



CNPWeb Application Frequently Asked Questions (FAQ) for Mobile Meal Service Routes

ARIZONA DEPARTMENT OF EDUCATION
HEALTH AND NUTRITION SERVICES

Due to the increasing popularity of mobile meal service models, such as bus routes and home deliveries, ADE Health and Nutrition Services has provided answers to the questions below to provide clarity about how to apply for and be approved to operate a mobile meal service model in CNPWeb Site and Sponsor applications. This guidance is applicable to operators of the Summer Food Service Program (SFSP), Seamless Summer Option (SSO), and At-Risk Afterschool Meals. See page 2 for guidance for operators of the National School Lunch Program (NSLP). This guidance is effective February 1, 2021.

For operators of SFSP/SSO and At-Risk:

1) I am starting a new bus route. Do I need to add this as a site in CNPWeb?

Yes. If you are starting a brand new bus route, please follow the steps below:

Step 1: Fill out an Add/Change/Delete Form for each bus route. You need one form for each route, but do not need one form for each stop on the route. The physical address should be the location of the first stop.

Step 2: Once the routes have been added to CNPWeb, complete the Site applications.

Step 3: Revise Section 6 of the Sponsor application to include the approximate number of stops on each route, and a clear description of the meal counting method(s) and point of service.

2) I am starting a new home delivery route. Do I need to add this as a site in CNPWeb?

Yes. If you are starting a brand new home delivery route, please follow steps 1-3 in Question 1. However, the physical address for the home delivery route should be the cross streets of the first stop (an actual home address should **not** be used as the physical address).

3) I have an existing bus/home delivery route, but it is not its own site in CNPWeb—the meals are claimed under a physical site location. Do I need to submit an Add/Change/Delete Form to create a separate site for my mobile route(s)?

Yes. All mobile routes (bus route or home delivery) must have their own Site applications. Please complete steps in Question 1 for bus routes and Question 2 for home deliveries as soon as possible. All meals and snacks served on the mobile routes will need to be claimed under their own site claim beginning with **February** meal services.

4) I have an existing bus/home delivery route as its own site in CNPWeb. Do I need to make any changes to my CNPWeb application?

Yes. Please update Section 6 of the Sponsor Application to include the number of stops on the bus route(s) and/or number of homes delivered to on the home delivery route(s), and a clear description of the meal counting method(s) and point of service.



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5) I have an existing bus/home delivery route as its own site in CNPWeb, but the first stop on the route has changed. Do I need to submit an Add/Change/Delete Form to update the site name?

No, you do not have to update the site name; however, please update the physical address in the CNPWeb Site application to reflect the location of the first stop.

6) I operate SFSP/SSO simultaneously with At-Risk and offer breakfast, lunch, snack, and/or supper on a mobile bus/home delivery route. How do I set this up in CNPWeb?

School Food Authorities (SFAs) who are operating SFSP/SSO and At-Risk must claim the At-Risk meals under NSLP, and the mobile sites operating At-Risk must also have their own Site application in CNPWeb under NSLP. Follow these steps to have the At-Risk mobile sets set up in CNPWeb:

Step 1: Fill out an Add/Change/Delete Form for each mobile route serving At-Risk. When completing the form, please check "Other" and specify "NSLP/At-Risk" when selecting the applicable program.

Step 2: Once the routes have been added to CNPWeb, complete the Site applications. Select "At-Risk Meal Service Center" under "Classification of Site," and "Public Site Legally Separate from Sponsor" under "Site Administration."

Step 3: Revise Section 6 of the Sponsor application to include the approximate number of stops on each route, and a clear description of the meal counting method(s) and point of service.

The Sponsor application checklist will prompt you to submit a Partnership Agreement. This will not be required for mobile At-Risk sites. All meals and snacks served on the mobile routes will need to be claimed under their own site claim beginning with **February** meal services.

For operators of NSLP:

1) I am operating, or plan to operate, a bus/home delivery route. Do I need to add this as a site in CNPWeb?

No, a mobile route does not need to be a separate site in CNPWeb for NSLP; however, you will need to update Section 6 of the Sponsor application to include the approximate number of stops on each bus route(s) and/or number of homes delivered to on the home delivery route, and indicate which site/sites are operating more than one type of meal service (e.g. bus route, home delivery, curbside, cafeteria, classroom) and how you are ensuring accuracy of meal counts at each point of service and the consolidation of those counts for the monthly claim.