



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS 33-2018

MEMORANDUM

To: All sponsors operating the CACFP or At-Risk Afterschool Meals Program

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Date: September 5, 2018

RE: CNP Management Plan and Budget system now available in ADEConnect for 2019 Renewals

Original Signed

The Community Nutrition Programs team is pleased to announce the release of the Online Management Plan and Budget system for Program Year 2019 renewal submissions. This memo provides important reminders that will assist sponsors in successfully accessing the system and submitting their renewal applications.

Accessing and Using the System

Access to the CNP Management Plan and Budget system is now available through ADEConnect for sponsors of child and adult care centers, non-profit organizations, and emergency shelters. Access for LEAs operating the At-Risk Afterschool Meals Program will be available beginning September 11.

In ADEConnect, the Entity Administrator for each organization will assign the CNP Management Plan and Budget role to appropriate staff members. In doing so, the Entity Administrator is authorizing the individual(s) to conduct official ADE business on behalf of the sponsor and responsible principals. Entity Administrators can visit the [ADEConnect website](#) for a brief video tutorial on how to add the application role for ADEConnect users. From the site, click on the Entity Admin Training bar, then scroll down to Add/Remove Application Roles. Entity Administrators are encouraged to watch all 5 training videos again to refresh their understanding of their role and how to navigate ADEConnect.

Once access to the system is granted, the person responsible for submitting the renewal application and uploading all documents can refer to the [Renewal Resources webpage](#) for additional trainings, guidance, and information.

Diane M. Douglas, Superintendent of Public Instruction
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Application Submission Deadlines

Submission of the management plan and budget and corresponding documents serves as your indication to the Arizona Department of Education (ADE) that you intend to continue operating the program in the coming year. **Applications are due October 1** and will be reviewed in the order they are received. Early application submissions are strongly encouraged.

Important Reminders

The ADE has created a [Renewal Resources webpage](#) where you can access a renewal preparation checklist and worksheets for civil rights data, free and reduced-price eligibility data, monitoring schedules and budgets. The management and budget training presentation is also available and you are encouraged to refer to the Application Tips section of the spiral notebook provided at the Annual Renewal Summit for more support throughout the renewal process.

Here are additional reminders as you get started:

Renewal Content:

- Some items will need to be printed, signed by a Designated Official, and scanned back in prior to uploading them into the system. Please be sure all items that require a signature are signed before they are uploaded.
- You will only be able to submit your management plan and budget once all required information is entered and all required documents are uploaded. All required items are marked with an asterisk (*).
- If you utilize a caterer, you will be required to upload your catering contract for approval. Veronica Cramer is our contract officer and she will send the contract to sponsors directly. This will not be provided through the preparation checklist. Please look for an email from Veronica in the near future. If you have questions about catering or the contract process, you can contact Veronica at (602) 364-1965 or Veronica.Cramer@azed.gov.

System Notes:

- When working on the budget, if you change the numbers in any field that requires recalculation, the system will show a question mark symbol in all other calculated budget boxes. These symbols will disappear and all your original data will be visible again once you click Save at the bottom of the page.
- You are encouraged to click Save often. This will ensure your work is not lost, especially if you are interrupted or need to search for a particular document.
- If any of your sites have changed, you will need to contact your assigned specialist and complete an Add/Change/Delete form. The site will need to be updated in the system before it will appear in the management plan and budget.

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If you have questions or concerns regarding this memo, please contact your assigned program specialist. If your assigned specialist is unavailable, you can also contact the Specialist of the Day by calling: (602) 542-8700 and choosing Option 1 for Community Nutrition Programs.

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