

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

Professional Standards Learning Code 3310  
Length: 1.5 hours



***Revised September 2019***

"Step by Step Instruction: 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 [1](#) 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.

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How to Submit  
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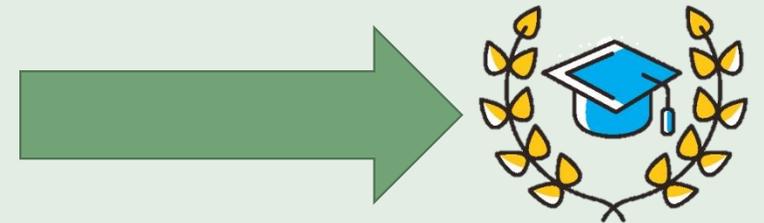
## **Objectives**

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

- **ADEConnect:** 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.
- **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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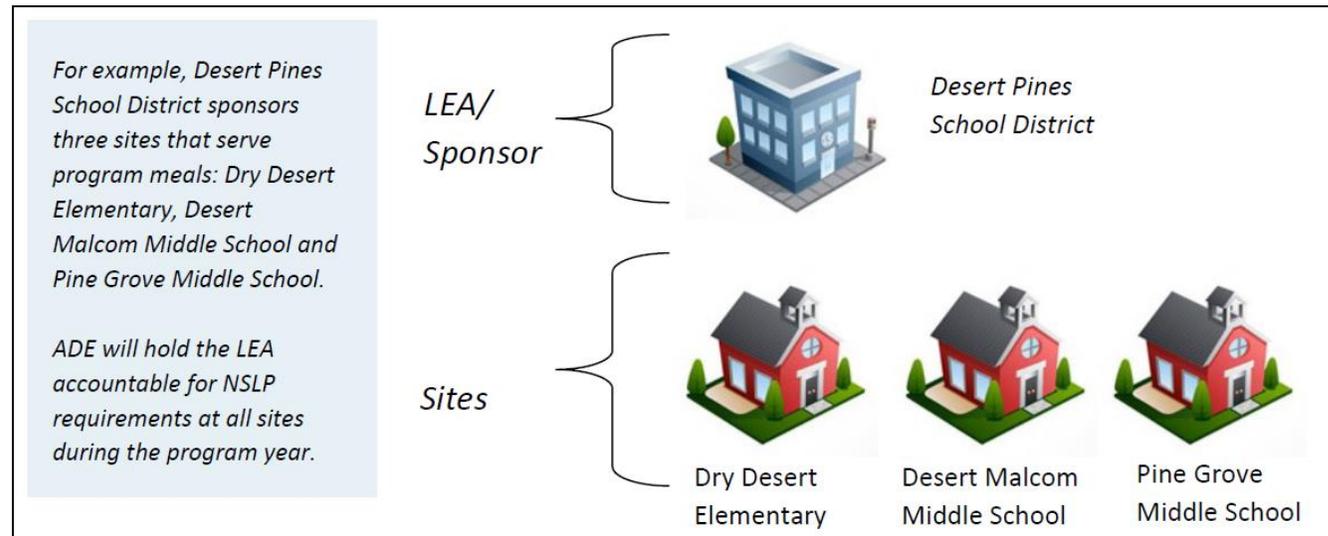
## Definitions

- **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  
Instruction:  
How to Submit  
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CNPWeb*

*The Step by Step Instruction will review:*

Introduction to Submitting Site and Sponsor Applications	Slides 9-21
Log into CNPWeb	Slides 22-32
Submitting Site and Sponsor Applications	Slides 33-81
Checklist Items	Slides 82-90
Application Review	Slides 91-103

*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

## **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), At-Risk Afterschool Meals (At-Risk), School Breakfast Program (SBP) and/or Special Milk Program (SMP).
- LEAs notify ADE by submitting Site and Sponsor applications online through CNPWeb in ADEConnect.
- These applications are available beginning on June 1 for the upcoming program year, but can be updated at any time for when program changes arise.

# Introduction

## What is ADEConnect?

- ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. Throughout the program year, School Nutrition Programs will require LEAs to submit reports using this online application.

The screenshot shows the ADEConnect application interface. The top navigation bar includes 'ADE', 'PARENTS & STUDENTS', 'SCHOOLS & TEACHER', and 'ADECONNECT' (circled in green). A green arrow points from the 'ADECONNECT' link to the 'ADEConnect' application menu. The menu lists various applications under two main categories: 'Arizona Department of Education - 79275' and 'Independent Applications - 1'. The 'Arizona Department of Education - 79275' category includes 'CNPWeb' and 'Event Management System (EMS)'. The 'Independent Applications - 1' category includes 'ESA Applicant Portal' and 'Event Management System (EMS)'. A sidebar on the left contains links for 'National School Lunch Program', 'Getting Started with NSLP in your District', and a list of topics including 'Training and Professional Standards', 'The Administrative Review', 'Meal and Snack Requirements', 'Local Wellness Policy', 'Special Assistance Provisions', and 'Financial Management'.

*ADEConnect Application Menu: List of all ADE web applications. Each web application holds permissions to a different report and/or database. Please note, application menus may be different for all users.*

# 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 screenshot displays the ADEConnect website. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. At the top right, it says "Welcome Aidaly" with a "Sign Out" button and links for "Find Entity Administrator" and "Self Service Portal". The main navigation bar includes "Home" and "News". A dropdown menu is open, showing "Arizona Department of Education - 70275" with sub-items "CNPWeb ?" (circled in green) and "Event Management System (E)". Below this is another dropdown for "Independent Applications - 1" with sub-items "ESA Applicant Portal" and "Event Management System (E)". On the right, a blue header for the "Child Nutrition Program" contains tabs for "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, it lists the "NSLP Program Specialist" as Jessica Gibbs, with contact information: Email: [jessica.gibbs@azed.gov](mailto:jessica.gibbs@azed.gov) and Telephone: (602) 542-4815. A green arrow points from the "CNPWeb ?" link in the navigation menu to the "Child Nutrition Program" section.

# Introduction

## How do I obtain access to CNPWeb?

- Only those users who have been designated *Entity Administrators* can grant permissions to applications within ADEConnect.
- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your LEA's Entity Administrator, users can log into ADEConnect from the sign in screen or through their Student Information System (SIS) and click *Find Entity Administrator*.

The screenshot displays the ADEConnect web application interface. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. The main header area includes the text 'ADEConnect' and a user greeting 'Welcome Aidaly' with a 'Sign Out' button. A green arrow points to the 'Sign Out' button. Below the header is a navigation menu with 'Home' and 'News' options. The main content area shows a list of applications under the heading 'Arizona Department of Education - 79275' and 'Independent Applications - 1'. The applications listed are 'CNPWeb?', 'Event Management System (EMS)', 'ESA Applicant Portal', and 'Event Management System (EMS)'. A green arrow points to the 'CNPWeb?' link. A large green arrow labeled 'Continue' is positioned at the bottom right of the screenshot.

# Introduction

## How do I obtain access to CNPWeb?

- Users are able to search for their Entity Administrator(s) by searching by Entity ID, CTDS, or Entity name.

Find an Entity Administrator

Search by Entity ID, CTDS, or Entity Name:

Test

Test Record (9116)

Entity Administrator Contact

Entity Administrator	Contact
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org
Firstname Lastname	Firstname.Lastname@yourschooldistrict.org

Close

*A table will appear with the contact information for LEA's Entity Administrator(s). Please note, users must contact their Entity Administrators to receive access to CNPWeb since ADE will no longer be granting access.*

\*If you do not have an Entity Administrator, or if you have any other questions about ADEConnect, please contact the Arizona Department of Education Support Center at 602-542-7378 or [adesupport@azed.gov](mailto:adesupport@azed.gov)



# Introduction

## How do I know if I have been granted access?

- Once the Entity Administrator has granted the user access to an application, the user will receive a system email letting them know of their new permissions.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Direct Certification/Verification HNS Staff
- **Addition of Application(s):** CNP Direct Certification / Direct Verification
- **Entity-ID(s):**
- **Requested by:**

Thank you,

ADE Solutions Support  
Email: [adesupport@azed.gov](mailto:adesupport@azed.gov)  
Phone: (602) 542-2222  
Toll free: 1(866) 577-9636  
Fax: (602) 542-2560  
Monday - Friday, 7:00 AM - 5:00 PM

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNPWeb ADE User - HNS Program Staff
- **Addition of Application(s):** CNPWeb
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Firstname Lastname, [Firstname.Lastname@yourdistrict.gov](mailto:Firstname.Lastname@yourdistrict.gov)

Thank you,

ADE Solutions Support Team  
Email: [adesupport@azed.gov](mailto:adesupport@azed.gov)  
Phone: (602) 542-2222  
Toll free: 1(866) 577-9636  
Fax: (602) 542-2560  
Monday - Friday, 7:00 AM - 5:00 PM

## *Comprehension Check*

**True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?**

- A. True
- B. False



## *Comprehension Check*

**True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?**

- A. True
- B. False**

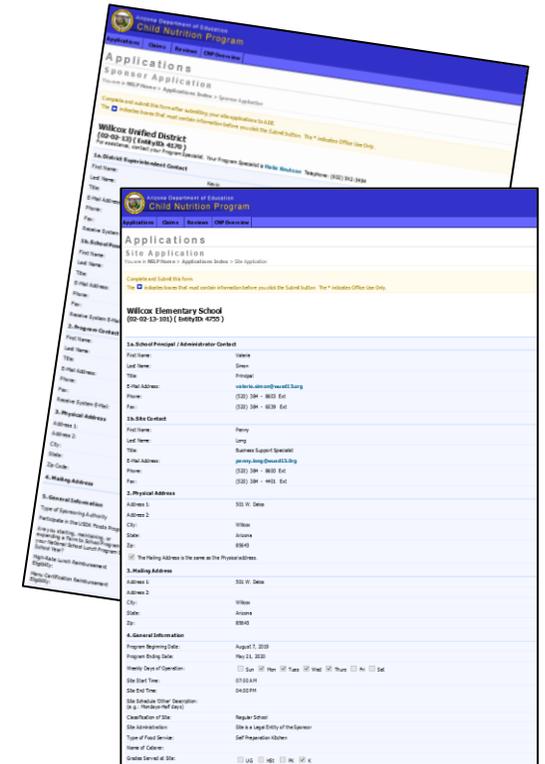
**Only those users who have been designated Entity Administrators at an LEA can grant permissions to applications within ADEConnect. Please refer back to slides 13-14 for a reminder about this guidance.**



# 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, At-Risk Afterschool Meals, School Breakfast Program, and/or Special Milk Program.
- This is done by submitting annual Site and Sponsor applications online in CNPWeb by logging into ADEConnect.
- 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/hns/>.

The screenshot shows the top navigation bar of the Arizona Department of Education website. It includes links for ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, and ADECONNECT. Below the navigation bar is the Arizona Department of Education logo and the signature of Allison M. Douglas, Superintendent of Public Instruction. A secondary navigation bar contains links for HOME, CIVIL RIGHTS, MEMOS, and CONTACT US. The main heading is "Health and Nutrition Services". Below this is a "Welcome!" section with a "Tweet" and "Share" button. A paragraph states: "The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs." A list of five program categories is displayed in dark blue boxes with white text and right-pointing chevrons: School Nutrition Programs, School Food Programs, Community Nutrition Programs, School Health & Safety, and Physical Education & Health Education. The footer contains the Arizona Department of Education logo, a "Privacy Policy | Web Accessibility | Site Map" link, and the copyright notice "© 2017 Arizona Department of Education".

ARIZONA  
DEPARTMENT OF EDUCATION

Allison M. Douglas  
Superintendent of Public Instruction

HOME CIVIL RIGHTS MEMOS CONTACT US

## Health and Nutrition Services

### Welcome!

[Tweet](#) [Share](#)

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.

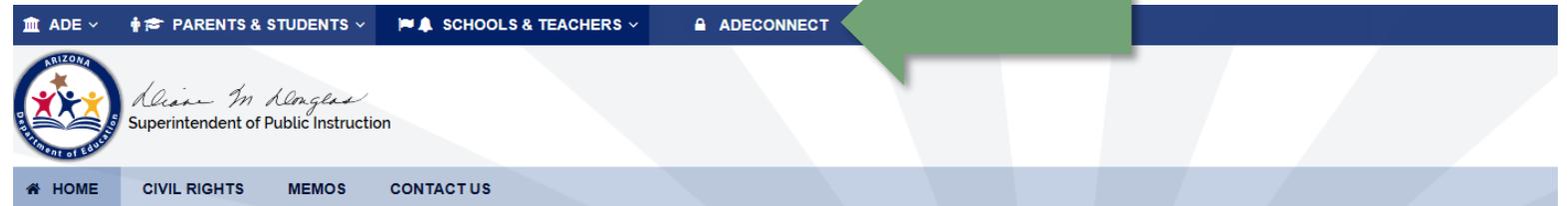
- ▶ School Nutrition Programs
- ▶ School Food Programs
- ▶ Community Nutrition Programs
- ▶ School Health & Safety
- ▶ Physical Education & Health Education

ARIZONA  
DEPARTMENT OF EDUCATION

Privacy Policy | Web Accessibility | Site Map  
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Log into  
CNPWeb

2. Click on  ADECONNECT found on the top part of the webpage.



## Health and Nutrition Services

### Welcome!

[Tweet](#) [Share](#)

The Health and Nutrition Services Division is committed to enhancing the health and wellbeing of Arizona's children and adults by providing access to a variety of federally funded programs.

- ▶ [School Nutrition Programs](#)
- ▶ [School Food Programs](#)
- ▶ [Community Nutrition Programs](#)
- ▶ [School Health & Safety](#)
- ▶ [Physical Education & Health Education](#)



[Privacy Policy](#) | [Web Accessibility](#) | [Site Map](#)  
© 2017 Arizona Department of Education

Log into  
CNPWeb

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



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

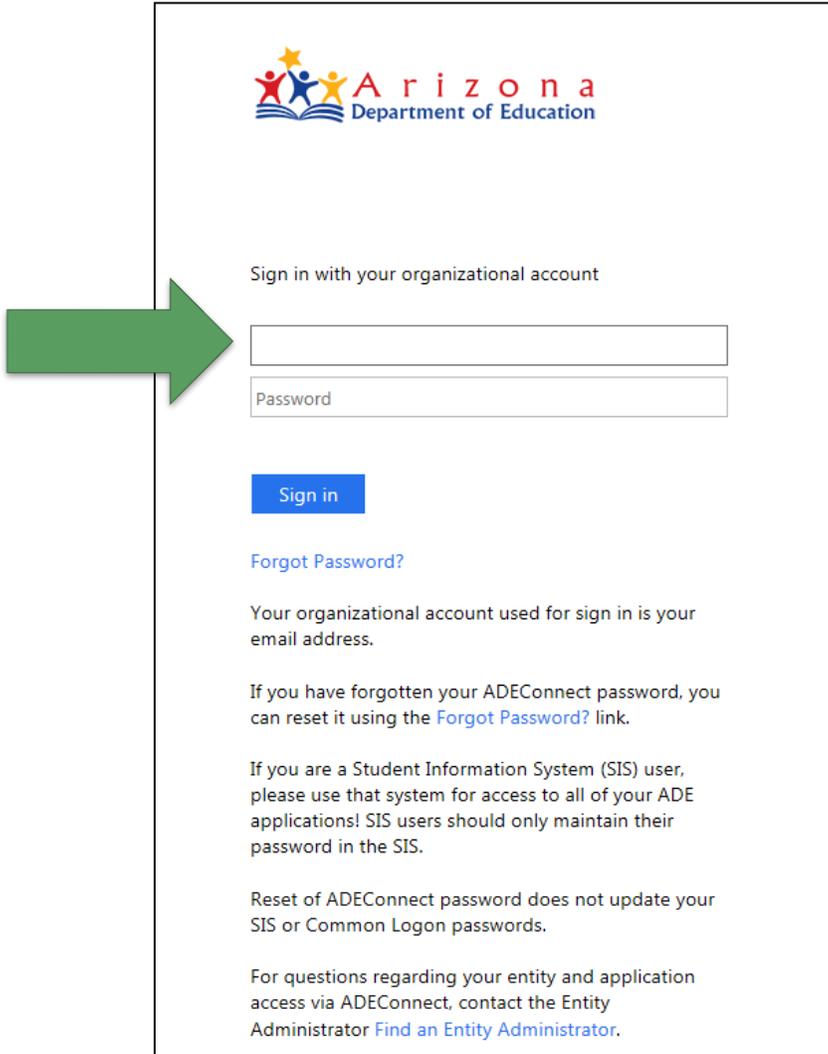


**You must have a username and password in order to access ADEConnect\***

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

# Log into CNPWeb

## 3. Enter your username and password.





Sign in with your organizational account

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into  
CNPWeb

You have successfully logged into ADEConnect.

*After logging in, your webpage will show all ADEConnect applications you have access to.*

The screenshot displays the ADEConnect web application interface. At the top left is the Arizona Department of Education logo and the signature of the Superintendent of Public Instruction. The top right shows a user greeting 'Welcome Aidaly' and a 'Sign Out' button, along with links for 'Find Entity Administrator' and 'Self Service Portal'. Below the header is a navigation bar with 'Home' and 'News' tabs. The main content area features a news announcement about Teacher Appreciation Week, a 'New Applications' section with a dropdown menu, and a list of applications under the 'Arizona Department of Education - 79275' entity. The applications listed are 'CNP Direct Certification / Direct Verification' (with a 'NEW' badge) and 'Independent Applications - 1'. The 'CNP Direct Certification' application has sub-items for 'CNPWeb ?' and 'Event Management System (EMS)'. The 'Independent Applications' section has sub-items for 'ESA Applicant Portal' and 'Event Management System (EMS)'.

ARIZONA  
Department of Education

*Kristin M. Douglas*  
Superintendent of Public Instruction

Welcome **Aidaly** [Sign Out](#)  
[Find Entity Administrator](#)  
[Self Service Portal](#)

## ADEConnect

[Home](#) [News](#)

This is Teacher Appreciation Week and Yes, we certainly do!!  
[View entire news](#)

**New Applications [Hide]**  
[-] **CNP Direct Certification / Direct Verification**  
▪ Arizona Department of Education - 79275

[-] **Arizona Department of Education - 79275**

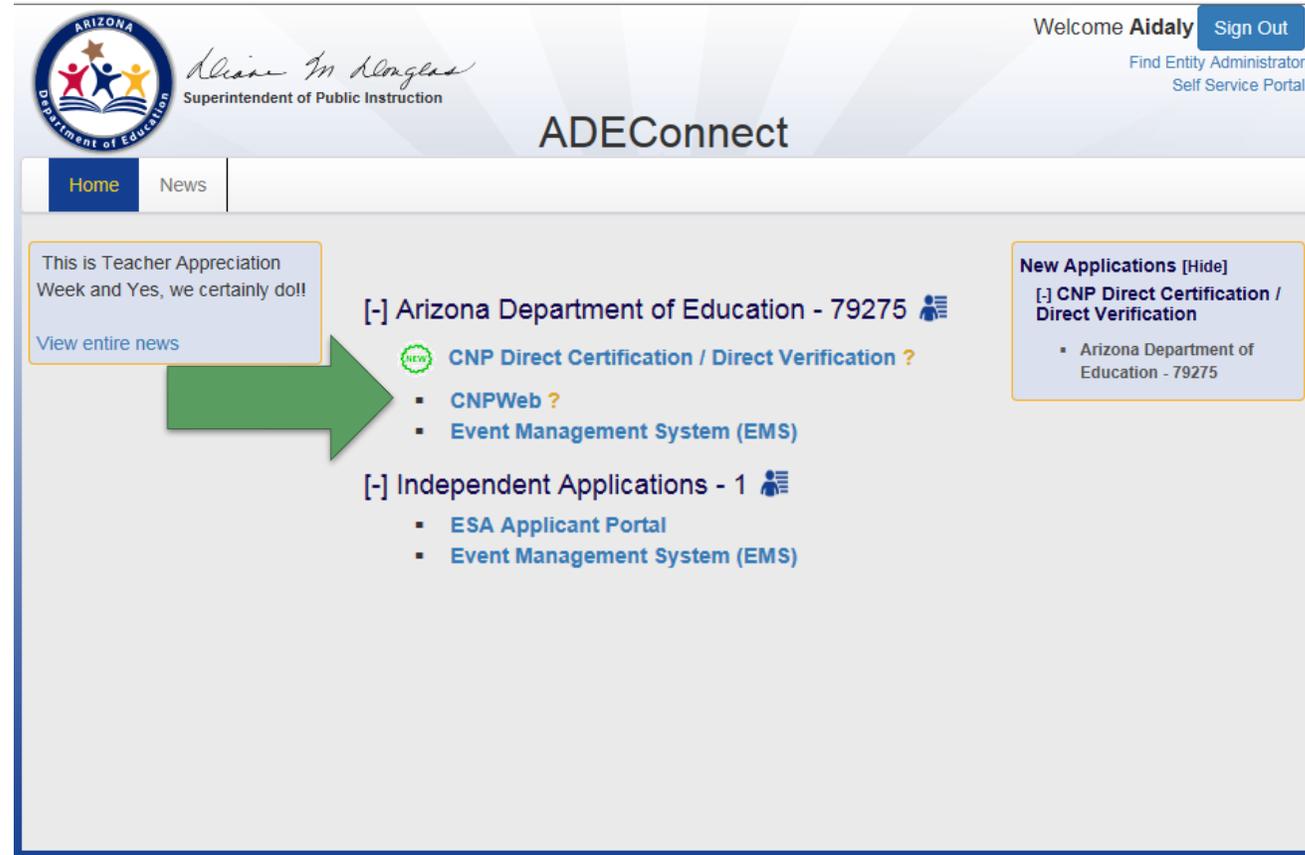
- CNP Direct Certification / Direct Verification ?**
  - CNPWeb ?**
  - Event Management System (EMS)**

[-] **Independent Applications - 1**

- ESA Applicant Portal**
- Event Management System (EMS)**

Log into  
CNPWeb

4. Click on  .



ARIZONA  
Department of Education

*Alison M Douglas*  
Superintendent of Public Instruction

Welcome **Aidaly** [Sign Out](#)  
Find Entity Administrator  
Self Service Portal

## ADEConnect

[Home](#) [News](#)

This is Teacher Appreciation Week and Yes, we certainly do!!  
[View entire news](#)

Arizona Department of Education - 79275 

-  [CNP Direct Certification / Direct Verification ?](#)
  - [CNPWeb ?](#)
  - [Event Management System \(EMS\)](#)

Independent Applications - 1 

- [ESA Applicant Portal](#)
- [Event Management System \(EMS\)](#)

**New Applications [Hide]**  
 [CNP Direct Certification / Direct Verification](#)

- [Arizona Department of Education - 79275](#)

Log into  
CNPWeb

You have successfully logged into CNPWeb.

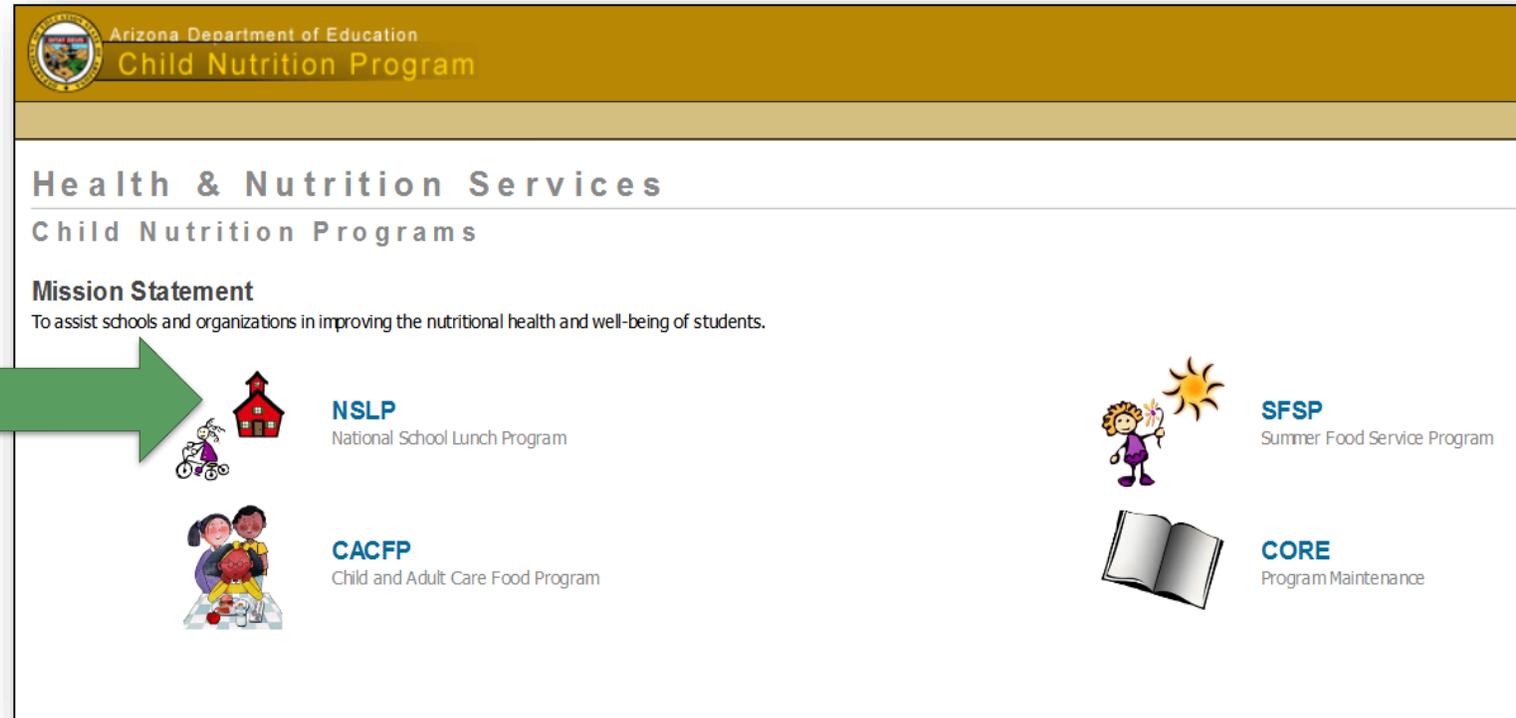
*After logging in, your webpage will show all Child Nutrition Programs you are participating in.*

The screenshot shows the homepage of the Arizona Department of Education's Child Nutrition Program. At the top, there is a yellow header with the Arizona Department of Education logo and the text "Arizona Department of Education Child Nutrition Program". Below the header, the main content area is titled "Health & Nutrition Services" and "Child Nutrition Programs". A "Mission Statement" section reads: "To assist schools and organizations in improving the nutritional health and well-being of students." Below this, there are four program icons with their respective names and descriptions:

- NSLP** National School Lunch Program (Icon: A red schoolhouse with a person on a bicycle in front of it.)
- CACFP** Child and Adult Care Food Program (Icon: A group of children sitting at a table with food.)
- SFSP** Summer Food Service Program (Icon: A girl holding a sun and a flower.)
- CORE** Program Maintenance (Icon: An open book.)

*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](mailto:Julie.Shelton@azed.gov)  
Telephone: (602) 542-8779

Sponsor Status:

CNPWeb  
Home Page

Log into  
CNPWeb

## CNPWeb Home Page

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

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

Claims Status:  
Your most recent reimbursement was sent for processing on 06-02-2018.

Program Specialist

Sponsor Status

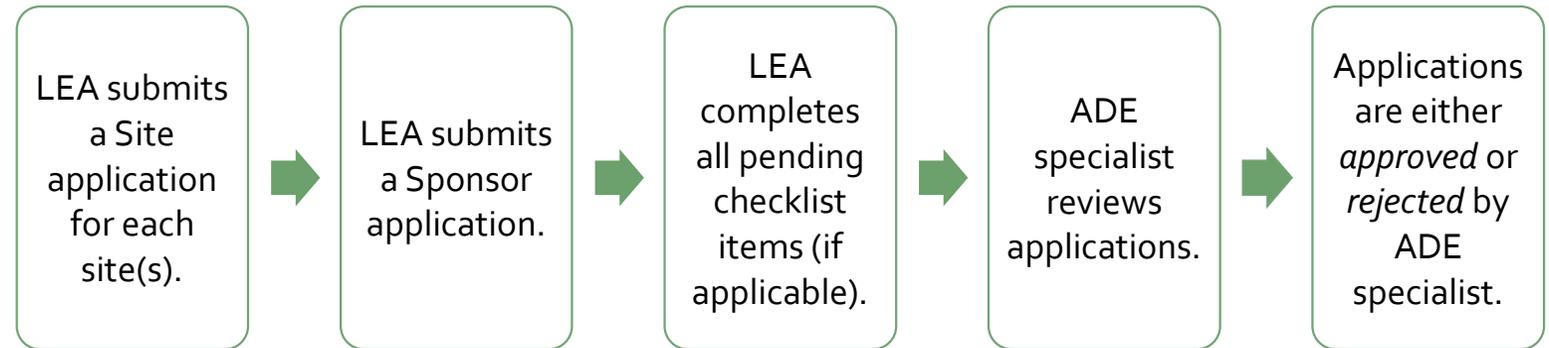
Claims Status

- **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

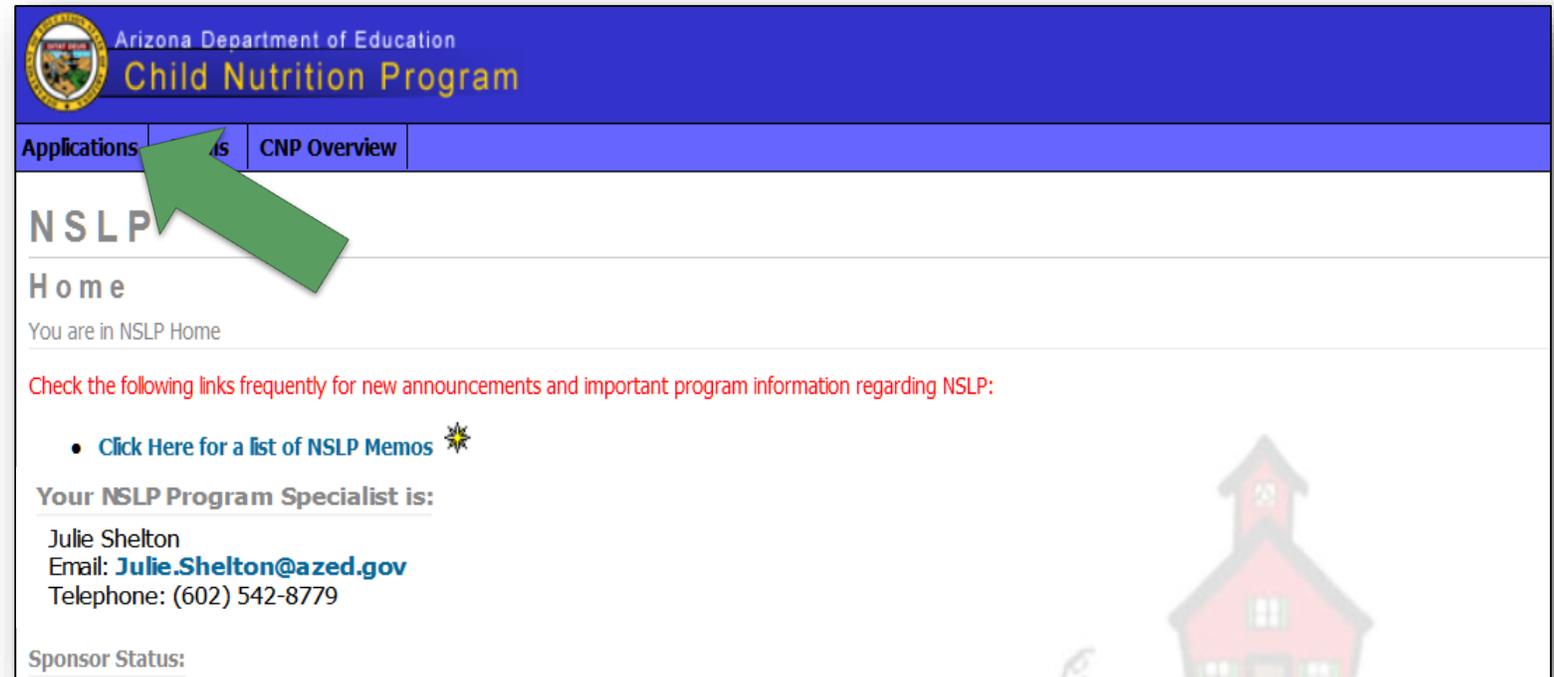
## Flow of Site and Sponsor Applications



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](mailto: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 | **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

Program Year: 2020

Search For: Sponsor

Search by Name: Begins with...

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

Program Year 2020 = SY 19-20

# 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: 2020

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/hns/nslp/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 v4.3

Select Applicable Program:  NSLP  SFSP  CACFP  CACFP/At Risk  Other \_\_\_\_\_

**Sponsor Entity 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: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mailing Address  Same as Physical Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADE Staff Use Only**

Program Year (if changing mid-year, date must be the first of the month): \_\_\_\_\_  
Program approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For New Sponsor/Site Entities:**

Child Care Center  Adult Care Center  Non-Public Organization  
 Private School  Faith Based  
 Tribal Group  Residential Treatment Center

**Additional Entity Details:**

Public vs Private (select one):  Public  Private Profit Status (select one):  For Profit  Not for Profit

Notes: \_\_\_\_\_

Note to Program Staff: Please ensure proper documentation is submitted to Entity Manager or the entity cannot be created.

# *Submitting Site and Sponsor Applications*

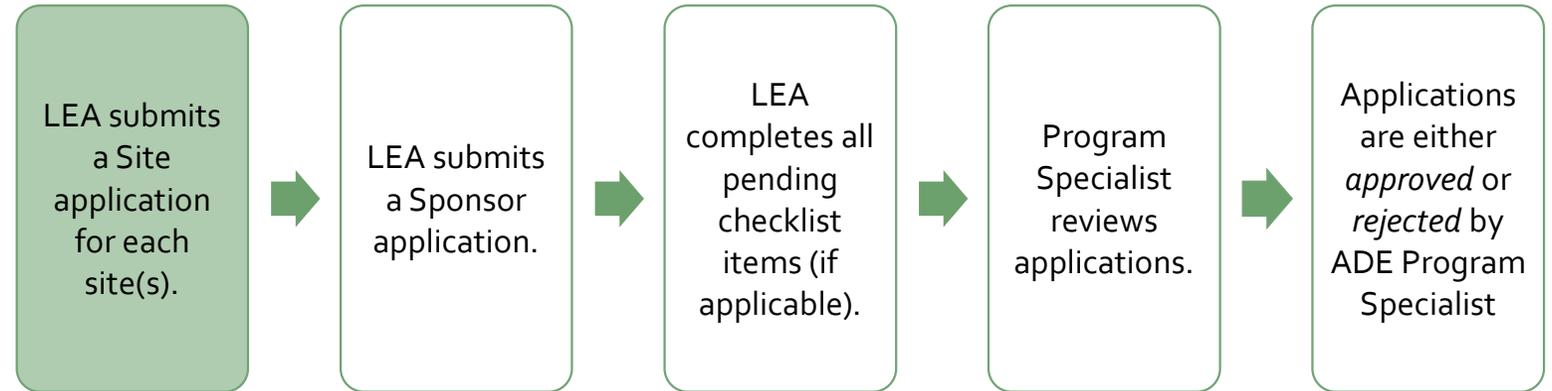
## ***We will now begin completing the applications.***

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 the 'Site Application' page for Willcox Elementary School. The page includes a header with the Arizona Department of Education logo and navigation tabs for 'Applications', 'Claims', and 'CNP Overview'. A breadcrumb trail indicates the user is in 'NSLP Home > Applications Index > Site Application'. A yellow instruction box states: 'Complete and Submit this form. The \* indicates boxes that must contain information before you click the Submit button. The \* indicates Office Use Only.' The form is titled 'Willcox Elementary School (02-02-13-101)' and 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, prefix, and extension). The School Principal contact information is: William Taft, Principal, williamhowardtaft@us.gov, Phone: 623-787-7858 Ext. 3104. The Site Contact information is: Sandy Jones, Accounts Payable, sandyjones@us.gov, 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 11 fields in the Site application. Some fields will be blank since they ask questions specific to PY 2020, and others will show information that was rolled over from PY 2019.
- 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 20, 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.

<b>Willcox Elementary School (02-02-13-101)</b>	
<b>1a. School Principal / Administrator Contact</b>	
First Name:	William
Last Name:	Taft
Title:	Princippal
E-Mail Address:	<a href="mailto:williamhowardtaft@us.gov">williamhowardtaft@us.gov</a>
Phone:	(623) 787 - 7858 Ext 3104
Fax:	(623) 787 - 7056 Ext
<b>1b. Site Contact</b>	
First Name:	Sandy
Last Name:	Jones
Title:	Accounts Payable
E-Mail Address:	<a href="mailto:sandyjones@us.gov">sandyjones@us.gov</a>
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. The **Address 2** field should only be completed if needed. Please do not input the site name in any of these fields below.

2. Physical Address	
Address 1:	<input type="text" value="6935 E. Gold Dust Ave."/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Scottsdale"/>
State:	<input type="text" value="AZ"/>
Zip:	<input type="text" value="85253"/> - <input type="text"/>
<input type="checkbox"/> The Mailing Address is the same as the Physical address.	
3. Mailing Address	
Address 1:	<input type="text" value="701 N. Miller Rd"/>
Address 2:	<input type="text"/>
City:	<input type="text" value="Scottsdale"/>
State:	<input type="text" value="AZ"/>
Zip:	<input type="text" value="85257"/> - <input type="text"/>

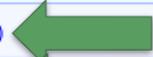


# Submitting Site and Sponsor Applications

## 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 

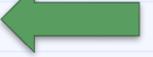
Site Start Time:  (Format: hh:mm am/pm) 

Site End Time:  (Format: hh:mm am/pm) 

Site Schedule 'Other' Description:  
(e.g.: Mondays-Half days)

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?   

Continue 

# 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.

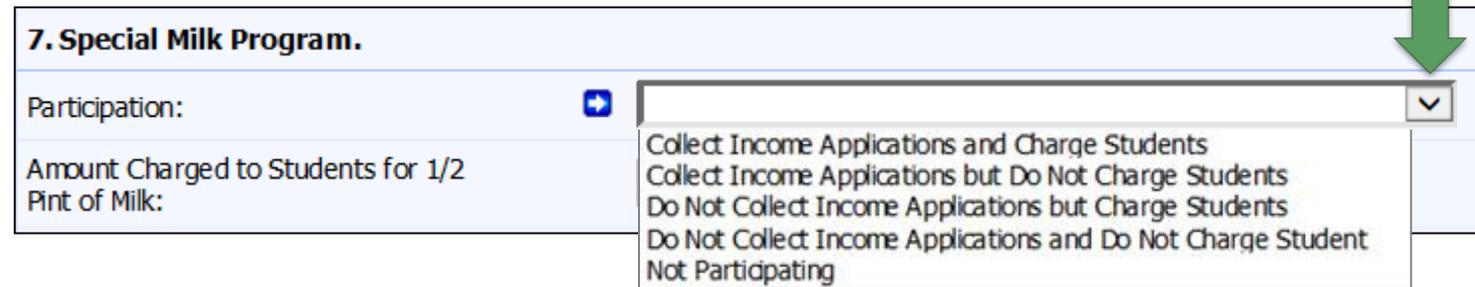
<b>5. Site-Level Supporting Data for Severe Need Breakfast and High Rate Lunch Eligibility</b>	
Free Lunches Served During 2017 - 2018	6150 *
Reduced-Price Lunches Served During 2017 - 2018	648 *
Paid Lunches Served During 2017 - 2018	11418 *
2017 - 2018 School Year Percent of Free and Reduced-Price Lunches Served.	37.31 %
2018 - 2019 School Year Free Lunches Served	6243 *
2018 - 2019 School Year Reduced-Price Lunches Served	676 *
2018 - 2019 School Year Paid Lunches Served	7776 *
2018 - 2019 School Year Percent of Free and Reduced-Price Lunches Served.	47.08 %
<b>6. Site-Level Supporting Data for Afterschool Care Snack Program Eligibility</b>	
Participants Approved for Free Lunches during March 2019 or latest Base Year:	114 *
Participants Approved for Reduced-Price Lunches during March 2019 or latest Base Year:	16 *
Participants Approved for Paid Lunches during March 2019 or latest Base Year:	2094 *
Percent of Free and Reduced-Price Eligible Students:	5.85 %

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*.



A screenshot of a web form titled "7. Special Milk Program." The form has a light blue header. Below the header, there are three rows of input fields: "Participation:", "Amount Charged to Students for 1/2 Pint of Milk:", and "Pint of Milk:". The "Participation:" field is a dropdown menu that is currently open, showing a list of options. A green arrow points down to the dropdown arrow icon. The options in the dropdown are: "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", and "Not Participating".

7. Special Milk Program.	
Participation:	<input type="button" value="v"/>
Amount Charged to Students for 1/2	
Pint of Milk:	

- 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*.

Participation:	<input type="checkbox"/>	Not Participating
Amount Charged to Students for 1/2 Pint of Milk:		Regular
<b>8. School Breakfast Program</b>		
Participation:	<input checked="" type="checkbox"/>	Base Year for Special Assistance Provision 2
Severe Need Breakfast Program Eligibility:	<input checked="" type="checkbox"/>	Base Year for Special Assistance Provision 3
Offer versus Serve Implemented During Breakfast:	<input checked="" type="checkbox"/>	Special Assistance Provision 2
Amount Charged to Students for Reduced-Price Breakfast:	<input type="checkbox"/>	Special Assistance Provision 3
Amount Charged to Students for Paid Breakfast:	<input type="checkbox"/>	Community Eligibility Provision (CEP)
Does this Site offer a Salad Bar for Breakfast?	<input type="checkbox"/>	
Meal Service Type(s) (check all that apply):	<input type="checkbox"/>	Breakfast in the cafeteria/main dining area
	<input type="checkbox"/>	Breakfast in the classroom
	<input type="checkbox"/>	Grab 'N' Go breakfast carts
	<input type="checkbox"/>	Breakfast on the school bus
	<input type="checkbox"/>	Second Chance Breakfast (please describe below)
	<input type="checkbox"/>	Other (please describe below)
Meal Service Type 'Second Chance Breakfast' Description:	<input type="text"/>	
Meal Service Type 'Other' Description:	<input type="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.



# 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.



A screenshot of a form with two input fields. The first field is labeled "Amount Charged to Students for Reduced-Price Breakfast:" and the second is labeled "Amount Charged to Students for Paid Breakfast:". Both fields have a small blue plus icon to their left and a text input box to their right. Two green arrows point to the left of each field.

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:" with a dropdown menu, "Approved Identified Student Percentage:" with a text input, "Offer versus Serve Implemented During Lunch:" with a dropdown menu set to "Yes", "Amount Charged to Students for Reduced-Price Lunch:" with a text input, and "Amount Charged to Students for Paid Lunch:" with a text input. A green arrow points to the "Participation:" dropdown menu, which is open and shows 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)". Two green arrows point to the "Amount Charged to Students for Reduced-Price Lunch:" and "Amount Charged to Students for Paid Lunch:" fields. A green arrow also points to the top right corner of the form. A text box on the right explains that other choices in the dropdown are for sites approved to operate under Special Assistance.

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.

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="button" value="+"/> Yes <input type="button" value="v"/>
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

## Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility

Section 10a. obtains eligibility for both the Afterschool Care Snack Program and At-Risk Afterschool Meals. The user will not be able to edit the first three fields in this section; however, the Program Specialist will review these fields for accuracy and if needed, will apply any changes prior to approval.

10a. Afterschool Care Snack Program Eligibility / At-Risk Afterschool Meals Eligibility	
Afterschool Care Snack/At-Risk Eligibility:	Site Eligible * 
Eligibility Determination Beginning Program Year:	2019 * 
Eligibility Determination Ending Program Year:	2023 * 
Name of Site Used to Determine Eligibility:	 Willcox Middle School



# Submitting Site and Sponsor Applications

## Afterschool Care 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*.

**10b. Afterschool Care Snack Program Participation**

Snack Participation:	<input checked="" type="checkbox"/> Not Participating <input type="checkbox"/>
Snack Start Time:	<input type="text"/> (Format: hh:mm am pm)
Snack End Time:	<input type="text"/> (Format: hh:mm am pm)
Amount Charged to Students for Reduced-Price Snack:	<input type="text"/>
Amount Charged to Students for Paid Snack:	<input type="text"/>
Entity Administering the Afterschool Care Snack Program:	<input type="text"/>
Description of Education or Enrichment Activities in the Afterschool Care Snack Program:	<input type="text"/>

If *Not Participating* is chosen, the fields will only be editable by the Program Specialist.

The snack start time should be after the school day ends as reported in Section 4.

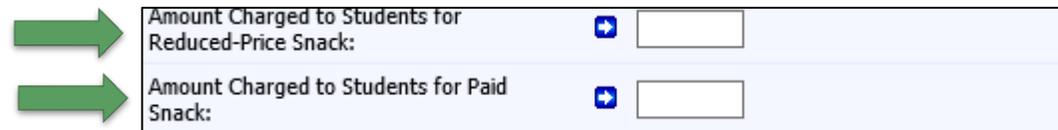


# Submitting Site and Sponsor Applications

## Meal Charges: *Afterschool Care 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.



The screenshot shows a form with two rows. The first row is labeled 'Amount Charged to Students for Reduced-Price Snack:' and has a blue plus icon and an empty input box. The second row is labeled 'Amount Charged to Students for Paid Snack:' and also has a blue plus icon and an empty input box. Two green arrows point to the left of each row.

Continue

# Submitting Site and Sponsor Applications

## At-Risk Afterschool Meals

Section 10c. pertains to participation in At-Risk Afterschool Meals. This is a lengthy section that requires a lot of information and potential additional documentation.

- If the site is participating in At-Risk, please use this training: [Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for School Food Authorities.](#)
- If the site is not participating in At-Risk, the user will need to indicate **Not Participating** in each meal service's dropdown.

The screenshot shows a web form titled "10c. At-Risk Afterschool Meals Participation". It contains several sections for different meal services: Breakfast, Morning Snack, Lunch, Afternoon Snack, and Supper. Each section includes a dropdown menu for participation status (e.g., "Participating", "Not Participating"), start and end time fields, and a dropdown for meal pattern type. There are also checkboxes for "Offer various Service Implemented During" and "Offer various Service Implemented During" for each meal type. At the bottom, there is a "Description of Education or Enrollment Activities in the At-Risk Meal Service" text area and a "Months At-Risk Meals Are Served" section with a grid of checkboxes for each month from July to June. A note at the bottom states: "Explain when you are serving At-Risk Meals (Specify after school, during full break, holidays)".



# *Submitting Site and Sponsor Applications*

## **Community Eligibility Provision**

Section 11 is for LEAs participating in the Community Eligibility Provision (CEP). These fields are for office use only and will only be editable by the Program Specialist.

<b>11. Community Eligibility Provision</b>	
Identified Student Percentage for Site/Group/District - Used for Reimbursement:	<input type="text"/> % *
Individual School Identified Student Percentage - Used for Other Program Purposes:	<input type="text"/> % *

# 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 (02-02-13-201). The form is titled 'Applications' and includes a navigation bar with 'Applications', 'Claims', and 'CNP Overview'. The form is divided into sections: '1a. School Principal / Administrator Contact', '1b. Site Contact', and '2. Physical Address'. Each section contains fields for First Name, Last Name, Title, E-Mail Address, Phone, and Fax. The 'Physical Address' section includes Address 1, Address 2, City, and State. The form is currently in a 'Save' state, as indicated by the highlighted 'Save' button in the bottom right corner.

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
<a href="#">Edit</a>	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
<a href="#">View</a>	Original	<i>Waiting for Sponsor Application</i>



# 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
<a href="#">View</a>	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
<a href="#">View</a>	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
<a href="#">Edit</a>	Original	Pending Submission

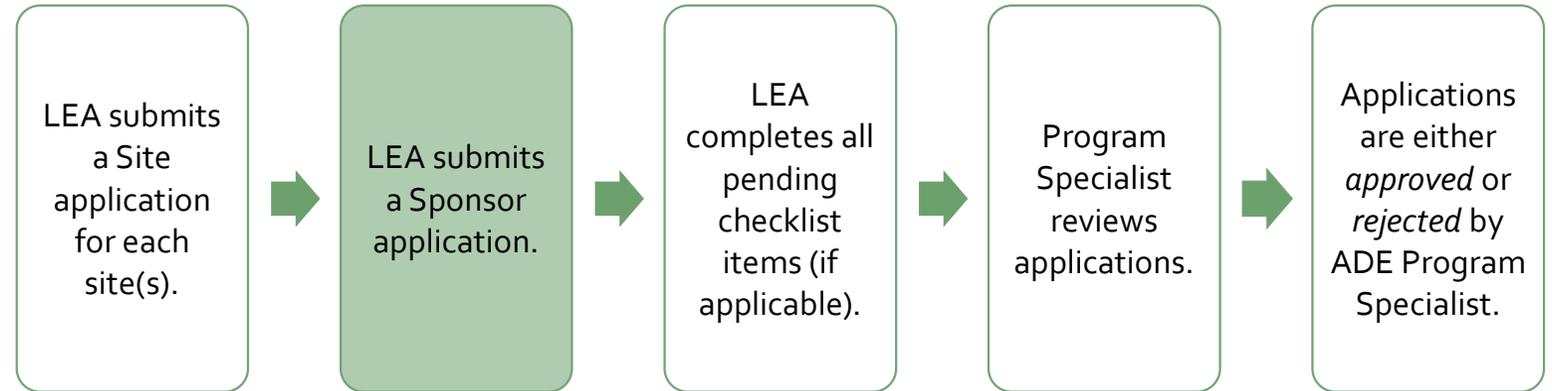


<input type="button" value="Submit"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
---------------------------------------	-------------------------------------	---------------------------------------



## *Submitting Site and Sponsor Applications*

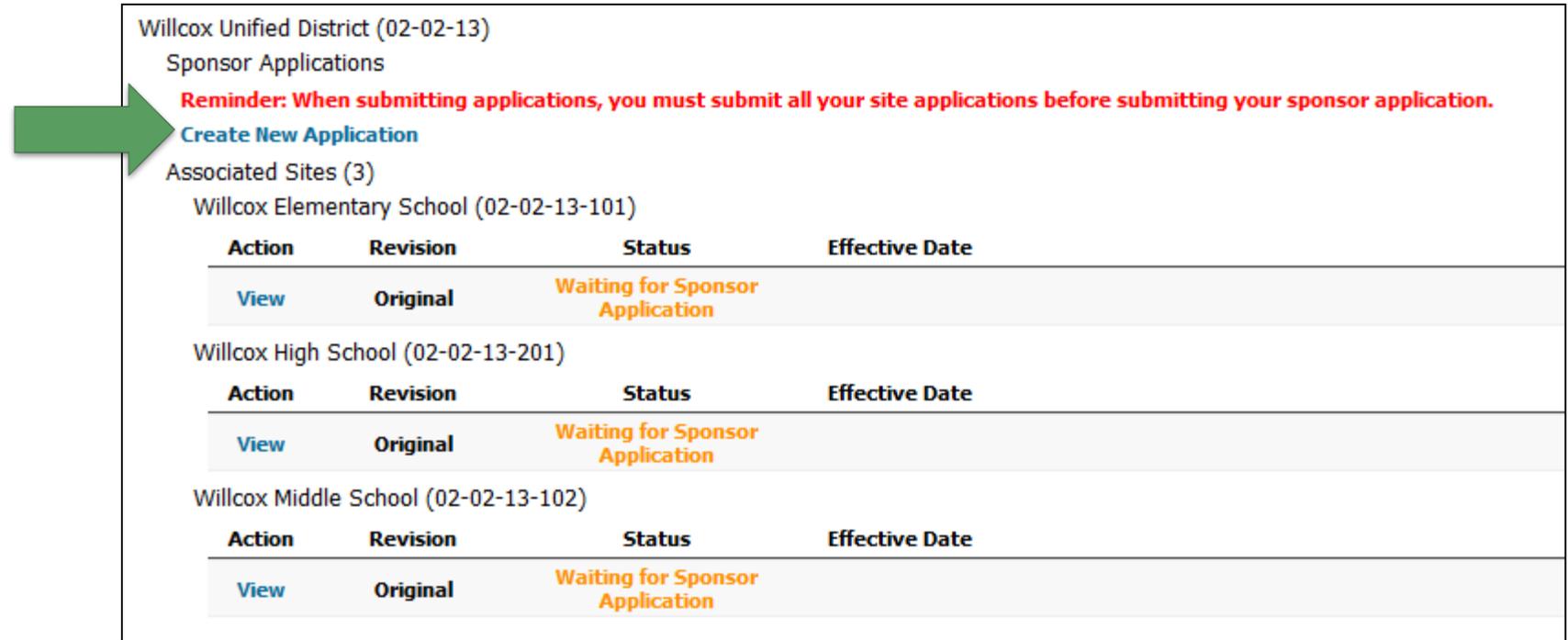
### Flow of Site and Sponsor Applications



**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
<a href="#">View</a>	Original	Waiting for Sponsor Application	

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Waiting for Sponsor Application	

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	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 2020, others will show information that was rolled over from PY 2019.
- 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"/>

Continue

# 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
Are you starting or expanding Farm to School Program in your National School Lunch Program this school year?	<input type="checkbox"/> 
High-Rate Lunch Reimbursement Eligibility:	Not Eligible *
Menu Certification Reimbursement Eligibility:	*
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"/>
One or more sites are operating the Community Eligibility Provision (CEP):	<input type="checkbox"/> Yes

Continue 

# 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**

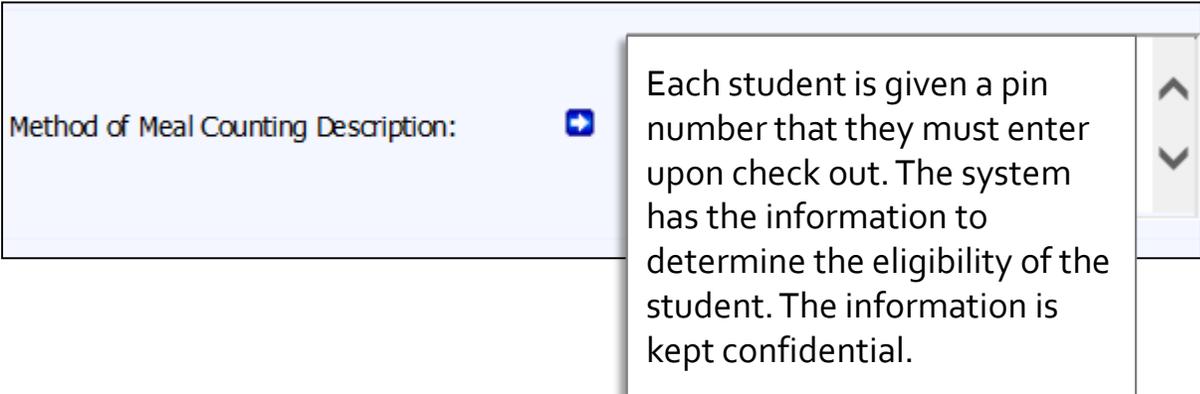
Method of Meal Counting:

- 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.*

Point of Service Description: 

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.

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.

Arizona Department of Education  
Child Nutrition Program

Applications | Claims | CNP Overview

### Applications

#### Sponsor Application

You are in NSLP Home > Applications Index > Sponsor Application

Complete and submit this form after submitting your site applications to ADE.  
The \* indicates boxes that must contain information before you click the Submit button. The \* indicates Office Use Only.

#### Willcox Unified District (02-02-13)

For assistance, contact your Program Specialist. Your Program Specialist is [Temporary Assignment](#)

##### 1a. District Superintendent Contact

First Name:  \*  
Last Name:  \*  
Title:  \*  
E-Mail Address:  \*  
Phone:  -  -  Ext.   
Fax:  -  -  Ext.   
Receive System E-Mail:  \*  

##### 1b. School Food Authority Contact

First Name:  \*  
Last Name:  \*  
Title:  \*  
E-Mail Address:  \*  
Phone:  -  -  Ext.   
Fax:  -  -  Ext.   
Receive System E-Mail:  \*

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

Delete Submit Save Cancel

- 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.

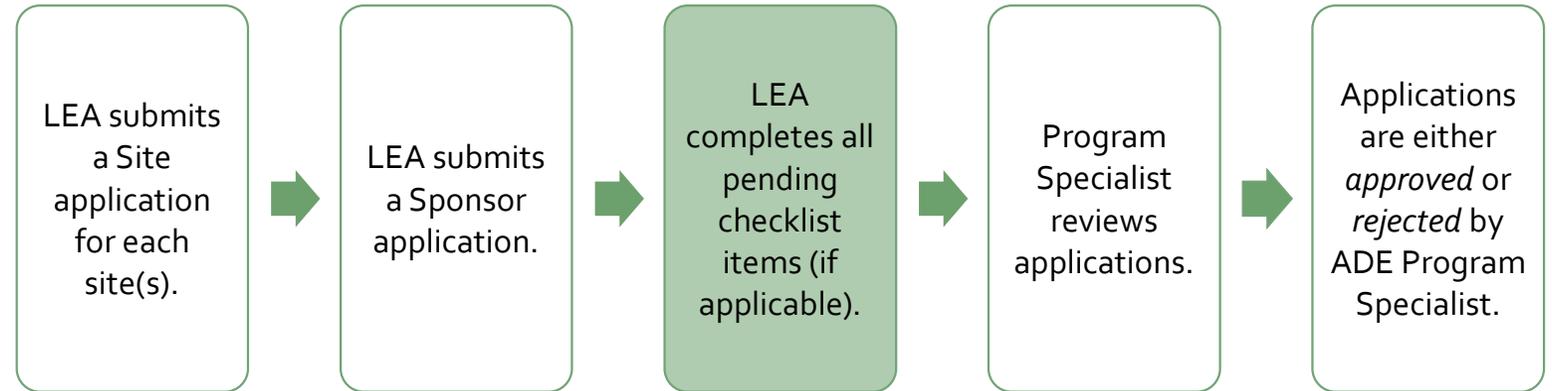


Continue

# Checklist Items

## Checklist Items

### Flow of Site and Sponsor Applications



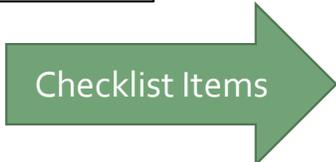
**Checklist items:** CNPWeb produces a *checklist* of paper documentation that LEAs need to provide to ADE depending on the LEA type and/or how the LEA is operating the program. (Please note: not all LEAs will have pending checklist items.)

# 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. Bin #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 columns for "Received / Recorded on:" and "Approved / Effective as of:". The table shows one item: "Food Program Permanent Service Agreement (PY 2015 or later)" with a green checkmark in the "Received" column, date "06/25/2014", and name "Mia Calamia". Below the table, there are three text boxes: "Household application submitted to ADE for approval.", "Notification letter submitted to ADE for approval.", and "Contract with Food Service Management Company is required." 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)	✓	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 tracks the status of checklist items, showing that the 'Food Program Permanent Service Agreement' has been received and approved.

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
<b>Willcox Unified District (02-02-13)</b>						
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
<b>Willcox Unified District (02-02-13)</b>						
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
<b>Willcox Unified District (02-02-13)</b>						
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
<a href="#">View</a>	Original	Submitted to ADE		<a href="#">View Checklist</a>

Associated Sites (3)

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Not-Reviewed	

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	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
<a href="#">View</a>	Original	Submitted to ADE		<a href="#">View Checklist</a>



[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
<b>Willcox Unified District (02-02-13)</b>						
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

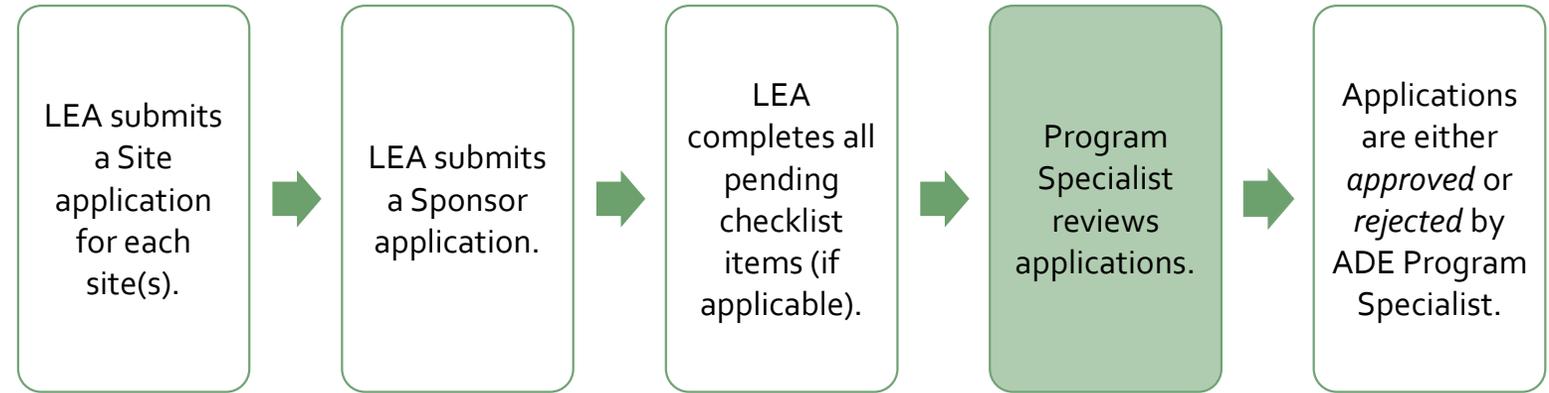
[Close](#)



# Application Review

# Application Review

## Flow of Site and Sponsor Applications

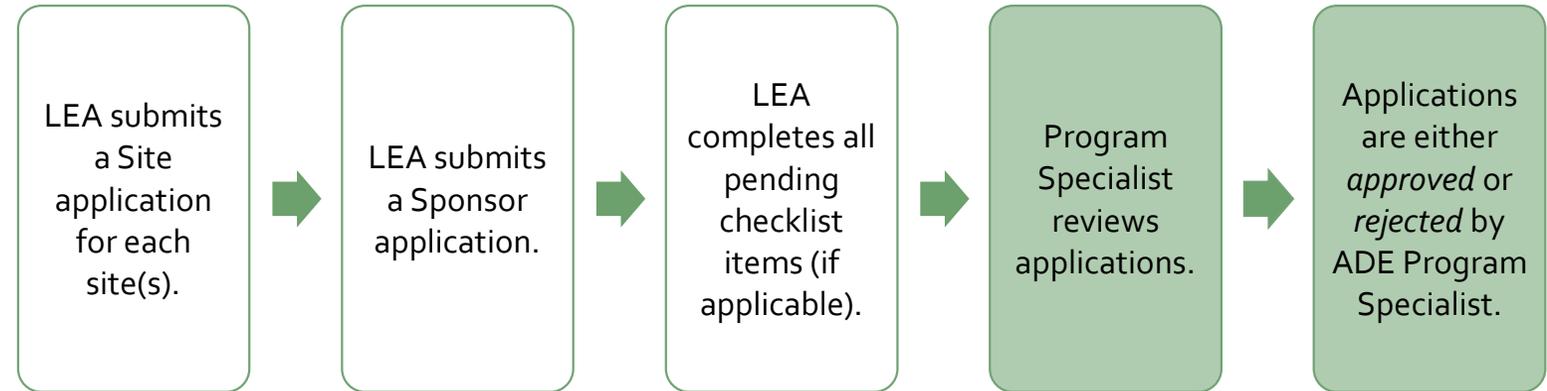


- Please allow up to three weeks for the LEA's Site and Sponsor applications to be reviewed by ADE Program Specialist.
- You may check the status of your application at any time by returning to the home page on CNPWeb.

Continue

# Application Review

## Flow of Site and Sponsor Applications



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

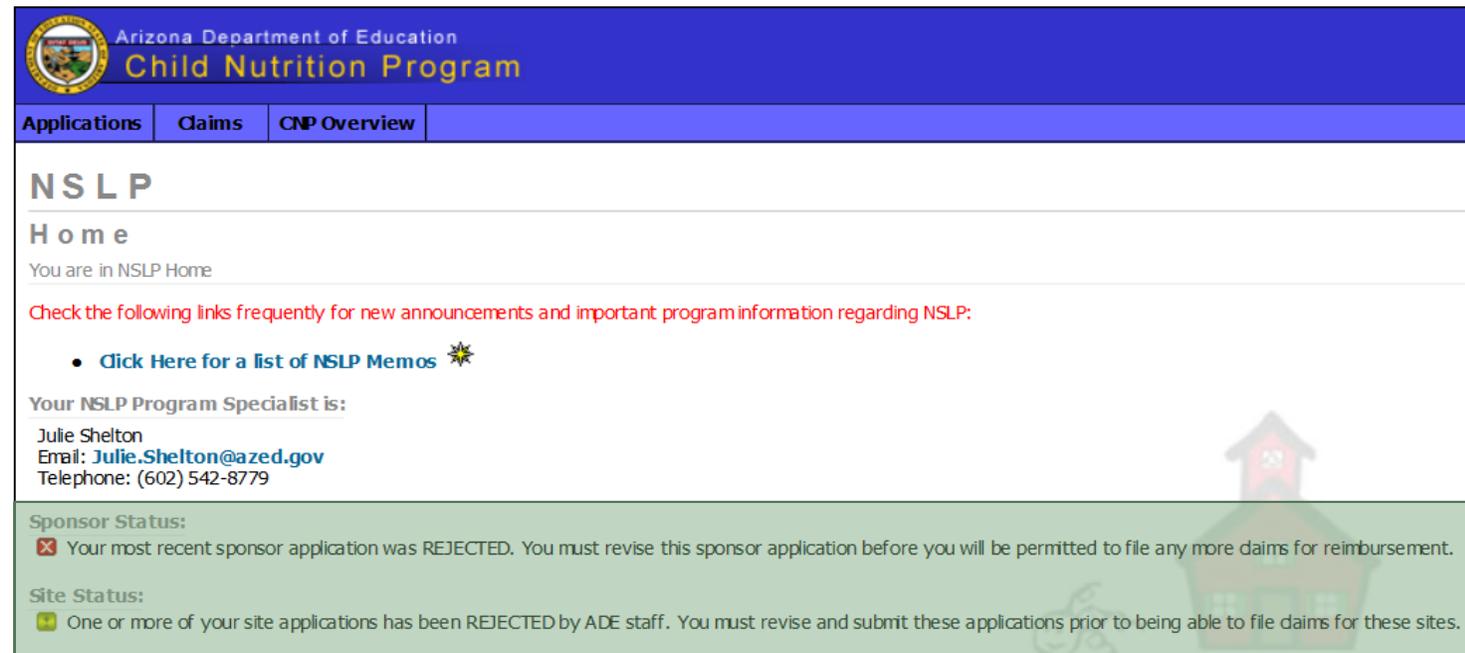
- *Approve* the applications: no further actions are required at this point.
- *Reject* the Site or Sponsor applications: ADE has found errors or inaccuracies in the applications that were submitted.
  - In order for the LEA to make any corrections, ADE must first *reject* the applications.
  - Once 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: "You are in NSLP Home". A red text prompt says "Check the following links frequently for new announcements and important program information regarding NSLP:" followed by a bullet point: "Click Here for a list of NSLP Memos". Below this, it lists the NSLP Program Specialist as Julie Shelton, with her email (Julie.Shelton@azed.gov) and phone number (602) 542-8779. A green box highlights the "Sponsor Status" section, which contains a red 'X' icon and the text: "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." Below that, the "Site Status" section shows a yellow warning icon and the text: "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."



# 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)				
<b>Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.</b>				
Action	Revision	Status	Effective Date	Checklist
<a href="#">View</a>	Original	Rejected		<a href="#">View Checklist</a>
<a href="#">Create New Application</a>				
Associated Sites (3)				
Willcox Elementary School (02-02-13-101)				
Action	Revision	Status	Effective Date	
<a href="#">View</a>	Original	Rejected		
<a href="#">Create New Application</a>				



# 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 shows the Arizona Department of Education Child Nutrition Program (CNP) web interface. The header is blue with the Arizona Department of Education logo and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation bar with tabs for "Applications", "Claims", and "CNP Overview". The main content area is white and displays "NSLP Home" and "You are in NSLP Home". A red text prompt says "Check the following links frequently for new announcements and important program information regarding NSLP:" followed by a bullet point: "Click Here for a list of NSLP Memos" with a star icon. Below this, it says "Your NSLP Program Specialist is:" followed by the name "Julie Shelton", email "Julie.Shelton@azed.gov", and telephone "(602) 542-8779". At the bottom, a green status bar displays "Sponsor Status:" and a green checkmark icon followed by the text "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](mailto: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
<a href="#">View</a>	Original	Approved	July 2016	<a href="#">View Checklist</a>

Create New Application

Associated Sites (3)

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Approved	July 2016

Create New Application

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	Original	Approved	July 2016

Create New Application

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

Action	Revision	Status	Effective Date
<a href="#">View</a>	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
<b>Snowflake Unified District (09-02-05)</b>						
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
<b>Snowflake Unified District (09-02-05)</b>						
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.						
<input type="button" value="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 Programs 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: 1.5 hours
- *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, you will be able to print your certificate of completion from Survey Monkey. *\*This will not appear in your Event Management System (EMS) Account.*

<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***

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