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 Arizona Department of Education.
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.
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.
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.
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.
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.
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.

For example, Desert Pines School District sponsors three sites that serve program meals: Dry Desert Elementary, Desert Malcom Middle School and Pine Grove Middle School.

ADE will hold the LEA accountable for NSLP requirements at all sites during the program year.
**The Step by Step Instruction will review:**

<table>
<thead>
<tr>
<th>Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Submitting Site and Sponsor Applications</strong></td>
</tr>
<tr>
<td><strong>Log into CNPWeb</strong></td>
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<tr>
<td><strong>Submitting Site and Sponsor Applications</strong></td>
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<tr>
<td><strong>Checklist Items</strong></td>
</tr>
<tr>
<td><strong>Application Review</strong></td>
</tr>
</tbody>
</table>

*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.
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.

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.
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*. 
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.

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
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.

\begin{verbatim}
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

Thank you,

ADE Solutions Support Team
Email: adesupport@azed.gov
Phone: (602) 542-2222
Toll free: 1(866) 377-9636
Fax: (602) 542-2561
Monday - Friday.
\end{verbatim}
True or False: You must submit a permission form to ADE in order to receive access to CNPWeb?

A. True
B. False
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.
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.
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
2. Click on ADECONNECT found on the top part of the webpage.
A new webpage will load. It should look like this screen:

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.
3. Enter your username and password.

*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.*
You have successfully logged into ADEConnect.

After logging in, your webpage will show all ADEConnect applications you have access to.
4. Click on **CNPWeb**.
You have successfully logged into CNPWeb.

After logging in, your webpage will show all Child Nutrition Programs you are participating in.
5. Click on [NSLP National School Lunch Program] to access your Site and Sponsor applications and claims.
A new webpage will load. It should look like this screen:
Log into CNPWeb

CNPWeb Home Page

- **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
Flow of Site and Sponsor Applications

LEA submits a Site application for each site(s).

LEA submits a Sponsor application.

LEA completes all pending checklist items (if applicable).

ADE specialist reviews applications.

Applications are either approved or rejected by ADE specialist.

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.
1. Once logged into CNPWeb, click on "Applications" found on the CNPWeb home screen.
2. Use the drop down to select a program year. Then click Go.
Now your screen should show the following headers: **Sponsor Name, Sponsor Applications, and Associated Sites.** Confirm that the information listed is correct.

### Submitting Site and Sponsor Applications

- **Sponsor Name**
- **Sponsor Applications**
- **Associated Sites**
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.

Submitting Site and Sponsor Applications

Add/Change/Delete form
Add/Change/Delete form


- 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).
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.
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.
3. 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.

Reminder: When submitting applications, you must submit all Site applications before submitting your Sponsor application.
You have successfully opened the Site application.

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

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

<table>
<thead>
<tr>
<th>Willcox Elementary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>(02-02-13-101)</td>
</tr>
</tbody>
</table>

1a. School Principal / Administrator Contact

| First Name: | William |
| Last Name:  | Taft    |
| Title:      | Principal |
| E-Mail Address: | williamhowardtaft@us.gov |
| Phone:      | (623) 787 - 7659 Ext 3104 |
| Fax:        | (623) 787 - 7056 Ext |

1b. Site Contact

| First Name: | Sandy |
| Last Name:  | Jones |
| Title:      | Accounts Payable |
| E-Mail Address: | sandyjones@us.gov |
| Phone:      | (623) 787 - 7659 Ext 3604 |
| Fax:        | (520) 384 - 4401 Ext |
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.

![Physical Address Table]

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![Mailing Address Table]
General Information

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

<table>
<thead>
<tr>
<th>5. Site-Level Supporting Data for Severe Need Breakfast and High Rate Lunch Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Lunches Served During 2017 - 2018: 6150 *</td>
</tr>
<tr>
<td>Reduced-Price Lunches Served During 2017 - 2018: 948 *</td>
</tr>
<tr>
<td>Paid Lunches Served During 2017 - 2018: 11418 *</td>
</tr>
<tr>
<td>2017 - 2019 School Year Percent of Free and Reduced-Price Lunches Served: 37.31 %</td>
</tr>
<tr>
<td>2018 - 2019 School Year Free Lunches Served: 6243 *</td>
</tr>
<tr>
<td>2018 - 2019 School Year Reduced-Price Lunches Served: 676 *</td>
</tr>
<tr>
<td>2018 - 2019 School Year Paid Lunches Served: 7776 *</td>
</tr>
<tr>
<td>2018 - 2019 School Year Percent of Free and Reduced-Price Lunches Served: 47.08 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Site-Level Supporting Data for Afterschool Care Snack Program Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants Approved for Free Lunches during March 2019 or latest Base Year: 114 *</td>
</tr>
<tr>
<td>Participants Approved for Reduced-Price Lunches during March 2019 or latest Base Year: 16 *</td>
</tr>
<tr>
<td>Participants Approved for Paid Lunches during March 2019 or latest Base Year: 2094 *</td>
</tr>
<tr>
<td>Percent of Free and Reduced-Price Eligible Students: 5.85 %</td>
</tr>
</tbody>
</table>
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.*
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.

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.
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.

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

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.
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).

Please contact your Program Specialist if you have questions about PLE.
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: | Wilcox Middle School |
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*.

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.
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.

| Amount Charged to Students for Reduced-Price Snack: | $0.15 |
| Amount Charged to Students for Paid Snack:         | $0.00 |
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 drop-down.

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

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.
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 **Save** button at the bottom of the Site application, the application will show a *Pending Submission* status.

<table>
<thead>
<tr>
<th>Willcox Middle School (02-02-13-102)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>Edit</td>
</tr>
</tbody>
</table>

- If the LEA clicked the **Submit** 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.

<table>
<thead>
<tr>
<th>Willcox High School (02-02-13-201)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>View</td>
</tr>
</tbody>
</table>
6. Click [Create New Application] to create another Site application. Repeat this step for all sites wishing to participate.
7. Submit all Site Applications

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

- If you chose to save all your Site applications you will need to go into each one by clicking [Edit] and then clicking [Submit] at the bottom of the page.
**Flow of Site and Sponsor Applications**

1. **LEA submits a Site application for each site(s).**
2. **LEA submits a Sponsor application.**
3. **LEA completes all pending checklist items (if applicable).**
4. **Program Specialist reviews applications.**
5. **Applications are either approved or rejected by ADE Program Specialist.**

**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.
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.
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.
Contact Information

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

![District Superintendent Contact Form]

Submitting Site and Sponsor Applications
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.

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

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

![Meal Counting and Point of Service Table](image)

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

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.
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.

Sites without computers use rosters at point of service to count meals served.
Meal Counting and Point of Service: *Point of Service Description*

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

The 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.
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.
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.

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.
**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.

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.
Certification Statement

LEA must read the Certification Statement and check the **I Agree** box in order to submit their application.
10. Complete all fields of the application, click Submit or Save.

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.
After you click **Submit** 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 **Submit** on this reminder notification.
Checklist Items
**Checklist Items**

**Flow of Site and Sponsor Applications**

1. LEA submits a Site application for each site(s).
2. LEA submits a Sponsor application.
3. LEA completes all pending checklist items (if applicable).
4. Program Specialist reviews applications.
5. Applications are either approved or rejected by ADE Program Specialist.

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

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

The LEA’s Program Specialist will check off the boxes once the documentation is received. The LEA cannot check these off themselves.
11. Once you have reviewed the checklist items click the button on the bottom of the screen.
A new webpage will load. Your statuses should match below:

If your statuses do not match, you have not submitted your applications properly. Please contact your Program Specialist.
You may review your checklist items at anytime by clicking "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.
Once all pending checklist items (if applicable) have been submitted and approved by ADE, the checklist items will be checked off in CNPWeb.
Application Review
Flow of Site and Sponsor Applications

- LEA submits a Site application for each site(s).
- LEA submits a Sponsor application.
- LEA completes all pending checklist items (if applicable).
- Program Specialist reviews applications.
- Applications are either approved or rejected by ADE Program Specialist.

• 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.
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.
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:
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.
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:
Application Index

Next time you access your applications, the application index will also reflect the approved status.
True or False:
You must first submit your Sponsor application, then all of your Site applications.

A. True
B. False
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.

A. True
B. False
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.

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

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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