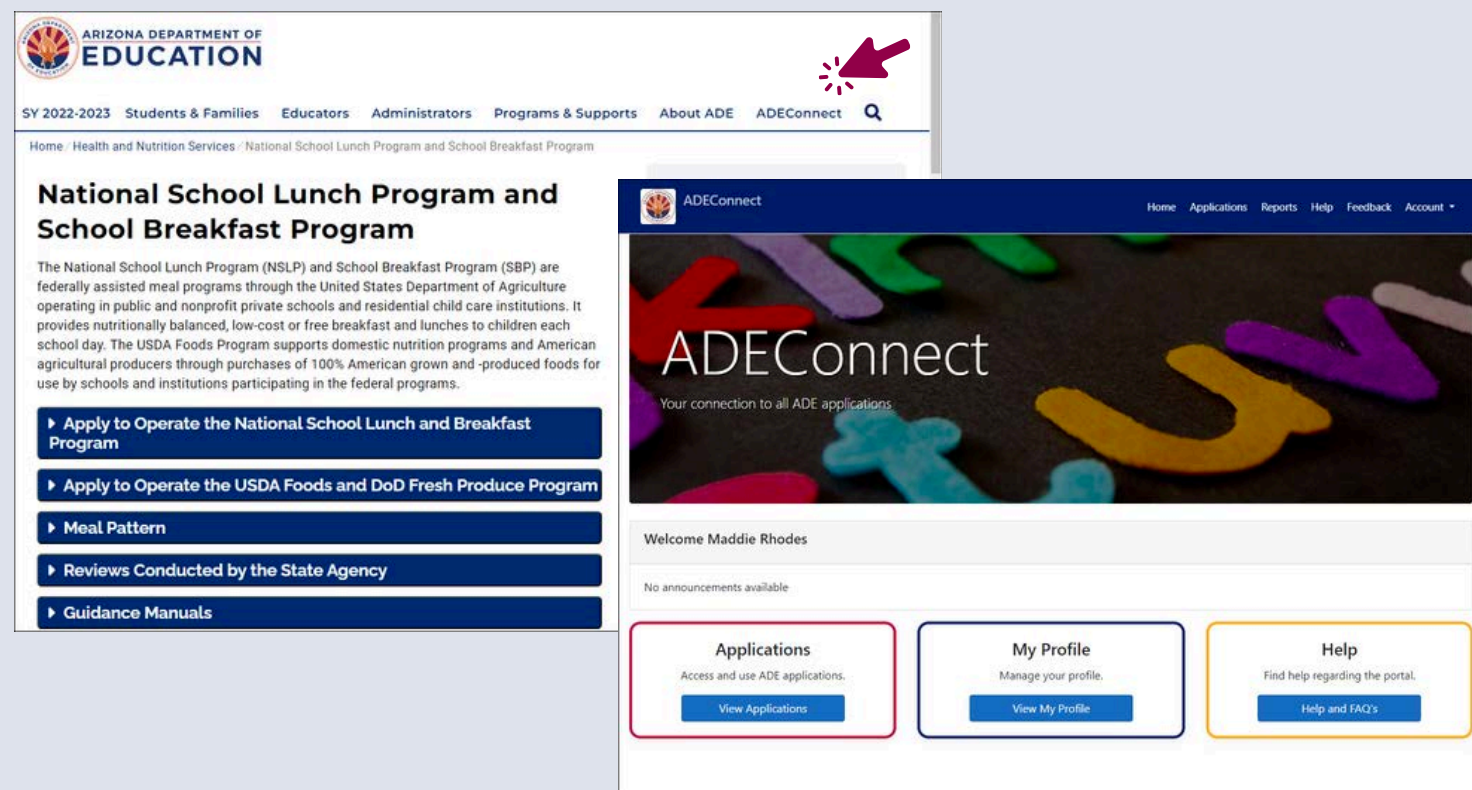
Logging into CNPWeb

SECTION 3



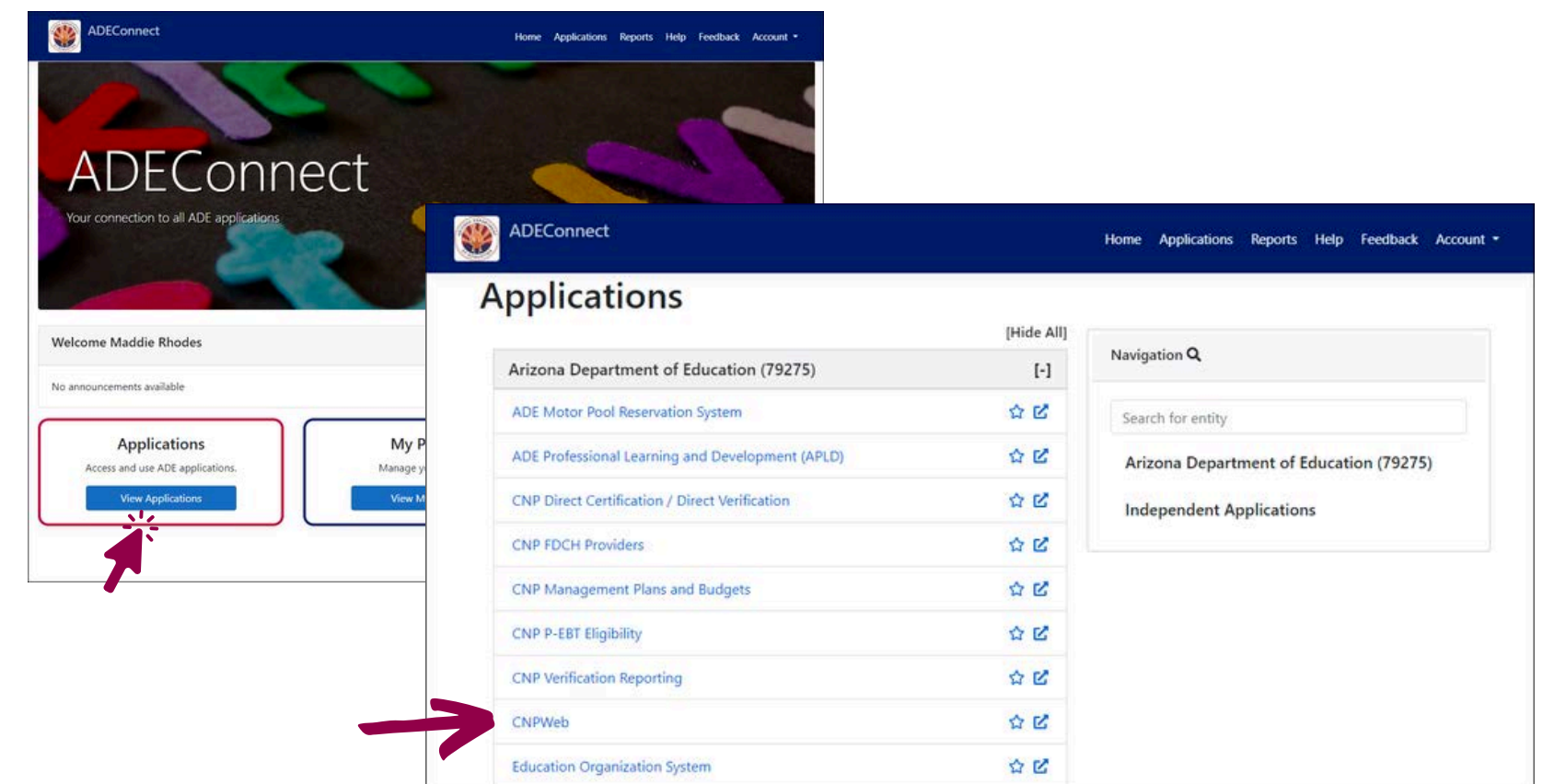
What is ADEConnect?

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



What is CNPWeb?

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



HOW DO I OBTAIN ACCESS TO CNPWEB?

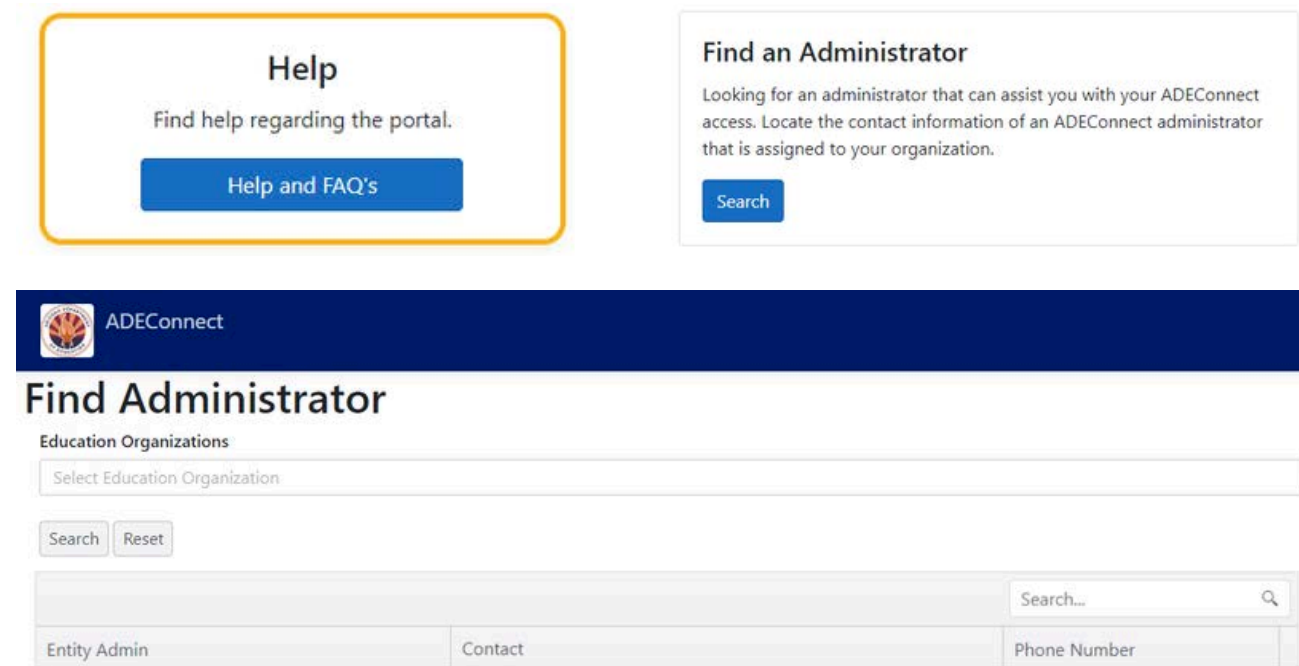
Only users designated Entity Administrators can grant permissions to applications within ADEConnect. Users must contact their LEA's Entity Administrator to receive access to CNPWeb.

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 organization'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 Organization'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](#)

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 organization can grant permissions to applications within ADEConnect. Please refer to slides 13-14 for a reminder about this guidance.



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

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

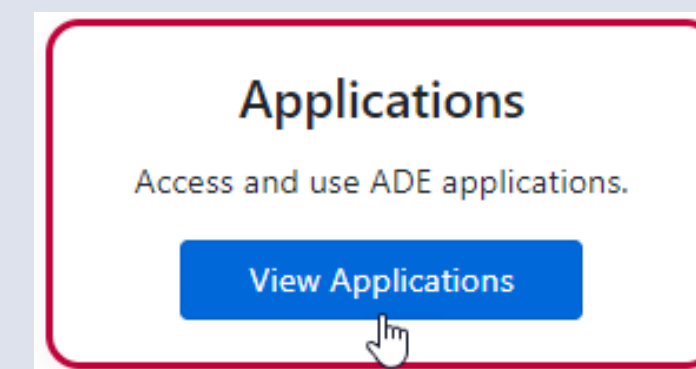
LOGIN TO ADECONNECT

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.



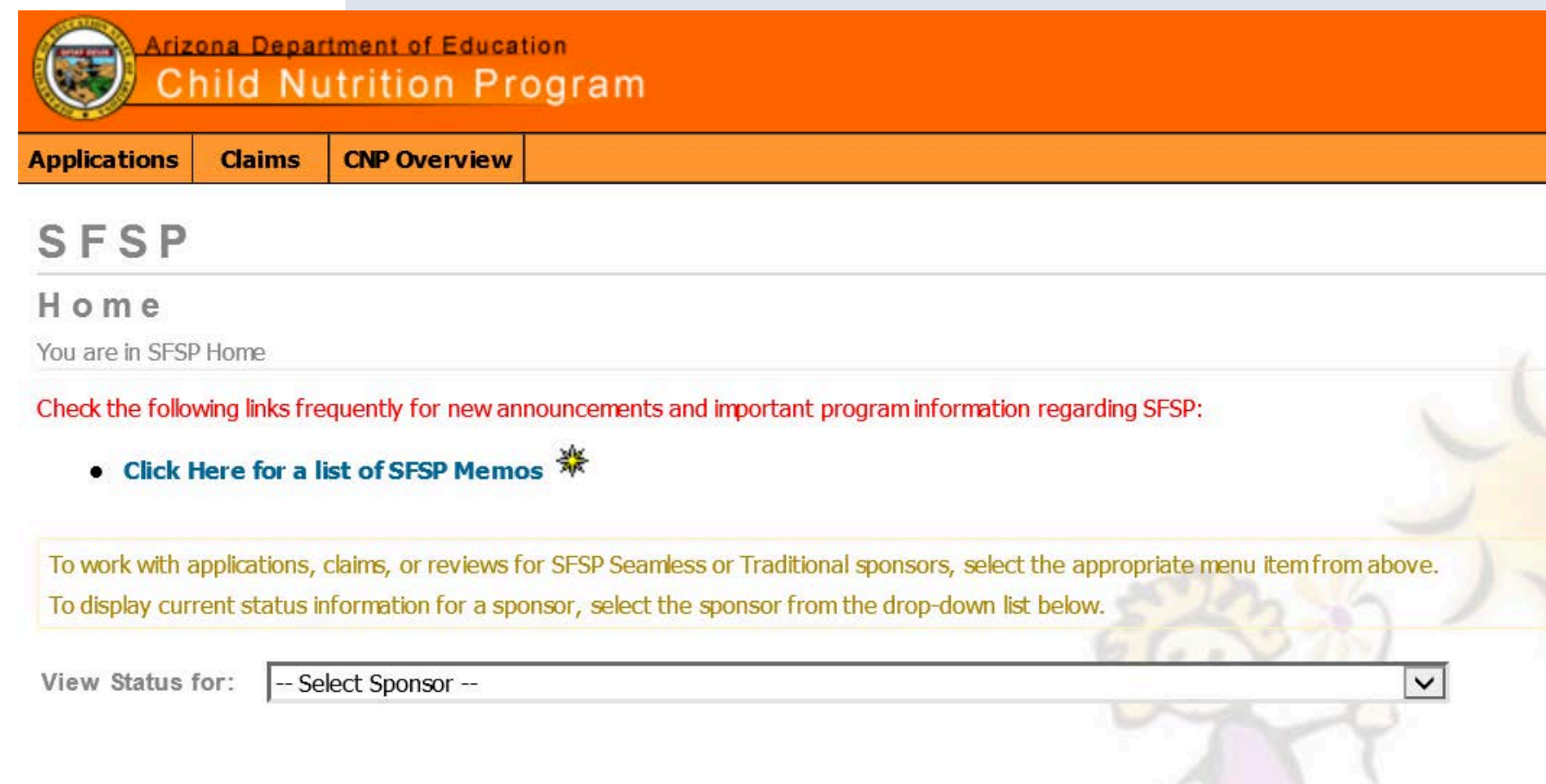
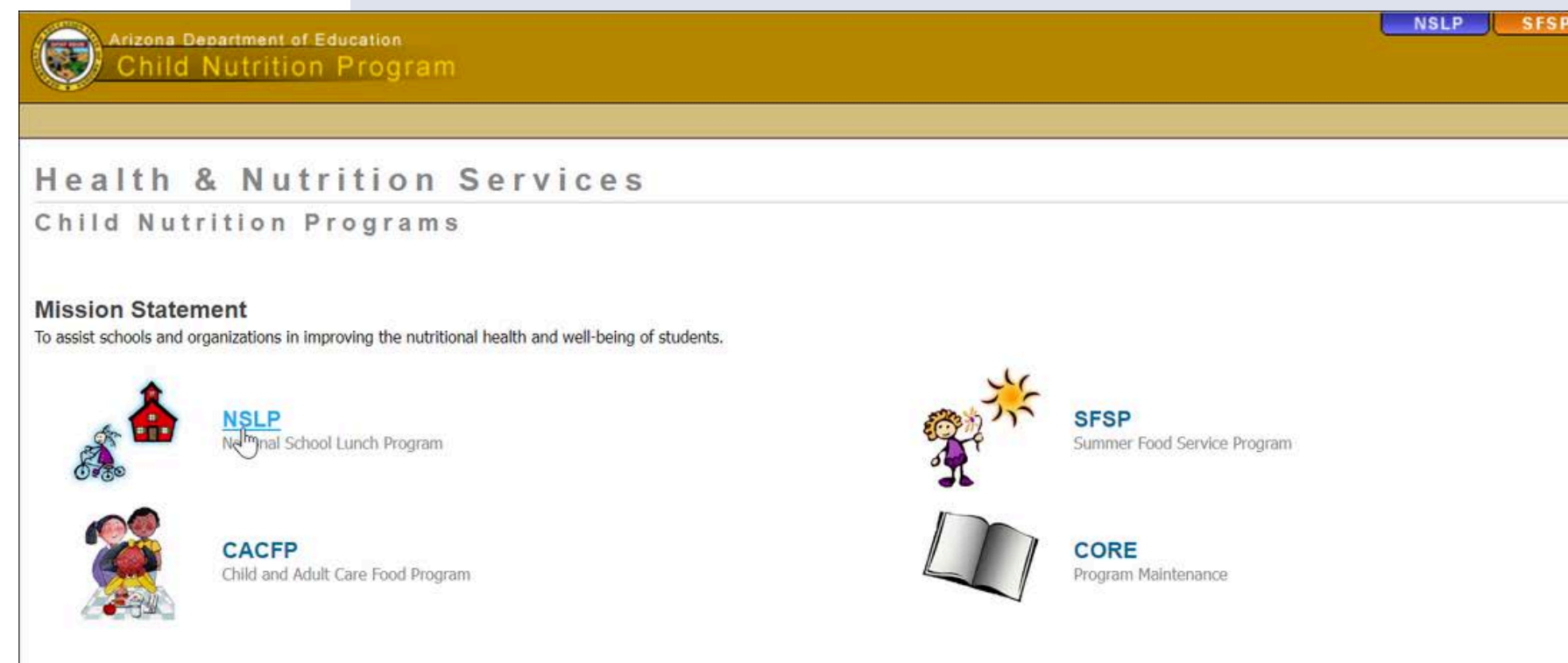
If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

The CNPWeb

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

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

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



Submitting Site and Sponsor Applications



SECTION 4

Accessing Applications

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

The SFSP Application Index page will load. To access current applications, select the **program year** from the dropdown.

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 SFSP

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

2

SELECT "APPLICATIONS"

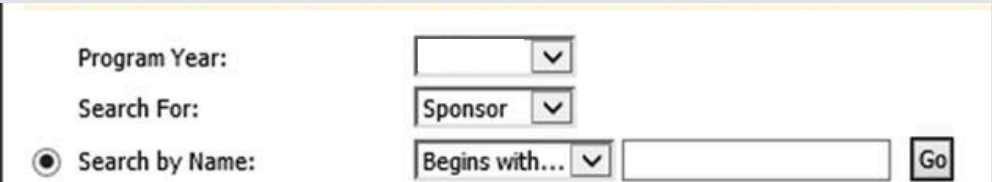
After logging in to the SFSP portal in the CNPWeb, select "Applications."



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.*

The screenshot shows the 'SFSP Applications Index' page. At the top, it says 'You are in SFSP Home > Applications Index'. A yellow banner states: 'If you do not see certain Applications it may be due to security settings in place for your logon.' Below this are search filters: 'Program Year' (dropdown set to 2022), 'Search For' (dropdown set to Sponsor), and two search options: 'Search by Name' (selected, with a 'Begins with...' dropdown and a 'Go' button) and 'Search by CTDS' (unselected, with a text input and a 'Go' button). A red reminder message reads: 'Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.' Below the reminder, there are two sections: 'Sponsor Name (99-99-99)' with 'Sponsor Applications (1)' and 'Associated Sites (4)'. The 'Associated Sites' section lists four sites: 'Site Name 1 (99-99-99-001)', 'Site Name 2 (99-99-99-002)', 'Site Name 3 (99-99-99-003)', and 'Site Name 4 (99-99-99-004)', each with a 'Create New Application' link. Annotations include a pink arrow pointing to 'Sponsor Name' from the left, a pink arrow pointing to 'Sponsor Applications' from the right, and a pink arrow pointing to 'Associated Sites' from the left.

SFSP

Applications Index

You are in **SFSP Home** > Applications Index

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

Program Year: 2022

Search For: Sponsor

☒ Search by Name: Begins with...

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

Sponsor Name (99-99-99)

Sponsor Applications (1)

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

[Create New Application](#)

Associated Sites (4)

Site Name 1 (99-99-99-001)

[Create New Application](#)

Site Name 2 (99-99-99-002)

[Create New Application](#)

Site Name 3 (99-99-99-003)

[Create New Application](#)

Site Name 4 (99-99-99-004)

[Create New Application](#)

ADE HelpDesk

HNS encourages operators 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 operator must complete and submit all Site applications **before** submitting the Sponsor application.
- If the operator 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.



Site Application

SECTION 2 & 3: PHYSICAL AND MAILING ADDRESS

Physical Address: This section should be the actual physical location of the site. This must be an Arizona address and it needs to be thoroughly completed. The 'Address 2' line is not required and usually not utilized.

Mailing Address: The mailing address can differ from the physical address and must be thoroughly completed.

2. Physical Address

Address 1:

Address 2:

City:

State:

AZ

Zip:

-

☐

The Mailing Address is the same as the Physical address.

3. Mailing Address

Address 1:

Address 2:

City:

State:

AZ

Zip:

-

SECTION 4: GENERAL INFORMATION

Classification of Site: Select the classification that aligns with your organization type. Dropdown options include:

- Regular School
- Boarding School
- Charter School
- Private Nonresidential School
- Bureau of Indian Affairs School
- Residential Child Care Institution
- Juvenile Detention Centers
- Nonresidential Child Care Institution
- Summer Camp
- Community Pool
- Park
- Community Center
- Church
- Boys and Girls Club
- Recreational Center
- National Youth Sports Program

Site Application



SECTION 4: GENERAL INFORMATION

Meal Service Type for Non-Congregate: Select the site type that aligns with your organization:

- Home delivery multi-day meal issuance
- Home delivery bulk distribution
- Meal pick up multi-day meal issuance
- Meal pick up bulk distribution
- Mobile meal multi-day meal issuance
- Mobile meal bulk distribution

If your site provides meals for multiple days select the maximum number of days of meals provided per delivery or pickup (up to 10 days for multi-day distribution, up to five days for bulk distribution) This option is only available if a Non-Congregate meal service type is selected.

Meal Service Type for Non-Congregate Meals (check all that apply):	☐ Home delivery multi-day meal issuance ☐ Home delivery bulk distribution ☐ Meal pick up multi-day meal issuance ☐ Meal pick up bulk distribution ☐ Mobile meal multi-day meal issuance ☐ Mobile meal bulk distribution
Maximum number of days of meals provided per delivery or pickup?	

Site Application



SECTION 4: GENERAL INFORMATION

Does the Site offer meals to infants? - select 'Yes' or 'No'.

Is the meal service area located indoor or outdoor? - Choose either 'Indoor' or 'Outdoor'. If 'Outdoor' is selected, the Excessive Heat Waiver field will become available, along with a section to describe your approach to inclement weather.

Indicate arrangements in case of inclement weather - explain how inclement weather will be handled at your site. The site should have a plan for children if these weather conditions are experienced during meal service. A simple but explanatory description is acceptable.

Number of sessions or distinct periods of operation - you may have various sessions of meal service operation. Sessions may be needed because a break in meal service occurred or because the days of the week for meal service changed.

Program Periods Begin Date - input the beginning date of when the session starts. This date must be after the end date of the current academic calendar of the school district that the site is located in, and before the next academic calendar year begins.

Program Periods End Date - input the end date of when the session closes. This date must be after the period beginning date and prior to the date the next academic calendar year of the school district that the site is located in begins.

- *The number of sessions and program period begin/end dates must be accurate because this information will be populated into the Interactive Mapper for communication to the public.*

Site Application

SECTION 4: GENERAL INFORMATION

Weekly Days of Operation - these days must reflect the actual days of the week meal service occurs during that period.

- The days of operation must be accurate because this information will be populated into the Interactive Mapper for communication to the public.*

Total Operating Days - report the number of operating days for all periods on the application.

Site Service Area - select from 'Rural Area' or 'Urban Area'. Use the [Rural Designation Mapper](#) to confirm status.

Approved Site Cap Per Meal will be completed by ADE.

Name of Caterer (if applicable) - type in the name of your caterer if applicable.

4. General Information

Classification of Site:

Site Service Area:

Meal Service Style:

Meal Service Type for Non-Congregate Meals (check all that apply):

☐ Home delivery multi-day meal issuance

☐ Home delivery bulk distribution

☐ Meal pick up multi-day meal issuance

☐ Meal pick up bulk distribution

☐ Mobile meal multi-day meal issuance

☐ Mobile meal bulk distribution

Maximum number of days of meals provided per delivery or pickup?

Does this Site offer meals to infants?

Is the meal service area indoor or outdoor?

Excessive Heat Waiver:

This outdoor site is requesting a waiver for non-congregate feeding through the Heat Demonstration Project. Non-congregate meal service is permitted only on days when the National Weather Service has issued a Heat Advisory, Excessive Heat Warning or Excessive Heat Watch for the area where the site is located. Documentation will be kept by site to track the days that the waiver was implemented. The site will comply with the congregate meal requirements on all other days of operation.

Indicate arrangements in case of inclement weather:

Number of sessions or distinct periods of operation:

1

Program Period 1 Begin Date:

(Format: mm/dd/yyyy)

Program Period 1 End Date:

(Format: mm/dd/yyyy)

Program Period 2 Begin Date:

(Format: mm/dd/yyyy)

Program Period 2 End Date:

(Format: mm/dd/yyyy)

Program Period 3 Begin Date:

(Format: mm/dd/yyyy)

Program Period 3 End Date:

(Format: mm/dd/yyyy)

Program Period 4 Begin Date:

(Format: mm/dd/yyyy)

Program Period 4 End Date:

(Format: mm/dd/yyyy)

Weekly Days of Operation:

☐ Sun ☐ Mon ☐ Tues ☐ Wed

☐ Thurs ☐ Fri ☐ Sat

Total Operating Days:

Approved Site Cap Per Meal:

*

Name of Caterer (if applicable):

Site Application

SECTION 5: ELIGIBILITY

Eligibility information will be entered in this section. Fields that require information will depend on the way your site qualifies for Summer Meals.

- For more information, please view [HNS’ Quick Guide: How to Determine and Document Site Eligibility for Summer Meal Service](#).

5. Eligibility	
How are you eligible for Summer Food Service (7 CFR 225) ?	
School from which eligibility is determined:	
Percent Free/Reduced:	%
Month and Year from which Eligibility is determined:	Month: March Year: 2025
Reason for Restriction:	
Estimated number of children enrolled in program:	
Estimated number of children eligible for free and reduced meals:	
Application For Free And Reduced-Price Meals:	
Parent Letter For Free And Reduced-Price Meals:	
Eligibility Determination:	Eligible *
Eligibility Determination Beginning Program Year:	2024 *
Eligibility Determination Ending Program Year:	2028 *
Severe Need Breakfast Program Eligibility:	*

Site Application

SECTION 6: MEAL PARTICIPATION

Meal participation information for each meal type will be entered in this section. Details such as time of service, participation, and estimated number of children are required.

Sponsors must comply with the following meal service time requirements:

- Except for non-congregate meal service, breakfast meals must be served at or close to the beginning of a child’s day. A three-component meal served after a lunch or supper meal is not eligible for reimbursement as a breakfast meal.
- Meal services must start at least one hour after the end of the previous meal or snack at all sites except residential camps and non-congregate meal service sites.

For more information, please view the Comply with Meal Times Requirements section in USDA’s [Administrative Guidance for Sponsors](#).

6. Meal Participation

Breakfast Participation:





Type of Breakfast Service:



Breakfast Service Start Time:

(Format: hh:mm am|pm)

Breakfast Service End Time:

(Format: hh:mm am|pm)

Estimated Number of Children to be Served Breakfast:

Morning Snack Participation:





Type of Morning Snack Service:



Morning Snack Service Start Time:

(Format: hh:mm am|pm)

Morning Snack Service End Time:

(Format: hh:mm am|pm)

Estimated Number of Children to be Served Morning Snack:

Lunch Participation:





Type of Lunch Service:



Lunch Service Start Time:

(Format: hh:mm am|pm)

Lunch Service End Time:

(Format: hh:mm am|pm)

Estimated Number of Children to be Served Lunch:

Afternoon Snack Participation:





Type of Afternoon Snack Service:



Afternoon Snack Service Start Time:

(Format: hh:mm am|pm)

Afternoon Snack Service End Time:

(Format: hh:mm am|pm)

Estimated Number of Children to be Served Afternoon Snack:

Supper Participation:





Type of Supper Service:



Supper Service Start Time:

(Format: hh:mm am|pm)

Supper Service End Time:

(Format: hh:mm am|pm)

Estimated Number of Children to be Served Supper:

Site Application



SECTION 7: SITE INFORMATION

How are children served? - this field should match the description on the sponsor application.

- Cafeteria Style
- Sack Lunch
- Family Style

Is Offer versus Serve implemented? - this is your choice. Both SFAs and COs can operate Offer Versus Serve (OVS). For more information on OVS, [click here](#).

Are meals served to adults who do not work for the food program? - this is your choice. Both SFAs and COs can serve non-program adult meals.

Amount Charged to Non-Program Adults for Breakfast - indicate the amount charged to Non-Program Adults for breakfast.

Amount Charged to Non-Program Adults for Lunch - indicate the amount charged to Non-Program Adults for lunch.

Amount Charged to Non-Program Adults for Snack - indicate the amount charged to Non-Program Adults for snack.

Amount Charged to Non-Program Adults for Supper - indicate the amount charged to Non-Program Adults for supper.

Please note, SSO operators may not claim meals served to non-program adults for reimbursement. Non-program adult meal pricing will be assessed during the Administrative Review. For additional information, please refer to the [Online Course: Orientation to Serving Summer Meals](#).

Site Application

SECTION 8: OUTREACH

Location Where Meal Service Availability is Advertised - outreach is required for all SFSP operators. At least one box must be checked.

Type of Meal Service Advertisement - outreach is required for all SFSP operators. At least one box must be checked.

8. Outreach

Location Where Meal Service Availability is Advertised:

☐

Resource and Referral Agencies

☐

Government Agencies

☐

Community-Based Advocacy Groups

☒

Grocery Stores☐☐☐☐

Type of Meal Service Advertisement:

☒

Pamphlets

☐

Magazine☐☐☐☐☐☐

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

Action	Revision	Status
Edit	Original	Pending Submission

If the operator clicks **Submit**, the application will show a Waiting for Sponsor Application status. No edits can be made at this time. If Site application was submitted but still needs changes, contact the 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 operator 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			

Sponsor Application

Once all Site applications are in Waiting for Sponsor Application status, create a Sponsor application by clicking Create New Application under the Sponsor name.

Enter Sponsor information into the application.

- There are a total of 8 fields in the Sponsor application. Some fields will be blank as information is required annually, others will show information that was rolled over from the previously approved application. Please make sure that all rolled over information is checked for accuracy.
- The following slides will provide guidance on fields 1-8 of the Sponsor application.

CREATE NEW APPLICATION

Window Rock Unified District (01-02-08)
Sponsor Applications (0)
Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.
[Create New Application](#)

Associated Sites (18)
Navajo Nation Zoo (01-90-08-016)
[Create New Application](#)

Route 1 Lupton/Tiger - Window Rock Unified District (01-90-08-002)
[Create New Application](#)

Route 10 Fort Defiance/Panda - Window Rock Unified District (01-90-08-013)
[Create New Application](#)

Route 11 Fort Defiance/Goose - Window Rock Unified District (01-90-08-014)
[Create New Application](#)

Sponsor Application

SECTION 1A: SPONSOR ADMINISTRATOR/DISTRICT SUPERINTENDENT

The contact in 1a. should be the head administrator of the SFA or CO. This person should not be the same person listed as the Sponsor School Food Authority Contact in 1b.

If your entity does not have a superintendent, you can list the head official of the organization.

1a. Sponsor Administrator / District Superintendent

First Name:		Hermione
Last Name:		Granger
Title:		Superintendent
E-Mail Address:	hgranger@hogwarts.net	
Phone:		555 - 555 - 5555 Ext.
Fax:		- - Ext.
Receive System E-Mail:		☐

SECTION 1B: SPONSOR SCHOOL FOOD AUTHORITY CONTACT

The contact in 1b. should be an individual who oversees or is known as the director of the foodservice program.

- This contact cannot be the same as the contact listed in 1a.
- It is preferred that this individual is on the FPPSA as an authorized signer.

1b. Sponsor School Food Authority Contact

First Name:		Luna
Last Name:		Lovegood
Title:		Business Manager
E-Mail Address:	llovegood@hogwarts.net	
Phone:		555 - 555 - 5556 Ext.
Fax:		- - Ext.
Receive System E-Mail:		☐

Sponsor Application

SECTION 2A: PROGRAM CONTACT

The contact in 2a. should be another individual involved with the food service program; however, they can be the same person listed as 1b. if the entity needs to list the same person.

2a. Program Contact

First Name:		Ron
Last Name:		Weasley
Title:		Director of Dining Services
E-Mail Address:		rweasley@hogwarts.net
Phone:		555 - 555 - 5557 Ext.
Fax:		- - Ext.
Receive System E-Mail:	☒	

SECTION 2B: MONITOR CONTACT

The contact in 2b. must be a different person from the contact who is listed as the Site Contact.

2b. Monitor Contact (Note: Site Contact and Sponsor Monitor Contact must be different persons.)

First Name:		Albus
Last Name:		Dumbledore
Title:		Administrative Assistant
E-Mail Address:		adumbledore@hogwarts.net
Phone:		555 - 555 - 5558 Ext.
Fax:		- - Ext.
Receive System E-Mail:	 ☒	

Sponsor Application



SECTION 3 & 4: PHYSICAL AND MAILING ADDRESS

Physical Address: This section should be the actual physical location of the administration office of the entity. The 'Address 2' line is not required and usually not utilized. The sponsor address does not have to be an Arizona address.

Mailing Address: The mailing address may differ from the physical address and must be thoroughly completed.



SECTION 5: GENERAL INFORMATION

Type of Sponsoring Authority - you will have five options to choose from:

- Public - Educational Institution
- Public - State or Local Government
- Private - Non-Profit Organization (Faith-Based)
- Private - Non-Profit Organization (Secular)
- Private - For-Profit Organization

Summer Food Service Program Type - you must choose your operation type, either SFSP or SSO.

Sponsor is a School - the system will generate a 'Yes' if you have an approved NSLP CNPWeb application.

Note: Only entities that have a 'Yes' in the 'Sponsor is School' field will have the drop-down option of the Seamless Summer Option.

Sponsor Application



SECTION 5: GENERAL INFORMATION

Participate in the USDA Foods Program - indicate Yes/No

- New and returning entities operating SFSP and wishing to participate in USDA Foods will indicate this within the CNPWeb sponsor application.

The USDA Foods in Schools program supports domestic nutrition programs and American agricultural producers through purchases of 100% American-grown and produced foods for use by schools, childcare facilities, and institutions operating SFSP and SSO. SSO and SFSP operators are encouraged to indicate “YES” to participate in the USDA Foods in Schools program.

- SFAs operating the SSO or SFSP may use the remaining USDA Foods in Schools entitlement and donated foods allocated for NSLP for their summer meal operations.
- COs approved to operate the SFSP can request to participate by contacting ADE at USDAFoods@azed.gov and will be provided entitlement to order fresh produce through the USDA Department of Defense Fresh Fruit and Vegetable Program (USDA DoD Fresh).
- Should an operator need to establish a new delivery site for the USDA DoD Fresh, they can do so by contacting ADE at USDAFoods@azed.gov.
 - All delivery sites must adhere to the minimum requirements for receiving shipments, and all shipments must comply with the necessary criteria for ordering and receipting.

Sponsor Application



SECTION 5: GENERAL INFORMATION

Are you starting, maintaining or, expanding Farm to Summer Program in your Summer Food Service Program this Program Year? - indicate either 'Yes' or 'No'.

High-Rate Reimbursement Eligibility - the system will generate an 'Eligible' or 'Not Eligible'. The field is generated automatically from past claim data. This field is only applicable for SFAs.



SECTION 6: MEAL COUNTING AND POINT OF SERVICE

Method of Meal Counting - you have five different options to choose from. Check the box for all that apply. Depending on the number of sites, more than one method of meal counting may be in use.

- Name Checklist/Roster
- Tickets
- Computer System
- Meal Count Sheet
- Other

Sponsor Application



SECTION 6: MEAL COUNTING AND POINT OF SERVICE

Method of Meal Counting Description - describe, in detail, how the number of reimbursable meals served is tracked at each site.

- The method(s) selected for meal counting will determine what description will be provided.
- The method of meal counting description should match the method(s) being used.
- Headcounts and tray counts are unacceptable methods of counting. If you select 'Other', make sure this is explained in detail.

Explanation for Multiple Methods of Meal Counting - needs to be completed if several types of methods were indicated in the multiple methods of meal counting.

- This section needs to detail why there may be different methods of meal counting.
- This field will not be fillable unless you have selected more than one method of counting.

Point of Service Description - describes how it is ensured that each child receives a reimbursable meal

- This description should provide sufficient detail for your HNS specialist to have confidence that only reimbursable meals are being counted and claimed. Descriptions could include staff confirming all required meal components are present, and/or how staff identifies eligible participants.
- You must describe all unique points of sales for your operation, i.e., mobile routes, curbside, Grab N' Go, classroom (summer schools).

Sponsor Application



SECTION 7: MENU PLANNING

Menu Planning Option - you have three options to choose from

- SFSP Meal Pattern
- Not Participating in Program
- New Meal Pattern

Only SFAs are allowed to select the New Meal Pattern option as this is the NSLP meal pattern. COs must select the SFSP Meal Pattern.



SECTION 8: FOOD SERVICE MANAGEMENT COMPANY

Contract with a Food Service Management Company - select either 'Yes' or 'No'. If 'Yes' is selected, the remaining fields will become available. If 'No' is selected, the remaining fields will stay greyed out.

Name of Food Service Management Company - if 'Yes' was selected, the name of the FSMC will be available for you to select in the drop-down as long as this company has been approved by ADE's Contracts Management Officer.

Sponsor Application

SECTION 9 & 10: SPONSOR REVENUE AND SPONSOR COST

This information is only for operators indicating SFSP participation. Sponsor Revenue information can be gathered from the Management Plan and Budget. This information must be manually entered and will be checked for accuracy.

For assistance on accessing and completing the Management Plan and Budget, view the [Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget](#)

9. Sponsor Revenue	
Estimated Operating Revenue from Meal Reimbursements:	
Estimated Administrative Revenue from Meal Reimbursements:	
Available Sponsor Funds Should Costs Exceed Reimbursement:	
Total Sponsor Estimated Revenue:	
10. Sponsor Costs	
Operating Cost - Food:	
Operating Cost - Direct Labor:	
Operating Cost - Facilities/Utilities:	
Operating Cost - Transportation of Food to Sites:	
Operating Cost - Transportation of Children to Sites:	
Operating Cost - Non Food Supplies:	
Administrative Cost - Administrator:	
Administrative Cost - Monitors:	
Administrative Cost - Secretary, Bookkeeper:	
Administrative Cost - Printing/Mailing/Phone:	
Administrative Cost - Office Supplies:	
Administrative Cost - Travel to and from Sites:	
Total Costs:	

Sponsor Application

CERTIFICATION

You must read the Certification Statement and check the I Agree box in order to submit your application.

11. Certification Statements

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 2024-2025 program year.

I hereby certify that I have read and understand the United States Department of Agriculture Free and Reduced-Price Policy Statement.



☐ I Agree

I certify that all applicable state and federal rules and regulations will be observed: that to the best of my knowledge, the information contained in this application, management plan, budget, and civil rights, is true and correct.

I also certify that the sponsoring agency is financially and administratively capable to operate the Summer Food Service Program (SFSP).

I accept on behalf of the sponsoring agency, final administrative and financial responsibility for the total SFSP operations of all sites submitted on the site Information Sheet(s).

Reimbursement will be claimed only for meals served to eligible children during the hours they are in attendance at sites approved by the Arizona Department of Education for the SFSP. In accordance with title 7, Code of Federal Regulations, Part 225.6 (e) this certifies that SFSP agency and participating sites under its jurisdiction shall comply with all provisions of Title 7, Code of Federal Regulations, Part 225, CDE and the United States Department of Agriculture guidance material and all applicable State laws.

All eligible participants in attendance, regardless of economic need, at approved sites will be offered the same meals at no charge with no discriminatory physical segregation or other discrimination because of race, color, national origin, sex, age, or disability.

I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and federal statutes.



☐ I Agree

Sponsor Application

SUBMITTING THE APPLICATION

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

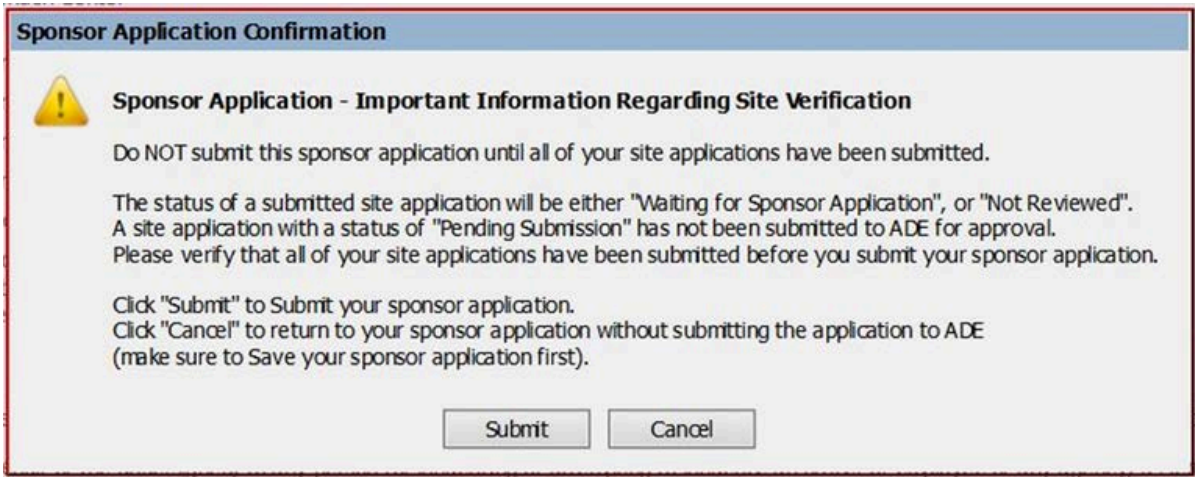
- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields are updated and ready for ADE to review.



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 operator 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.

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

Checklist Items



SECTION 5

Checklist Items

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

The HNS Specialist will check the boxes once the documentation is received. The operator cannot check these off themselves. Once you have reviewed the checklist items click the Close button on the bottom of the screen.



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

Operators 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 6



After Application Submission

After the CNPWeb applications and checklist items are submitted, the 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.

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

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 operator can create a new application and make the appropriate corrections.

Rejected Status

When an HNS Specialist rejects an application, the 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.

Resubmitting the Application

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

Operators must **create a new application** to make the appropriate changes.

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

Approved Status

When an HNS Specialist approves an application, the 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.

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

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 operator 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
Summer Food Service Program.**

Information to include when documenting training completion:

Training Title:
**How to Submit CNPWeb
Applications for the
Summer Food Service
Program**

Length: 1.0 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.



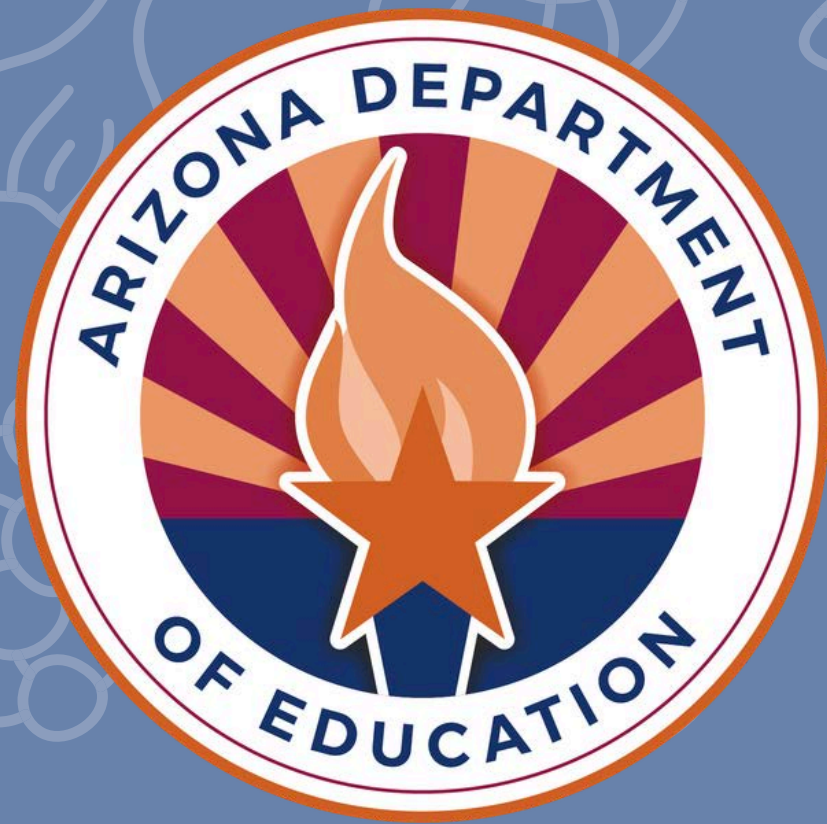
Training Title:

**How to Submit CNPWeb
Applications for the
Summer Food Service
Program**

Length: 1.0 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.

USDA is an equal opportunity provider, employer, and lender.