



School Nutrition Programs New Applicant Guide



Health and Nutrition Services
Arizona Department of Education

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Introduction

WHAT IS APPLICANT GUIDE?

An Applicant Guide is a resource developed by the Arizona Department of Education (ADE) to assist prospective entities in navigating the onboarding process for ADE's federally funded meal programs. These programs provide essential reimbursements for meals served at participating schools.

INTENDED AUDIENCE

This guide is intended for School Food Authorities (SFAs) interested in applying to operate a School Nutrition Program (SNP) in Arizona. All regulations are specific to operating SNPs under the direction of ADE.

PURPOSE OF THIS APPLICANT GUIDE

This applicant guide will go step-by-step through how to apply to operate the School Nutrition Programs. It is essential to follow these steps in order. Please look at the form descriptions below for help completing the required paperwork.

Thank you for your interest in applying to operate a School Nutrition Program in Arizona. If you require additional assistance with the application process or paperwork, please submit a [HelpDesk ticket](#).

How to Apply

To begin the process of applying to operate School Nutrition Programs, first fill out the [School Food Authority Form for Prospective School Nutrition Program Operators](#).

Depending on the type of entity applying, the form may request the attachment of the Arizona Substitute W-9 Form, 501(c)(3) documentation and/or a license to operate.

In Arizona, an entity recognized as part of the educational system is identified by a nine-digit CTD number.

- If you are unsure of your CTD number, contact ADE School Finance directly via a [HelpDesk](#) ticket or at (602) 542-5695.
- Charter schools should contact their charter board.
- Residential Child Care Institutions (RCCIs) and faith-based entities must contact HNS directly at (602) 542-8700 for more information.
- New schools/institutions that have not requested a CTD number from School Finance must please submit a HelpDesk ticket for Entity Profile changes.
 - *For new entities that do not have access to HelpDesk, this form can be requested by emailing SFAAnalystTeam@azed.gov.*

How to Apply (continued)

Completing the Prospective School Nutrition Program Operator Form

Submission of the [School Food Authority Form for Prospective School Nutrition Program Operators](#) form begins the application process for SNPs.

This form is filled out entirely online. Prospective SFAs should make sure the required [training](#) and applicable forms below have been completed prior to applying. If you have any questions, please contact (602) 542-8700 or email ContactHNS@azed.gov. All program forms needed can be found at [Required Entity Organization Application Forms](#).

ARIZONA DEPARTMENT OF EDUCATION

Select Language ▼

Parents Educators & Administrators Programs About ADE Data & Systems ADEConnect Local School Board Members 🔍

Home / School Food Authority Form for Prospective School Nutrition Program Operators

School Food Authority Form for Prospective School Nutrition Program Operators

Start Contact Information Training Requirement Organizational Forms Preview Complete

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Before you begin

Thank you for your interest in operating the School Nutrition Program (SNP). The first step in the process will be completing this form.

This form must be filled out in its entirety. It is unable to be saved and returned to later. Before you begin, make sure the applicable forms below have been completed. If you have any questions, please contact (602) 542-8700 or email ContactHNS@azed.gov.

All program forms needed can be found at [Required Entity Organization Application Forms](#).

School Nutrition Programs:

- National School Lunch Program (NSLP):** National School Lunch Program (NSLP): This program, authorized by the National School Lunch Act, provides meal reimbursement and donated food assistance to be used to assist schools in serving nutritious lunches to children each school day. Eligible entities agree to operate a nonprofit lunch program and claim for meals which comply with state and federal guidelines. Meals are reimbursed according to the income eligibility of the students participating in the program.
- School Breakfast Program (SBP):** Like NSLP, this program provides meal reimbursement to eligible entities for breakfast meals served at or close to the beginning of the school day which comply with state and federal guidelines. Program operators must also operate NSLP.
- Afterschool Care Snack Program (ASCSP):** This program provides meal reimbursement to eligible entities for snacks served in afterschool care programs which comply with state and federal guidelines. Program operators must also operate NSLP.
- At-Risk Afterschool Meals for School Food Authorities:** This program is a component of the Child and Adult Care Food Program (CACFP) which provides meal reimbursement to eligible entities for meals and/or snacks served to children through an approved afterschool care program located in a low-income area which comply with state and federal guidelines. Program operators may provide meals and/or snacks after the school day, on weekends or holidays, including vacation periods (ex. spring break), during the regular school year.
- Special Milk Program (SMP):** The SMP provides milk to children in schools, childcare institutions, and summer camps that do not participate in other federal child nutrition meal service programs. The program reimburses schools and institutions for the milk.

[Contact Information>](#)

How to Apply (continued)

Enter the information for the individual responsible for overseeing the School Nutrition Programs. This person will be the primary point of contact and will be asked to make program decisions as well as sign program documents.

Start Contact Information Training Requirement Organizational Forms Preview Complete

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* required field

Primary Contact Information

Each Local Education Agency (LEA) operating the School Nutrition Program will need to establish a Designated Official and Authorized Signers. The Primary Contact Information should be the individual who will become the Designated Official for your LEA and the same individual responsible for overseeing the School Nutrition Programs. The Designated Official will be asked to make program decisions and sign program documents, including the Food Program Permanent Service Agreement, later in the application process. 7 CFR 210.7: The Food Program Permanent Service Agreement (FPPSA) is a legal contract between the Arizona Department of Education (ADE) and LEA participating in one or more child nutrition programs. Reimbursement may only be made to those LEAs with a current agreement with the ADE.

FIRST AND LAST NAME *

Jane Doe

JOB TITLE *

School Nutrition Director

PHONE NUMBER *

602-542-2959

E-MAIL ADDRESS *

jane.doe@azed.gov

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Training Requirement>

When finished, move on to training requirements

The contact information used should be the contact information for the person who will become the Designated Official for the organization. This person will be a signer on the Food Program Permanent Service Agreement.

How to Apply (continued)

Prior to completing the next steps, SFAs will need to complete the [Orientation to the National School Lunch Program](#) and complete the [Assessment](#) at the end.



[Orientation to the National School Lunch Program](#)

The image is a screenshot of a form titled "Orientation to the National School Lunch Program Assessment for New and Existing Sponsors". It includes fields for Name and Date, instructions for completion, and a list of 10 programs administered by ADE with checkboxes. The programs are: Summer Food Service Program, National School Lunch Program, USDA Foods/DoD Program, School Breakfast Program, Afterschool Care Snack Program, At-Risk Afterschool Meals, Fresh Fruits and Vegetable Program (FFV/DoD Program), Farm to School/School Garden Program, Child and Adult Care Food Program, and All of the above. A second question asks to describe the relationship between a site and a sponsor.

[Assessment](#)

Once the assessment is complete, upload a copy of to page 3 of the School Food Authority Form for Prospective School Nutrition Operators.

School Food Authority Form for Prospective School Nutrition Program Operators

Start Contact Information Training Requirement Organizational Forms Preview Complete
Page 3 of 6 (40%)

Arizona Department of Education has created an online orientation in the form of a handbook to review the framework of operating the School Nutrition Program (SNP) in Arizona. As part of the application process, please review the Orientation and complete the 20-question online Orientation Assessment. All questions must be answered in order to receive credit for completing this assessment. The assessment will test for SNP understanding and ask specific questions about the Local Education Agency (LEA). ADE will review the assessment and provide technical assistance to ensure your entity is understanding the requirements of SNP. The LEA may need to refer to the [School Nutrition Program Manual](#) to answer some of the questions on the assessment.

Online Course and Assessment:

- [Orientation to the National School Lunch Program](#)
- [Assessment](#)

UPLOAD COMPLETED ASSESSMENT *

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Organizational Forms>

How to Apply (continued)

The next step is to upload the necessary organizational forms.

An explanation for each form is located at the end of this quick guide in Table 1.

School Food Authority Form for Prospective School Nutrition Program Operators

Start Contact Information Training Requirement **Organizational Forms** Preview Complete

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Organizational Forms

Certain forms are required to ensure your entity will be eligible to operate the School Nutrition Program (SNP). Please attach all required forms.

The following forms must be completed and submitted as part of the application packet:

- ☐ ADEconnect Entity Administrator form (If applicable)
 - Download [Request for ADEConnect Entity Administrator Account](#)
- ☐ State of Arizona W-9
 - Download [State of Arizona W-9 Form](#)
- ☐ Nonprofit 501C3 from the IRS (if applicable)
- ☐ Add-Change-Delete form
 - Download [Manual ADD/CHANGE/DELETE](#)
- ☐ FPPSA Initiation Form
 - Download [Electronic FPPSA initiation form](#)
- ☐ Certification Regarding Debarment
 - Download [Certification Regarding Debarment](#)
- ☐ Certification Regarding Lobbying
 - Download [Certification Regarding Lobbying](#)
- ☐ Free and Reduced-Price Policy Statement
 - Download [Free and Reduced Price Policy Statement](#)
- ☐ Civil Rights Pre-Award Compliance Form
 - Download [Civil Rights Pre-Award Compliance Form](#)
- ☐ Media Release
 - Download [Public Media Release](#)

How to Apply (*continued*)

Please review your application prior to submission. Once all necessary forms have been uploaded, select submit at the bottom of the page.

Each application will be reviewed and a specialist will contact the SFA in 8-10 business days.

School Food Authority Form for Prospective School Nutrition Program Operators

Start Contact Information Training Requirement Organizational Forms Preview Complete

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Thank you, your submission has been received.

[Go back to the form](#)

Thank you, your submission has been received.

[Go back to the form](#)

Application Packet

Table 1. Application Packet Forms Descriptions

<u>State of Arizona Substitute W-9 Form</u>	This form is used to establish or update a vendor account with the State of Arizona. This form is required for LEAs to receive reimbursement for claims. Applicants must: • Follow the instructions provided on the form. • Be aware that ADE will only accept the W-9 in this format. • Provide a copy of the IRS approval letter if you selected Non-Profit, IRC §501(c) in the Minority Business Indicator section.
IRS 501(c)(3)	Private organizations only: Copy of tax-exemption 501(c)(3) letter from the IRS. • If you selected Non-Profit, IRC §501(c) in the Minority Business Indicator section of the AZ-W9, please provide a copy of the IRS approval letter. • IRS letters indicating you have applied for tax exemptions are not accepted.
Current Operating License	Residential facilities only: Copy of current operating license. • A license for each site(s) participating in the program. • Non-health facilities are licensed by DES. • Healthcare facilities are licensed by DHS.
Add/Change/Delete Form <u>Manual Electronic</u>	The purpose of this form is to formally request the LEA and its participating site(s) to be added to the electronic Child Nutrition Programs (CNP) system. The location where program meals will be served is referred to as a site. • The Sponsor (LEA) name must match the name listed in the School Finance database. • This form must be signed by the <i>Designated Official or Authorized Signer/Representative</i>. • If you are adding more than one site, there is an additional page to be filled out and signed.

Application Packet

Table 1. Application Packet Forms Descriptions (*Continued*)

<u>Food Program Permanent Service Agreement (FPPSA)</u> 7 CFR 210.7 HNS 11-2020	The Food Program Permanent Service Agreement (FPPSA) is a legal contract between the Arizona Department of Education (ADE) and the Local Educational Agency (LEA) participating in one or more child nutrition programs. Reimbursement may only be made to those LEAs who have a current agreement with ADE. LEAs may begin claiming reimbursable meals served to students in the month preceding the month ADE signed the FPPSA, provided that all program requirements of 7 CFR 210 and 7 CFR 245 are met. The FPPSA may be completed manually or electronically. If using the electronic FPPSA, please complete the Initiation Form for Electronic FPPSA. If the paper-based FPPSA is being completed, please make sure to send one complete signed copy to ADE.
<u>Civil Rights Pre-Award Compliance</u>	ADE is required to conduct a pre-award civil rights compliance review of unfunded Sponsors (LEAs) applying for a Child Nutrition Program. • Follow the instructions provided on the form. • Enter the name used on the FPPSA where asked to provide Sponsor Name • Complete Racial and Ethnic Data table: ◦ Enrolled % and Service Area % should total 100%. ◦ Complete the Service Area % column by clicking on the URL link located in question #2. • Answer questions 3, 4, and 5 if applicable; if not, please enter N/A.
<u>Menu Certification</u> 7 CFR 210.7 (d) Instructional Resources: • FNS Certification of Compliance Webpage • Directions for Menu Worksheet • USDA Sample Menus	The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires the additional 8 cents per lunch reimbursement to be provided to school food authorities certified by HNS that are in compliance with the meal pattern requirements. As part of the application process for LEAs that are new to the NSLP, all menus must be certified by HNS. To begin the menu certification process: 1) Follow the Step by Step Guidance: Step by Step Instruction: How to Plan a Lunch Menu and Step by Step Instruction: How to Plan a Breakfast Menu. 2) Create one-week menus for your grade groupings and meal services. 3) Review the USDA Instructional resources for instructions on completing the USDA Certification Worksheets. 4) Create the USDA Certification Worksheets for each grade grouping and meal services. 5) Turn in the completed menu certification package to ContactHNS@azed.gov. One-Week Menu: There is no required standardized template for the One-Week Menu. Lunch and Breakfast Menu Worksheets: To access the Lunch and Breakfast menu worksheets, visit the USDA Food and Nutrition Services Website at: http://www.fns.usda.gov/school-meals/certification-compliance

Application Packet

Table 1. Application Packet Forms Descriptions (*Continued*)

<u>Unique Entity Identifier (UEI)</u>	• The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. • For entities that previously used the DUNS number, the DUNS Number has been removed from SAM.gov. • Entity registration, searching, and data entry in SAM.gov now require the use of the new Unique Entity ID. • Existing registered entities can find their Unique Entity ID by following the steps here. • New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.
<u>Certification Regarding Debarment</u>	This form notifies the state of Arizona that the Sponsor (LEA) will not knowingly do business with any organization that has been suspended or disbarred from operating any government program. Applicant must: • Follow the instructions provided on the form • Complete and submit page 1 of the form
<u>Certification Regarding Lobbying</u>	This form notifies the state of Arizona of the lobbying activities done by the Sponsor (LEA). The Sponsor is to complete this form to disclose lobbying activities. Applicant must: • Follow the instructions provided on the form. • Complete page 1. • List any lobbying activities; if the LEA does not lobby, leave the form blank and <i>fill out section 11</i>
<u>Free and Reduced-Price Policy Statement</u> <u>7</u> <u>CFR245.10(a).</u> <u>USDA Eligibility</u> <u>Manual 2014</u>	This statement outlines regulations for determining children's eligibility for free and reduced-price benefits in the NSLP, SBP, and SMP. This policy statement is considered a permanent document and shall apply to the program(s) indicated on the most recent FPPSA. ADE has created a fillable template Free and Reduced-Price Policy Statement (FRPPS) containing all required regulatory elements. All fields must be filled out for this form to be considered complete. This document must be signed by the Designated Official or Authorized Signer/Representative. This document also contains addendums applicable to individual program operations.
<u>Press (Media) Release</u> <u>7 CFR 245.5(a).</u>	Near the beginning of each school year, the public must be notified that free and reduced-price meals and/or free milk are available at each site that is operating the NSLP/SBP/SMP. This notice must include the eligibility criteria for free and reduced-price meals or free milk. The public notice must be provided to the local news media, the unemployment office, and any major employers contemplating large layoffs in the attendance area of the school [7 CFR 245.5(a)(2)]. ADE has provided a template that is able to be customized for each LEA.

Application Packet

Table 1. Application Packet Forms Descriptions (Continued)

<u>ADEConnect Entity Administrator</u> <u>HNS 12-2017</u> <u>HNS 13-2017</u>	Health and Nutrition Services requires that each entity gain access to ADE's Administrative portal: ADEConnect. LEAs may have an existing Entity Administrator established to provide other individuals within the LEA access to various applications that are required to operate NSLP. Please refer to: Orientation to the National School Lunch Program in Arizona; this training includes instructions on how to locate an LEA's Entity Administrator. If an LEA does not have an Entity Administrator, please fill out the following form to request an Entity Administrator: Request for ADEConnect Entity Administrative Account. If new employees need access to ADEConnect, an Entity Administrator must add the user and assign permissions to applications in ADEConnect. The Entity Administrator for each organization can be found in the top right corner of the ADEConnect home page. Sharing of account information is a breach of the ADE Acceptable Use Policy. Consultants conducting reviews, or consulting firms contracting with organizations, including Food Service Management Company employees, are not authorized users of the CNPWeb system and should not be provided with user accounts or passwords.
<u>Caterer/Vendor Contact</u>	All Sponsors of the Child Nutrition Programs have the option of contracting with a caterer or a Food Service Management Company (FSMC) to operate their food service. Please review the information: • Contracting with a Food Services Management Company (FSMC) (available upon request) • Contracting with a Caterer • Inter-Agency Agreements All contracts must be approved by the ADE Contracts Management Officer (CMO), and SFAs must follow procurement procedures. Please plan at least 10 days for your contract to be reviewed. Contact HNS Contracts Management at (602) 364-2205 or HNSContracts@azed.gov.
<u>Food Distribution Delivery Information Form</u>	Access to the USDA Foods in Schools Program requires additional training and access to myFOODS. Participation in the USDA Foods Program is required to participate in the DoD Fresh Produce Program. Participation in these programs may help reduce food costs significantly.
<u>Access to CNPWeb Applications</u>	ADEConnect is designed to encompass all applications within ADE for the purposes of allowing uniform access into all systems. The following are available Child Nutrition Program applications: • CNPWeb: After the FPPSA is approved, LEAs are required to submit annual site and sponsor applications online through CNPWeb. CNPWeb is also used by LEAs to enter claim data for reimbursement. • CNP Verification Reporting: Used for reporting results of verification activities. • CNP Direct Certification/Direct Verification: Users will be able to find students who participate in assistance programs such as SNAP, TANF, FDPIR, or are identified as foster, migrant, or homeless. • Event Management System (EMS): ADE event descriptions and registry. • Grants Management: Fiscal processing of Child Nutrition Program claims for reimbursement.

Applications

CNPWeb Applications

The CNPWeb Applications system is the software used by ADE to collect information about program elections for the NSLP and related programs. These programs include the School Breakfast Program (SBP), the Special Milk Program (SMP), At-Risk Afterschool Meals, and Afterschool Care Snack Programs. To access CNPWeb Applications, SFAs must request access from the Entity Administrator.

After submitting the School Food Authority Form for Prospective School Nutrition Program Operators, which can take up to three months to process, SFAs will be prompted to submit their applications through CNPWeb via ADEConnect. These applications are necessary for initial participation and must be renewed every year. Once approved, entities can start claiming meals for reimbursement.

SFAs can submit site and sponsor applications through CNPWeb, detailing their program elections for each school year. An automated email will be sent to the SFA Contact listed in the sponsor application once the applications are approved by the SNP Specialist. It's important to remember that CNPWeb approval must be obtained before submitting the first reimbursement claim.

Approval in CNPWeb is not necessary to begin serving school meals/snacks. The Food Program Permanent Service Agreement (FPPSA) is the binding agreement with ADE allowing districts to operate SNPs regardless of CNPWeb application status. However, reimbursement claims will not be generated until CNPWeb applications are submitted and approved.

Thank you!

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, audiotope, 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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