



Applying for School Meal Programs

This resource is intended to assist Local Educational Agencies (LEAs) apply to operate School Meals Programs in Arizona.

CNPWeb Applications	To participate in any of the following School Meals Programs, all LEAs must submit a Sponsor Application and Site Applications for each participating site in the CNPWeb – NSLP portal: • National School Lunch Program (NSLP) • School Breakfast Program (SBP) • Special Milk Program (SMP) • Afterschool Care Snacks Program (ASCSP) • At-Risk Afterschool Meals Program (Component of the Child and Adult Care Food Program) Available Resource: Step-by-Step Instruction: How to Submit Site and Sponsor Applications in the CNPWeb
CNPWeb Checklist Items	After CNPWeb applications have been submitted, the system will generate a checklist of items that must be submitted to the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) to support the application information provided. Applications will not be approved until these items have been received/approved by HNS. These items may include any one or all of the following: • Customized or electronic household meal application, parent letter, and/or notification of meal benefits • Contractual agreements for vended meal service (Food Service Management Company, Caterers, SFAs serving as caterers) ◦ Inter-Agency Agreement (Checklist) (Template) ◦ Informal Catering Contract Agreement (Checklist) (Template) • At-Risk Meals Component Principal Addendum • Department of Economic Security (DES)/ Department of Human Services (DHS) License • Free and Reduced-Price Policy Statement • 501(c)(3) tax-exempt status • Food Program Permanent Service Agreement (Manual) (Electronic)
Additional Documentation	To support the information provided in CNPWeb Sponsor and Site Applications, HNS may request the following additional documentation: • Area Eligibility Documentation: Sites operating ASCSP/At-Risk Afterschool Meals must submit documentation to HNS to support that the site is within the attendance area of another school that meets area eligibility if the site is not eligible based on its own school-level data. This documentation may include screenshots from the AZ Hometown Locator.

CNP MyFoods

To utilize the Planned Assistance Level (PAL), previously known as entitlement, allocated by USDA Foods in Schools Programs for the NSLP, School Food Authorities (SFAs) must maintain an active CNP MyFoods account with updated information. SFAs are encouraged to review [HNS 01-2026](#), *New System for USDA Foods in Schools for School Year 2026-2027*. Operators must follow the steps outlined below in CNP MyFoods.

Access CNP MyFoods:

- Open ADEConnect and locate the CNP MyFoods system from the Applications section. Select the sprocket icon in the upper-right corner. Navigate the left-hand menu to “Sites and Users” and expand the dropdown.
- Select “Sponsors/SFAs”. Review information in General Info, including physical and corresponding addresses. Edit, as necessary, and click “Save”.
- Go to “Sites”. Click “Apply” to view the full list of sites for your LEA. Locate and select the site name hyperlink to view details. (Note: Central Office updates not necessary).
- Review Site Info data for accuracy including any carried-over information:
 - General Info
 - Correspondence Address
 - Delivery Address
 - Characteristics
 - Configuration
- Confirm all information is accurate and complete. Identify and update any missing or incorrect data. Click “Save” to ensure updates are recorded.

New to CNP MyFoods:

SFAs that have not previously accessed their PAL for USDA Foods in Schools may do so at any time. SFAs will contact HNS to discuss the program. To initiate this process, SFAs must submit a request via email to: USDAFoods@azed.gov.