



**Arizona Department of Education
National School Lunch Program
New Sponsor Application Process Statement**

Step 1: New sponsors of the National School Lunch Program and School Breakfast Program must register and attend training beginning with A+ School Lunch Day One and A+ School Lunch Day Two. All registration is done through the Child Nutrition website at: <http://www.ade.az.gov/onlineregistration/>

Step 2: Choose which programs your facility would like to administer, and indicate it on your Food Service Agreement. For more information regarding the different programs, visit Program Description and Requirements on our webpage.

The following hard copy forms must be submitted to the Arizona Department of Education's Child Nutrition Programs office.

- a. Food Service Agreement (2 original's must be submitted)
- b. Free and Reduced-Price Policy Statement (2 Original's must be submitted)
- c. Civil Rights Pre-Award Compliance
- d. State of Arizona Substitute W-9 Form
- e. **For Private Organizations Only:** Copy of tax-exemption 501(c)(3) letter from IRS
- f. **For Residential Facilities Only:** copy of current license for each site(s) participating in the program
- g. Certification Regarding Debarment
- h. CNPWeb/Common Logon Security Agreement
- i. Catering Contract (if using caterer)
- j. Food Service Management Contract - FSMC (if using FSMC) this requires Request For Proposal (RFP) process

Once all of the necessary forms are received and found to be in order, the school(s) will be added into the Child Nutrition Programs system, also known as CNP Web. A user name and password will be issued to you. Notification will be sent to the email address you put on the request form.

Step 3: You will use your username and password to access CNPWeb and submit an online application for the sponsoring entity as well as one application for each site being sponsored.

Once your application has been reviewed and approved, you will receive an Online Confirmation (via the CNP Web system) and an approval letter by mail, along with one of the Food Service Agreements signed by you, the sponsoring agency and the Deputy Associate Superintendent of Health & Nutrition Services. This document is important for you to have on file. **It is not until you receive both approvals (signed Food Service Agreement and CNPWeb online approval) that you may begin claiming reimbursable meals served to the students.**

I, _____, understand that the steps listed above must be completed before

_____ will be approved for the National School Lunch Program

Name of sponsoring entity

and that I will not be able to claim any meals that are served before official approval is given.

Signature of Designated Official

Date