

Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb

Professional Standards Learning Code 3310
Length: 1 hour



Revised August 2016

"How to Submit Site and Sponsor Applications in CNPWeb" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

*Step by Step
Instruction:
How to Submit
Site and
Sponsor
Applications in
CNPWeb*

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who submit Site and Sponsor applications in CNPWeb.
- The following slides provide guidance on how to submit Site and Sponsor applications in CNPWeb.

*Step by Step
Instruction:
How to Submit
Site and
 Sponsor
Applications in
CNPWeb*

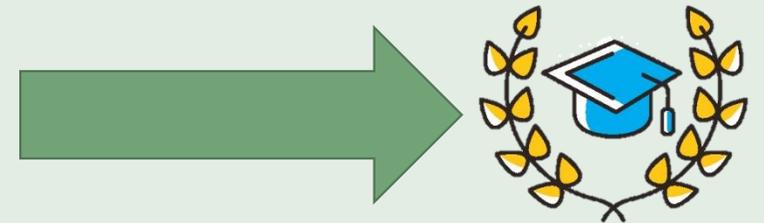
Objectives

At the end of this training, attendees should be able to:

- understand the annual application process used to participate in Child Nutrition Programs in Arizona;
- access CNPWeb to submit Site and Sponsor applications;
- complete fields within Site and Sponsor applications including the LEA's point of service; and
- determine if any pending *Checklist items* need to be sent to ADE.

Comprehension Check

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light green like you see on this slide.



*Step by Step
Instruction:
How to Submit
Site and
Sponsor
Applications in
CNPWeb*

Definitions

- **Common Logon:** An online portal that houses web access to different reports and program applications for all Health and Nutrition divisions. Throughout the program year, ADE will require LEAs to submit reports using this online portal.
- **Local Educational Agency (LEA):** A public board of education or other public or private nonprofit authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a state, or for a combination of school districts or counties that is recognized in a state as an administrative agency for its public or private nonprofit elementary schools or secondary schools. This also includes residential child care institutions, Bureau of Indian Affairs, and education service agencies and consortia of those agencies.

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Definitions

- **National School Lunch Program (NSLP):** A federally assisted meal program operating in public, private nonprofit schools, residential child care institutions, juvenile correctional institutions, and boarding schools. Such organizations get reimbursements for each meal/snack they serve, in return they must serve lunches that meet federal requirements.
- **Program Year (PY):** The operating period for Child Nutrition Programs, which is July 1-June 30.
- **School Food Authority (SFA):** The governing body which is responsible for the administration of one or more schools; and has the legal authority to operate the Child Nutrition Programs therein or is otherwise approved by the Food and Nutrition Service to operate the Child Nutrition Programs.

Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb

Definitions

- **Site:** Arizona Department of Education's (ADE) term for the individual locations where meal service takes place.
- **Sponsor:** Arizona Department of Education's (ADE) term for the entity that is responsible for the administration of Child Nutrition Programs at the sites.



*Step by Step
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The Step by Step Instruction will review:

Introduction to Submitting Site and Sponsor Applications	Slides 9-20
Log into CNPWeb	Slides 21-31
Submitting Site and Sponsor Applications	Slides 32-79
Checklist Items	Slides 80-87
Application Review	Slides 88-97

The following slides will only cover How to Submit Site and Sponsor Applications in CNPWeb. Please refer back to the [ADE Online Training Library](#) for additional trainings.

Introduction to Submitting Site and Sponsor Applications

Introduction

Program Participation

- Annually, Local Educational Agencies (LEAs) must notify the Arizona Department of Education (ADE) that they wish to participate in any of the Child Nutrition Programs: National School Lunch Program (NSLP), After School Care Snack Program (ASCSP), School Breakfast Program (SBP) and/or Special Milk Program (SMP).
- LEAs notify ADE by submitting Site and Sponsor applications online through common logon in CNPWeb.
- These applications are available beginning on June 1 for the upcoming program year.

What is Common Logon?

- Common logon is an online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

ARIZONA DEPARTMENT of EDUCATION COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if you are idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password
- 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 the system, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7300 or (602) 542-7300 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.

COMMON LOGON

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
- ◆ Online Registration Internal Web

Common Logon Application Menu: List of all ADE web applications. Each web application holds permissions to a different report and/or database.

Introduction

What is CNPWeb?

- CNPWeb is the web application where LEAs operating Child Nutrition Programs submit their annual Site and Sponsor applications and submit claims for reimbursement.

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
- ◆ Online Registration Internal Web

Change Profile Logout

Arizona Department of Education
Child Nutrition Program

Applications Claims CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

Your NSLP Program Specialist is:

Jessica Gibbs
Email: jessica.gibbs@azed.gov
Telephone: (602) 542-4815

Sponsor Status:

Introduction

How do I obtain access to CNPWeb?

- ADE will provide individual users with a common logon username and password and access to specific common logon applications.
- Users must submit the form *Common Logon Permissions for NSLP* in order to receive a username and password, and access to CNPWeb.
- The form can be found on ADE Program Forms Webpage: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.



Permission
Form

Common Logon Permissions for NSLP

- For access to CNPWeb, check off the box titled *Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously.*
- The form must be signed by the designated official or authorized signer (found on the LEA's Food Program Permanent Service Agreement).
- The form can be emailed to the contact information listed on the top of the form. ADE will process the request within 7-10 days and notify the individual requesting permissions.
- Contact ADE at (602) 542-8700 if you have questions completing this form.

Common Logon Permissions for NSLP
Please scan & e-mail the completed form to
ADESchoolNutrition@azed.gov

Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.)		CTDS #
First Name (if person having permissions added/delete)	Last Name	
Username (enter if you already have a username that you use to login to the ADE Common Logon. Example: JSmith1985)	Work E-Mail Address	
Title	Work Phone Number	Ext.

Permissions Section

Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here if the user should be DELETED

Authorized Representative	
Signature	Date
Work E-Mail Address	Work Phone Number
	Ext.

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy; is an employee with this organization; and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

Approved By: _____	Date: _____
<small>ADE Child Nutrition Programs Representative</small>	<small>Revised 5/18/2016</small>

Arizona Department of Education, Health and Nutrition Services
1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

Comprehension Check

What form must you submit to ADE in order to have access to common logon?

- A. Add/Change Delete Form
- B. Request New User Form
- C. Common Logon Permissions for NSLP



Comprehension Check

What form must you submit to ADE in order to have access to common logon?

- A. Add/Change Delete Form
- B. Request New User Form
- C. Common Logon Permissions for NSLP**

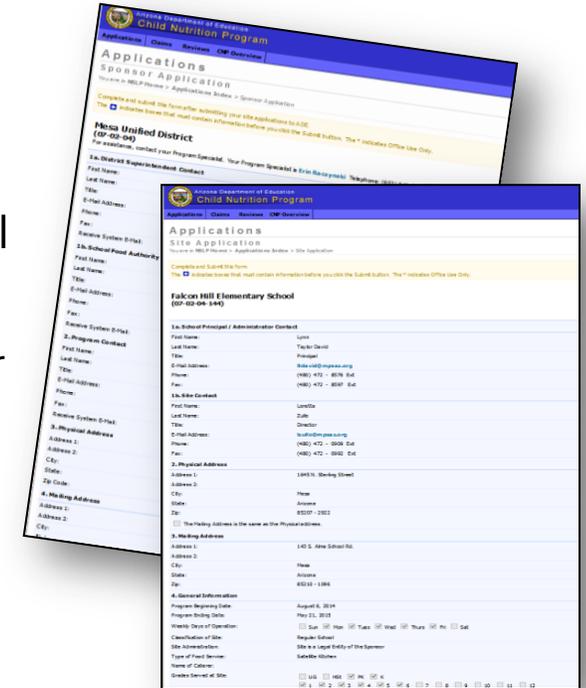
Authorized signers may complete the form *Common Logon Permissions for NSLP* and fax/email it to ADESchoolNutrition@azed.gov.



Introduction

What are annual Site and Sponsor applications?

- Annually, Local Educational Agencies must notify ADE that they wish to participate in the Child Nutrition Programs: National School Lunch Program, After School Care Snack Program, School Breakfast Program, and/or Special Milk Program.
- This is done by submitting annual Site and Sponsor applications online in CNPWeb by logging into common logon.
- Each site will have its own application; this application will ask for contact information and information about the program at the site level.
- LEAs will also have an application for the sponsoring organization, referred to as the Sponsor application. This application will ask for contact information and information about the program at the LEA level.



Introduction

Is there a deadline for submitting Site and Sponsor applications?

- Although there is no deadline to submit Site and Sponsor applications, ADE encourages LEAs to submit them prior to the first day meals are served.
- Please note, Site and Sponsor applications must be in *approved* status in order for the LEA to claim for reimbursement.



Comprehension Check

True or False:

In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

- A. True
- B. False



Comprehension Check

True or False:

In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.

- A. True
- B. False

In Arizona, the Site and Sponsor applications must both be in *approved status* in order for claims to be generated.



Log into CNPWeb

Log into
CNPWeb

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/nslp/>.

The screenshot shows the Arizona Department of Education's Health & Nutrition Services webpage. At the top, there is the Arizona Department of Education logo and the AZ.GOV logo. Below the logo is a navigation menu with links for HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. A search bar is located to the right of the navigation menu. The main heading is "HEALTH & NUTRITION SERVICES". Below this is a secondary navigation menu with links for Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced. The main content area features a breadcrumb trail: "You are here: Home / National School Lunch & School Breakfast Program". The title is "National School Lunch & School Breakfast Program". There is a photo of a child eating a sandwich. The mission statement reads: "Mission: To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." Below the mission statement are two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". On the right side, there is a vertical list of buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

Log into
CNPWeb

2. Click on

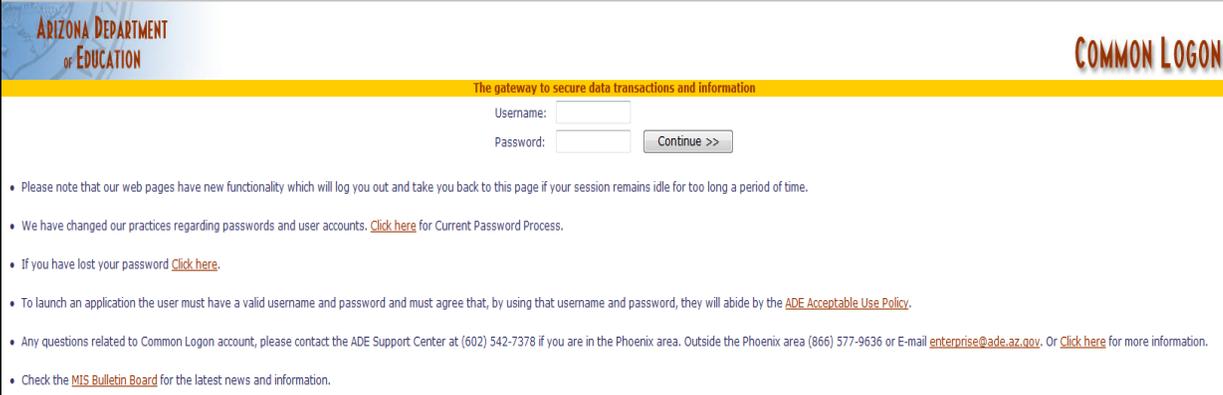
COMMON LOGON

found on the upper right of the webpage.

The screenshot shows the Arizona Department of Education website. At the top left is the logo with three stylized figures and the text "Arizona Department of Education". To the right are social media icons for Facebook and Twitter, a font size selector, and a search bar with a "SEARCH" button. A green arrow points to the "COMMON LOGON" link in the top navigation menu. Below the navigation is a banner for "HEALTH & NUTRITION SERVICES". The main content area is titled "National School Lunch & School Breakfast Program" and includes a mission statement, a photo of a child eating, and two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". A sidebar on the left lists "HNS PROGRAMS" with links to Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced. A right sidebar contains buttons for "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

Log into CNPWeb

A new webpage will load. It should look like this screen:



The screenshot shows the login page for the Arizona Department of Education's Common Logon system. At the top left is the logo for the Arizona Department of Education, and at the top right is the text "COMMON LOGON". Below the logo is a yellow banner with the text "The gateway to secure data transactions and information". Underneath the banner are two input fields: "Username:" and "Password:", each followed by a text box. To the right of the password field is a button labeled "Continue >>". Below the input fields is a list of five bullet points providing additional information and links.

ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- 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.



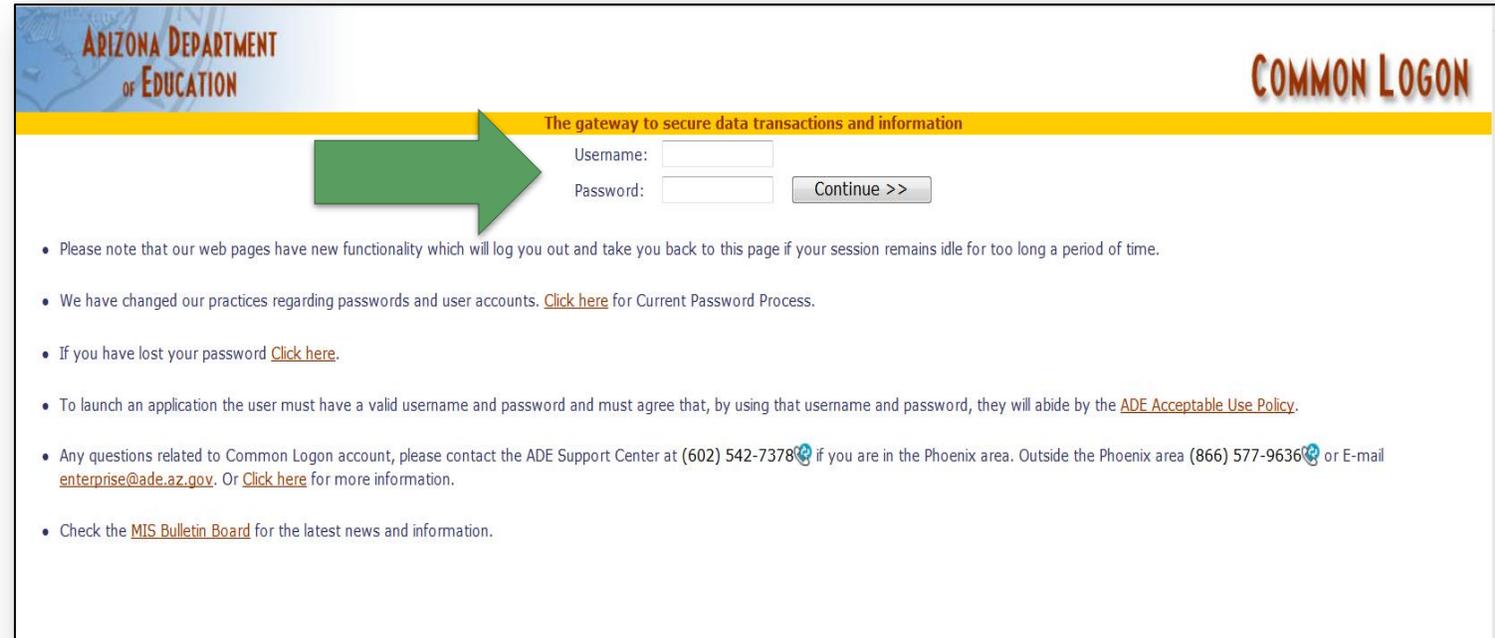
You must have a username and password in order to access common logon.

****If you do not have a username and password:***

- Please refer back to slides 13-14 for guidance on how to obtain a username and password.

Log into CNPWeb

3. Enter your username and password.



ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

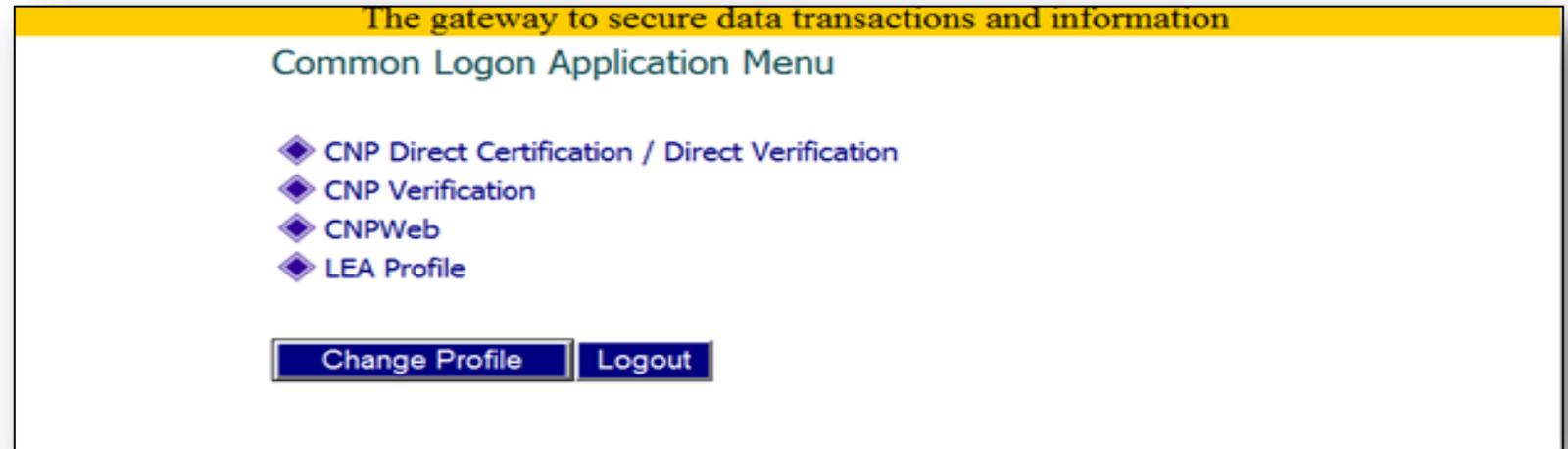
Password:

- 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 or if you are in 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.

Log into CNPWeb

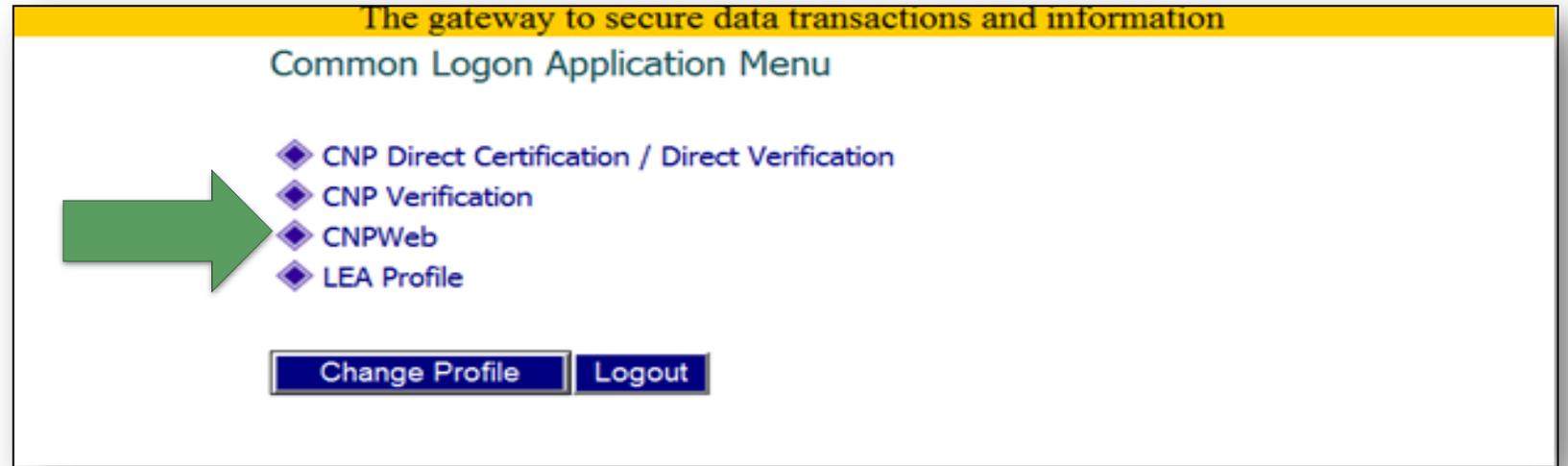
You have successfully logged into Common Logon.

After logging in, your webpage will show all common logon applications you have access to.



*Log into
CNPWeb*

4. Click on  CNPWeb.



Log into
CNPWeb

You have successfully logged into CNPWeb.

After logging in, your webpage will show all Child Nutrition Programs you are participating in.

The screenshot shows the Arizona Department of Education Child Nutrition Program website. At the top is a yellow header with the state seal and the text "Arizona Department of Education Child Nutrition Program". Below this is a white section titled "Health & Nutrition Services" and "Child Nutrition Programs". A "Mission Statement" section follows, stating the goal is to assist schools and organizations in improving the nutritional health and well-being of students. The main content area features four program icons: NSLP (National School Lunch Program) with a schoolhouse and bicycle icon, CACFP (Child and Adult Care Food Program) with a family icon, SFSP (Summer Food Service Program) with a sun and girl icon, and CORE (Program Maintenance) with an open book icon.

Arizona Department of Education
Child Nutrition Program

Health & Nutrition Services

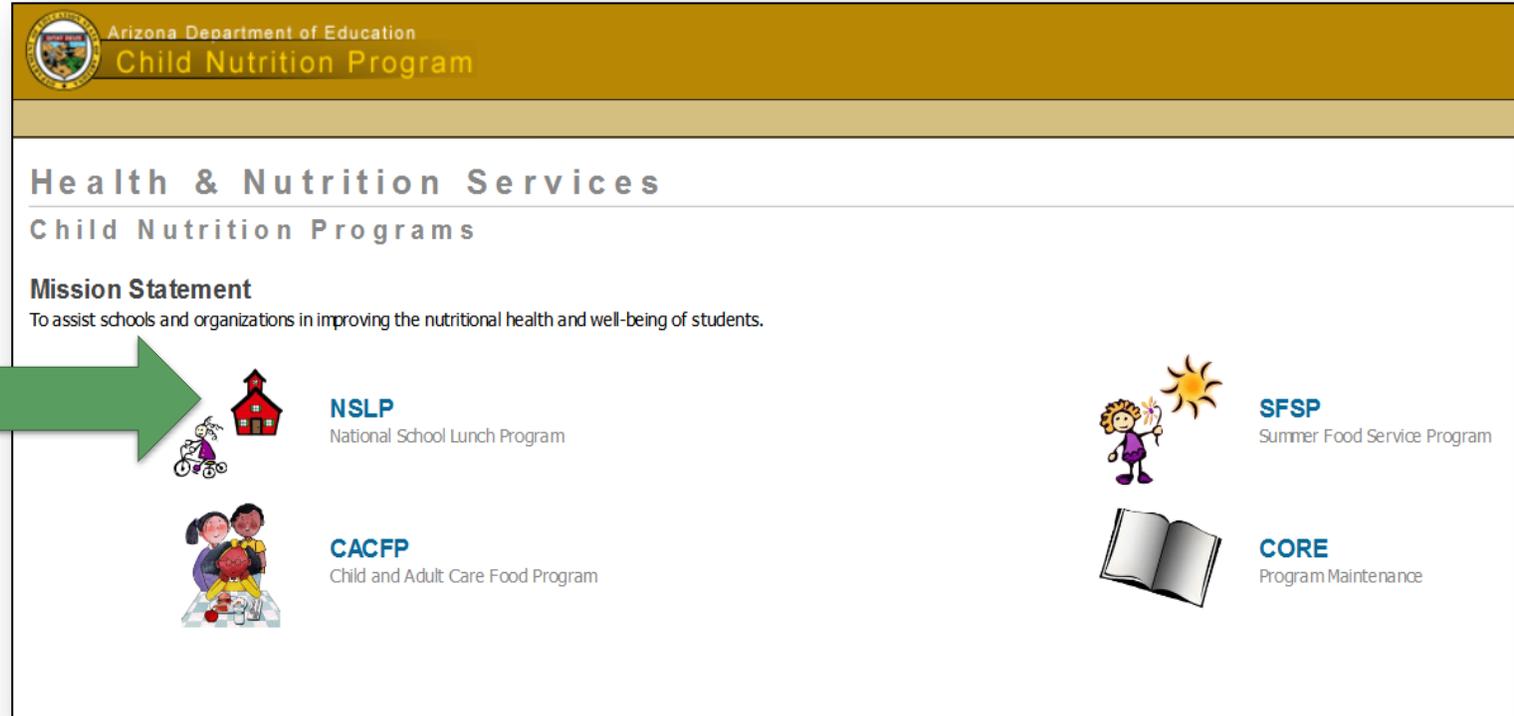
Child Nutrition Programs

Mission Statement
To assist schools and organizations in improving the nutritional health and well-being of students.

- NSLP**
National School Lunch Program
- CACFP**
Child and Adult Care Food Program
- SFSP**
Summer Food Service Program
- CORE**
Program Maintenance

*Log into
CNPWeb*

5. Click on  to access your Site and Sponsor applications and claims.



Arizona Department of Education
Child Nutrition Program

Health & Nutrition Services

Child Nutrition Programs

Mission Statement
To assist schools and organizations in improving the nutritional health and well-being of students.

 **NSLP**
National School Lunch Program

 **CACFP**
Child and Adult Care Food Program

 **SFSP**
Summer Food Service Program

 **CORE**
Program Maintenance

*Log into
CNPWeb*

A new webpage will load. It should look like this screen:

Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

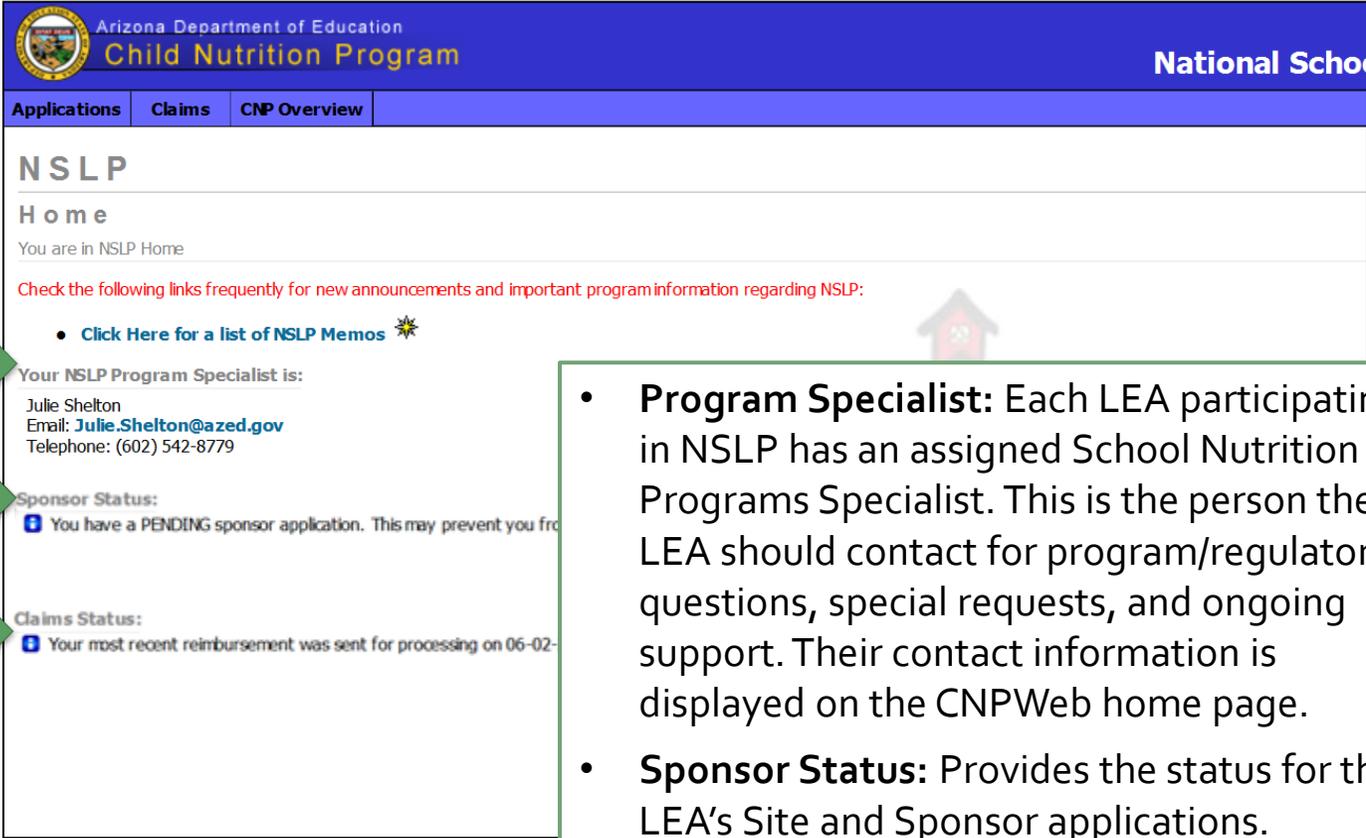
Your NSLP Program Specialist is:
Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:

CNPWeb
Home Page

Log into
CNPWeb

CNPWeb Home Page



The screenshot shows the CNPWeb Home Page for the Arizona Department of Education's Child Nutrition Program. The page has a blue header with the department's logo and name. Below the header is a navigation bar with tabs for Applications, Claims, and CNP Overview. The main content area is titled "NSLP Home" and includes a message about checking links for announcements. A callout box on the right explains the Program Specialist, Sponsor Status, and Claim Status sections.

Program Specialist

Sponsor Status

Claims Status

Arizona Department of Education
Child Nutrition Program
National School Lunch Program

Applications | Claims | CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

Your NSLP Program Specialist is:
Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:
📌 You have a PENDING sponsor application. This may prevent you from...

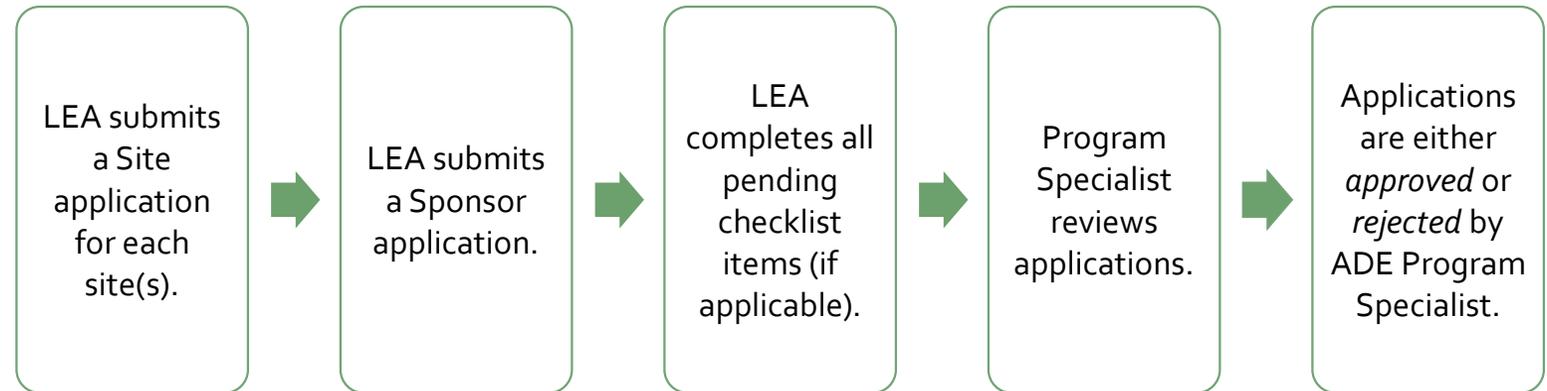
Claims Status:
📌 Your most recent reimbursement was sent for processing on 06-02-

- **Program Specialist:** Each LEA participating in NSLP has an assigned School Nutrition Programs Specialist. This is the person the LEA should contact for program/regulatory questions, special requests, and ongoing support. Their contact information is displayed on the CNPWeb home page.
- **Sponsor Status:** Provides the status for the LEA's Site and Sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.

Submitting Site and Sponsor Applications

Submitting Site and Sponsor Applications

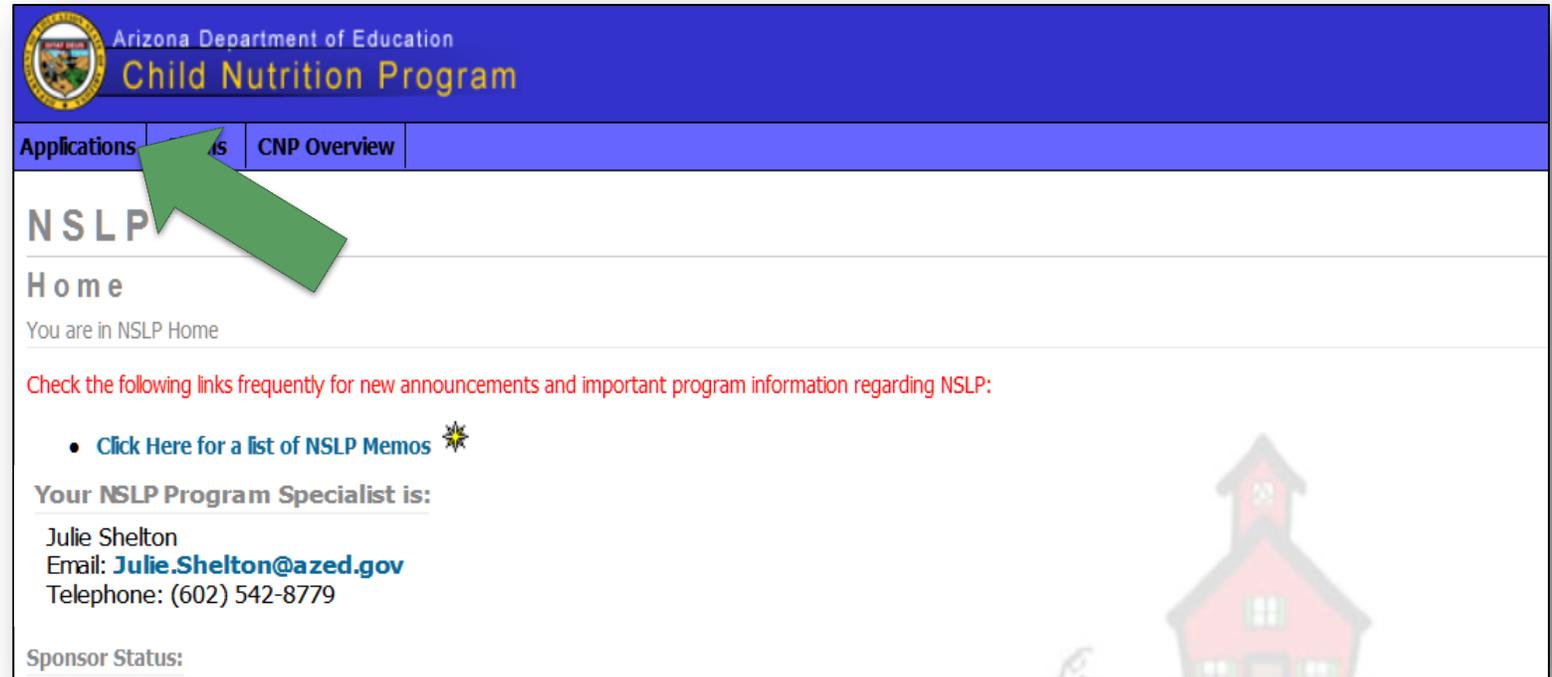
Flow of Site and Sponsor Applications



Together we will go through the process of submitting Site and Sponsor applications by following the steps listed above. The following slides will discuss the steps in more detail.

Submitting Site and Sponsor Applications

1. Once logged into CNPWeb, click on **Applications** found on the CNPWeb home screen.



Arizona Department of Education
Child Nutrition Program

Applications | **Applications** | CNP Overview

NSLP Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

Your NSLP Program Specialist is:
Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:

Submitting Site and Sponsor Applications

2. Use the drop down to select a program year. Then click **Go**.

Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | **CNP Overview**

NSLP

Applications Index

You are in **NSLP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for SY 16-17

Program Year: 2017

Search For: Sponsor

Search by Name: Begins with... **Go**

Search by CTDS: **Go** (Enter as a number with no punctuation)

Program Year 2017= SY 16-17

Submitting Site and Sponsor Applications

Now your screen should show the following headers: *Sponsor Name*, *Sponsor Applications*, and *Associated Sites*. Confirm that the information listed is correct.

Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | CNP Overview

NSLP

Applications Index

You are in [NSLP Home](#) > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year: 2017

Search For: Sponsor

Search by Name: Begins with...

Search by CTDS: (Enter as a number with no punctuation)

Willcox Unified District (02-02-13-101)
Sponsor Applications

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

[Create New Application](#)

Associated Sites (3)

Willcox Elementary School (02-02-13-101)
[Create New Application](#)

Willcox High School (02-02-13-201)
[Create New Application](#)

Willcox Middle School (02-02-13-102)
[Create New Application](#)

Submitting Site and Sponsor Applications

What if I need to make changes to the Associated Site(s) or Sponsor listed?

If any changes need to be made to the *Associated Sites* or *Sponsor* listed, you will need to notify ADE by completing an Add/Change/Delete form. The following list provides an example of when this form should be completed:

- *requesting a change to the Sponsor header name;*
- *requesting a change to the Site name;*
- *requesting a Site to be deleted; and*
- *requesting a brand new site to be added.*

Willcox Unified District (02-02-13)
Sponsor Applications
Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.
[Create New Application](#)
Associated Sites (3)
Willcox Elementary School (02-02-13-101)
[Create New Application](#)
Willcox High School (02-02-13-201)
[Create New Application](#)
Willcox Middle School (02-02-13-102)
[Create New Application](#)

Add/Change/
Delete form

Submitting Site and Sponsor Applications

Add/Change/Delete form

- The form can be found on ADE Program Forms Webpage: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.
- Fill out the form by indicating what changes you are requesting ADE to complete.
- The form must be signed by the designated official or authorized signer (found on the LEA's Food Program Permanent Service Agreement).

ADD / CHANGE / DELETE
Health and Nutrition Services Entity Data Form v4.1

Fax To: (602) 542-1531 Select Applicable Program NSLP SFSP CACFP Fax To: (602) 542-1531

Sponsor Information

I am requesting the creation of a brand new Sponsor I am requesting a change to the Site(s)
 I am requesting a change to the Sponsor name

Sponsor Name _____
Sponsor CTDS# _____
Physical Address _____
City _____ State AZ Zip _____
Mailing Address _____
City _____ State AZ Zip _____

Site Information

I am requesting a change to the Site name I am requesting the creation of a brand new site
 I am requesting that the Site be deleted (brand new site) Non-Associated Site Associated Site

Site Name _____
Site CTDS# _____
Physical Address _____
City _____ State AZ Zip _____

Authorized Signer Information
(Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract.)

Name _____ Title _____
Phone _____ E-Mail _____
Authorized Signature _____ Date _____

(ADE STAFF USE ONLY)

For PV: _____ Program Approval: _____ Date: _____

FOR NEW SPONSORS ONLY

Please Check One Below:

<input type="checkbox"/> For-Profit Child Care Centers	<input type="checkbox"/> Non-Profit Child Care Center	<input type="checkbox"/> Private Non-Profit Organization
<input type="checkbox"/> Adult Day Care Center	<input type="checkbox"/> Residential Child Care Institution (Non-Govt)	<input type="checkbox"/> Day Care Home Sponsor

Submitting Site and Sponsor Applications

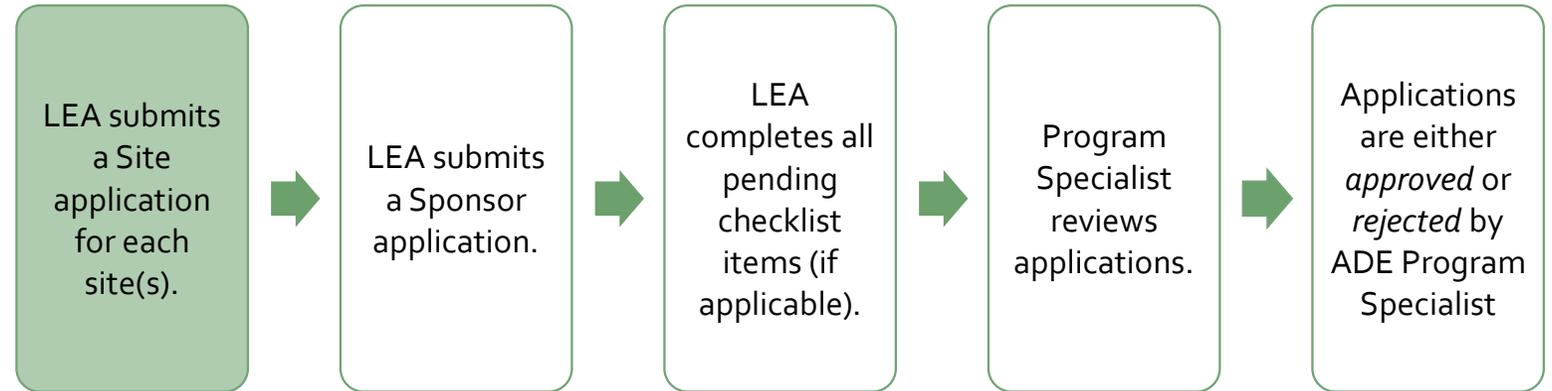
We will now begin completing the applications.

Things to remember:

- The LEA is able to save all applications and continue working on them at a later time.
- The LEA must complete and submit all Site applications before submitting the Sponsor application.
- If the LEA submitted the Site and Sponsor applications and still needs to make changes, they will need to contact their Program Specialist.
- Revisions can only occur once ADE *rejects* the applications.

Submitting Site and Sponsor Applications

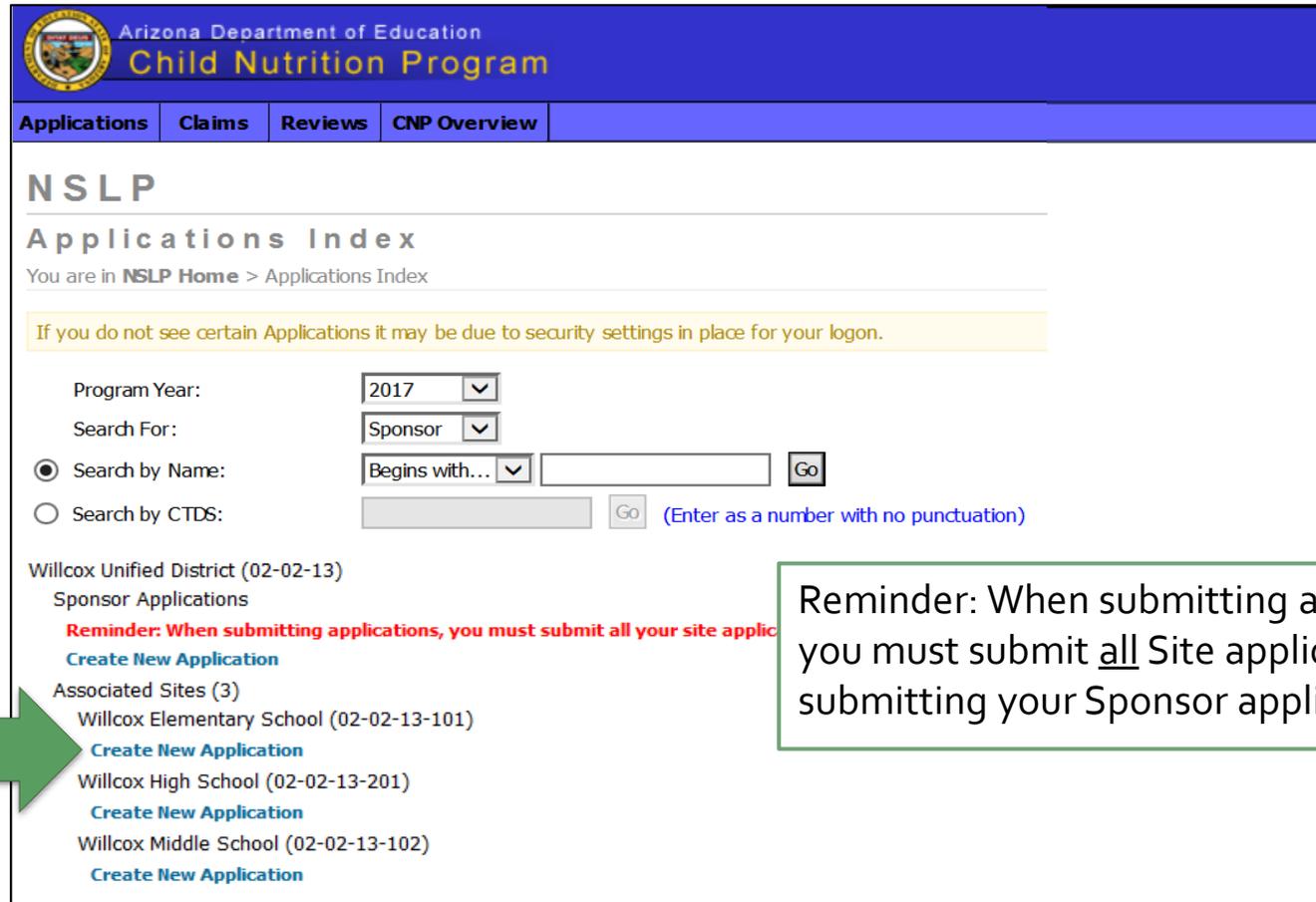
Flow of Site and Sponsor Applications



Site Application: Each site will have its own application, this application asks for contact information and information about the program at the site level.

Submitting Site and Sponsor Applications

- Under the header **Associated Sites**, you will see a list of all your sites. Click **Create New Application** under the site name that wishes to participate.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | Reviews | **CNP Overview**

NSLP

Applications Index

You are in **NSLP Home** > Applications Index

If you do not see certain Applications it may be due to security settings in place for your logon.

Program Year: 2017
Search For: Sponsor

Search by Name: Begins with...

Search by CTDS: (Enter as a number with no punctuation)

Willcox Unified District (02-02-13)
Sponsor Applications

Reminder: When submitting applications, you must submit all your site applic

[Create New Application](#)

Associated Sites (3)

Willcox Elementary School (02-02-13-101)
[Create New Application](#)

Willcox High School (02-02-13-201)
[Create New Application](#)

Willcox Middle School (02-02-13-102)
[Create New Application](#)

Reminder: When submitting applications, you must submit all Site applications before submitting your Sponsor application.

Submitting Site and Sponsor Applications

You have successfully opened the Site application.
A new webpage will load. It should look like this screen:

The screenshot shows a web application interface for the Arizona Department of Education's Child Nutrition Program. The page title is "Applications" and the sub-page is "Site Application". The user is logged in as "NSLP Home > Applications Index > Site Application". A yellow banner instructs the user to "Complete and Submit this form" and notes that blue asterisks indicate required fields. The form is for "Willcox Elementary School (02-02-13-101)". It is divided into two sections: "1a. School Principal / Administrator Contact" and "1b. Site Contact". Each section contains fields for First Name, Last Name, Title, E-Mail Address, and Phone (with area code, exchange, and extension). The School Principal contact is William Taft, Principal, with email williamhowardtaft@us.gov and phone 623-787-7858 Ext. 3104. The Site Contact is Sandy Jones, Accounts Payable, with email sandyjones@us.gov and phone 623-787-7659 Ext. 3604.

1a. School Principal / Administrator Contact	
First Name:	<input type="text" value="William"/>
Last Name:	<input type="text" value="Taft"/>
Title:	<input type="text" value="Principal"/>
E-Mail Address:	<input type="text" value="williamhowardtaft@us.gov"/>
Phone:	<input type="text" value="623"/> - <input type="text" value="787"/> - <input type="text" value="7858"/> Ext. <input type="text" value="3104"/>
Fax:	<input type="text" value="623"/> - <input type="text" value="787"/> - <input type="text" value="7056"/> Ext. <input type="text"/>

1b. Site Contact	
First Name:	<input type="text" value="Sandy"/>
Last Name:	<input type="text" value="Jones"/>
Title:	<input type="text" value="Accounts Payable"/>
E-Mail Address:	<input type="text" value="sandyjones@us.gov"/>
Phone:	<input type="text" value="623"/> - <input type="text" value="787"/> - <input type="text" value="7659"/> Ext. <input type="text" value="3604"/>

Continue

Submitting Site and Sponsor Applications

4. Enter information into the Site Application

- There are a total of 10 fields in the Site application. Some fields will be blank since they ask questions specific to PY 2017, and others will show information that was rolled over from PY 2016.
- Existing LEAs will have most of their information rolled over into the applications when they click *Create New Application*. Some fields are specific to PY 17, therefore those fields will be blank and will require new information to be entered.
- Please make sure that all rolled over information is checked for accuracy.
- The following slides will provide guidance on fields 1-10 of the Site application.

Continue

Submitting Site and Sponsor Applications

Contact Information

Sections 1a and 1b have been rolled over from the previous program year. Please check all rolled over information for accuracy.

Willcox Elementary School (02-02-13-101)	
1a. School Principal / Administrator Contact	
First Name:	William
Last Name:	Taft
Title:	Prindpal
E-Mail Address:	williamhowardtaft@us.gov
Phone:	(623) 787 - 7858 Ext 3104
Fax:	(623) 787 - 7056 Ext
1b. Site Contact	
First Name:	Sandy
Last Name:	Jones
Title:	Accounts Payable
E-Mail Address:	sandyjones@us.gov
Phone:	(623) 787 - 7659 Ext 3604
Fax:	(520) 384 - 4401 Ext

Continue

Submitting Site and Sponsor Applications

Physical and Mailing Address

Sections 2 and 3 have been rolled over from the previous program year. Section 2 should be the actual physical location of the site. Section 3 should be the place where all written communications will be sent to the site. Please check all rolled over information for accuracy.

2. Physical Address	
Address 1:	Willcox Elementary School
Address 2:	501 W. Delos
City:	Willcox
State:	Arizona
Zip:	85643
<input checked="" type="checkbox"/> The Mailing Address is the same as the Physical address.	
3. Mailing Address	
Address 1:	Willcox Elementary School
Address 2:	501 W. Delos
City:	Willcox
State:	Arizona
Zip:	85643

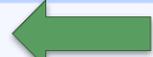
Continue

Submitting Site and Sponsor Applications

General Information

The information in section 4 is specific to the site. Please complete all fields and check all rolled over information for accuracy.

4. General Information

Program Beginning Date: (Format: mm/dd/yyyy) 

Program Ending Date: (Format: mm/dd/yyyy) 

Weekly Days of Operation: Sun Mon Tues Wed Thurs Fri Sat 

Classification of Site: Regular School

Site Administration: Site is a Legal Entity of the Sponsor

Type of Food Service: Self Preparation Kitchen

Name of Caterer:

Grades Served at Site: UG HSt PK K
 1 2 3 4 5 6 7 8 9 10 11 12

How many Food Safety Inspections were conducted at this site during the previous program year? 



Submitting Site and Sponsor Applications

Supporting Data for Site and Area Eligibility

Sections 5 and 6 are automatically filled with data that was generated from site claims. No further action is required.

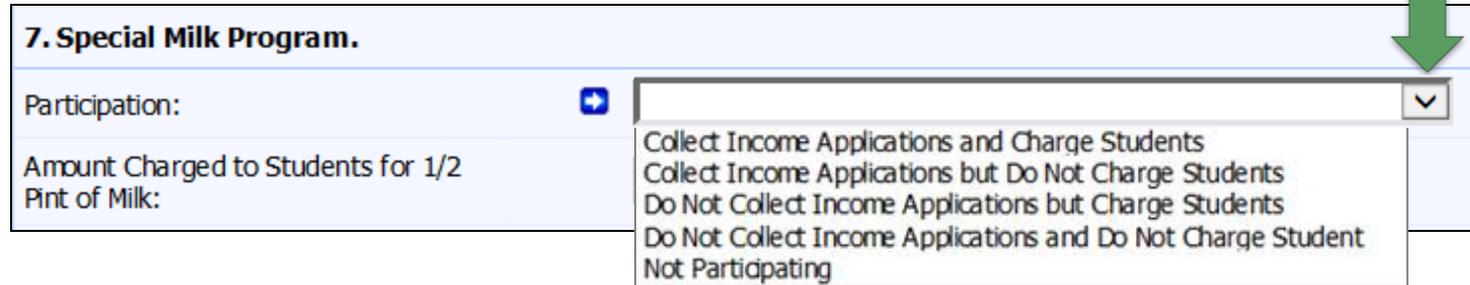
5. Site-Level Supporting Data for Site Eligibility		6. Site -Level Supporting Data for Area Eligibility	
Free Lunches Served During 2014 - 2015	112149 *	Participants Approved for Free Lunches during March 2016	661 *
Reduced-Price Lunches Served During 2014 - 2015	6253 *	Participants Approved for Reduced-Price Lunches during March 2016	60 *
Paid Lunches Served During 2014 - 2015	9938 *	Participants Approved for Paid Lunches during March 2016	59 *
2014 - 2015 School Year Percent of Free and Reduced-Price Lunches Served.	92.25 %	Percent of Free and Reduced-Price Eligible Students:	92.44 %
2015 - 2016 School Year Free Lunches Served	102977 *		
2015 - 2016 School Year Reduced-Price Lunches Served	9247 *		
2015 - 2016 School Year Paid Lunches Served	6645 *		
2015 - 2016 School Year Percent of Free and Reduced-Price Lunches Served.	94.40 %		

Continue

Submitting Site and Sponsor Applications

Special Milk Program (SMP)

Section 7 has been rolled over from the previous program year. If the site will not be operating SMP, the drop-down should show *Not Participating*.



The screenshot shows a form titled "7. Special Milk Program." with a dropdown menu for "Participation:" open. A green arrow points to the dropdown arrow. The dropdown menu lists five options:

- Collect Income Applications and Charge Students
- Collect Income Applications but Do Not Charge Students
- Do Not Collect Income Applications but Charge Students
- Do Not Collect Income Applications and Do Not Charge Student
- Not Participating

Continue

Submitting Site and Sponsor Applications

School Breakfast Program (SBP)

Some information in section 8 has been rolled over from the previous program year. If this site will be operating SBP, the drop-down for participation should show *Regular*.

8. School Breakfast Program

Participation: 

Approved Identified Student Percentage: %

Severe Need Breakfast Program Eligibility: Eligible *

Offer versus Serve Implemented During Breakfast: 

Amount Charged to Students for Reduced-Price Breakfast:

Amount Charged to Students for Paid Breakfast:

Meal Service Type(s) (check all that apply):

- Breakfast in the cafeteria/main dining area
- Breakfast in the classroom
- Grab and go breakfast carts
- Breakfast on the school bus
- Other, please describe:

Meal Service Type 'Other' Description:

Dropdown Menu:

- Not Participating
- Regular
- Base Year for Special Assistance Provision 2
- Base Year for Special Assistance Provision 3
- Special Assistance Provision 2
- Special Assistance Provision 3
- Community Eligibility Provision (CEP)

Other choices in the drop-down are specific to sites who have been approved to operate the meal service under Special Assistance. Please contact your Program Specialist if you think this applies to you.



Submitting Site and Sponsor Applications

Meal Charges: *School Breakfast Program*

- *Free*: Students are not charged for the meal.
- *Reduced-Price*: Maximum amount you may charge is 30 cents.
- *Paid*: There are no specific regulations for breakfast prices, but schools should be pricing their breakfast appropriately. Appropriate breakfast prices should always be based upon the total average cost per meal, per person.

8. School Breakfast Program

Participation: Regular

Approved Identified Student Percentage: %

Severe Need Breakfast Program Eligibility: Eligible *

Offer versus Serve Implemented During Breakfast: Yes

Amount Charged to Students for Reduced-Price Breakfast:

Amount Charged to Students for Paid Breakfast:

Meal Service Type(s) (check all that apply):

Breakfast in the cafeteria/main dining area
 Breakfast in the classroom
 Grab and go breakfast carts
 Breakfast on the school bus
 Other, please describe:

Meal Service Type 'Other' Description:

Please contact your Program Specialist if you have questions about how to price your breakfast.

Continue 

Submitting Site and Sponsor Applications

National School Lunch Program

Some information in section 9 has been rolled over from the previous program year. If this site will be operating NSLP, the drop-down for participation should show *Regular*.

The screenshot shows a form titled "9. National School Lunch Program". It contains several fields:

- Participation:** A drop-down menu with a plus sign on the left and a downward arrow on the right. A green arrow points to the top of this menu. The menu is open, showing options: "Not Participating", "Regular", "Base Year for Special Assistance Provision 2", "Base Year for Special Assistance Provision 3", "Special Assistance Provision 2", "Special Assistance Provision 3", and "Community Eligibility Provision (CEP)".
- Approved Identified Student Percentage:** A text input field.
- Offer versus Serve Implemented During Lunch:** A drop-down menu with a plus sign on the left and a downward arrow on the right, currently set to "Yes".
- Amount Charged to Students for Reduced-Price Lunch:** A text input field with a plus sign on the left. A green arrow points to this field.
- Amount Charged to Students for Paid Lunch:** A text input field with a plus sign on the left. A green arrow points to this field.

A text box on the right side of the form contains the following text: "Other choices in the drop-down are specific to sites who have been approved to operate the meal service under Special Assistance. Please contact your Program Specialist if you think this applies to you." A green arrow points from this text box to the "Participation" drop-down menu.

Continue

Submitting Site and Sponsor Applications

Meal Charges: *National School Lunch Program*

- *Free*: Students are not charged for the meal.
- *Reduced-Price*: Maximum amount you may charge is 40 cents.
- *Paid*: USDA annually sets a minimum lunch meal price that you must charge to ensure the total funds received for paid meals are equal to federal funds received for free meals. This is referred to as Paid Lunch Equity (PLE).

9. National School Lunch Program	
Participation:	<input type="text"/>
Approved Identified Student Percentage:	<input type="text"/> %
Offer versus Serve Implemented During Lunch:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Charged to Students for Reduced-Price Lunch:	<input type="text"/>
Amount Charged to Students for Paid Lunch:	<input type="text"/>

Please contact your Program Specialist if you have questions about PLE.

Continue

Submitting Site and Sponsor Applications

After School Snack Program

Participation information has been rolled over from the previous program year. If this site will be operating ASCSP, the drop-down for participation should show *Participating*.

10. After School Snack Program

Participation:	<input type="checkbox"/>	<input type="text" value="Participating"/>	
Entity Administering the After School Snack Program:		<input type="text"/>	
Description of Education or Enrichment Activities in the After School Program:		<input type="text"/>	
Name of Closest Area Eligible School:		<input type="text"/>	
After School Snack Program Eligibility:		Site Eligible *	
Amount Charged to Students for Reduced-Price Snack:		<input type="text"/>	
Amount Charged to Students for Paid Snack:		<input type="text"/>	

If *not participating* is chosen, the fields will only be editable by the Program Specialist.

 Continue

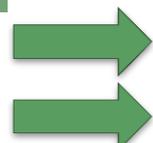
Submitting Site and Sponsor Applications

Meal Charges: *After School Snack Program*

All snacks served at a *site eligible* or *area eligible* site are served free of charge, and they are all claimed at the free reimbursement rate. Sites that are *neither site nor area eligible* will use the students' eligibility status to determine what they will charge.

- *Free*: Students are not charged for the meal.
- *Reduced-Price*: Maximum you may charge is 15 cents.
- *Paid*: No minimum or maximum amount set for paid snack amount.

10. After School Snack Program	
Participation:	<input type="checkbox"/> <input type="text" value=""/>
Entity Administering the After School Snack Program:	<input type="text" value=""/>
Description of Education or Enrichment Activities in the After School Program:	<input type="text" value=""/>
Name of Closest Area Eligible School:	<input type="text" value=""/>
After School Snack Program Eligibility:	Site Eligible *
Amount Charged to Students for Reduced-Price Snack:	<input type="text" value=""/>
Amount Charged to Students for Paid Snack:	<input type="text" value=""/>



Submitting Site and Sponsor Applications

Program Participation

- An LEA is able to participate in the Special Milk Program (SMP), School Breakfast Program (SBP), National School Lunch Program (NSLP), and After School Care Snack Program (ASCSP) at any time during the program year.
 - *For example: An LEA chooses to only participate in NSLP at the beginning of the program year and later wishes to also participate in SBP. The LEA can create and submit a new Site application and change from **Not Participating** to **Regular**.*
- An LEA is also able to stop participation of any given program at any time during the program year.
 - *For example: An LEA chooses to participate in NSLP, SBP, and ASCSP at the beginning of the program year, but then determines participation in ASCSP is not as high as they planned for. The LEA can create and submit a new Site application and change from **Participating** to **Not Participating**.*

Submitting Site and Sponsor Applications

5. Once all fields of the Site application are complete, click **Submit** or **Save**.

The screenshot shows the 'Site Application' form for Willcox High School. The form is titled 'Willcox High School (02-02-13-201)' and is divided into two main sections: '1a. School Principal / Administrator Contact' and '1b. Site Contact'. Each section contains fields for First Name, Last Name, Title, E-Mail Address, Phone, and Fax. Below these sections is '2. Physical Address' with fields for Address 1, Address 2, City, and State. The form is set against a blue header with the Arizona Department of Education logo and 'Child Nutrition Program' text. Navigation tabs for 'Applications', 'Claims', and 'CNP Overview' are visible at the top. A yellow warning box at the top of the form area states: 'Complete and Submit this form. The [blue square icon] indicates boxes that must contain information before you click the Submit button. The * indicates Office Use Only.'

Section	Field	Value
1a. School Principal / Administrator Contact	First Name	Sandra
	Last Name	Day
	Title	High School Principal
	E-Mail Address	sandra.day@wusd13.org
	Phone	520 - 384 - 8601 Ext.
	Fax	520 - 384 - 4006 Ext.
1b. Site Contact	First Name	Patricia
	Last Name	Smith
	Title	Business Support Specialist
	E-Mail Address	patti.smith@wusd13.org
	Phone	520 - 384 - 8600 Ext.
	Fax	520 - 384 - 4401 Ext.
2. Physical Address	Address 1	Willcox Unified School
	Address 2	240 N. Bisbee Ave.
	City	Willcox
	State	AZ

When you get to the end of the application, you will have a series of options.

- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Delete

Submit

Save

Cancel

Submitting Site and Sponsor Applications

After clicking *save* or *submit*, the list of sites will refresh and the status of the Site application will change.

- If the LEA clicked the button at the bottom of the Site application, the application will show a *Pending Submission* status.

Willcox Middle School (02-02-13-102)		
Action	Revision	Status
Edit	Original	<i>Pending Submission</i>

- If the LEA clicked the button at the bottom of the Site application, the application will show a *Waiting for Sponsor Application* status. No edits can be made at this time. If the LEA submitted a Site application and still needs to make changes, they will need to contact their Program Specialist.

Willcox High School (02-02-13-201)		
Action	Revision	Status
View	Original	<i>Waiting for Sponsor Application</i>

Continue 

Submitting Site and Sponsor Applications

6. Click [Create New Application](#) to create another Site application. Repeat this step for all sites wishing to participate.

Willcox Unified District (02-02-13)

Sponsor Applications

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

[Create New Application](#)

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

[Create New Application](#)

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Waiting for Sponsor Application	

Willcox Middle School (02-02-13-102)

[Create New Application](#)

Continue

Submitting Site and Sponsor Applications

7. Submit all Site Applications

- Before moving on to the Sponsor application, all Site applications should be in *Waiting for Sponsor Application* status.

Willcox High School (02-02-13-201)		
Action	Revision	Status
View	Original	Waiting for Sponsor Application



- If you chose to save all your Site applications you will need to go into each one by clicking and then clicking at the bottom of the page.

Willcox Middle School (02-02-13-102)		
Action	Revision	Status
Edit	Original	Pending Submission

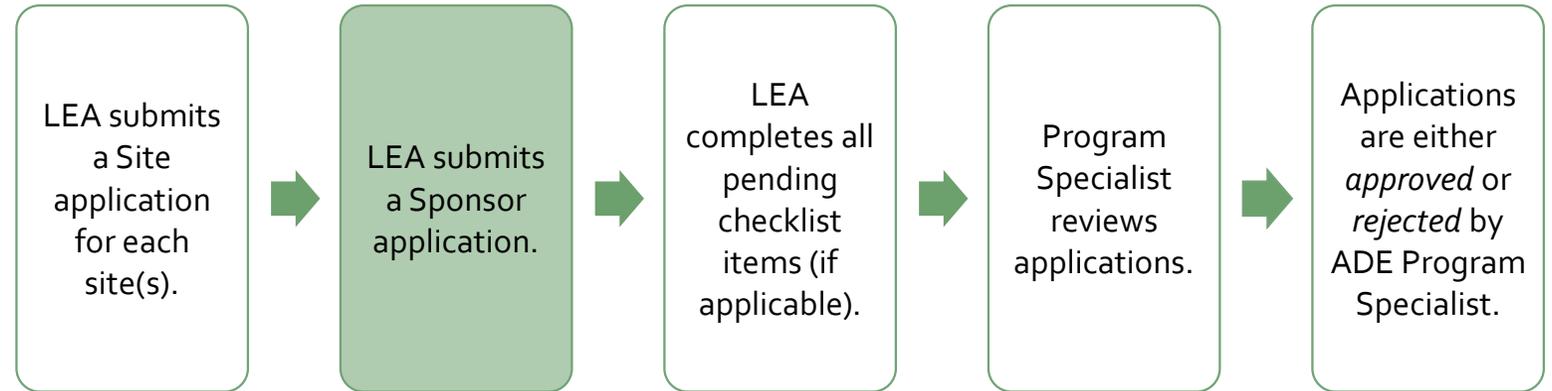


<input type="button" value="Submit"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
---------------------------------------	-------------------------------------	---------------------------------------



Submitting Site and Sponsor Applications

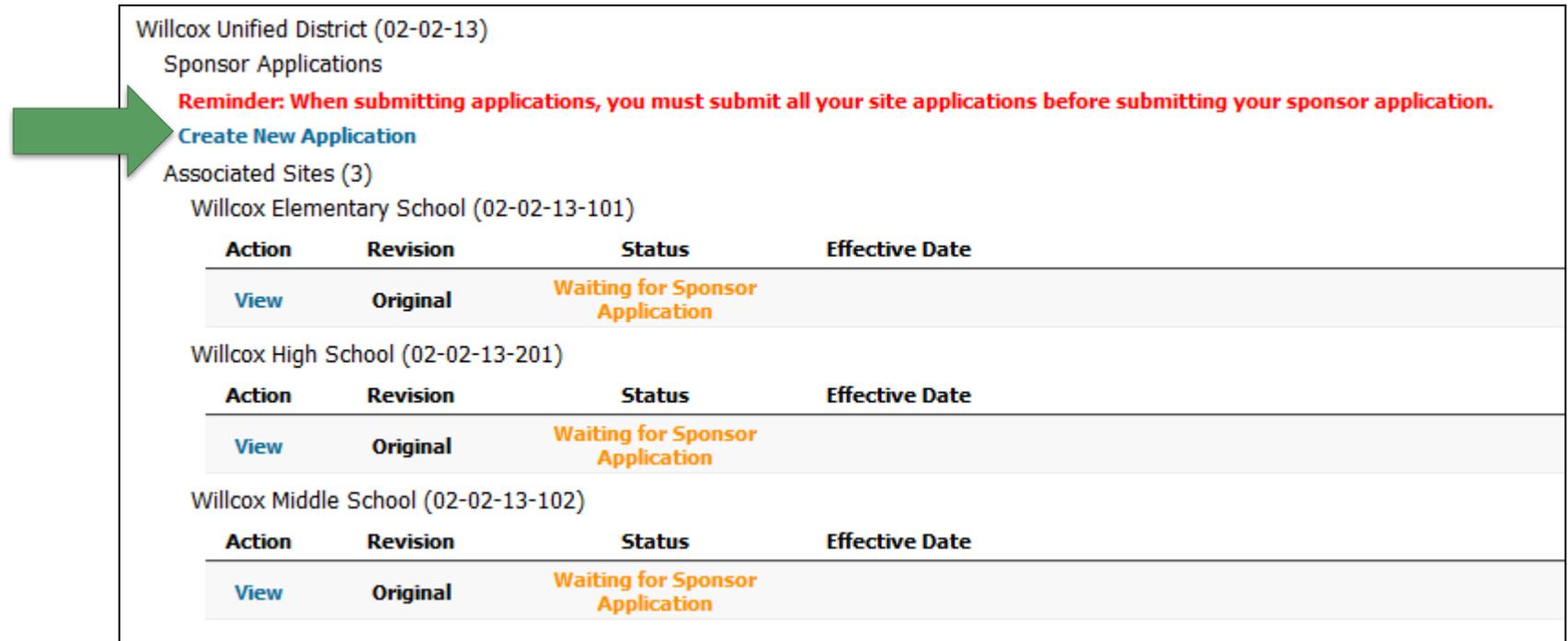
Flow of Site and Sponsor Applications



Sponsor Application: LEAs will have an application for the sponsoring organization, referred to as the Sponsor application. This application asks for contact information and information about the program at the LEA level.

Submitting Site and Sponsor Applications

8. Once all Site applications are in the *Waiting for Sponsor Application* status, create a Sponsor application by clicking [Create New Application](#) under the Sponsor name.



Willcox Unified District (02-02-13)
Sponsor Applications

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

[Create New Application](#)

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Waiting for Sponsor Application	

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Waiting for Sponsor Application	

Willcox Middle School (02-02-13-102)

Action	Revision	Status	Effective Date
View	Original	Waiting for Sponsor Application	

Submitting Site and Sponsor Applications

9. Enter Sponsor information into the application.

- There are a total of 10 fields in the Sponsor application. Some fields will be blank since they ask questions specific to PY 2017, others will show information that was rolled over from PY 2016.
- Please make sure that all rolled over information is checked for accuracy.
- The following slides will provide guidance on fields 1-10 of the Sponsor application.

Continue

Submitting Site and Sponsor Applications

Contact Information

Section 1a has been rolled over from the previous program year. Please check all rolled over information for accuracy.

1a. District Superintendent Contact	
First Name:	<input type="text" value="Mike"/>
Last Name:	<input type="text" value="Cunningham"/>
Title:	<input type="text" value="Superintendent"/>
E-Mail Address:	<input type="text" value="mCunningham@mpsaz.org"/>
Phone:	<input type="text" value="480"/> - <input type="text" value="459"/> - <input type="text" value="9589"/> Ext. <input type="text" value="2626"/>
Fax:	<input type="text" value="480"/> - <input type="text" value="555"/> - <input type="text" value="9636"/> Ext. <input type="text"/>
Receive System E-Mail:	<input checked="" type="checkbox"/>

Continue

Submitting Site and Sponsor Applications

Contact Information

Section 1b has been left blank. It is important to provide accurate contact information since this is the individual that will be receiving correspondence pertaining to the School Nutrition Programs. Although it isn't a requirement, ADE recommends the SFA contact be the *school nutrition program director** as defined by USDA.

1b. School Food Authority Contact	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Receive System E-Mail:	<input type="checkbox"/>

*The following slide will review this recommendation in more detail.

School Nutrition Program Director

Submitting Site and Sponsor Applications

*School Nutrition Program Director

ADE recommends that the School Food Authority (SFA) Contact listed on the CNPWeb Sponsor application be the person who is fulfilling the duties of the school nutrition program director. This will ensure that the school nutrition program director is recognized as the point of contact to receive communication from ADE.

Additionally, it is recommended that the same individual be listed as an authorized signer on the Food Program Permanent Service Agreement.

School Nutrition Program Director = School Food Authority Contact = Authorized Signer

1b. School Food Authority Contact	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Receive System E-Mail:	<input type="checkbox"/>

Please contact your Program Specialist if you need more clarification on who should be listed in this field.

Continue

Submitting Site and Sponsor Applications

Contact Information

Section 2 has been left blank. The program contact can be the same person as section 1b however, it is recommended that a different individual is listed. The program contact will also receive email communication from ADE.

2. Program Contact	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Receive System E-Mail:	<input type="checkbox"/>



Submitting Site and Sponsor Applications

Physical and Mailing Address

Sections 3 and 4 have been rolled over from the previous program year. Section 3 should be the physical address of the main administration office for the LEA. Section 4 should be the mailing address where all written communications will be sent to the LEA. Please check all rolled over information for accuracy.

3. Physical Address	
Address 1:	<input type="text" value="1909 S. Alma School Rd."/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Mesa"/>
State:	<input type="text" value="AZ"/>
Zip Code:	<input type="text" value="85210"/> - <input type="text" value="1090"/>
<input type="checkbox"/> The Mailing address is the same as the Physical address.	
4. Mailing Address	
Address 1:	<input type="text" value="143 S. Alma School Rd."/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Mesa"/>
State:	<input type="text" value="AZ"/>
Zip Code:	<input type="text" value="85210"/> - <input type="text" value="1090"/>



Submitting Site and Sponsor Applications

General Information

Section 5 has been rolled over from the previous program year. Please check all rolled over information for accuracy and update as needed using the drop-downs.

5. General Information	
Type of Sponsoring Authority	<input type="checkbox"/> Public - Educational Institution
Participate in the USDA Foods Program:	<input type="checkbox"/> Yes
High-Rate Lunch Reimbursement Eligibility:	Not Eligible *
Menu Certification Reimbursement Eligibility:	*
Do you have a Local Wellness Policy?	<input type="checkbox"/> Yes, implemented
Do you have a School Food Safety Plan (in accordance with the Process Approach to HACCP)?	<input type="checkbox"/> Yes, implemented
Special Assistance Provision 2/3 Participation Status:	<input type="checkbox"/> Not Participating in Provision 2/3
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?	<input type="text"/>
Have you attended the Provision 2/3 training prior to the first operating day of the Base Year?	<input type="text"/>
Have you read and understood the requirements of Special Assistance Provision 2/3 (see handbook)?	<input type="text"/>
One or more sites are operating the Community Eligibility Provision (CEP):	<input type="checkbox"/> No



Submitting Site and Sponsor Applications

Meal Counting and Point of Service

Section 6 has been rolled over from the previous program year. It is important that the LEA establishes and documents meal counting procedures for accurate meal counts at the point of service. The following slides will provide more guidance on this section. We will first review *Method of Meal Counting*.

6. Meal Counting and Point of Service

Method of Meal Counting: Name Checklist/Roster
 Tickets
 Computer System
 Other

Method of Meal Counting Description:

Explanation for Multiple Methods of Meal Counting:

Point of Service Description:



Submitting Site and Sponsor Applications

Meal Counting and Point of Service: *Method of Meal Counting*

This section has four different options to choose from. The LEA checks off the box for each method(s) used at all points of service. The LEA may have more than one method of meal counting in use.

6. Meal Counting and Point of Service

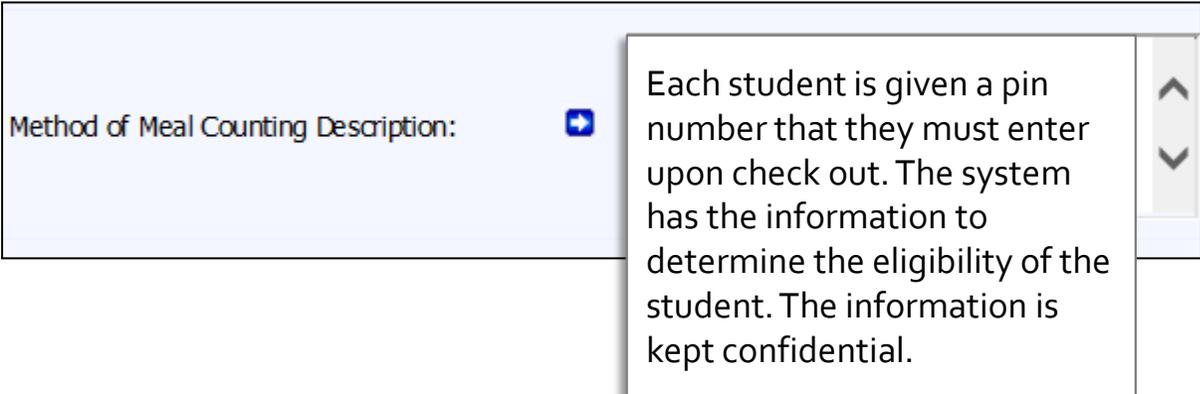
Method of Meal Counting:

- Name Checklist/Roster
- Tickets
- Computer System
- Other

Submitting Site and Sponsor Applications

Meal Counting and Point of Service: *Method of Meal Counting Description*

This section should describe in detail how the LEA tracks the count of the meals served at each site. This description should also explain how overt identification of the students' eligibility status is prevented. *Please see example below.*



Method of Meal Counting Description: 

Each student is given a pin number that they must enter upon check out. The system has the information to determine the eligibility of the student. The information is kept confidential.

Multiple
Methods 

Submitting Site and Sponsor Applications

Meal Counting and Point of Service: *Explanation for Multiple Methods of Meal Counting*

This section should be completed if the LEA checked off more than one type of method when completing the section titled *Method of Meal Counting*. This section needs to explain why there is more than one method of meal counting and how each is used to ensure that participants are not overtly identified or counted more than once.

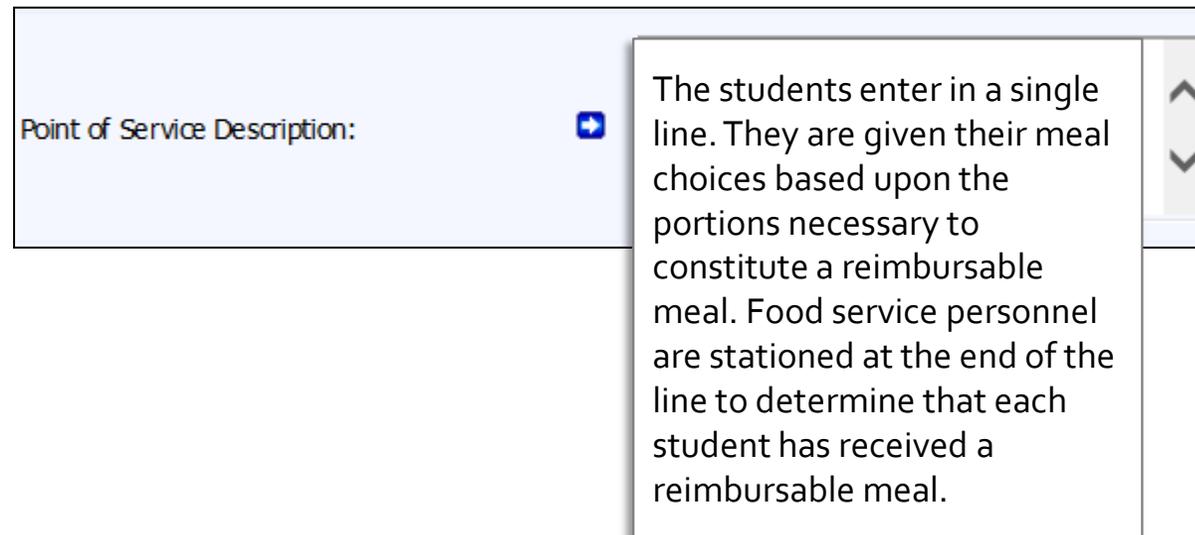
Explanation for Multiple Methods of Meal Counting: 

Sites without computers use rosters at point of service to count meals served.

Submitting Site and Sponsor Applications

Meal Counting and Point of Service: *Point of Service Description*

This section describes the LEA's method of ensuring that each child receives a reimbursable meal. The description should specify who is checking each tray for all of the needed items to make up a reimbursable meal, as well as when/where during the meal service this occurs. *Please see example below.*



The screenshot shows a form field labeled "Point of Service Description:" with a blue plus icon to its right. A tooltip box is overlaid on the right side of the field, containing the following text: "The students enter in a single line. They are given their meal choices based upon the portions necessary to constitute a reimbursable meal. Food service personnel are stationed at the end of the line to determine that each student has received a reimbursable meal." The tooltip has a white background and a thin border. To the right of the tooltip, a vertical scrollbar is visible, indicating that the form field is scrollable.

Continue

Submitting Site and Sponsor Applications

Menu Planning

The information in the first two drop-downs of section 7 has been rolled over from the previous program year. The New Meal Pattern is the only meal pattern allowable for the NSLP and SBP. If any sites are operating both NSLP and SBP, both drop-downs need to show *New Meal Pattern*. If all sites are only operating NSLP, the first drop-down should indicate *Not Participating in Program*. The LEA must then check the *I Agree* box in order to submit their application and therefore attest to adhering to the New Meal Pattern for SBP and/or NSLP.

7. Menu Planning	
School Breakfast Program Menu Planning Option:	<input type="checkbox"/> New Meal Pattern
National School Lunch Program Menu Planning:	<input type="checkbox"/> New Meal Pattern
Annual Attestation of Compliance with Meal Pattern Requirements:	<p>As an authorized representative of the sponsor named on this application, I do hereby attest Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast requirements in effect for the <i>current</i> school year signified by this application, as set forth in 7</p> <input type="checkbox"/> I Agree



Submitting Site and Sponsor Applications

Food Service Management Company (FSMC)

Section 8 has been rolled over from the previous program year. If the LEA is now in contract with an FSMC, please make the appropriate changes. A copy of the FSMC contract will need to be submitted to the Contract Management Officer for approval.

8. Food Service Management Company

Contract with a Food Service Management Company: No

Name of Food Service Management Company:

Contract Start Date: (Format: mm/dd/yyyy)

Contract End Date:

Please note, caterers are not FSMCs and will not be found on the drop-down list. Caterer information is typed into the Site applications. Please refer back to slide 46 to return to the **General Information** of the Site Application.



Submitting Site and Sponsor Applications

Forms For Free And Reduced-Price Meals

This section describes the forms used by the LEA such as: the Household application, Parent Letter, and Notification Letter. The LEA is able to select one or more of the choices shown below. Please note, if any selection with the title *custom* is included, it will generate a pending checklist item. Slides 82-88 will provide more guidance about checklist items.

Household Applications: (check all that apply)	<input type="checkbox"/> Household application provided by ADE <input type="checkbox"/> Electronic/online household application <input type="checkbox"/> Scanable household application <input checked="" type="checkbox"/> Custom paper-based household application <input type="checkbox"/> Form not required: Operating Special Assistance in a Non-Base Year, Community Eligibility Provision, RCCI without day students, or Juvenile Detention Center
Parent Letter (instructions) to accompany household applications: (check all that apply)	<input type="checkbox"/> Parent letter provided by ADE <input type="checkbox"/> Parent letter to accompany electronic/online household application <input type="checkbox"/> Parent letter to accompany scanable household application <input checked="" type="checkbox"/> Parent letter to accompany custom paper-based household application <input type="checkbox"/> Custom Parent Letter <input type="checkbox"/> Form not required: Operating Special Assistance in a Non-Base Year, Community Eligibility Provision, RCCI without day students, or Juvenile Detention Center
Notification Letter: (check all that apply)	<input type="checkbox"/> Notification letter provided by ADE <input type="checkbox"/> Notification letter to accompany electronic/online household application <input type="checkbox"/> Notification letter to accompany scanable household application <input checked="" type="checkbox"/> Notification letter to accompany custom paper-based household application <input type="checkbox"/> Custom Notification Letter <input type="checkbox"/> Form not required: Operating Special Assistance in a Non-Base Year, Community Eligibility Provision, RCCI without day students, or Juvenile Detention Center

For example, if the LEA checks off *Custom paper-based household application*, the system will generate a pending checklist item asking the LEA to submit their *Custom paper-based household application* to their Program Specialist.

Submitting Site and Sponsor Applications

Certification Statement

LEA must read the Certification Statement and check *I Agree* box in order to submit their application.

10. Certification Statement

I hereby certify that neither this sponsor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voided.

No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an official of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the making of a Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an official of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Influence."

The undersigned shall require that the language of this certification be included in the award documents for all covered awards and sub-awards.

The sponsor hereby agrees to comply with all State and Federal laws and regulations governing Child Nutrition Programs. The sponsor submitting this application certifies that all records are available to support these claims. It is acknowledged that once approved by the Arizona Department of Education, this application will be subject to audit for the 2016-2017 program year.

I Agree



Submitting Site and Sponsor Applications

10. Complete all fields of the application, click **Submit** or **Save**.

The screenshot shows the 'Sponsor Application' page for the Willcox Unified District. The form is titled 'Willcox Unified District (02-02-13)' and includes contact information for both the District Superintendent and the School Food Authority Contact. The District Superintendent's contact information is: James Davis, Superintendent, James.Davis@Test.gov, Phone: 510-294-7445, Fax: 510-395-5484, and 'Receive System E-Mail' is checked. The School Food Authority Contact's information is: John Snow, Food Service Director, John.Snow@Test.gov, Phone: 510-455-8878, Fax: 510-395-5484, and 'Receive System E-Mail' is checked. The form also includes a navigation bar with 'Applications', 'Claims', and 'CNP Overview' tabs, and a breadcrumb trail: 'You are in NSLP Home > Applications Index > Sponsor Application'.

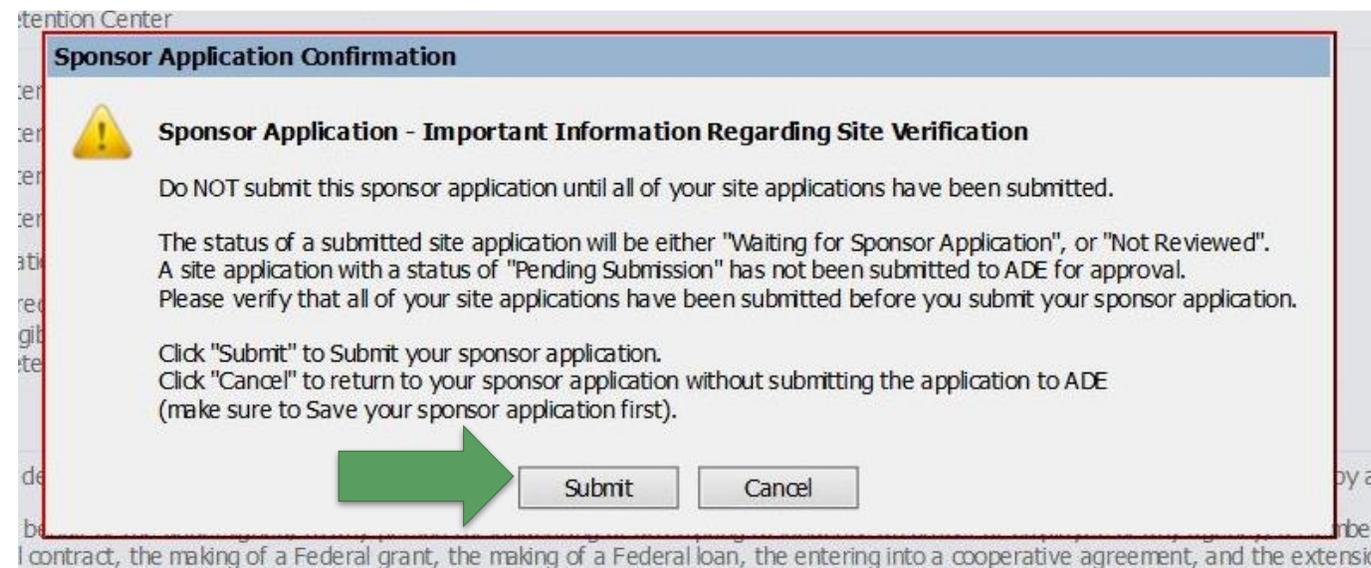
When you get to the end of the application, you will have a series of options:



- Click **Save** if you wish to save what has been updated and want to access it later.
- Click **Submit** if all fields have been updated and are ready for ADE to review.

Submitting Site and Sponsor Applications

After you click you will see a new window appear with a reminder notification. At this time we have already verified that all Site applications are in *Waiting for Sponsor Application* status, therefore we can click on this reminder notification.

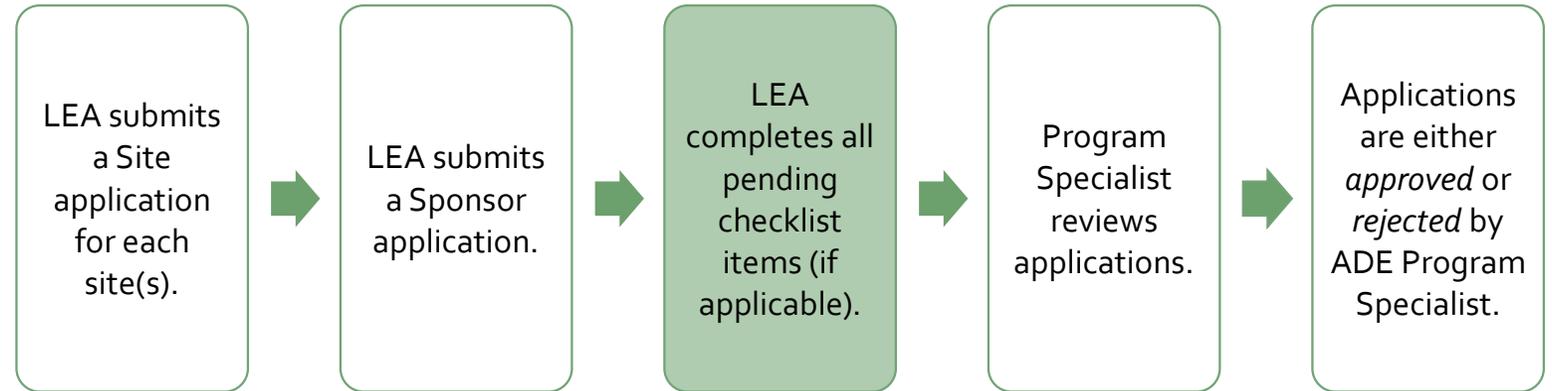


Continue

Checklist Items

Checklist Items

Flow of Site and Sponsor Applications



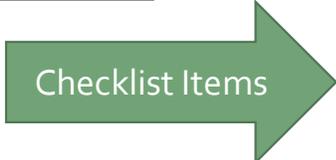
Checklist items: CNPWeb produces a *checklist* of paper documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. (Please note: not all LEAs will have pending checklist items.)

Checklist Items

A new webpage will load. It should look like this screen:

The screenshot shows the Arizona Department of Education Child Nutrition Program website. The page title is "Approval Process Item Checklist". The breadcrumb trail is "You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist". A yellow box contains instructions: "Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address: 1535 W. Jefferson St. Bn #7 Phoenix, AZ 85007. Please write the name of your programspecialist (listed on your sponsor application screen) on the letter/parcel. We cannot approve your applications without these items." Below this, the district name "Willcox Unified District (02-02-13)" is displayed. A table titled "Sponsor Checklist Items" has two columns: "Received / Recorded on:" and "Approved / Effective as of:". Each column has sub-columns for "Date" and "By". A row of items is shown with green checkmarks in the "Received" and "Approved" columns. A "Close" button is at the bottom right.

Sponsor Checklist Items	Received / Recorded on:		Approved / Effective as of:	
	Date	By	Date	By
Food Program Permanent Service Agreement (PY 2015 or later) Household application submitted to ADE for approval. Notification letter submitted to ADE for approval. Contract with Food Service Management Company is required.	06/25/2014	Mia Calamia	06/25/2014	Mia Calamia



Checklist Items

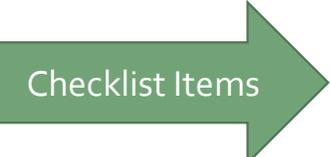
Checklist Items

CNPWeb produces a *checklist* of paper documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. (Please note: not all LEAs will have pending checklist items.)

The screenshot shows the 'Item Checklist' page for Willcox Unified District (02-02-13). It includes instructions for sponsors to send documents to the Health & Nutrition Services, Department of Education. A table titled 'Sponsor Checklist Items' shows the status of various items:

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.						
Notification letter submitted to ADE for approval.						
Contract with Food Service Management Company is required.						

- Potential Checklist Items could be:
- Catering Contract
 - Food Service Management Company Contract
 - 501c3
 - Customized Household application
 - Food Program Permanent Service Agreement



Checklist Items

Checklist Items

The LEA's Program Specialist will check off the boxes once the documentation is received. The LEA cannot check these off themselves.

Approval Process

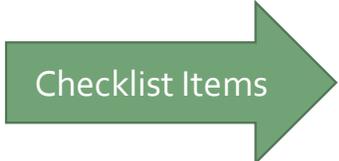
Item Checklist

You are in [NSLP Home](#) > [Applications Index](#) > [Sponsor Application](#) > Item Checklist

Willcox Unified District
(02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Notification letter submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Contract with Food Service Management Company is required.	✓	06/17/2016	Veronica Cramer	✓	06/17/2016	Veronica Cramer

[Close](#)



Checklist Items

11. Once you have reviewed the checklist items click the  button on the bottom of the screen.

Approval Process

Item Checklist

You are in [NSLP Home](#) > [Applications Index](#) > [Sponsor Application](#) > Item Checklist

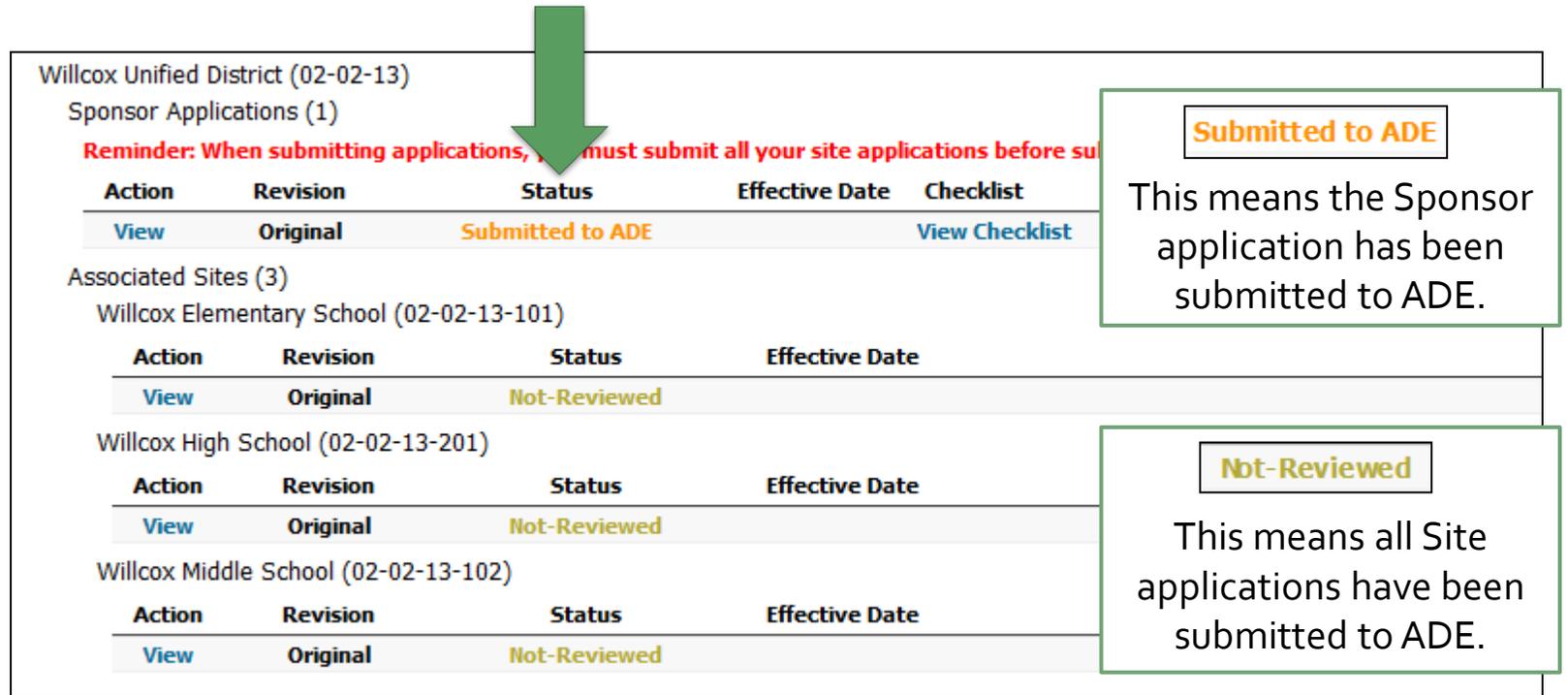
Willcox Unified District
(02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	<input checked="" type="checkbox"/>	Date	By	<input checked="" type="checkbox"/>	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later) Household application submitted to ADE for approval. Notification letter submitted to ADE for approval. Contract with Food Service Management Company is required.	<input checked="" type="checkbox"/>	06/25/2014	Mia Calamia	<input checked="" type="checkbox"/>	06/25/2014	Mia Calamia

Checklist Items

A new webpage will load. Your statuses should match below:



Willcox Unified District (02-02-13)
Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Submitted to ADE		View Checklist

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Willcox Middle School (02-02-13-102)

Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Submitted to ADE
This means the Sponsor application has been submitted to ADE.

Not-Reviewed
This means all Site applications have been submitted to ADE.

If your statuses do *not* match, you have not submitted your applications properly. Please contact your Program Specialist.

Checklist Items

You may review your checklist items at anytime by clicking [View Checklist](#).

Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Submitted to ADE		View Checklist



[View Checklist](#)

Click this button to return to your checklist to view additional documents to complete and submit to ADE. Your application will not be approved until all documents are received by ADE.

Checklist Items

Once all pending checklist items (if applicable) have been submitted and approved by ADE, the checklist items will be checked off in CNPWeb.

Approval Process

Item Checklist

You are in [NSLP Home](#) > [Applications Index](#) > [Sponsor Application](#) > Item Checklist

Willcox Unified District
(02-02-13)

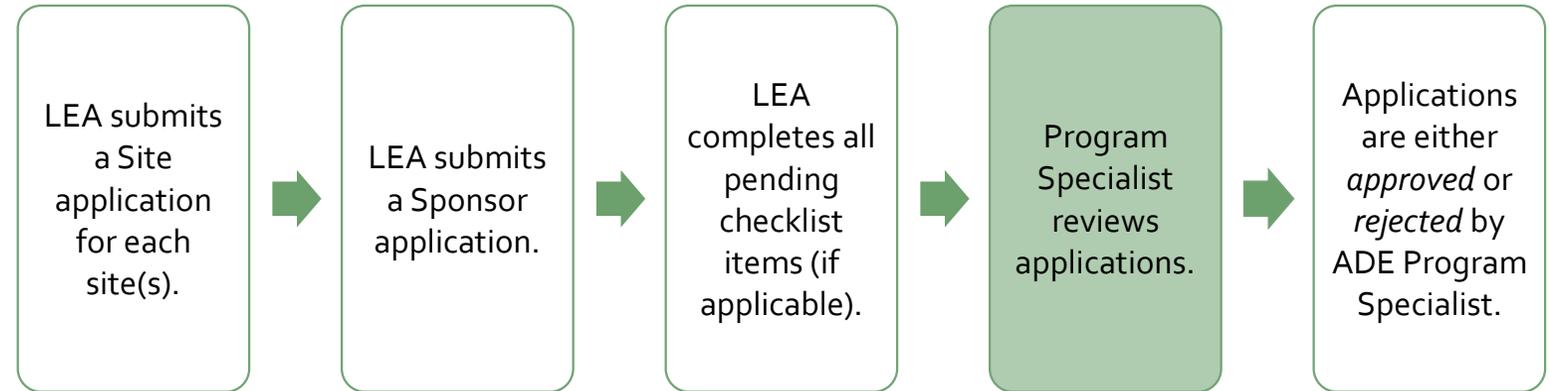
Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	06/25/2014	Mia Calamia	✓	06/25/2014	Mia Calamia
Household application submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Notification letter submitted to ADE for approval.	✓	06/13/2016	Aidaly Rodriguez	✓	06/13/2016	Aidaly Rodriguez
Contract with Food Service Management Company is required.	✓	06/17/2016	Veronica Cramer	✓	06/17/2016	Veronica Cramer



Application Review

Application Review

Flow of Site and Sponsor Applications

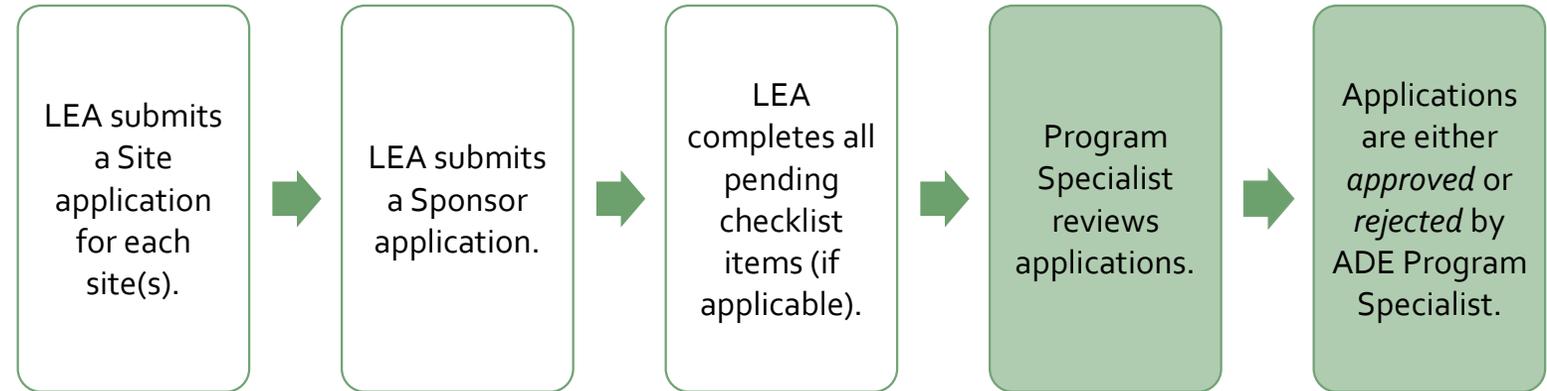


- Please allow up to three weeks for the LEA's Site and Sponsor applications to be reviewed by ADE Program Specialist.
- For more guidance on application approval timeline, please refer to [HNS 07-2016 Preparation for Program Year 2017](#) memo.
- You may check the status of your application at any time by returning to the home page on CNPWeb.

Continue

Application Review

Flow of Site and Sponsor Applications



Once the Program Specialist reviews the applications he/she will do one of the following:

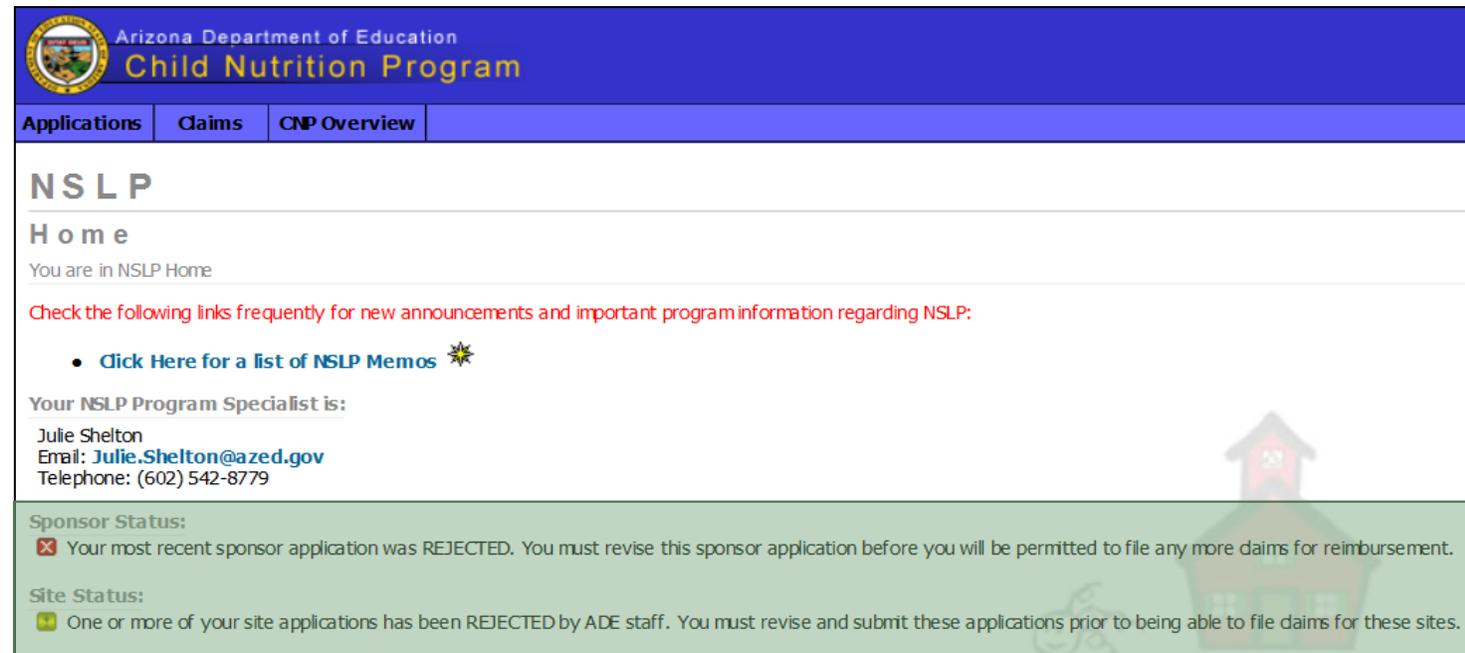
- *Approve* the applications: no further actions are required at this point.
- *Reject* the Site or Sponsor applications: ADE has found errors or inaccuracies in the applications that were submitted.
 - In order for the LEA to make any corrections, ADE must first *reject* the applications.
 - Once the applications are in *rejected status*, the LEA is able to create a new application and make the appropriate corrections.
 - Each time ADE finds an error on a Site application, the Sponsor application will also be rejected.

Continue

Application Review

Rejected Status

If your application was *rejected* by ADE, the SFA contact listed on the application will receive a system generated email informing them of the rejected application status. The CNPWeb home page will also reflect this new status by showing the following:



The screenshot shows the Arizona Department of Education Child Nutrition Program website. The header includes the state seal and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation bar with "Applications", "Claims", and "CNP Overview". The main content area is titled "NSLP Home" and includes a message: "Check the following links frequently for new announcements and important program information regarding NSLP:" followed by a link "Click Here for a list of NSLP Memos". Below this is contact information for the NSLP Program Specialist, Julie Shelton. At the bottom, there are two status messages: "Sponsor Status: X Your most recent sponsor application was REJECTED. You must revise this sponsor application before you will be permitted to file any more claims for reimbursement." and "Site Status: One or more of your site applications has been REJECTED by ADE staff. You must revise and submit these applications prior to being able to file claims for these sites."

Resubmitting
the Application

Application Review

Resubmitting the Application

- After an application has been *rejected*, the Program Specialist will communicate with the SFA contact or the person that filled out the application via email or phone providing them with information about why the application was *rejected* and what changes need to be made.
- LEAs must create a new application to make the appropriate changes. All of the previously entered information will rollover, with the exception of the School Food Authority Contact and the Program Contact from the Sponsor application.
- The LEA will now follow the same steps as before while creating a new application.
- Please refer back to *Submitting Site and Sponsor Applications* section for guidance on creating new applications.

Willcox Unified District (02-02-13)				
Sponsor Applications (3)				
Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.				
Action	Revision	Status	Effective Date	Checklist
View	Original	Rejected		View Checklist
Create New Application				
Associated Sites (3)				
Willcox Elementary School (02-02-13-101)				
Action	Revision	Status	Effective Date	
View	Original	Rejected		
Create New Application				



Application Review

Approved Status

If your application was *approved* by ADE, the SFA contact listed on the application will receive a system generated email informing them of the approved application status. The CNPWeb home page will also reflect this new status by showing the following:

The screenshot displays the Arizona Department of Education Child Nutrition Program (CNP) web application interface. The header includes the Arizona Department of Education logo and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation menu with tabs for "Applications", "Claims", and "CNP Overview". The main content area is titled "NSLP Home" and includes a message: "You are in NSLP Home". A red text prompt asks users to check links frequently for new announcements and important program information regarding NSLP. A bullet point links to "Click Here for a list of NSLP Memos" with a star icon. Below this, the "Your NSLP Program Specialist is:" section lists Julie Shelton, with her email as Julie.Shelton@azed.gov and telephone as (602) 542-8779. At the bottom, the "Sponsor Status:" section shows a green checkmark and the message: "No actions required in applications -- your most recent sponsor application was APPROVED on 07/15/2016."

Application Review

Application Index

Next time you access your applications, the application index will also reflect the *approved status*.

Arizona Department of Education
Child Nutrition Program

Applications Claims CNP Overview

NSLP Home

You are in NSLP Home

Check the following links frequently for updates

- Click Here for a list of NSLP Program Specialists

Your NSLP Program Specialist

Julie Shelton
Email: Julie.Shelton@azed.gov
Telephone: (602) 542-8779

Sponsor Status:

Willcox Unified District (02-02-13)
Sponsor Applications (1)

Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	July 2016	View Checklist

Create New Application

Associated Sites (3)

Willcox Elementary School (02-02-13-101)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

Create New Application

Willcox High School (02-02-13-201)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

Create New Application

Willcox Middle School (02-02-13-102)

Action	Revision	Status	Effective Date
View	Original	Approved	July 2016

Create New Application

Continue

Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your Site applications.

- A. True
- B. False



Comprehension Check

True or False:

You must first submit your Sponsor application, then all of your Site applications.

A. True

B. False

You must submit all of your Site applications first. Once your Site applications are in *Waiting for Sponsor Application* status, you will want to complete and submit the Sponsor application. If you submit the Sponsor application first, Site applications cannot be submitted. ADE will need to reject your Sponsor application so that you can correctly complete the steps.



Comprehension Check

True or False: Below is an example of an LEA's checklist items. Based on the snapshot shown, the LEA needs to submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Snowflake Unified District (09-02-05)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	08/14/2014	Denise Hasty	✓	08/13/2014	Denise Hasty
Contract with Food Service Management Company is required.						
						Close

- A. True
- B. False



Comprehension Check

True or False: Below is an example of an LEA's checklist items. Based on the snapshot below, the LEA needs to submit the two checklist items: Food Program Permanent Service Agreement and a Contract with Food Service Management Company.

Sponsor Checklist Items	Received / Recorded on:		Approved / Effective as of:			
	✓	Date	By	✓	Date	By
Snowflake Unified District (09-02-05)						
Food Program Permanent Service Agreement (PY 2015 or later)	✓	08/14/2014	Denise Hasty	✓	08/13/2014	Denise Hasty
Contract with Food Service Management Company is required.						
						Close

- A. True
- B. False

Only the Contract with the Food Service Management Company is required to be submitted to ADE. Items with the green checkbox such as the Food Program Permanent Service Agreement shown above, have already been received and approved by ADE.



Comprehension Check

How do I make edits to my applications if I already submitted them to ADE?

- A. Click edit at the bottom of the application.
- B. Contact your Program Specialist.
- C. Click Withdraw on the application.



Comprehension Check

How do I make edits to my applications if I already submitted them to ADE?

- A. Click edit at the bottom of the application.
- B. Contact your Program Specialist.**
- C. Click Withdraw on the application.

If the LEA submitted the Site and Sponsor applications and still needs to make changes, they will need to contact their Program Specialist. Revisions can only occur once ADE *rejects* your applications. Edits will then be made by *creating a new application*.



Technical Assistance

For any questions about submitting your Site and Sponsor applications, please contact your School Nutrition Program Specialist, found at the CNPWeb home screen.

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Submit Site and Sponsor Applications in CNPWeb.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
 - Training Title: Step by Step Instruction: ***How to Submit Site and Sponsor Applications in CNPWeb***
 - Learning Code: 3310
 - Key Area: 3000- Administration
 - Length: 1 hour
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

Request a
Certificate

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Submit Site and Sponsor Applications in CNPWeb***

Professional Standards Learning Code: ***3310***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, 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, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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