How to Upload a Complete Certification Package

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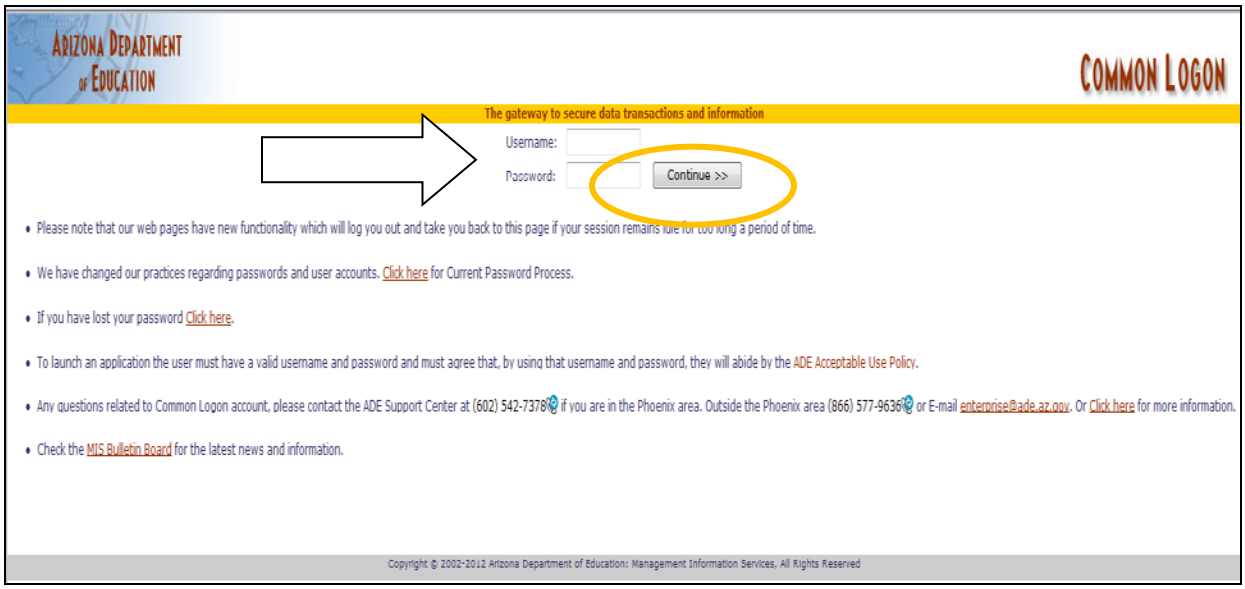
Go to the Common Logon website located at: https://www.ade.az.gov/CommonLogon/logon.aspx.

Log on to Common Logon

- Enter your username and password
- Click Continue

HELP

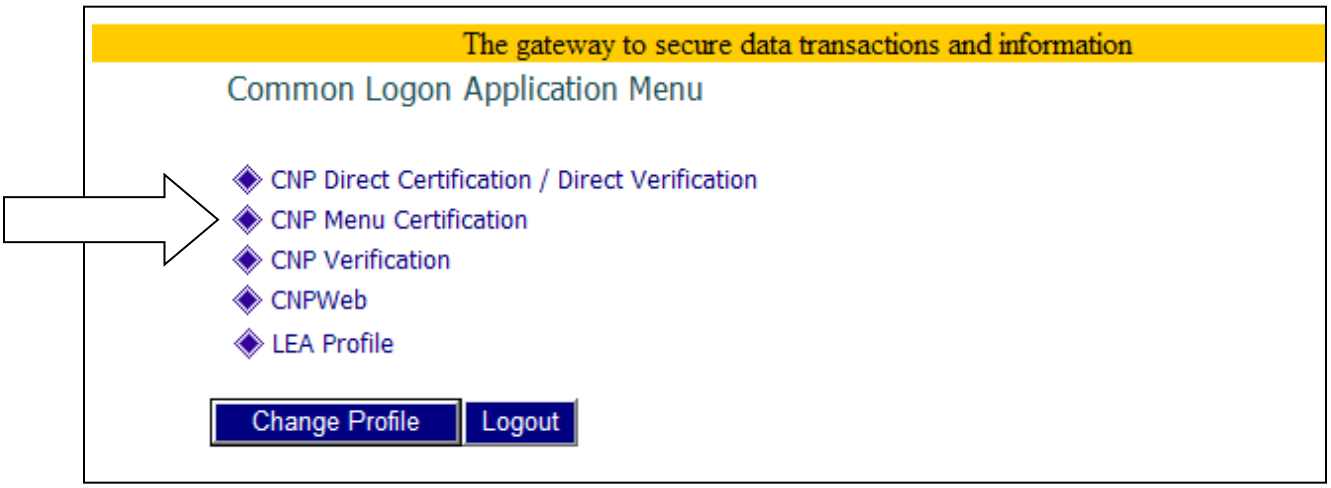
If you cannot log into Common Logon, please contact Patty Hansen at 602-364-0718.



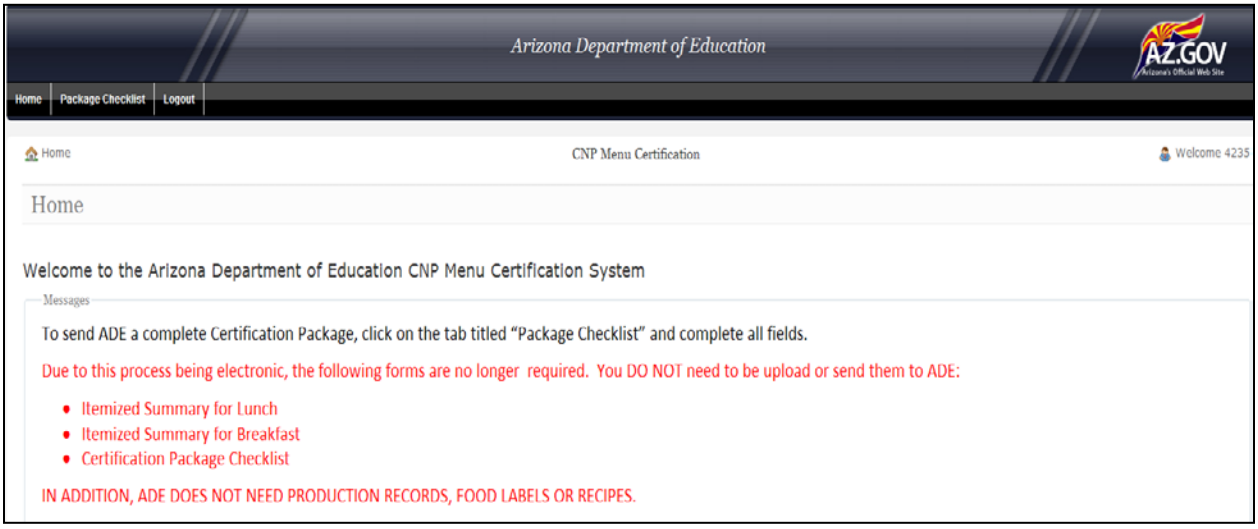
Click on the link: CNP Menu Certification

HELP

This menu item will be listed automatically without a permission form. If you do not see CNP Menu Certification in the Common Logon Application list, contact Patty Hansen at (602) 364-0718.

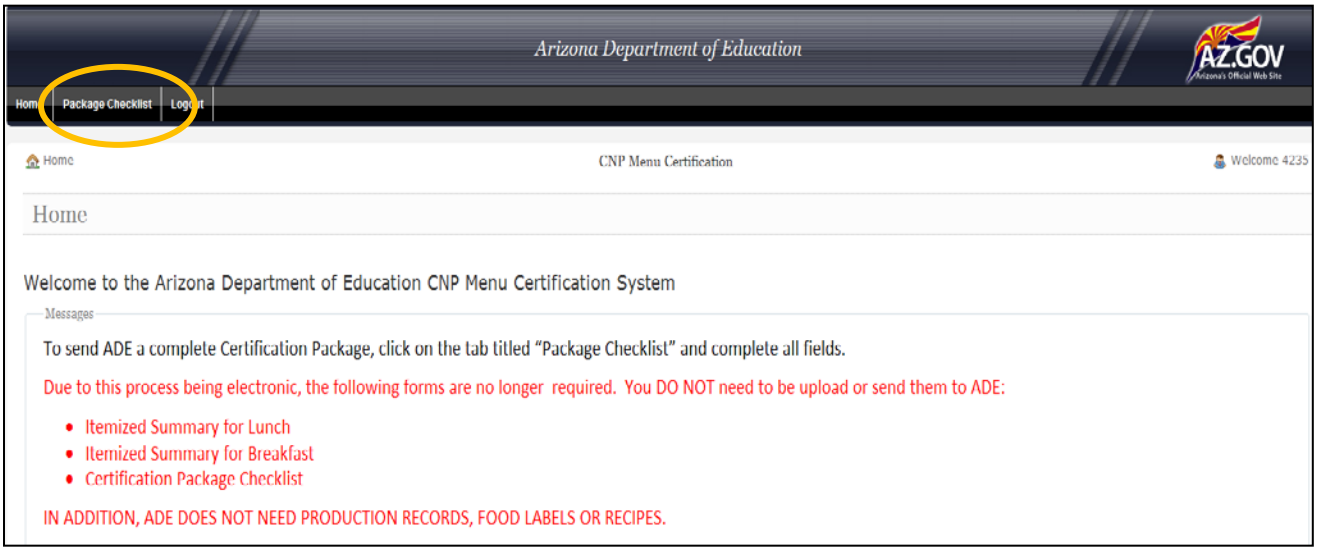


By clicking on the link, "CNP Menu Certification", you will be directed to the Home Page of the CNP Menu Certification System. Here is a snap shot of how the screen should look:

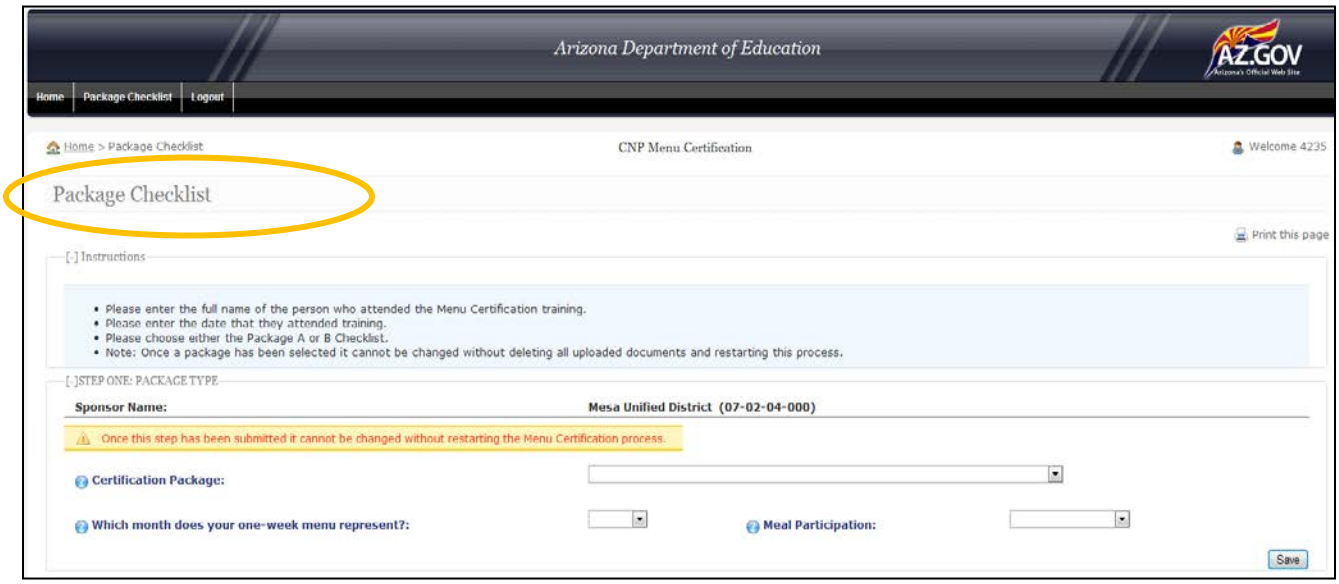


Select the tab: Package Checklist

- *Package Checklist is located at the top of the screen.*
- *Package Checklist is where <u>ALL DOCUMENTS</u> will be uploaded.*



By clicking the tab, "Package Checklist", you will be directed to a screen that looks like this:

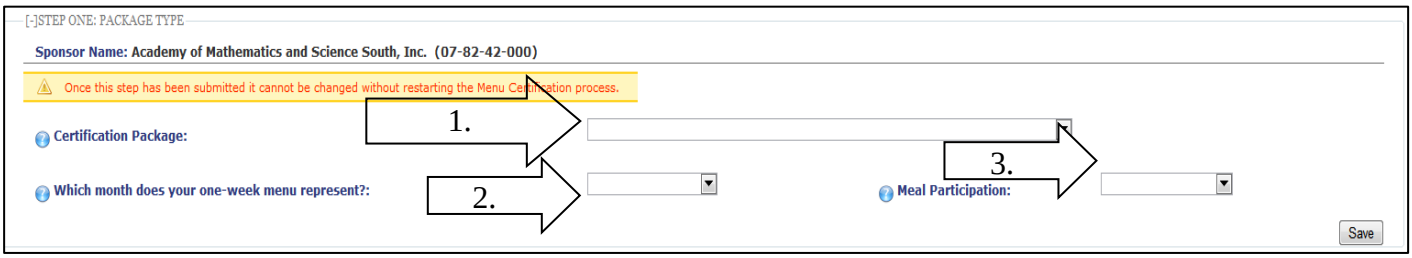


On this screen you will begin entering text into the fields and uploading the documentation requested in a series of 6 steps:

1. *Step One: Package Type*
2. *Step Two: Training Representative*
3. *Step Three: Menu and Analyses*
4. *Step Four: Local Wellness Policy*
5. *Step Five: Attestation by Signing Authority*
6. *Step Six: Submit Package*

Step One	*Must complete all fields in Step One and click "**Save**" before you have access to Steps two-five. Once this Step is saved, the only way to edit information for Step One is to restart the entire uploading process. All fields and documents will be deleted when you restart.*
Steps Two-Five	*Do not need to follow numerical order to complete steps. Can edit any step and the uploading process will NOT restart. Must click "**Save**" to any edits made if wanting to keep changes. Able to log off and log back on to work on this page at any time.*
Step Six	*By clicking "**Submit**", you are sending everything entered to ADE and will not be able to edit any fields in the Package Checklist.* *The system will prompt an error message if any field was left blank and prevent the package from submitting.*

Step One: Package Type



1. Certification Package

Using the dropdown menu select one of the following options:

- Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type
- Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type

HELP

"Do I have Nutrient Analysis Software?"

- *If yes, chose Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type*
- *If no, you, chose Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type*
-

No matter which package you choose, you will need to provide information about lunch, breakfast (if applicable), your local wellness policy and the attestation.

2. Which month does your one-week menu represent?

Using the dropdown menu, select one of the options:

- The current month will be listed
- The month preceding the current month will be listed
- The month following the current month will be listed

HELP

If you cannot find the month that matches the one-week menu you have selected and prepared documentation for, you MUST select a DIFFERENT week to fit into the appropriate timeframe. If you upload documentation that does not match the month selected in this dropdown, your Certification Package will contain errors and ADE will not certify the package.

If certified, the additional 6 cents will retroactively be applied to the month containing the one-week menu submitted.

3. Meal Participation

Using the dropdown menu, select one of the options:

- Lunch Only
- Lunch and Breakfast

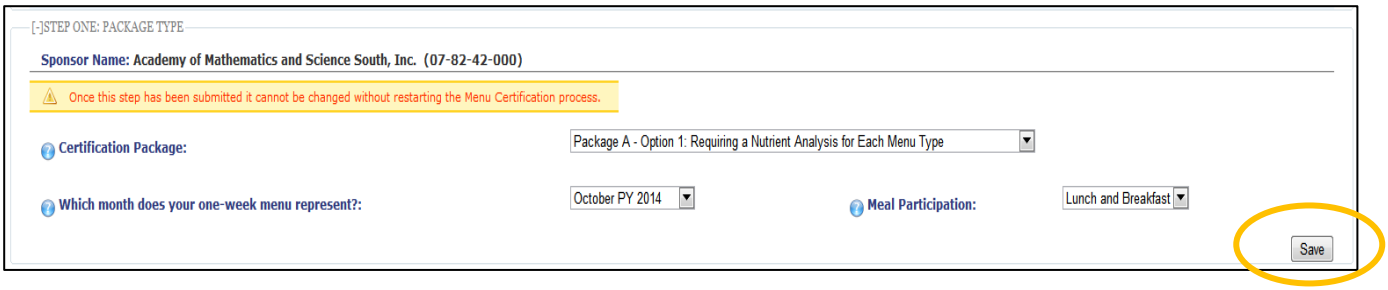
HELP

Indicate the type of meal service the SFA participates in.

If you are unsure what meals you participate in, refer to CNP Web Sponsor Application, Section 7-Menu Planning.

- *If "Not Participating in Program" is listed next to "School Breakfast Program Menu Planning Option" on the Sponsor Application, you are not participating in Breakfast. You will choose "Lunch Only" from the dropdown.*
- *If a meal pattern is listed next to School Breakfast Program Menu Planning Option" on the Sponsor Application, you are participating in Breakfast. You will choose "Lunch and Breakfast" from the dropdown.*

Step One: Package Type



WARNING: Once this step has been submitted by clicking "Save", it cannot be changed without restarting the Menu Certification Process.

BEFORE YOU CLICK SAVE:

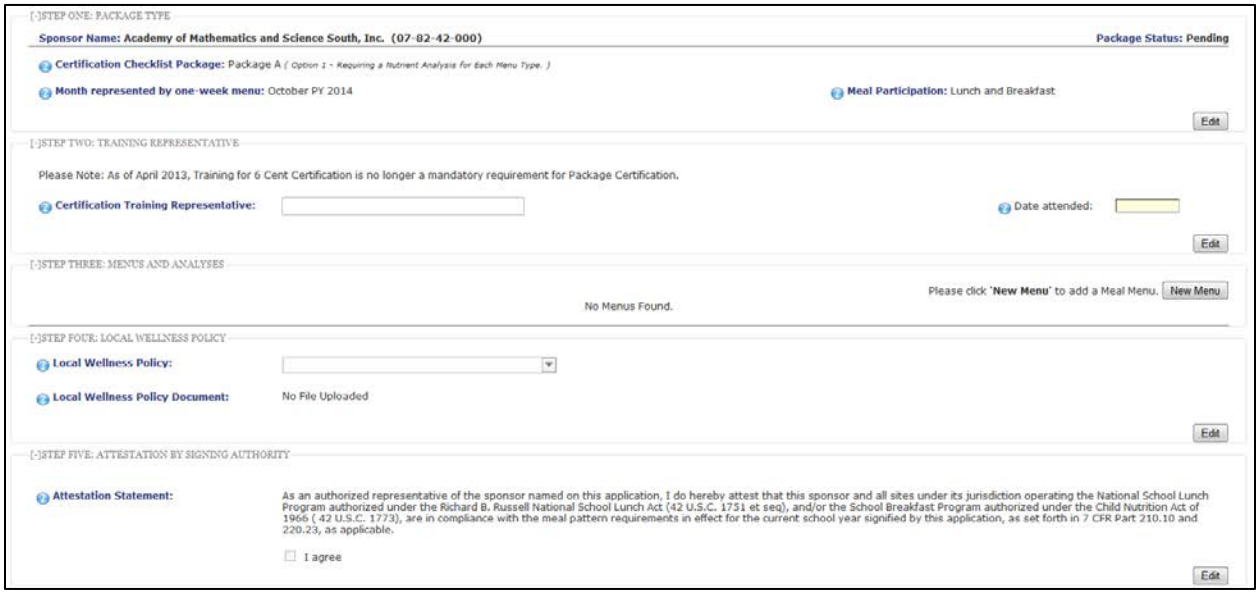
- Make sure the correct Certification Package from the Certification Package dropdown list is selected.
- Ensure the month of the one-week menu documentation matches the month you have selected from the dropdown list.
- Ensure the dropdown selection for Meal Participation matches your CNP Web Sponsor Application, Section- 7, Meal Participation.

Click "Save" once all fields have been correctly selected.

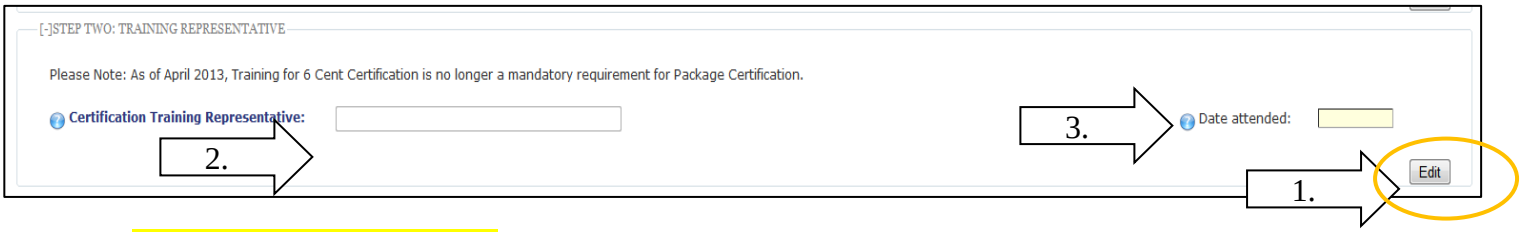
HELP
If you click "Edit" for Step One after clicking "Save", you will only have the option to cancel or restart the entire Package Checklist page. Restarting the entire Package Checklist will result in a deletion of all fields and files entered into this page.

If you need to edit the fields AFTER clicking "Save", please refer to page 24, "Needing to Restart your Package".

After clicking "Save" for Step One, you will see this screen below, which opens Steps two through six:



Step Two: Training Representative



THIS FIELD IS OPTIONAL

If a representative attended the Menu Certification for 6 cents training offered in school year 2012-2013, follow the steps below.

1. Click "Edit"

HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.

2. Certification Training Representative

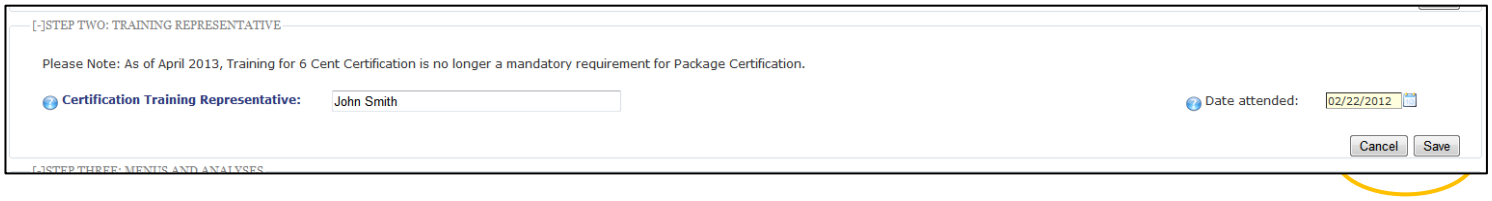
- Type in the first and last name of the person who attended the ADE training, *Menu Certification for 6 cents.*

HELP

Training is optional for an SFA to submit a Certification Package to ADE. The SFA may choose to have an individual under the SFA, a caterer or Food Service Management Company employee attend the Certification for New Meal Pattern training.

3. Date Attended

- Click on the calendar icon next to the empty field. Select the actual date the attendee went to *Menu Certification for 6 cents.*



Click "Save" if you want to save the information entered into these fields.

You may click save even if some fields are left blank.
You will be able to edit the fields after you click "Save". This WILL NOT cause a restart of the Certification upload process.

Click "Cancel" if you do not want to save the information entered into these fields.

1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you use 'Arizona Menu' for one menu, you can't use it for another lunch or breakfast menu. You might call it 'Arizona Menu 2,' instead.*

3. Meal Type

Using the dropdown menu, select the option:

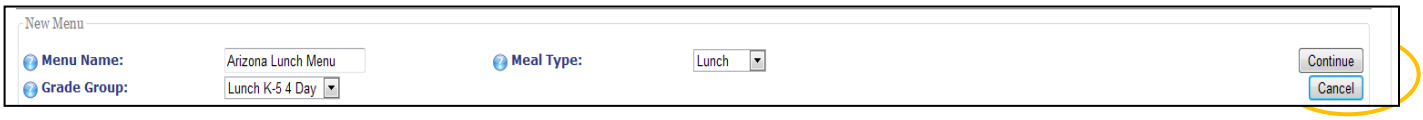
- Lunch

<u>Without clicking</u> "Continue" the screen will reformat and the window will add another dropdown selection, Grade Group:

4. Grade Group

Using the dropdown menu, select the options:

- Pick the selection that has the appropriate grade group **and** operating days for the lunch menu you are adding.

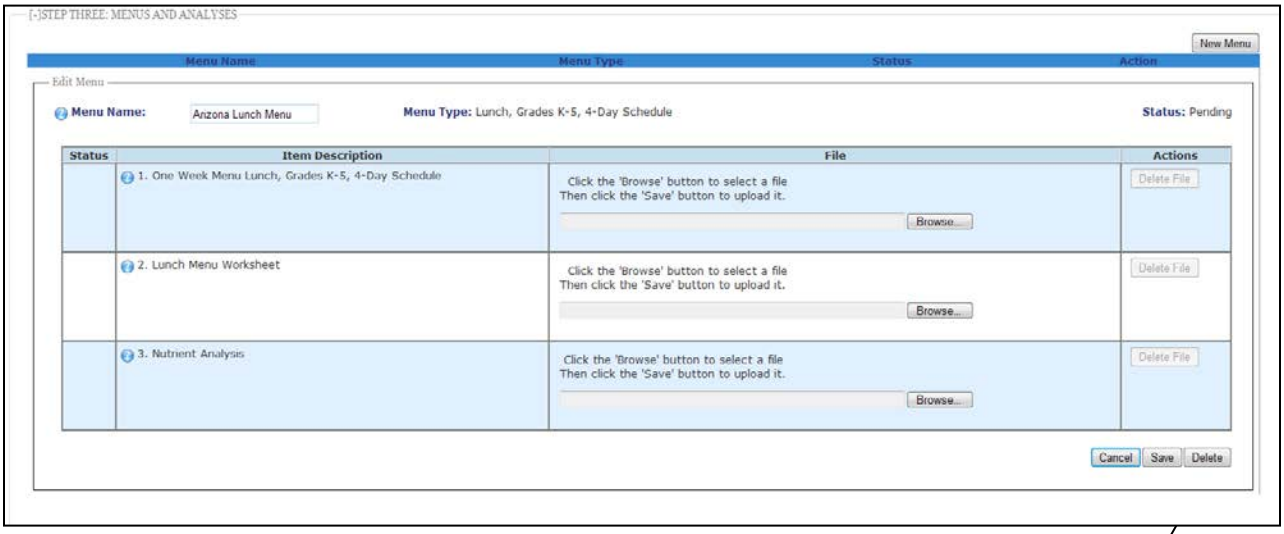


Click "Continue" if all fields are correct.

If one or more fields are incorrect, you can change them before clicking "Continue".

Click "Cancel" if you do not want to add this menu.

Once "Continue" is clicked, you will see this screen asking for THREE file uploads:



HELP

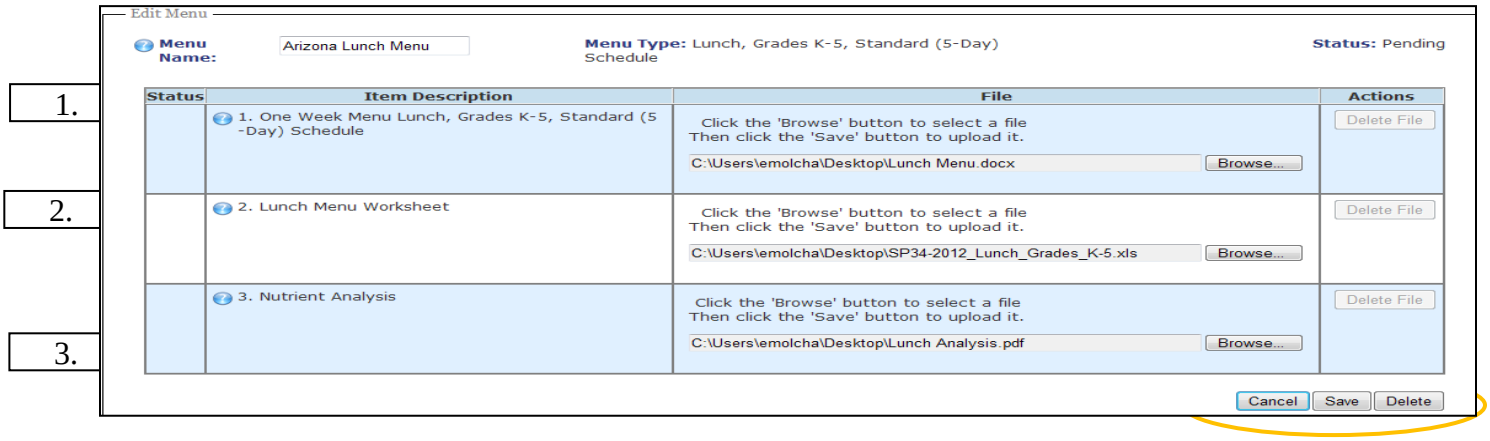
If you clicked "Continue" and then realized you have selected the wrong Menu Type (grades and operating days) for lunch, you must select "Delete". A warning message will pop up, click "OK". This will delete ONLY this lunch menu you have begun creating. Scroll back down to Step Three: Menu and Analyses and select "New Menu". Re-enter the correct fields.

HELP- Seeing Three File Uploads

Since you have selected "Package A, Option 1" in Step One, you must upload three files:

- *One Week Menu Lunch*
- *Lunch Menu Worksheet*
- *Nutrient Analysis*

If you do not have a separate Nutrient Analysis because you do not have Nutrient Analysis software, you selected the wrong Package Type in Step One. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted, you must select "Package B- Lunch Option 2: Requiring a Simplified Nutrient Assessment for each menu type" in the dropdown.



1. Upload the One-Week Lunch Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open"
- *A file is attached when the field is entered with text.*

2. Upload the Lunch Menu Worksheet

Upload the completed EXCEL worksheet provided by USD and/or the worksheet from the nutrient analysis software. If using the USDA Worksheet, KEEP in the Excel format.

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

3. Upload the Nutrient Analysis

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

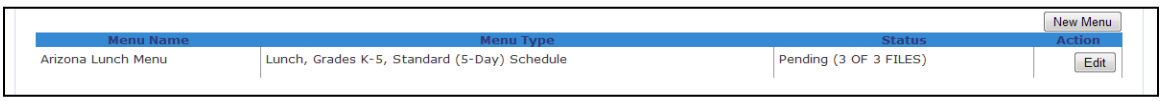
Click "Save" if you want to upload the file(s) attached.

You can click "Save" before all files have been attached.
You will be able to Edit and Delete the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the following table:



1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you use 'Arizona Menu' for one menu, you can't use it for another lunch or breakfast menu. You might call it 'Arizona Menu 2,' instead.*

3. Meal Type

Using the dropdown menu, select the option:

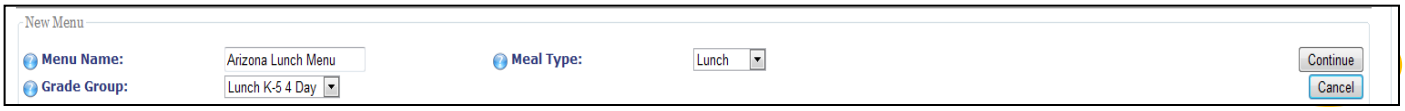
- Lunch

<u>Without clicking</u> "Continue" the screen will reformat and the window will add another dropdown selection, Grade Group:

4. Grade Group

Using the dropdown menu, select the options:

- Pick the selection that has the appropriate grade group **and** operating days for the lunch menu you are adding.

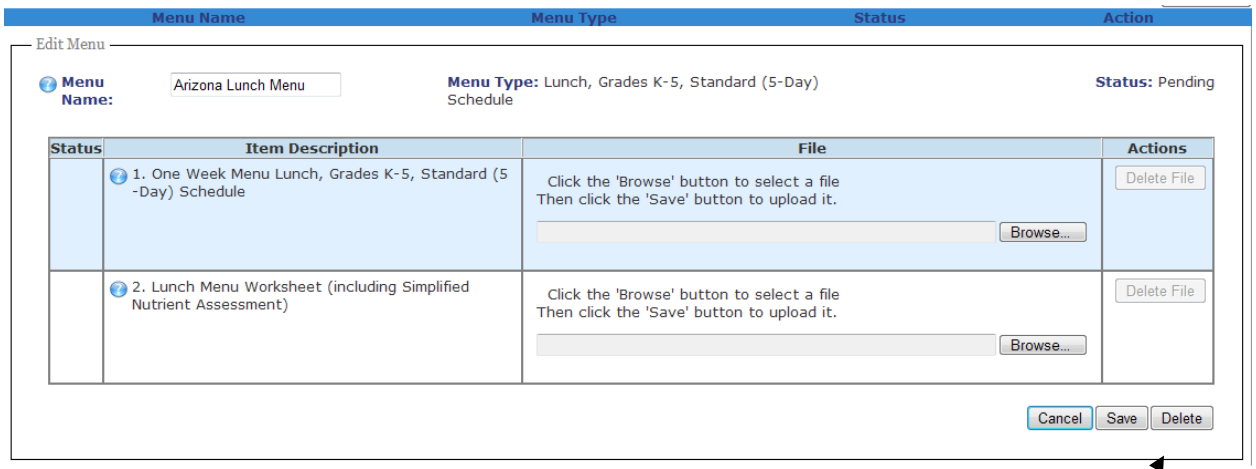


Click "Continue" if all fields are correct.

If one or more fields are incorrect, you can change them before clicking "Continue".

Click "Cancel" if you do not want to add this menu.

Once you click "Continue", you will see this screen asking for TWO file uploads:



HELP

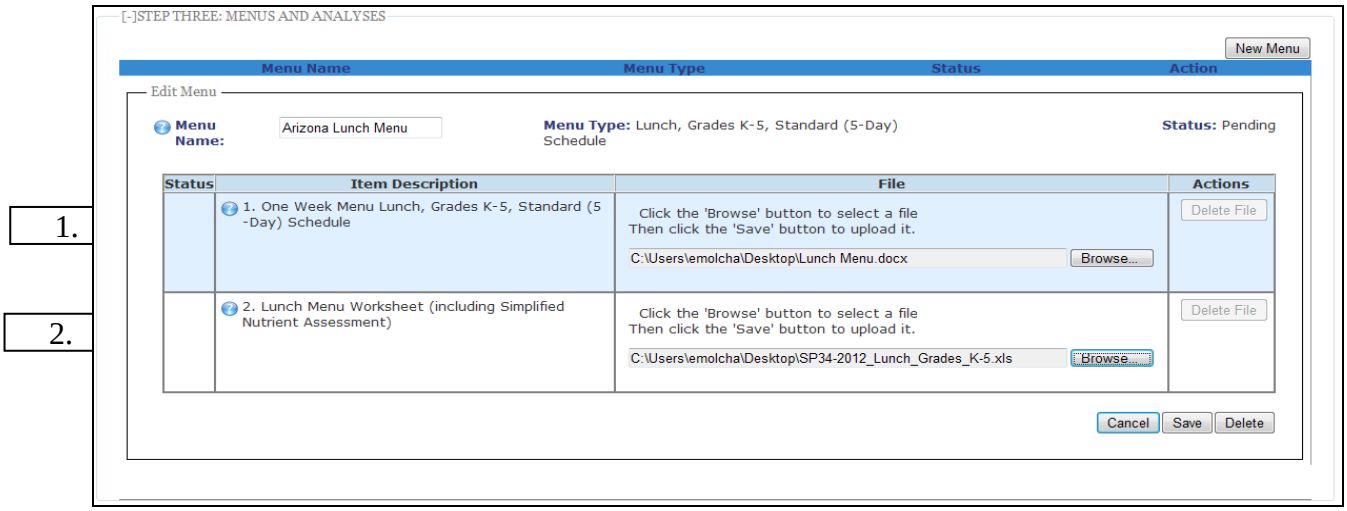
If you clicked "Continue" and then realized you have selected the wrong Menu Type (grades and operating days) for lunch, you must select "Delete". A warning message will pop up, click "OK". This will delete ONLY this lunch menu you have begun creating. Scroll back down to Step Three: Menu and Analyses and select "New Menu". Re-enter the correct fields.

HELP- Seeing Two File Uploads

Since you have selected "Package B, Option 2" in Step One, you must upload two files:

- *One Week Menu Lunch*
- *Lunch Menu Worksheet (including Simplified Nutrient Assessment)*

If you did not complete Tab 12: Simplified Nutrient Assessment since you have Nutrient Analysis software, you selected the wrong Package Type in Step One. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted, you must select "Package A- Lunch Option 1: Requiring a Nutrient Analysis for each menu type" in the dropdown.



1. Upload the One-Week Lunch Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

2. Upload the Lunch Menu Worksheet (including the Simplified Nutrient Assessment)

DO NOT upload this workbook in a PDF format or separate the Simplified Nutrient Assessment Tab. ***ADE will only accept the Lunch Menu Worksheet and the Simplified Nutrient Assessment as ONE EXCEL file.***

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you selected the wrong file, you must click the "Browse" button again. A window will pop up for you to select the correct file and click "open". The file will REPLACE the old file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

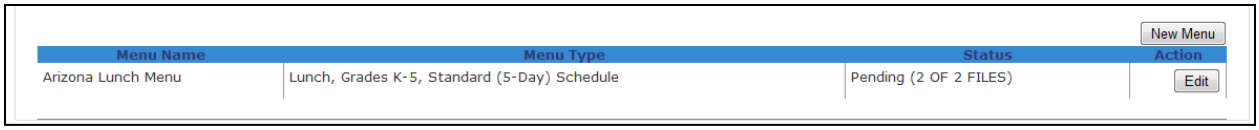
Click "Save" if you want to upload the files attached.

You may click "Save" before all files have been attached.
You will be able to edit the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save", the page will refresh and Step Three will show the following table:



1. Click "New Menu"

The screen will reformat and look like this:

2. Menu Name

- Type in the name of the menu. *The menu name must be unique for each upload. For example: if you used 'Arizona Menu' for lunch, you can't use it for breakfast. You might call it 'Arizona Menu Breakfast,' instead.*

3. Meal Type

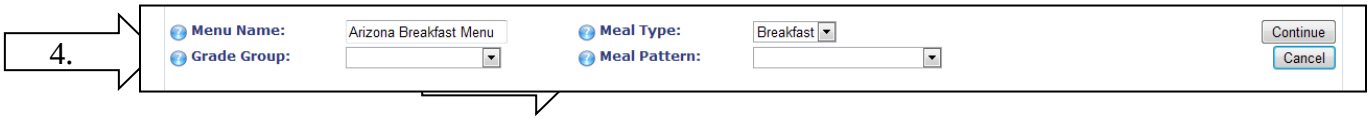
Using the dropdown menu, select the option:

- Breakfast

HELP

If you do not see the option "Breakfast" listed in dropdown, and you do participate in breakfast, you have incorrectly filled out "Meal Participation" in Step One: Package Type. Click "Cancel" in Step Three. Refer to page 24, "Needing to Restart your Package". Once the package is restarted select "Lunch and Breakfast" in the "Meal Participation" dropdown.

Without clicking "Continue", the screen will re-format and the window will add another set of dropdown selections.



4. Grade Group

Using the dropdown menu, select the options:

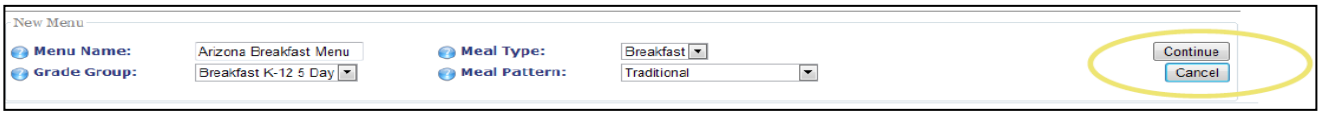
- Pick the selection that has the appropriate grade group **and** operating days for the breakfast menu you are adding.
-

HELP

*The dropdown lists **all** possible age/grade groups for the New Meal Pattern breakfast only.*

5. Meal Pattern

Using the dropdown menu, select the option:
New Meal Pattern

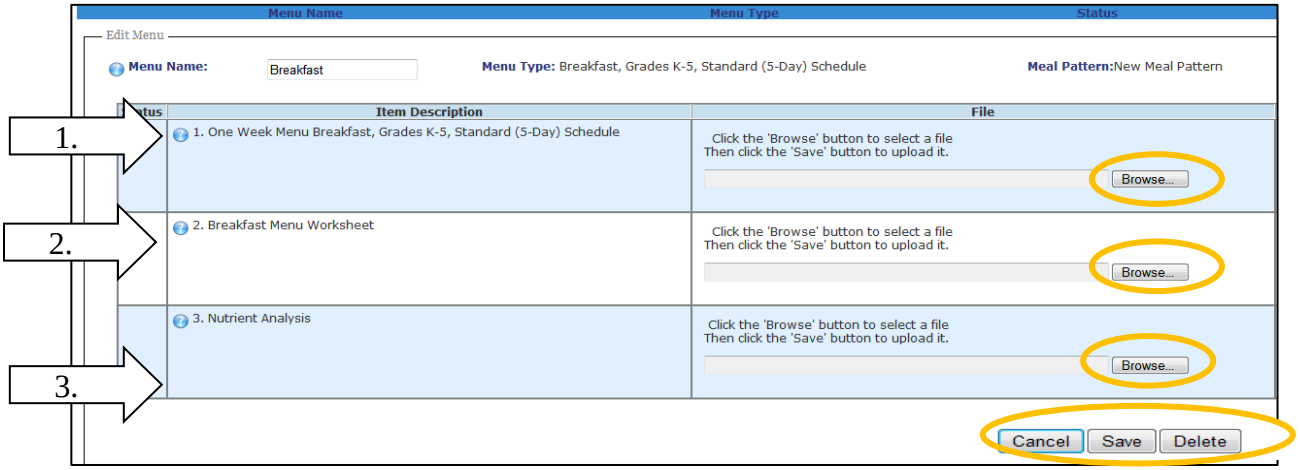


Click "Continue" if all fields are correct.

*If one or more fields are incorrect, you may change them **before** clicking "Continue".*

Click "Cancel" if you do not want to add this menu.

Once "Continue" is clicked, you will see this screen asking for THREE file uploads:



1. Upload the One-Week Breakfast Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

Upload the completed file containing the specific one week menu for the meal pattern and meal type chosen. This one week menu must represent the same week for all lunch menus and breakfast menus.

2. Upload the Breakfast Menu Worksheet

- Click the "Browse…" button.
- A screen will pop up for you to find the file
- Select the file and click "Open"
- *A file should now be "attached" and the field should be entered with text.*

3. Upload the Nutrient Analysis

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file is attached when the field is entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

Click "Save" if you want to upload the file(s) attached.

You can click "Save" before all files have been attached.

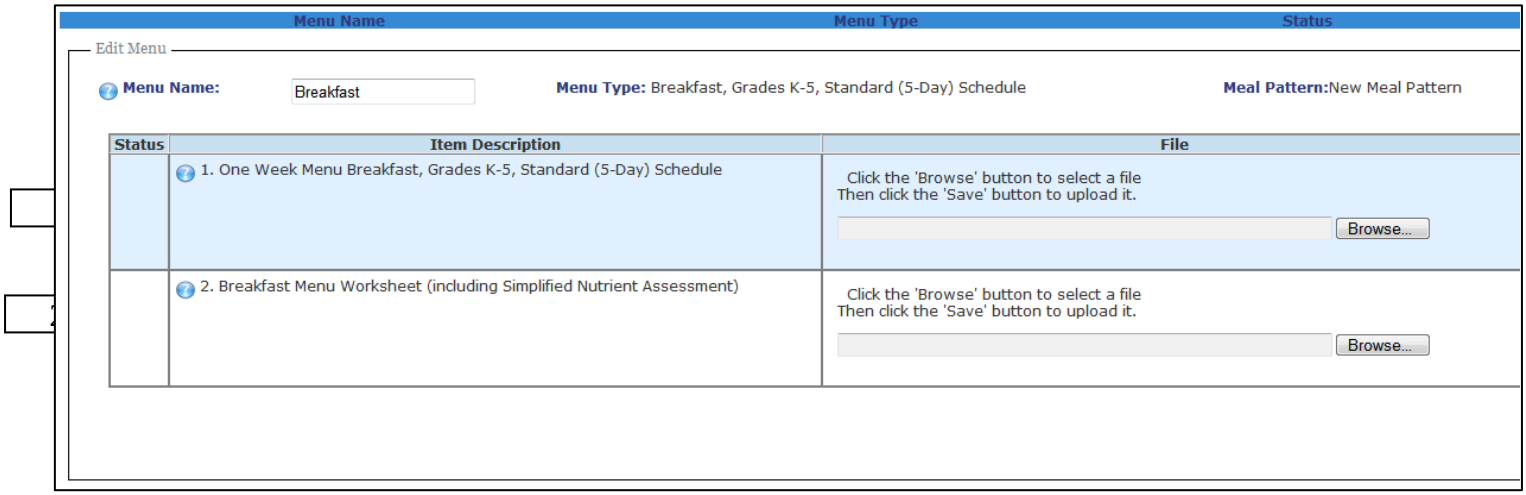
You will be able to Edit and Delete the file(s) after you click "Save".

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the following table:

Once "Continue" is clicked, you will see this screen asking for THREE file upload Cancel Save Delete



1. Upload the One-Week Breakfast Menu

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

Upload the completed file containing the specific one week menu for the meal pattern and meal type chosen. This one week menu must represent the same week for all lunch menus and breakfast menus.

2. Upload the Breakfast Menu Worksheet (including the Simplified Nutrient Assessment)

DO NOT upload this workbook in a PDF format or separate the Simplified Nutrient Assessment Tab. ***ADE will only accept the Breakfast Menu Worksheet and the Simplified Nutrient Assessment as ONE EXCEL file.***

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the file and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up to select the correct file and click "Open". This will REPLACE the file. You may not upload more than one file in each file line. You can only "Delete File" AFTER you have clicked "Save".

Click "Save" if you want to upload the file(s) attached.

Click "Cancel" if you do not want to upload any of these files, but still want Menu Name to exist.

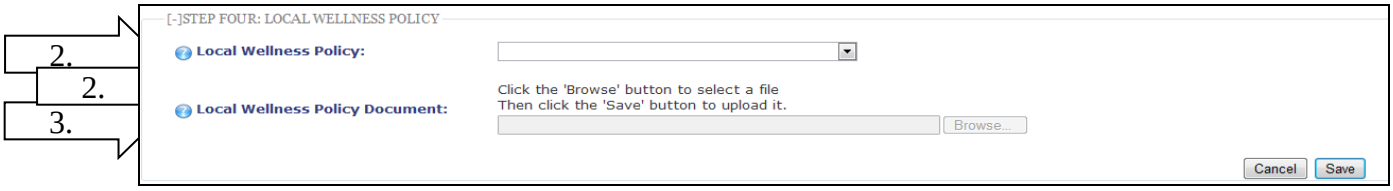
Click "Delete" if you do not want to upload any of these files and do not want the Menu to exist.

Once you have clicked "Save" the page will refresh and Step Three will show the above table

1. Click "Edit"

HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.



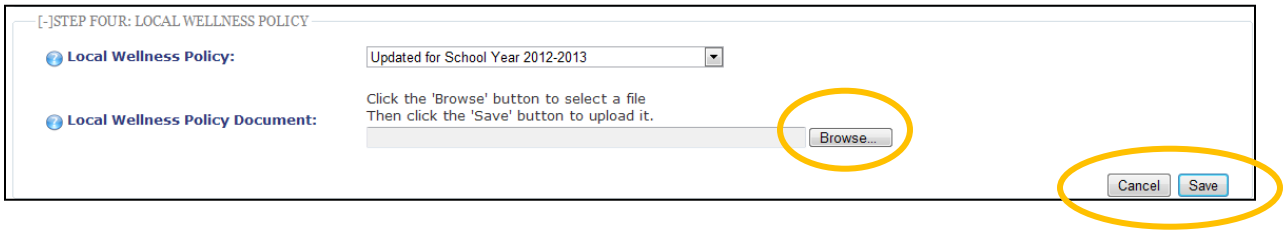
2. Local Wellness Policy

Using the dropdown menu, select the option:

- Updated in Current School Year
- Only have Local Wellness Policy from previous year(s)
- Do not have a Local Wellness Policy (any year)

*If you select "**Updated in Current School Year**" or "**Only have Local Wellness Policy from previous year(s)**"*

The screen will reformat and the field to upload the Local Wellness Policy Document will be available:



Upload the Local Wellness Policy Document

- Click the "Browse…" button.
- A screen will pop up for you to find the file.
- Select the Local Wellness Policy that matches the status you selected and click "Open".
- *A file should now be "attached" and the field should be entered with text.*

HELP

If you have selected the wrong file, you must click the "Browse" button again. A window will pop up for you to select the correct file and click "open". The file will REPLACE the old file. You may not upload more than one file.

There is no way to delete a file AFTER you have clicked selected the file and clicked "Open".

Click "Save" if you want to upload the files attached.

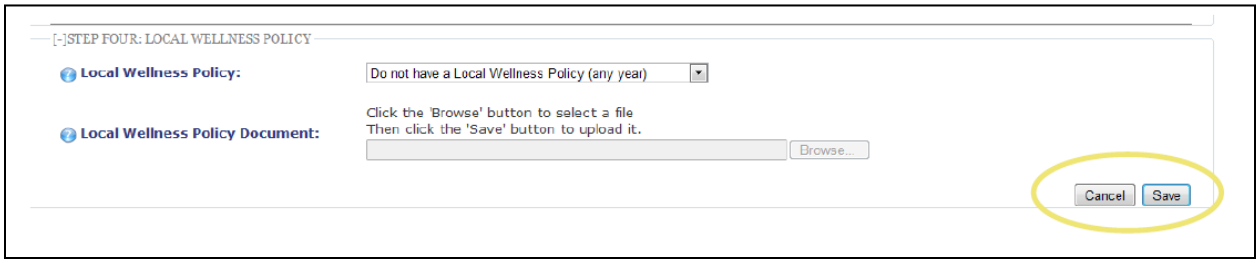
You may click "Save" to save the dropdown selection, even if a file has not been uploaded.

You will be able to edit the dropdown selection and file after you click "Save".

Click "Cancel" if you do not want to save the dropdown selection or the attached file.

If you selected "Do not have a Local Wellness Policy (any year)

The screen will reformat and field to upload the Local Wellness Policy Document will stay grayed out.

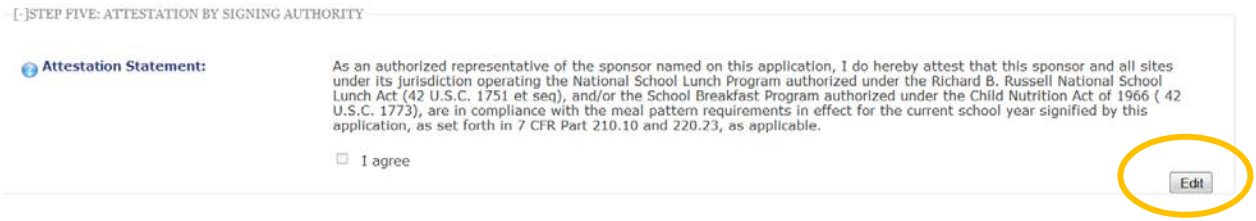


Click "Save" if you want to keep the dropdown selection.

You will be able to edit the dropdown selection after you click "Save".

Click "Cancel" if you do not want to save the dropdown selection.

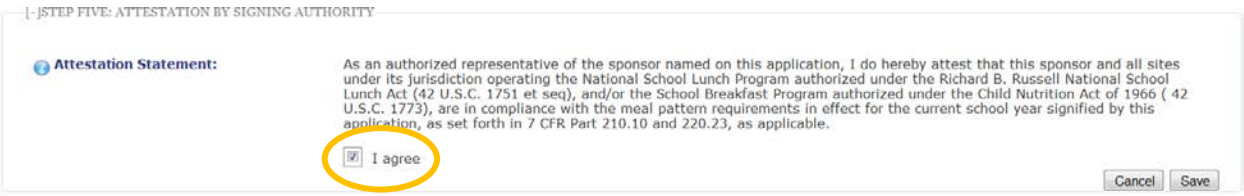
Click "Edit"



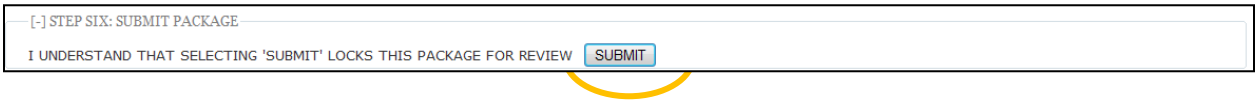
HELP

If you are unable to select "Edit" because the button is grayed out, scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. Only one Step at a time can be edited.

Read the statement and click, "I agree"



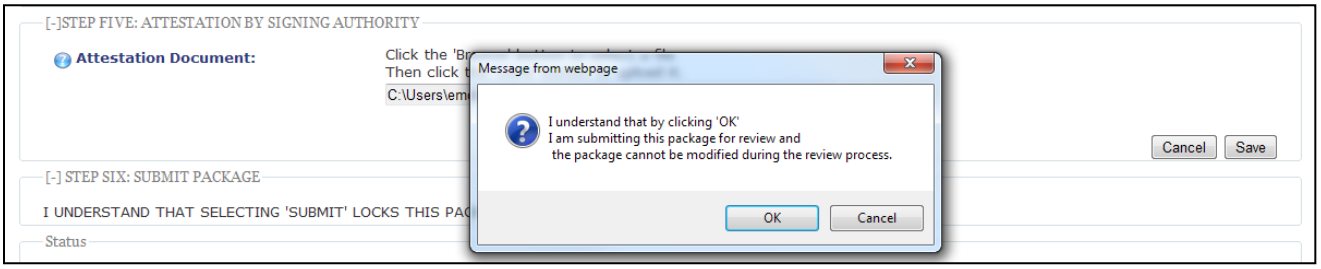
Click "Save"



<u>BEFORE</u> clicking "Submit", ensure all fields have been completed correctly and all documents have been uploaded.

Click "Submit" if you wish to send the complete Certification Package to ADE for review.

A window will pop-up for you to confirm that you wish to submit your Certification Package:

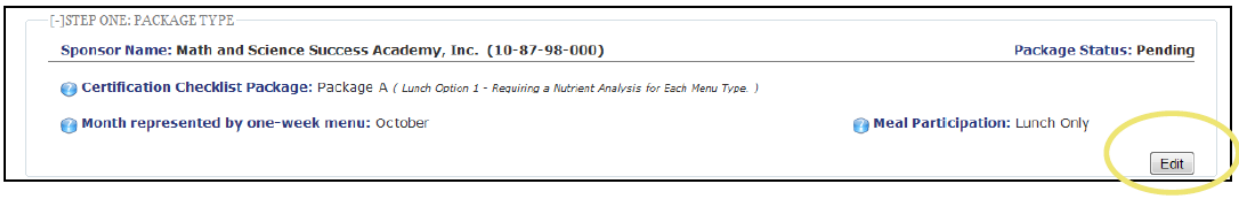


Click "OK" if you wish to send the complete Certification Package to ADE for review.
You will NOT be able to edit any part of this webpage AFTER "OK" is clicked.
You will be able to VIEW all documents after "Submit" is clicked.

Click "Cancel" if you do not want to send the complete Certification Package to ADE for review.
You will be able to modify the Certification Package if you click "Cancel".

<u>HELP</u>
If the package does not submit, you are missing one or more missing fields or documents.

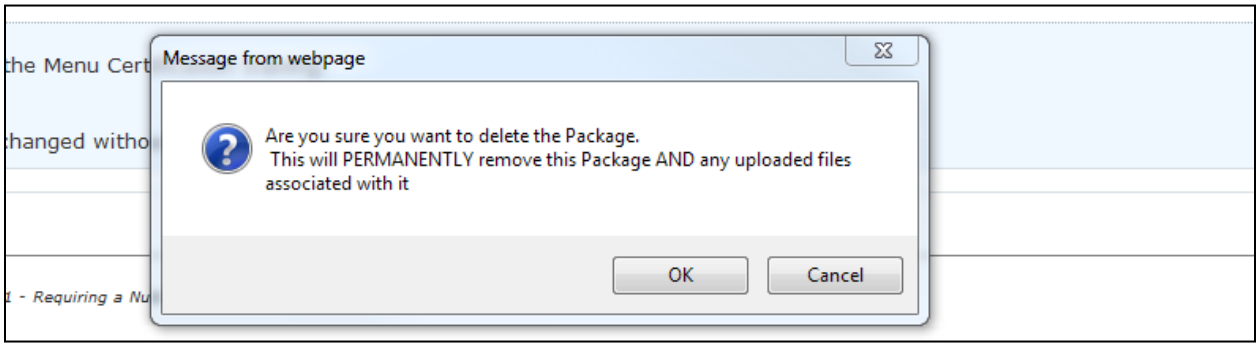
Find Step One: Pacakge Type on the web-page
Click 'Edit"



If Edit is grayed out, and you are unable to select "Edit", scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. As a reminder, only ONE Step at a time can be edited.

The screen will reformat and the window will add the option "Restart":

Click "Restart"
A window will pop up:



Click "OK" if you want to delete this Certification Package.

You will NOT be able to see any fields or documents previously uploaded. This button will permanently delete any entries.

Click "Cancel" if you do not want to delete this package.