



State of Arizona
Department of Education

CN# 20-13

MEMORANDUM

TO: Sponsors of the National School Lunch Program

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

DATE: October 26, 2012

SUBJECT: Certification for Additional Reimbursement (6 cents): new Common Logon Application and file upload information

Original Signed

This memo is to inform School Food Authorities (SFAs) of the modifications the Arizona Department of Education (ADE) has made to the process of submitting a Certification Package for additional reimbursement (6 cents). The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) requires the additional 6 cents per lunch reimbursement be provided to SFAs certified by ADE to be in compliance with the new meal pattern requirements. ADE has established the following certification procedures which allow SFAs to submit documentation demonstrating compliance with the updated meal pattern requirements for ADE to review and approve.

1. SFA and/or representative of the SFA must attend *Certification for New Meal Pattern* training.

To register for the *Certification for New Meal Pattern* training, please visit the website: <http://www.ade.az.gov/onlineregistration/>.

2. SFA must complete all documentation required for a complete Certification Package. See below, "Required Documentation for Certification Package" for a list of all required documentation.
3. SFA submits a complete Certification Package online via Common Logon.

NEW

Previously, all SFAs were asked to send a complete Certification Package to their NSLP Specialist. **As of now, the Certification Package must be uploaded electronically via Common Logon instead of sending the Package to School Nutrition Specialists.**

Follow these steps to begin the Certification Package for 6 cents upload:



1. Locate: <https://www.ade.az.gov/CommonLogon/logon.aspx>.
 2. Enter your Common Logon username and password.
 3. Look for the new option, ***CNP Menu Certification***, to be listed in the Common Logon application menu. Enter ***CNP Menu Certification***, by clicking on the link.
 - a. Common Logon users who already have access to ***CNP Web*** will automatically have access to the new option, ***CNP Menu Certification***; no Common Logon add/change/delete form is necessary to gain access to this application.
 - b. If ***CNP Menu Certification*** is not listed as an option or you do not have a Common Logon username and password, please contact Shaylin Shabi at (602) 364-0718 and/or at Shaylin.Shabi@azed.gov.
 4. After clicking on the link, ***CNP Menu Certification***, select the tab, ***Package Checklist***. 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
- At any time, the SFA has the option to “save” or “submit”.
 - The “save” option allows SFAs to leave this page and save all entered fields and file uploads for the next time the SFA logs back into CNP Menu Certification.
 - The “submit” button submits the entire package to ADE for review ***and*** will make the screen view-only for the SFA. Again, once the SFA presses “submit”, the SFA will not be able to make any changes or corrections until ADE unlocks the page.

If the SFA has not submitted a Certification Package to ADE, please refer to the manual attached, “How to Upload a Complete Certification Package”, when completing all fields and uploading all documents. Due to the process now being electronic, these 3 forms are no longer required for submission: (1) Itemized Summary for Lunch, (2) Itemized Summary for Breakfast and (3) the Certification Package Checklist.

To access the Menu Worksheets and the Attestation, please refer to ADE’s website at: <http://www.azed.gov/health-nutrition/nslp/menu-certification/>

For more information regarding the Certification process, please refer to memo CN#03-13: Child Nutrition Reauthorization 2010: Questions and Answers Related to the Certification of Compliance with Meal Requirements for the National School Lunch Program (2nd Revision). This memo can be accessed at: <http://www.azed.gov/health-nutrition/files/2012/08/cn-03-13.pdf>

Required Documentation for Certification Package:

All of the following MUST be included for the Certification Package to be complete:

- **For Lunch:**
 - One week for each menu type
 - Lunch Menu Worksheet for each menu type
 - Nutrient Analysis OR Simplified Nutrient Assessment for each menu type
- **For Breakfast (If participating in Breakfast):**
 - One week for each menu type
 - Breakfast Menu Worksheet (Traditional, Enhanced, New Meal Pattern ONLY)
 - Nutrient Analysis (Nutrient Standard or Assisted Nutrient Standard ONLY)
- **Local Wellness Policy:**
 - Upload the most recent Local Wellness Policy or statement that SFA does not have a Local Wellness Policy
- **Attestation:**
 - Signed Attestation provided by the State of Arizona.

Again, due to the process now being electronic, these 3 forms are no longer required for submission: (1) Itemized Summary for Lunch, (2) Itemized Summary for Breakfast and (3) the Certification Package Checklist. Further, this process does not ask for recipes, production records or food labels.

Question: What should I do if I already submitted my Certification documentation to my specialist?

Answer: No additional action is needed at this time. You DO NOT need to resubmit your information using the online application, *CNP Menu Certification*. Please wait to be contacted by ADE for further instruction.

Question: If I have received a memo from ADE that indicates my package is incomplete, should I upload the requested documents using the online application, *CNP Menu Certification* or send it directly to the ADE Specialist?

Answer: You will send all requested documentation to the location indicated in the memo from ADE. For example, if the memo asks the SFA to send the file(s) directly to the Specialist, please send the file(s) to the Specialist. If the memo asks for the SFA to re-upload the file(s) on *CNP Menu Certification*, the SFA will follow the instructions in the manual, "How to Upload a Complete Certification Package", to re-upload the corrected file(s).

Please contact your Child Nutrition Program Specialist at ADE with additional questions concerning this guidance. Your specialist can be found at the top of your Sponsor Application on CNP Web Common Logon.

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How to Upload a Complete Certification Package

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Accessing the CNP Menu Certification Application

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 Shaylin Shabi at (602) 364-0718.

ARIZONA DEPARTMENT of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

Continue >>

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the ADE Acceptable Use Policy.
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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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 Shaylin Shabi at (602) 364-0718.

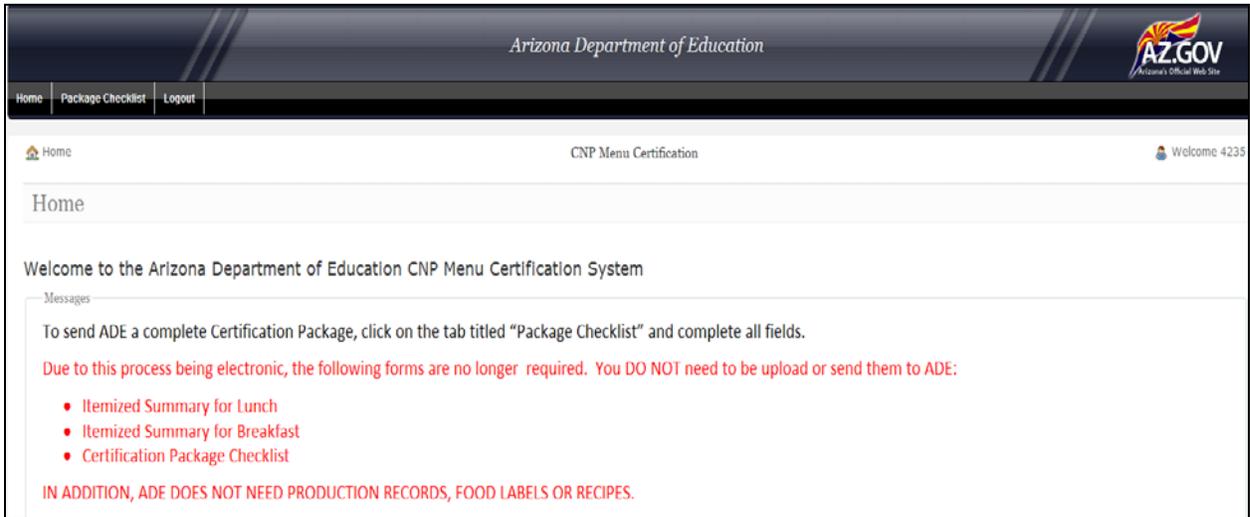
The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ CNP Direct Certification / Direct Verification
- ◆ CNP Menu Certification
- ◆ CNP Verification
- ◆ CNPWeb
- ◆ LEA Profile

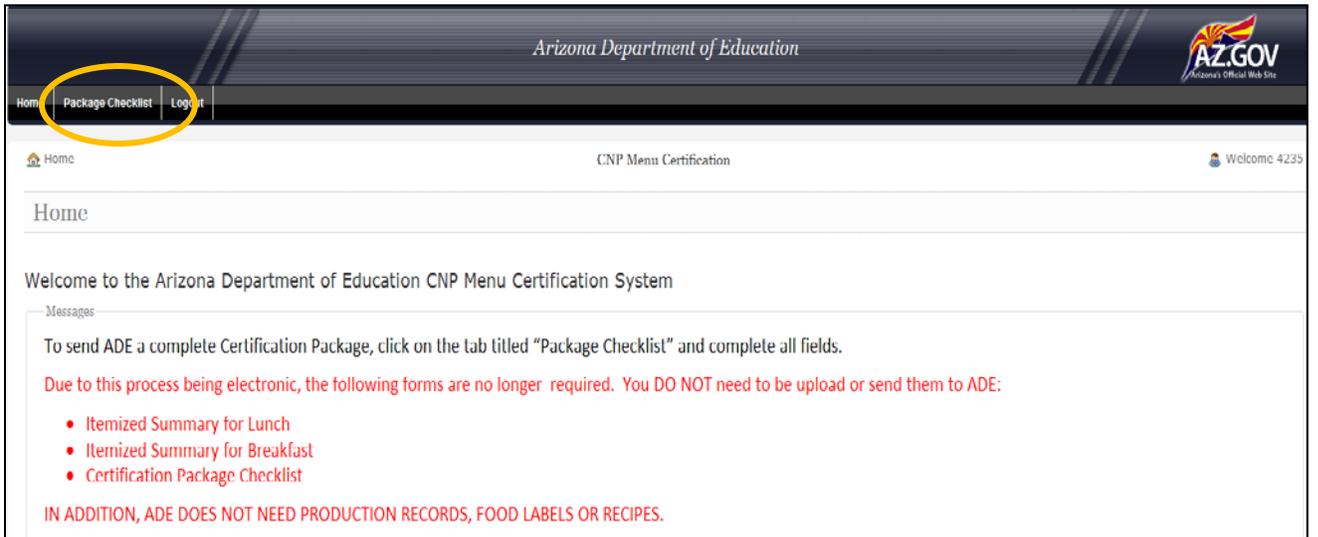
Change Profile Logout

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:

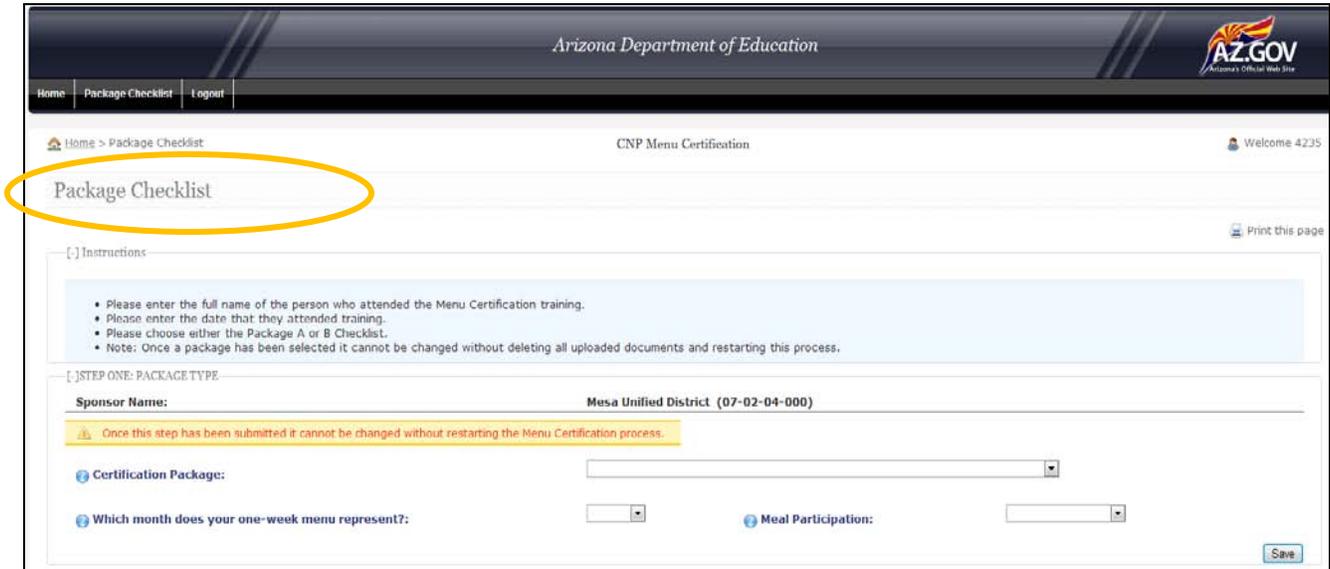


Select the tab: Package Checklist

- *Package Checklist is located at the top of the screen.*
- *Package Checklist is where ALL DOCUMENTS 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 uploading process will NOT restart. Must click “ Save ” to any edits made if want to keep changes. Able to log off and log back on to work on this page at anytime.
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. <i>The system will prompt an error message if any field was left blank and prevent the package from submitting.</i>

Step One: Package Type

[STEP ONE: PACKAGE TYPE]

Sponsor Name: A New Leaf (07-21-22-000)

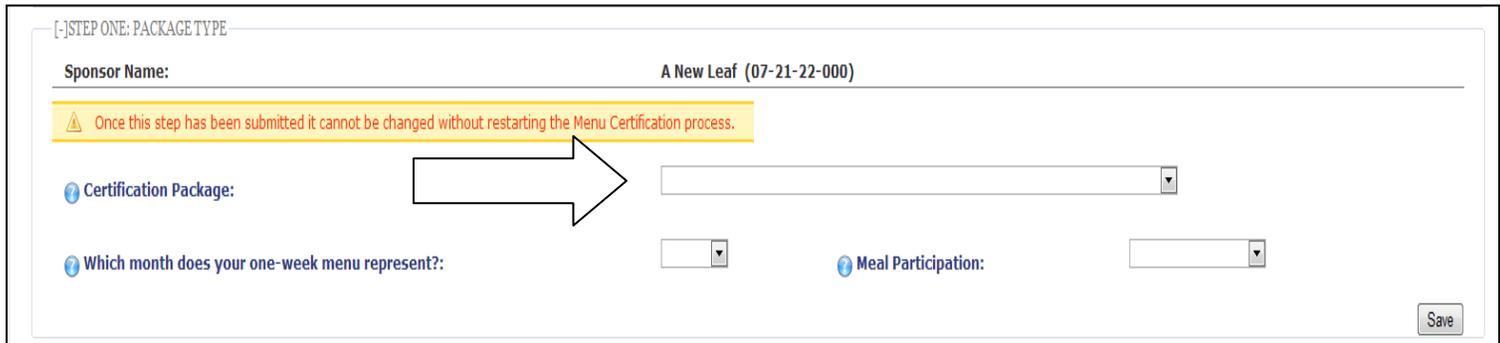
⚠ Once this step has been submitted it cannot be changed without restarting the Menu Certification process.

🔗 Certification Package:

🔗 Which month does your one-week menu represent?:

🔗 Meal Participation:

Save



Answer the dropdown: 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

This is the first step in Certification training, when you asked the question, “Do I have Nutrient Analysis Software?”

- *If yes, you chose the left side of the Certification Package Checklist and selected Package A, Option 1.*
- *If no, you choose the right side of the Certification Package Checklist and selected Package B, Option 2.*

If you choose Package A, you will be required to provide a nutrient analysis for lunch.

If you choose Package B, you will be required to provide a simplified nutrient assessment for lunch.

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

[STEP ONE: PACKAGE TYPE]

Sponsor Name: A New Leaf (07-21-22-000)

⚠ Once this step has been submitted it cannot be changed without restarting the Menu Certification process.

Save

Answer the dropdown: 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

HELP

*Check the dates of the one-week menu you have selected to submit to ADE. This one-week **must** be in the calendar month the certification materials are submitted (present month), or in the month preceding the calendar month of submission.*

*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.*

When you submit prior to November 1, you'll only see one month (October) in this dropdown list.

October is the earliest month eligible for reimbursement, so it's the earliest month the system will display.

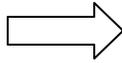
When you submit on or after November 1, you'll see two months in this dropdown because all documentation must reflect the current month of meal service or the preceding calendar month. For example, if you submit your package in March 2013, you will see both March (current month) and February (preceding month) in the dropdown. Please see Memo CN # 03-13, Question 31 for more information regarding appropriate month(s) for submitted a package.

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

[STEP ONE: PACKAGE TYPE]

Sponsor Name: A New Leaf (07-21-22-000)

⚠ Once this step has been submitted it cannot be changed without restarting the Menu Certification process.

Meal Participation: 

Save

Answer the dropdown: 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 choose “Lunch Only”, you will be required to provide documentation of lunch only.

If you choose “Lunch and Breakfast”, you will be required to provide documentation of lunch and breakfast.

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.

*If you select the wrong combination of Meal Participation (i.e. Lunch Only, but the Sponsor Application indicated the SFA is participating in Lunch and Breakfast) your Certification Package will contain errors and ADE will not certify the package. **SFAs MUST be in compliance with lunch and breakfast meal patterns (if the SFA participates in the School Breakfast Program (SBP)) in effect at the time of certification.** The lunch meal pattern is the New Meal Pattern. The breakfast meal pattern may be one of the following: Traditional, Enhanced, New Meal Pattern, Nutrient Standard or Assisted Nutrient Standard.*

[]STEP ONE: PACKAGE TYPE

Sponsor Name: A New Leaf (07-21-22-000)

⚠ Once this step has been submitted it cannot be changed without restarting the Menu Certification process.

🔗 Certification Package:

🔗 Which month does your one-week menu represent?:

🔗 Meal Participation:

Save

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:

• Please enter the full name of the person who attended the Menu Certification training.
 • Please enter the date that they attended training.
 • Please choose either the Package A or B Checklist.
 • Note: Once a package has been selected it cannot be changed without deleting all uploaded documents and restarting this process.

[]STEP ONE: PACKAGE TYPE

Sponsor Name: Alhambra Elementary District (07-04-68-000) Package Status: Pending

🔗 Certification Checklist Package: Package A (Lunch Option 1 - Requiring a Nutrient Analysis for Each Menu Type.)

🔗 Month represented by one-week menu: October Meal Participation: Lunch and Breakfast

Edit

[]STEP TWO: TRAINING REPRESENTATIVE

🔗 Certification Training Representative: Date attended:

Edit

[]STEP THREE: MENUS AND ANALYSES

Please click 'New Menu' to add a Meal Menu.

New Menu

[]STEP FOUR: LOCAL WELLNESS POLICY

🔗 Local Wellness Policy:

🔗 Local Wellness Policy Document: No File Uploaded

Edit

[]STEP FIVE: ATTESTATION BY SIGNING AUTHORITY

🔗 Attestation Document: No File Uploaded

Edit

[]STEP SIX: SUBMIT PACKAGE

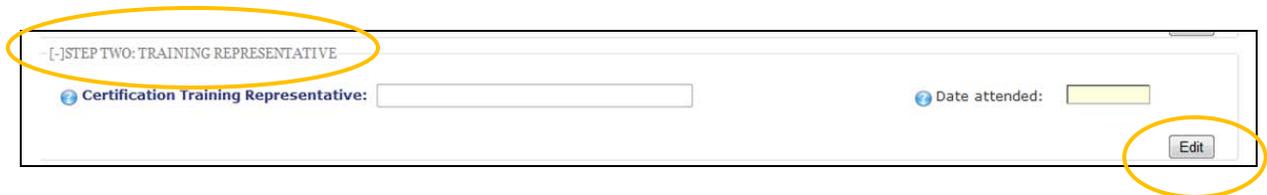
🔗 I UNDERSTAND THAT SELECTING 'SUBMIT' LOCKS THIS PACKAGE FOR REVIEW

SUBMIT

Step Two: Training Representative

This step asks for you to enter the date and the name of the Representative that attended training.

Click “Edit”



The screenshot shows a web form titled "[]STEP TWO: TRAINING REPRESENTATIVE". It contains two input fields: "Certification Training Representative:" and "Date attended:". The "Date attended:" field has a calendar icon next to it. An "Edit" button is located at the bottom right of the form, circled in yellow.

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.

The screen will reformat and look likes this:



The screenshot shows the same web form after reformatting. The "Certification Training Representative:" and "Date attended:" fields are now larger and more prominent. The "Date attended:" field has a calendar icon next to it. The "Cancel" and "Save" buttons are now visible at the bottom right of the form, circled in yellow. Arrows point to the "Certification Training Representative:" and "Date attended:" fields.

Answer the field: Certification Training Representative

- Type in the first and last name of the person who attended the ADE training, *Certification for New Meal Pattern*.

HELP

Training is mandatory 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.

The information entered here will be validated against the ADE training database. This individual's name **MUST** be present and match the date provided.

Answer the field: Date Attended

- Click on the calendar icon next to the empty field. Select the actual date the attendee went to *Certification for New Meal Pattern*.

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.

Step Three: Menus and Analyses

This step allows you to upload all menu documentation for Lunch and menu documentation for Breakfast.

Scroll down to Step Three: Menu and Analyses. The Step on the screen should look like this:



ADD A LUNCH MENU- Option 1

(If Option 2 was selected, skip to page 13 of this guide)

Click “New Menu”



The screen will reformat and look like this:



Answer the field: 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.*

Answer the dropdown: Meal Type

Using the dropdown menu, select the option:

- Lunch

Without clicking “Continue” the screen will reformat and the window will add another dropdown selection, Grade Group:



Answer the dropdown: 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:

[-]STEP THREE: MENUS AND ANALYSES

Menu Name: Arizona Lunch Menu Menu Type: Lunch, Grades K-5, 4-Day Schedule Status: Pending

Status	Item Description	File	Actions
	1. One Week Menu Lunch, Grades K-5, 4-Day Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse"/>	<input type="button" value="Delete File"/>
	2. Lunch Menu Worksheet	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse"/>	<input type="button" value="Delete File"/>
	3. Nutrient Analysis	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse"/>	<input type="button" value="Delete File"/>

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.

Uploading Lunch Files for Option 1

Edit Menu

Menu Name: Menu Type: Lunch, Grades K-5, Standard (5-Day) Schedule Status: Pending

Status	Item Description	File	Actions
	1. One Week Menu Lunch, Grades K-5, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. C:\Users\emolcha\Desktop\Lunch Menu.docx	Delete File
	2. Lunch Menu Worksheet	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. C:\Users\emolcha\Desktop\SP34-2012_Lunch_Grades_K-5.xls	Delete File
	3. Nutrient Analysis	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. C:\Users\emolcha\Desktop\Lunch Analysis.pdf	Delete File

Cancel Save Delete

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.*

Upload the Lunch Menu Worksheet

Upload the completed EXCEL worksheet provided by USDA. DO NOT upload this workbook in a PDF format. ADE will only accept this file as an 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 is attached when the field is entered with text.*

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:

Menu Name	Menu Type	Status	Action
Arizona Lunch Menu	Lunch, Grades K-5, Standard (5-Day) Schedule	Pending (3 OF 3 FILES)	<input type="button" value="New Menu"/> <input type="button" value="Edit"/>

ADD A LUNCH MENU- Option 2

(If Option 2 was selected, skip to page 10 of this guide)

Click “New Menu”



[-]STEP THREE: MENUS AND ANALYSES

Please click 'New Menu' to add a Meal Menu.

New Menu

The screen will reformat and look like this:



[-]STEP THREE: MENUS AND ANALYSES

Please click 'New Menu' to add a Meal Menu.

New Menu

Menu Name:

Meal Type:

Continue

Cancel

Answer the field: 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.*

Answer the dropdown: Meal Type

Using the dropdown menu, select the option:

- Lunch

Without clicking “Continue”, the screen will reformat and the window will add another dropdown selection, Grade Group:



New Menu

Menu Name: Arizona Lunch Menu

Meal Type: Lunch

Grade Group:

Continue

Cancel

Answer the dropdown: Grade Group

Using the dropdown menu, select the options:

- The appropriate grade group **and** operating days for the lunch menu you are adding.



New Menu

Menu Name: Arizona Lunch Menu

Meal Type: Lunch

Grade Group: Lunch K-5 4 Day

Continue

Cancel

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 you click “Continue”, you will see this screen asking for TWO file uploads:

Menu Name	Menu Type	Status	Action
Edit Menu			
Menu Name: Arizona Lunch Menu	Menu Type: Lunch, Grades K-5, Standard (5-Day) Schedule	Status: Pending	
Status	Item Description	File	Actions
	1. One Week Menu Lunch, Grades K-5, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> Browse...	Delete File
	2. Lunch Menu Worksheet (including Simplified Nutrient Assessment)	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> Browse...	Delete File
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Delete"/>			

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.

Uploading Lunch Files for Option 2

[JSTEP THREE: MENUS AND ANALYSES]

New Menu

Menu Name	Menu Type	Status	Action
Arizona Lunch Menu	Lunch, Grades K-5, Standard (5-Day) Schedule	Pending	

Edit Menu

Menu Name: Arizona Lunch Menu Menu Type: Lunch, Grades K-5, Standard (5-Day) Schedule Status: Pending

Status	Item Description	File	Actions
?	1. One Week Menu Lunch, Grades K-5, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. C:\Users\lemolcha\Desktop\Lunch Menu.docx	Delete File
?	2. Lunch Menu Worksheet (including Simplified Nutrient Assessment)	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. C:\Users\lemolcha\Desktop\SP34-2012_Lunch_Grades_K-5.xls	Delete File

Cancel Save Delete

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.*

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:

Menu Name	Menu Type	Status	Action
Arizona Lunch Menu	Lunch, Grades K-5, Standard (5-Day) Schedule	Pending (2 OF 2 FILES)	Edit

ADD A BREAKFAST MENU

Click “New Menu”

[-]STEP THREE: MENU AND ANALYSES

Please click 'New Menu' to add a Meal Menu.

New Menu

The screen will reformat and look like this:

[-]STEP THREE: MENU AND ANALYSES

Please click 'New Menu' to add a Meal Menu.

New Menu

Menu Name:

Meal Type:

Continue

Cancel

Answer the field: 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.*

Answer the dropdown: 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.

Menu Name: Arizona Breakfast Menu

Grade Group:

Meal Type: Breakfast

Meal Pattern:

Continue

Cancel

Answer the dropdown: Grade Group

Using the dropdown menu, select the option:

- The established grade group for the meal pattern **and** if possible operating days for the breakfast menu you are adding.

HELP

*The dropdown lists **all** possible age/grade groups for all the breakfast meal patterns. **YOU must select the established grade group for the meal pattern the SFA has adopted for breakfast.** Below are the ONLY established grade groupings for the allowable meal patterns for Breakfast:*

Enhanced	Traditional	New Meal Pattern	New Meal Pattern, YES to establishing Grade Groups	Nutrient Standard/Assisted Nutrient Standard
K-12	K-12	K-12	K-5	K-12
			6-8	7-12
			9-12	Ages: 3-6, 7-10, 11-13, 14+

Answer the dropdown: Meal Pattern

Using the dropdown menu, select the option:

- The Breakfast meal pattern that the SFA has adopted for this school year. *This must match the approved pattern in the CNP Web Sponsor Application, Section 7.*

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.

New Menu

Menu Name: Arizona Breakfast Menu Meal Type: Breakfast
Grade Group: Breakfast K-12 5 Day Meal Pattern: Traditional

Continue
Cancel

If selected Traditional, Enhanced or New Meal Pattern, your screen will now look like this:

Please click 'New Menu' to add a Meal Menu. New Menu

Menu Name: Arizona Breakfast Menu Menu Type: Breakfast, Grades K-12, Standard (5-Day) Schedule Meal Pattern: Traditional Status: Pending

Status	Item Description	File	Actions
	1. One Week Menu Breakfast, Grades K-12, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>
	2. Breakfast Menu Worksheet	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>

You have selected Traditional, Enhanced or New Meal Pattern in the dropdown selection “Menu Type” for Breakfast. You must upload these two files only:

- One Week Menu Breakfast
- Breakfast Menu Worksheet

If selected Nutrient Standard or Assisted Nutrient Standard, your screen will now look like this:

Menu Name: Arizona Breakfast Menu Menu Type: Breakfast, Grades K-12, Standard (5-Day) Schedule Meal Pattern: Nutrient Standard Menu Planning Status: Pending

Status	Item Description	File	Actions
	1. One Week Menu Breakfast, Grades K-12, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>
	2. Nutrient Analysis	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>

You have selected Nutrient Standard or Assisted Nutrient Standard in the dropdown selection “Menu Type” for Breakfast. You must upload these two files only:

- One Week Menu Breakfast
- Nutrient Analysis

HELP-Selected wrong Meal Pattern for Breakfast

If you selected the wrong Meal Pattern or Menu Type for Breakfast, you must select “Delete”. A warning message will pop up, click “OK”. This will delete ONLY this breakfast menu you have begun creating. Scroll back down to Step Three: Menu and Analyses and click “New Menu”. Re-enter the correct fields.

Uploading files for Traditional, Enhanced or New Meal Pattern Breakfast Menu

Edit Menu

Menu Name: Arizona Breakfast Menu Menu Type: Breakfast, Grades K-12, Standard (5-Day) Schedule Meal Pattern: Traditional Status: Pending

Status	Item Description	File	Actions
	1. One Week Menu Breakfast, Grades K-12, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>
	2. Breakfast Menu Worksheet	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>

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 (if applicable).

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.

HELP

You have selected Traditional, Enhanced or New Meal Pattern, you must upload the completed EXCEL worksheet provided by USDA that has all tabs completed. DO NOT upload this workbook into a PDF format ADE will only accept the Breakfast Menu Worksheet as ONE EXCEL file.

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”.

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 in each file line. You can only “Delete File” AFTER you have clicked “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.

Uploading files for Nutrient Analysis, Assisted Nutrient Standard Menu

Status	Item Description	File	Actions
	1. One Week Menu Breakfast, Grades K-12, Standard (5-Day) Schedule	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>
	2. Nutrient Analysis	Click the 'Browse' button to select a file Then click the 'Save' button to upload it. <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Delete File"/>

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/breakfast menus.

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 should now be “attached” and the field should be entered with text.

HELP

You have selected Nutrient Standard or Assisted Nutrient Standard and a completed nutrient analysis of saturated fat and calories must be uploaded. The completed analysis must match the grade group and number of operating days reflected in the one week menu. **The analysis must have the established targets for the established grade/age groups Nutrient Standard/Assisted Nutrient Standard ONLY (Refer to page 16 for these age/grade groups).**

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”.

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 in each file line. You can only “Delete File” AFTER you have clicked “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.

Step Four: Local Wellness Policy

Click “Edit”

[]STEP FOUR: LOCAL WELLNESS POLICY

Local Wellness Policy: []

Local Wellness Policy Document: No File Uploaded

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.

[]STEP FOUR: LOCAL WELLNESS POLICY

Local Wellness Policy: []

Local Wellness Policy Document: Click the 'Browse' button to select a file. Then click the 'Save' button to upload it.

Browse...

Cancel Save

Answer the dropdown: Local Wellness Policy

Using the dropdown menu, select the option:

- Updated for School Year 2012-13
- Only have Local Wellness Policy from previous year(s)
- Do not have a Local Wellness Policy (any year)

If you select “Updated for School Year 2012-13” 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:

[]STEP FOUR: LOCAL WELLNESS POLICY

Local Wellness Policy: Updated for School Year 2012-2013

Local Wellness Policy Document: Click the 'Browse' button to select a file. Then click the 'Save' button to upload it.

Browse...

Cancel Save

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.



[-]STEP FOUR: LOCAL WELLNESS POLICY

Local Wellness Policy: Do not have a Local Wellness Policy (any year) ▾

Local Wellness Policy Document: Click the 'Browse' button to select a file. Then click the 'Save' button to upload it.

Browse...

Cancel Save

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.

Step Five: Attestation by Signing Authority

Click “Edit”



[-]STEP FIVE: ATTESTATION BY SIGNING AUTHORITY

Attestation Document: No File Uploaded

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.

The screen will reformat and the field to upload the Attestation will be available:



[-]STEP FIVE: ATTESTATION BY SIGNING AUTHORITY

Attestation Document: Click the 'Browse' button to select a file
Then click the 'Save' button to upload it.

Browse...

Cancel Save

Upload the Signed Attestation

- Click the “Browse...” button.
- A screen will pop up for you to find the file.
- Select the file that is the completed Attestation and click “Open”.
- A file should now be “attached” and the field should be entered with text.

HELP

ADE will only accept the Attestation in the format provided by the State of Arizona. This file can be found at: <http://www.azed.gov/health-nutrition/nslp/menu-certification/>.

The Attestation is a PDF file. Therefore, in order to fill this document out, you must print it out and scan it back to the computer. If you are unable to scan documents back to your computer, you must contact your NSLP Specialist.

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.



[-]STEP FIVE: ATTESTATION BY SIGNING AUTHORITY

Attestation Document: Click the 'Browse' button to select a file
Then click the 'Save' button to upload it.

C:\Users\lemolcha\Desktop\Attestation.pdf Browse...

Cancel Save

Click “Save” if you want to upload the files attached.

You will be able to replace the file after you click “Save”.
There is no way to delete a file AFTER you have clicked “Save” for the first time.

Click “Cancel” if you do not want to save the attached file.

Step Six: Submit Package

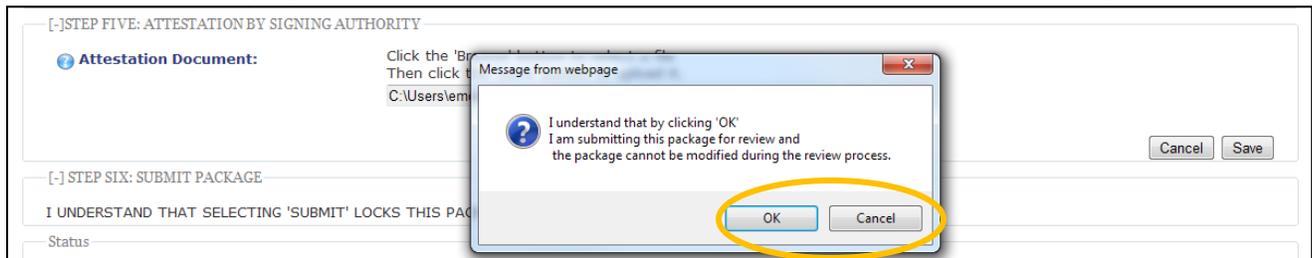


[-] STEP SIX: SUBMIT PACKAGE
I UNDERSTAND THAT SELECTING 'SUBMIT' LOCKS THIS PACKAGE FOR REVIEW /

BEFORE 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.

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



[-] STEP FIVE: ATTESTATION BY SIGNING AUTHORITY
Attestation Document: Click the 'B... Then click t... C:\Users\lem...
[-] STEP SIX: SUBMIT PACKAGE
I UNDERSTAND THAT SELECTING 'SUBMIT' LOCKS THIS PA...
Status

Message from webpage
I understand that by clicking 'OK' I am submitting this package for review and the package cannot be modified during the review process.

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.

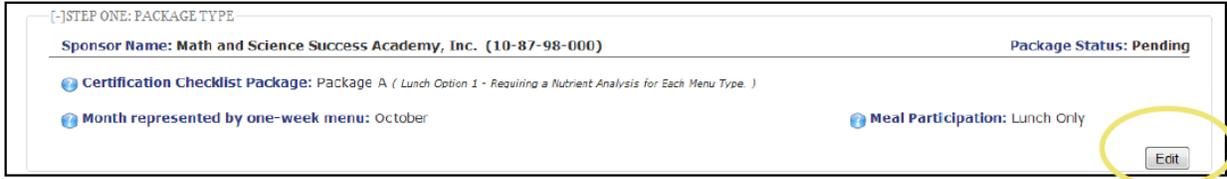
You will be able to modify the Certification Package if you click “Cancel”.

HELP

If the package does not submit, you are missing one or more missing fields or documents.

Needing to Restart your Package

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



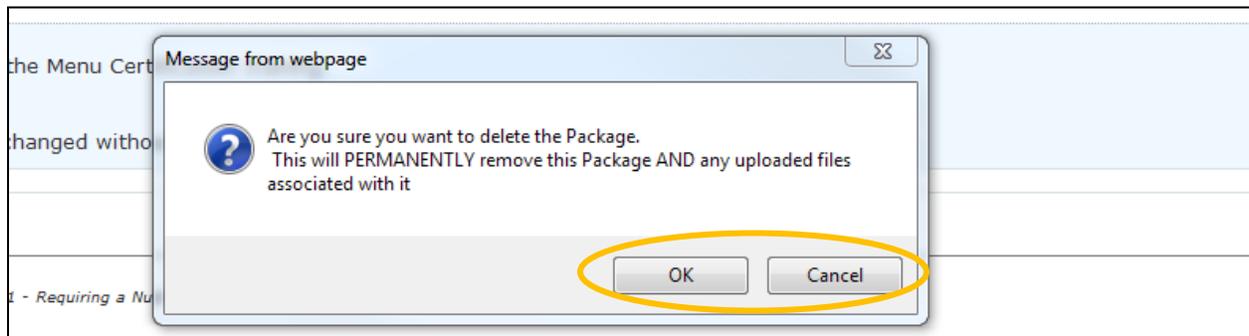
If Edit is grayed out, and you are unable to select "Edit", scroll through this webpage and make sure there are no Steps open. If any Steps are open, click "Cancel" or "Save" for that Step. As a reminder, only ONE Step at a time can be edited.

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.