

How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program

STEP-BY-STEP INSTRUCTION

Released April 2022





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **operators of the Summer Food Service Program (SFSP)**. All regulations are specific to operating the SFSP under the direction of ADE.

Training Hours

Summer program training hours may not be counted towards the Professional Standards requirements.
Information to include when documenting training hours:

Training Title: Step-by-Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb: Summer Food Service Program

Length: 1 hour

Objectives

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

- understand the application process used to participate in the summer meal programs;
- identify eligible sites for SFSP operation;
- complete the applicable fields in the CNPWeb site and sponsor applications; and
- determine what is required to be submitted to ADE for approval of the SFSP application.

How to Apply for the Summer Food Service Program

This Step-by-Step Instruction will include:

Introduction to the Summer Meal Programs	Slides 5-9
SFSP Application Process	Slides 10-15
ADEConnect	Slides 16-21
Log Into CNPWeb	Slides 22-31
Submitting Site and Sponsor Applications	Slides 32-82
Checklist Items	Slides 83-88
Resource Recap	Slide 89

The following slides will cover how-to instructions for completing the Summer Food Service Program (SFSP) application process. Please refer to the [Summer Meal Service Webpage](#) for training on how to apply for the Seamless Summer Option (SSO) for School Food Authorities (SFAs).

Introduction to the Summer Meal Programs



Introduction

Serving Summer Meals

The goal of serving summer meals is to ensure that all children in low-income areas have access to nutritious meals during the summer when school is not in session. Program operators are reimbursed for all meals and snacks served to children 18 years of age and younger at schools and/or community sites.

The United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) funds the summer meal programs. The Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division administers these programs at the state level.

Program operators have the option of serving meals during the summer through two different programs. These options are the Summer Food Service Program (SFSP), and the Seamless Summer Option (SSO).

Introduction

Summer Meal Program Eligibility

To be eligible to participate as an operator of the SFSP, the organization must be a:

- Public or private non-profit school food authority (SFA);
- Public or private non-profit college or university participating in the National Youth Sports Program (NYSP);
- Public or private non-profit residential summer camp;
- Unit of local, county, municipal, State, or Federal Government; or
- Any other type of private non-profit organization.

The organization must also be tax exempt, demonstrate the administrative and financial ability to manage a food service effectively, serve low-income children, and conduct a non-profit food service. A private, for-profit organization may not operate the SFSP.

- For more information on eligibility, view the Step-by-Step Instruction Quick Guide: [How To Determine and Document Site Eligibility for the SFSP](#)

Introduction

Program Options

The summer meal programs may be operated during the summer months at eligible sites. There are two types of ways in which the summer meal programs may be operated:

- **Seamless Summer Option (SSO)** - The SSO is an alternative option only available to School Food Authorities (SFAs), with streamlined requirements.
- **Regular SFSP** - This option is the traditional way to operate SFSP and is available to all entities, including SFAs.

Introduction

Moving Forward with Summer Meals

In addition to Federal eligibility and operational requirements, State agencies are required to ensure that only eligible sites are operating the summer meal programs and that required documentation and agreements are affirmed prior to operating summer meal programs.

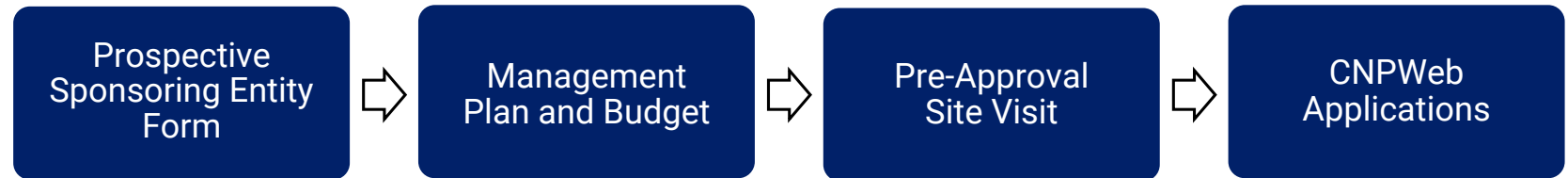
The remaining sections of this training will include application details for SFSP operators in Arizona.

SFSP Application Process



SFSP Application Process

The Flow of the Application Process

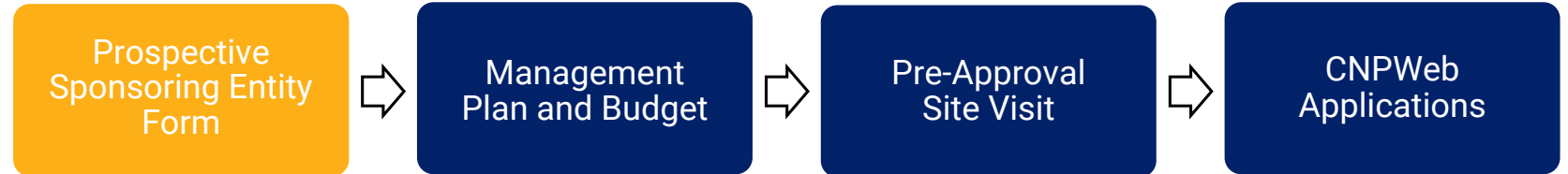


Depending on if the entity has previously operated the SFSP, the flow of the application process may vary.

- All **brand new** Community Organizations (COs) are required to complete the *Prospective Sponsoring Entity Form*, and a *Pre-Approval Site Visit*.
- All SFSP operators must submit a *Management Plan and Budget* prior to submitting *CNPWeb applications*.
 - Note, **SFAs** transitioning from SSO to SFSP only need to submit a Management Plan; a Budget is not required.
- Returning SFSP operators will begin the application process with the Management Plan and Budget.

SFSP Application Process

Prospective Sponsoring Entity Form

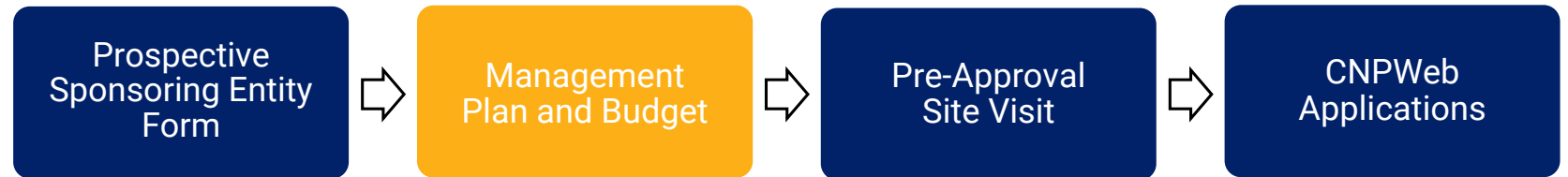


A prospective sponsoring entity can notify HNS of their desire to participate in SFSP by emailing HNS at ContactHNS@azed.gov or by calling the Specialist of the Day at 602-542-8700, Option 1.

- Prospective Entities will be directed to complete the [SFSP Prospective Sponsoring Entity Form](#) in order to begin the SFSP application process.
- This is the first step of the application process for brand new operators that have not operated the SFSP before.

SFSP Application Process

Management Plan and Budget

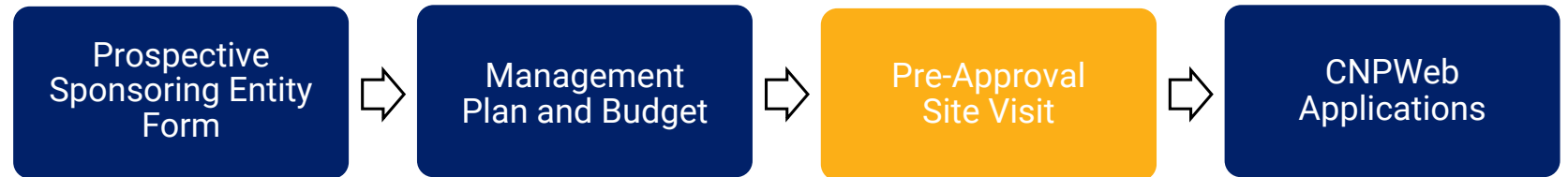


New and existing operators must complete the SFSP Management Plan & Budget annually.

- Brand new operators will receive an email to complete the Management Plan and Budget once the Prospective Sponsoring Entity Form has been processed.
- For existing operators, submitting the Management Plan and Budget is the first step of application process.
- For assistance on accessing and completing the Management Plan and Budget, view the [Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget](#)

SFSP Application Process

Pre-Approval Site Visit

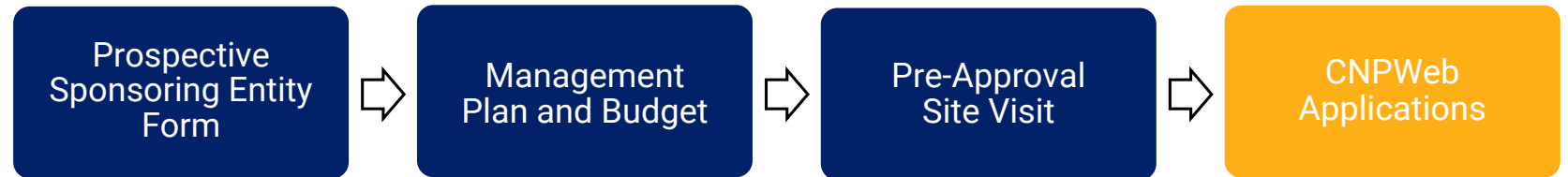


New operators must complete a Pre-Approval Site Visit prior to submitting CNPWeb applications.

- Upon completion and approval of the Management Plan and Budget, a specialist will contact the new operator to schedule a pre-approval visit.
- The specialist will either recommend the operator for approval, or indicate to the operator the areas needing to be corrected prior to submitting CNPWeb applications.
- Returning operators will not complete a Pre-Approval Site Visit.

SFSP Application Process

CNPWeb Applications



New and existing SFSP operators must complete their CNPWeb site and sponsor applications prior to serving summer meals. Once submitted, the HNS specialist will review the CNPWeb applications to ensure the information on the applications is accurately completed.

- Management Plan and Budget must be approved before the operators can submit their CNPWeb applications.
- SFAs transitioning from SSO to SFSP operations will need to revise their period start and end dates in their Sponsor application
- The following sections will go through the steps for completing the CNPWeb site and sponsor applications.

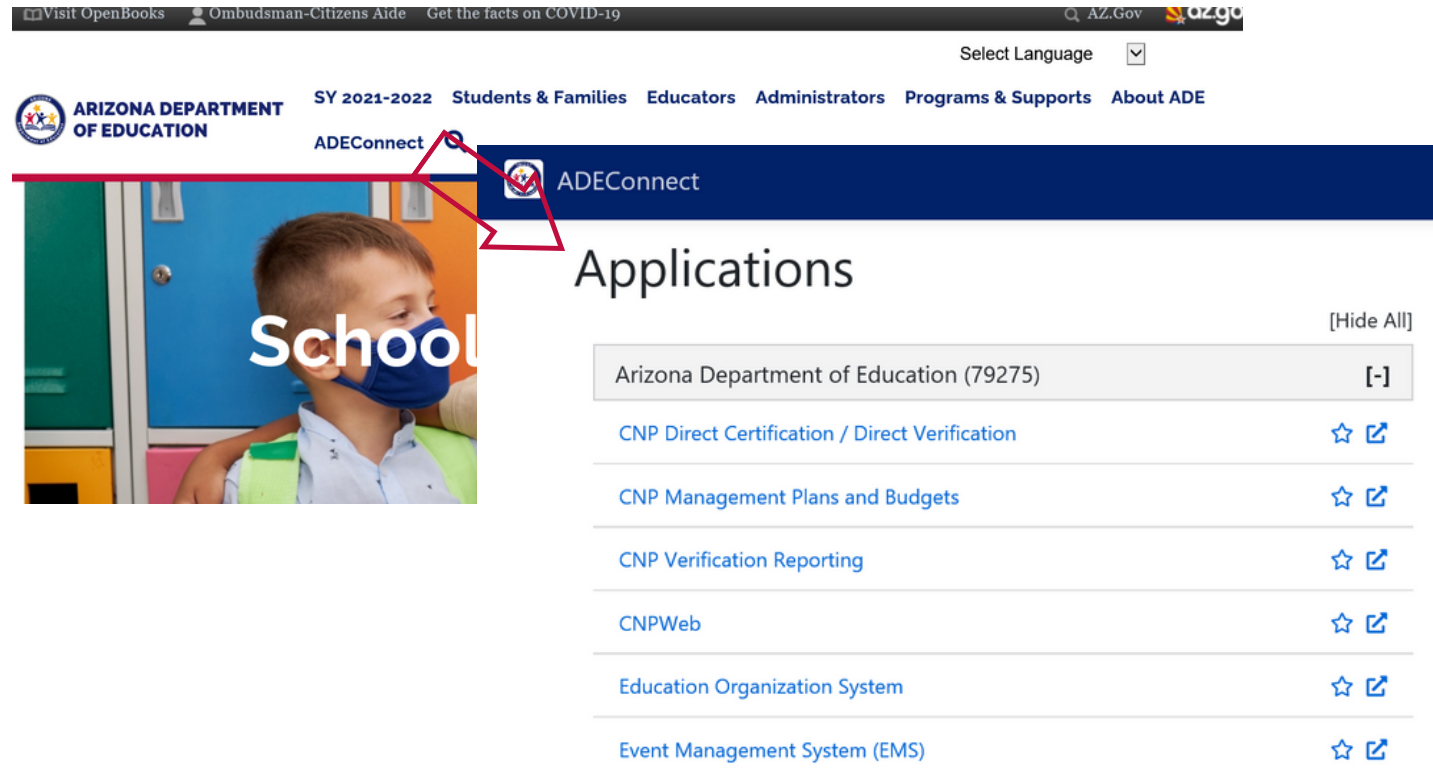
ADEConnect



ADEConnect

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, HNS will require LEAs to submit reports using this online application.



The screenshot displays the ADEConnect website. At the top, there is a navigation bar with links for 'Visit OpenBooks', 'Ombudsman-Citizens Aide', and 'Get the facts on COVID-19'. Below this, the Arizona Department of Education logo is visible, along with navigation links for 'SY 2021-2022', 'Students & Families', 'Educators', 'Administrators', 'Programs & Supports', and 'About ADE'. The 'ADEConnect' link is highlighted with a red arrow. The main content area features a large image of a child wearing a blue face mask, with the word 'School' overlaid. To the right of the image, the word 'Applications' is displayed. Below this, a list of applications is shown, each with a star icon and a link icon. The applications listed are: 'Arizona Department of Education (79275)', 'CNP Direct Certification / Direct Verification', 'CNP Management Plans and Budgets', 'CNP Verification Reporting', 'CNPWeb', 'Education Organization System', and 'Event Management System (EMS)'. A '[Hide All]' link is located at the top right of the applications list.

Application	Star Icon	Link Icon
Arizona Department of Education (79275)	☆	[-]
CNP Direct Certification / Direct Verification	☆	🔗
CNP Management Plans and Budgets	☆	🔗
CNP Verification Reporting	☆	🔗
CNPWeb	☆	🔗
Education Organization System	☆	🔗
Event Management System (EMS)	☆	🔗

What is CNPWeb?

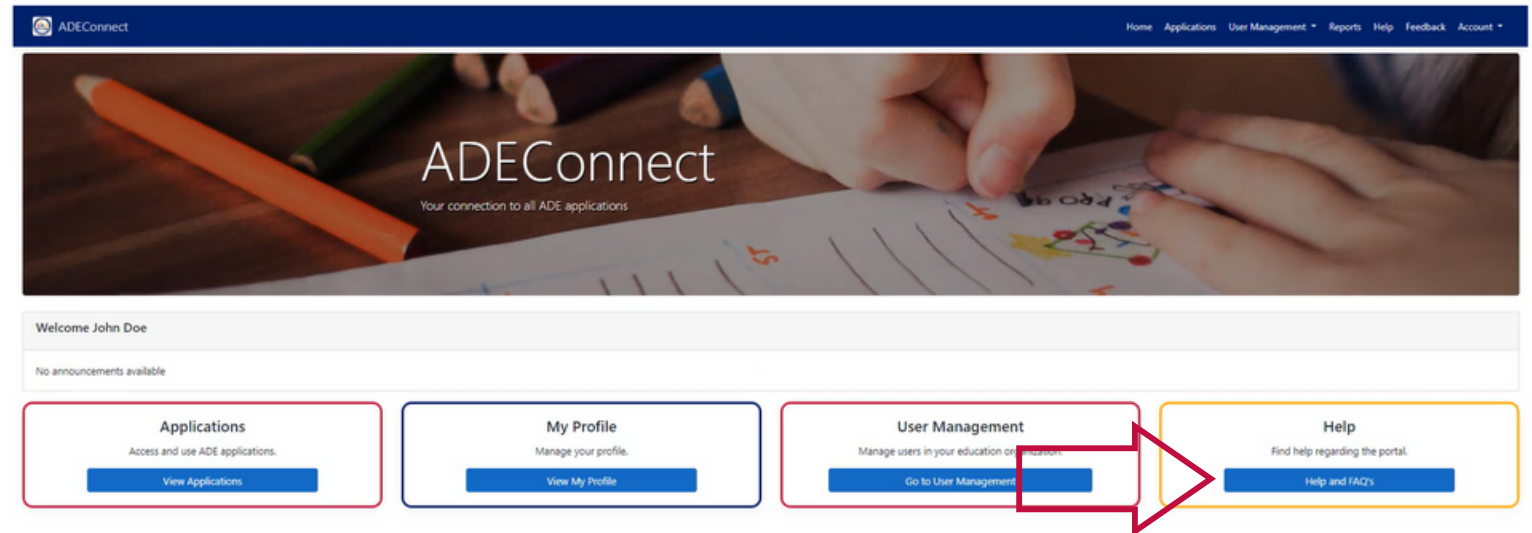
CNPWeb is the web application where entities operating any one the Child Nutrition Programs submit their annual Site and Sponsor applications, and submit claims for reimbursement.

The screenshot displays the ADEConnect web application interface. At the top, there is a dark blue header with the ADEConnect logo and name. Below this, the main heading is 'Applications'. To the right of the heading is a '[Hide All]' link. Below the heading, there is a search bar containing 'Arizona Department of Education (7927)' and a '[-]' button. Below the search bar, there is a list of links: 'CNP Direct Certification / Direct Verification', 'CNP Management Plans and Budgets', 'CNP Verification Reporting', 'CNPWeb', 'Education Organization System', and 'Event Management System (EMS)'. A red arrow points to the 'CNPWeb' link. To the right of the links, there is a yellow banner for the 'Arizona Department of Education Child Nutrition Program' with 'NSLP' and 'SFSP' tabs. Below the banner, there is a section titled 'Health & Nutrition Services' with a subheading 'Child Nutrition Programs'. Under this, there is a 'Mission Statement' section with the text 'To assist schools and organizations in improving the nutritional health and well-being of students.' Below the mission statement, there are four icons representing different programs: 'NSLP' (National School Lunch Program), 'CACFP' (Child and Adult Care Food Program), 'SFSP' (Summer Food Service Program), and 'CORE' (Program Maintenance).

How do I obtain access to CNPWeb?

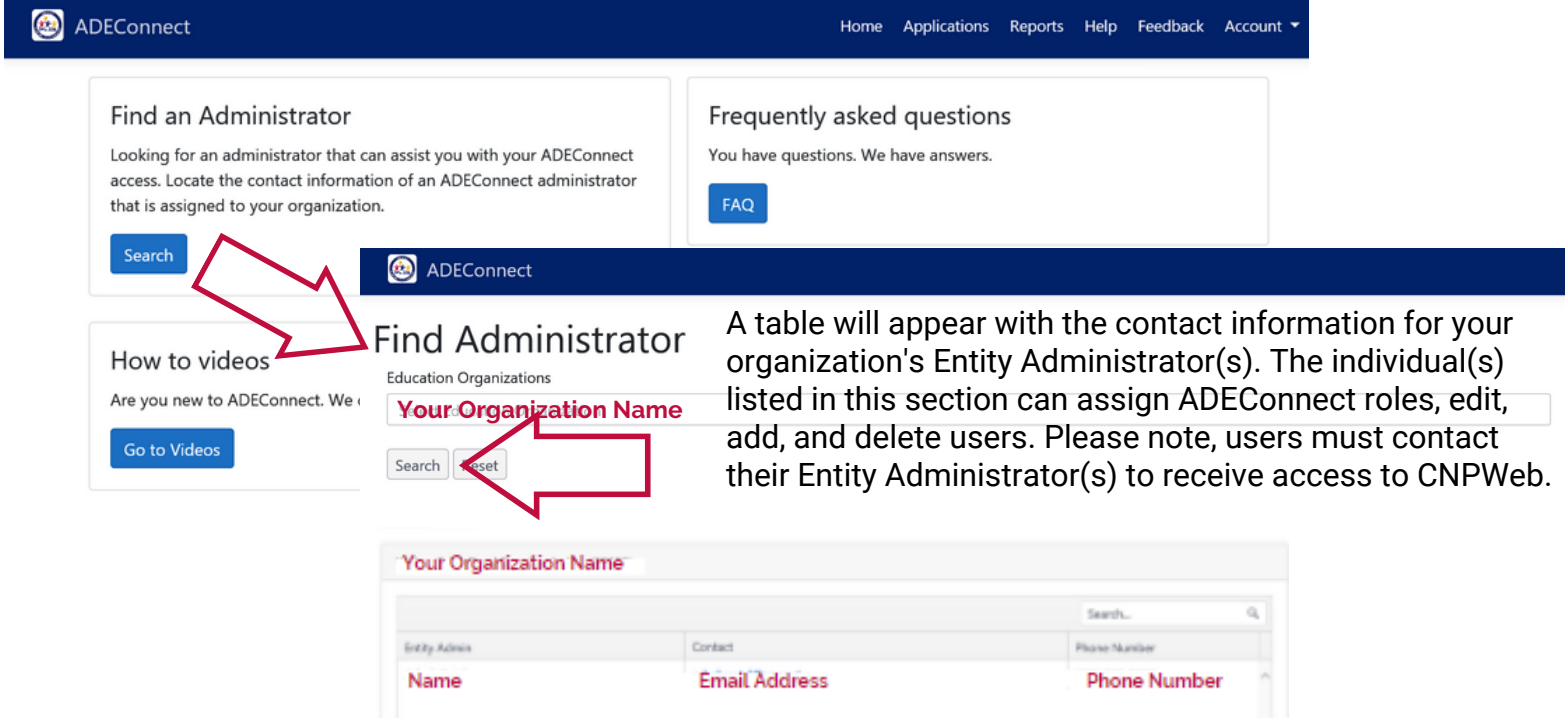
Only those users who have been designated Entity Administrators can grant permissions to applications within ADEConnect.

- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your organization's Entity Administrator, you can log into ADEConnect from the sign in screen or through your Student Information System (SIS) and click on "Help and FAQ's".



How do I obtain access to CNPWeb?

You may search for your Entity Administrator(s) by typing the name of your organization on the search bar, selecting your organization, and clicking "Search".



The screenshot shows the ADEConnect website interface. At the top is a dark blue navigation bar with the ADEConnect logo and links for Home, Applications, Reports, Help, Feedback, and Account. Below the navigation bar, there are two main sections: 'Find an Administrator' and 'Frequently asked questions'. The 'Find an Administrator' section contains a description of the tool and a 'Search' button. A red arrow points from this 'Search' button to the 'Find Administrator' section below. The 'Find Administrator' section has a sub-header 'Education Organizations' and a search bar with the placeholder text 'Your Organization Name'. A red arrow points from this search bar to the 'Search' button in the 'Find Administrator' section. Below the search bar, there is a table with columns for 'Entity Admin', 'Contact', and 'Phone Number'. The table is currently empty, but it is expected to display a list of administrators for the selected organization.

Find an Administrator
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

Frequently asked questions
You have questions. We have answers.

Find Administrator
Education Organizations

Your Organization Name

Search **Reset**

Entity Admin **Contact** **Phone Number**

Name **Email Address** **Phone Number**

A table will appear with the contact information for your organization's Entity Administrator(s). The individual(s) listed in this section can assign ADEConnect roles, edit, add, and delete users. Please note, users must contact their Entity Administrator(s) to receive access to CNPWeb.

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:** Firstname Lastname, Firstname.Lastname@yourdistrict.gov

Thank you,

ADE Solutions Support Team
Email: 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

Thank you,

ADE Solutions Support Team
Email: 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

**Log into
CNPWeb**



Log into CNPWeb

1. Go to the ADE Health and Nutrition Services webpage:
<http://www.azed.gov/hns/>.



SY 2021-2022 Students & Families Educators Administrators Programs & Supports About ADE ADEConnect



Home / Health and Nutrition Services / Welcome to Health & Nutrition Services

Welcome to Health & Nutrition Services

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.



COVID-19: Guidance to Child Nutrition Operators

Providing Meals During the School Day ▼

Providing Meals/Snacks in Childcare and Adult Care ▼

Providing Meals/Snacks After School ▼

Providing Meals/Snacks During the Summer ▼

Peer to Peer Support for Child Nutrition Professionals

Log into CNPWeb

2. Click on **ADEConnect** found on the top of the webpage.



The screenshot shows the Arizona Department of Education website. The header includes the state seal and the text "ARIZONA DEPARTMENT OF EDUCATION". To the right of the header is a navigation menu with links: "SY 2021-2022", "Students & Families", "Educators", "Administrators", "Programs & Supports", "About ADE", and "ADEConnect". A red arrow points to the "ADEConnect" link. Below the header is a search bar with a magnifying glass icon. The main content area has a breadcrumb trail: "Home / Health and Nutrition Services / Welcome to Health & Nutrition Services". The heading "Welcome to Health & Nutrition Services" is followed by a paragraph: "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." Below this is a photograph of children in a classroom. To the right of the photograph is a sidebar with a list of links: "COVID-19: Guidance to Child Nutrition Operators", "Providing Meals During the School Day", "Providing Meals/Snacks in Childcare and Adult Care", "Providing Meals/Snacks After School", "Providing Meals/Snacks During the Summer", and "Peer to Peer Support for Child Nutrition Professionals".

ARIZONA DEPARTMENT OF EDUCATION

SY 2021-2022 Students & Families Educators Administrators Programs & Supports About ADE **ADEConnect**

Home / Health and Nutrition Services / Welcome to Health & Nutrition Services

Welcome to Health & Nutrition Services

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.

COVID-19: Guidance to Child Nutrition Operators

Providing Meals During the School Day

Providing Meals/Snacks in Childcare and Adult Care

Providing Meals/Snacks After School

Providing Meals/Snacks During the Summer

Peer to Peer Support for Child Nutrition Professionals

Log into CNPWeb

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

The screenshot shows the Arizona Department of Education login page. At the top is the Arizona Department of Education logo. Below it is the text "Sign in with your organizational account". There are two input fields: one for an email address (containing "someone@example.com") and one for a password (labeled "Password"). Below the fields is a blue "Sign in" button with a small icon. Underneath the button is a link for "Forgot Password?". A paragraph of text explains that the organizational account used for sign in is the email address. Another paragraph states that if the user has forgotten their ADEConnect password, they can reset it using the "Forgot Password?" link. A third paragraph mentions that if the user is a Student Information System (SIS) user, they should use that system for access to all ADE applications, and that SIS users should only maintain their password in the SIS. A fourth paragraph notes that resetting the ADEConnect password does not update the SIS or Common Logon passwords. A fifth paragraph says that if the user cannot create an ADEConnect Account or if they do not want to create one, they should click a link to contact ADE. The final paragraph states that for questions regarding the entity and application access via ADEConnect, the user should contact the Entity Administrator. At the bottom, there is a small link for "ADEConnect Help" and "ADEConnect Support".

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

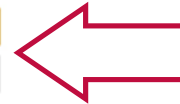
**Username and password are both provided during the initial application process to any
Child Nutrition Program*

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.

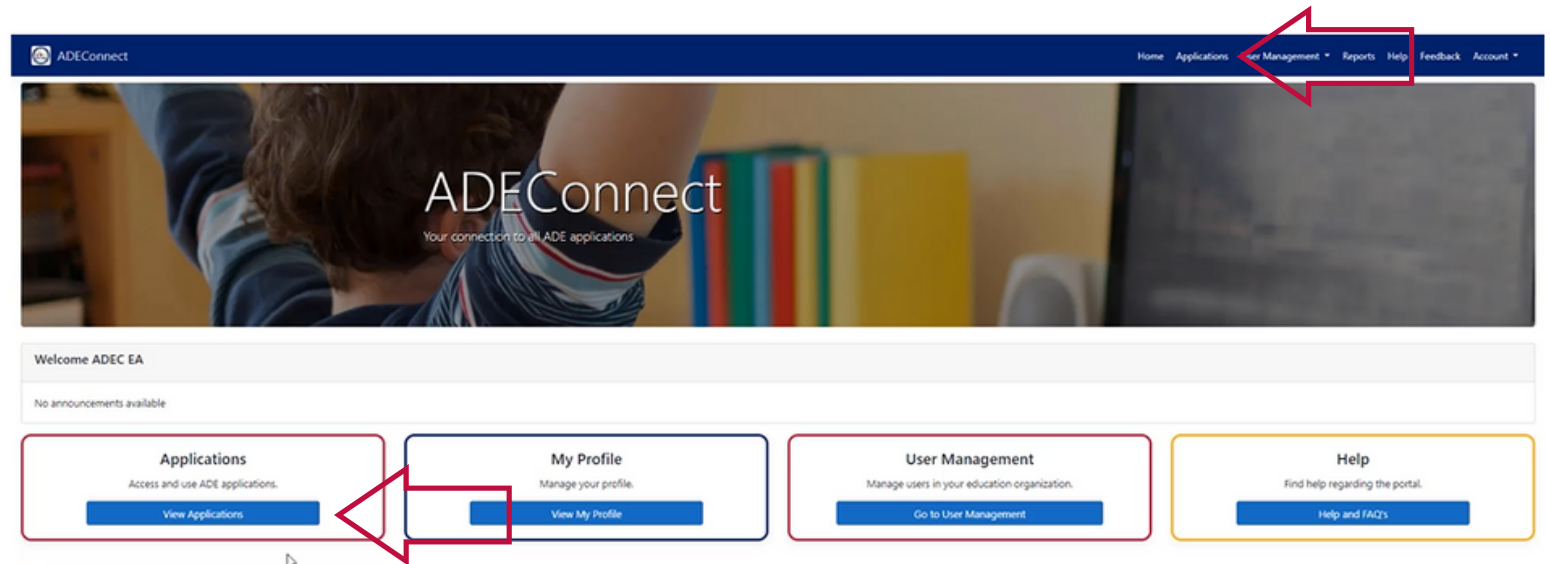
If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click here](#) to contact ADE.

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

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


Log into CNPWeb

4. You have successfully logged into ADEConnect. Click on **View Applications** or **Applications** at the bottom left or top right corner of the page.















Log into
CNPWeb

5. Click on **CNPWeb**.

 ADEConnect

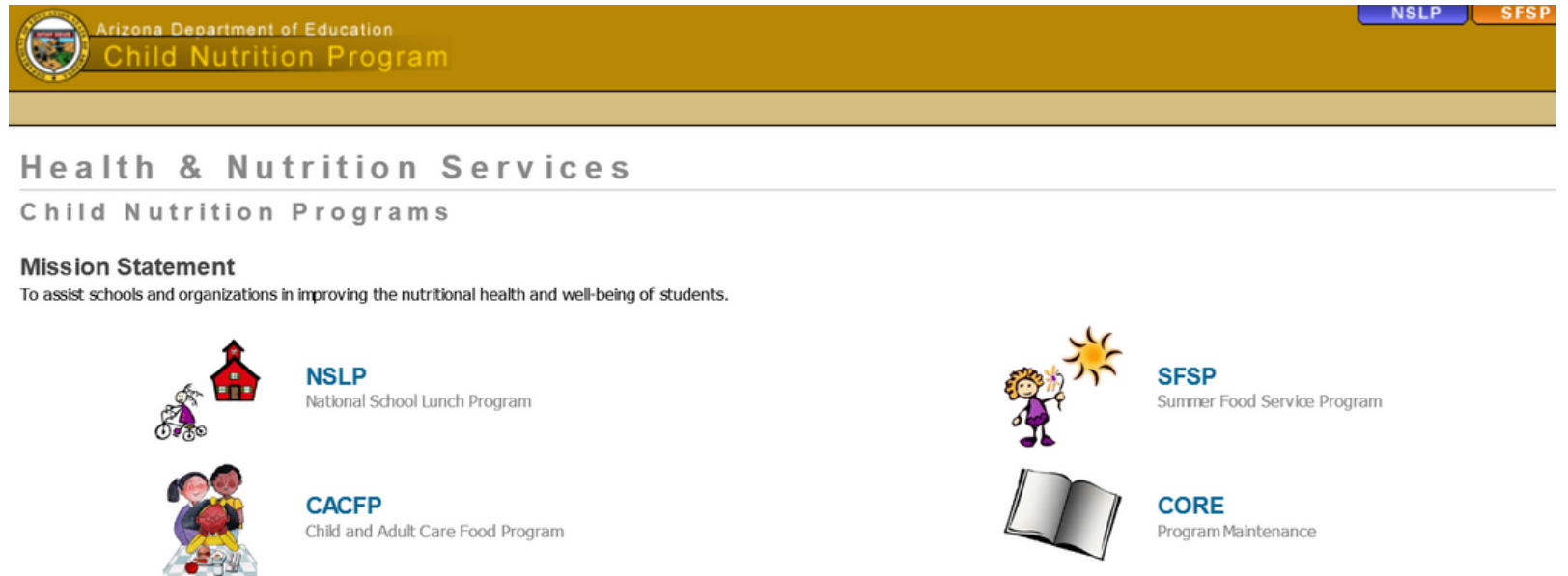
Applications

[Hide All]

Arizona Department of Education (79275)	[-]
CNP Direct Certification / Direct Verification	 
CNP Management Plans and Budgets	 
CNP Verification Reporting	 
CNPWeb	 
Education Organization System	 
Event Management System (EMS)	 

Log into CNPWeb

You have successfully logged into CNPWeb. After logging in, your webpage will show all Child Nutrition Programs you are participating in.



The screenshot shows the Arizona Department of Education Child Nutrition Program webpage. At the top, there is a yellow header bar with the Arizona Department of Education logo on the left, the text "Arizona Department of Education" and "Child Nutrition Program" in the center, and two tabs labeled "NSLP" and "SFSP" on the right. Below the header, the page title "Health & Nutrition Services" is displayed in a large, bold, grey font, followed by "Child Nutrition Programs" in a smaller, bold, grey font. A horizontal line separates the title from the content below. The "Mission Statement" section follows, with the text "To assist schools and organizations in improving the nutritional health and well-being of students." Below this, there are four program icons and their descriptions: 1. NSLP (National School Lunch Program) with an icon of a schoolhouse and a child on a bicycle. 2. CACFP (Child and Adult Care Food Program) with an icon of two children sitting at a table. 3. SFSP (Summer Food Service Program) with an icon of a child holding a sun. 4. CORE (Program Maintenance) with an icon of an open book.

Arizona Department of Education
Child Nutrition Program

NSLP SFSP

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

6. Click on **SFSP**.



Health & Nutrition Services

Child Nutrition Programs

Mission Statement

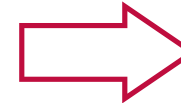
To assist schools and organizations in improving the nutritional health and well-being of students.



NSLP
National School Lunch Program



CACFP
Child and Adult Care Food Program



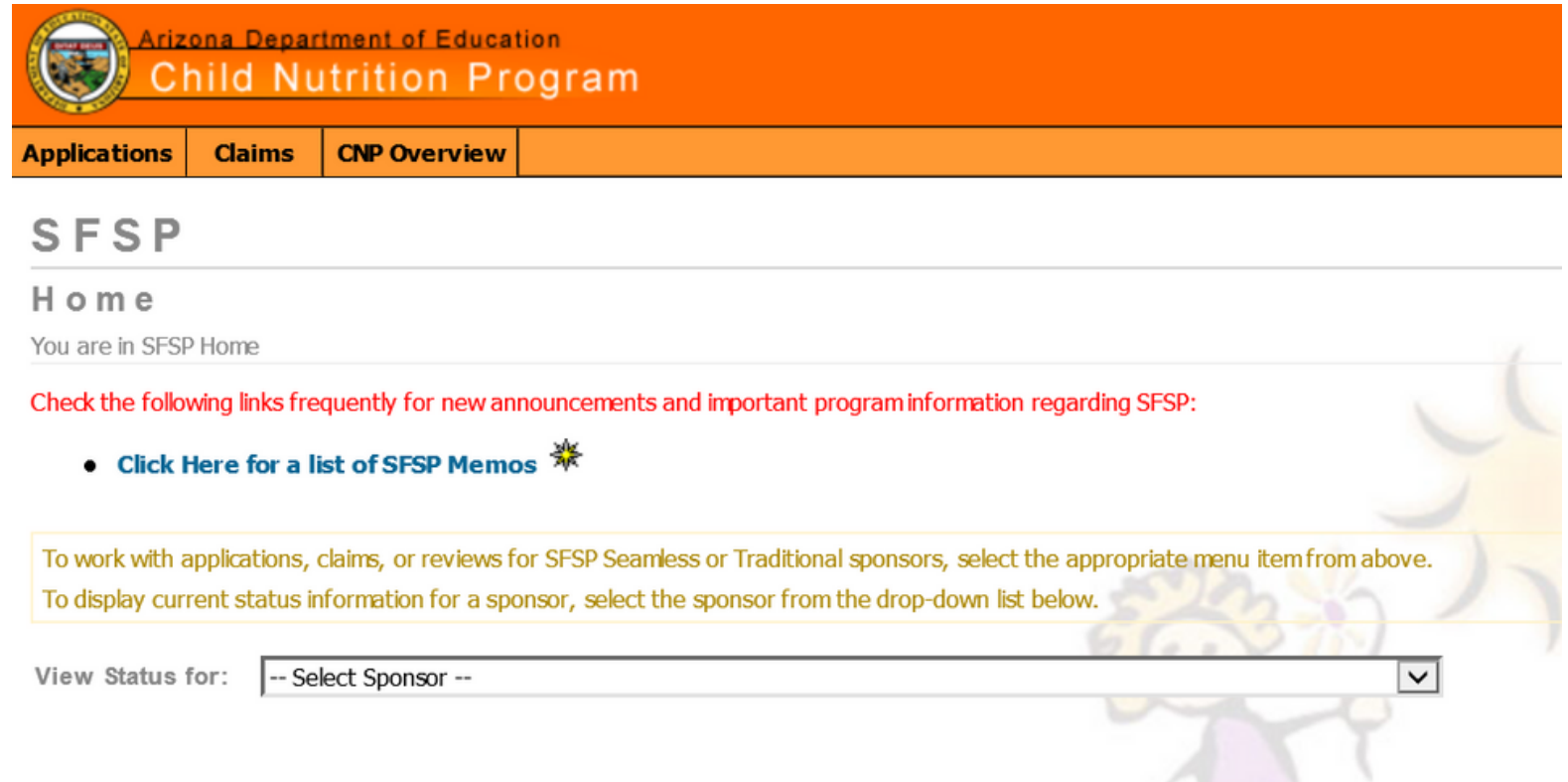
SFSP
Summer Food Service Program



CORE
Program Maintenance

Log into CNPWeb

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



The screenshot shows the Arizona Department of Education Child Nutrition Program (CNPWeb) login page. The header is orange with the Arizona Department of Education logo and the text "Arizona Department of Education" and "Child Nutrition Program". Below the header is a navigation bar with three tabs: "Applications", "Claims", and "CNP Overview". The main content area is white and features the text "SFSP" and "Home". Below this, it says "You are in SFSP Home". A red text prompt reads: "Check the following links frequently for new announcements and important program information regarding SFSP:". Below this is a bullet point with a blue link: "Click Here for a list of SFSP Memos" followed by a star icon. A yellow box contains the text: "To work with applications, claims, or reviews for SFSP Seamless or Traditional sponsors, select the appropriate menu item from above. To display current status information for a sponsor, select the sponsor from the drop-down list below." At the bottom, there is a label "View Status for:" followed by a drop-down menu with the text "-- Select Sponsor --" and a downward arrow icon.

Arizona Department of Education
Child Nutrition Program

Applications Claims CNP Overview

SFSP

Home

You are in SFSP Home

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

- Click Here for a list of SFSP Memos

To work with applications, claims, or reviews for SFSP Seamless or Traditional sponsors, select the appropriate menu item from above.
To display current status information for a sponsor, select the sponsor from the drop-down list below.

View Status for: -- Select Sponsor --

Submitting Site and Sponsor Applications



Submitting Site and Sponsor Applications

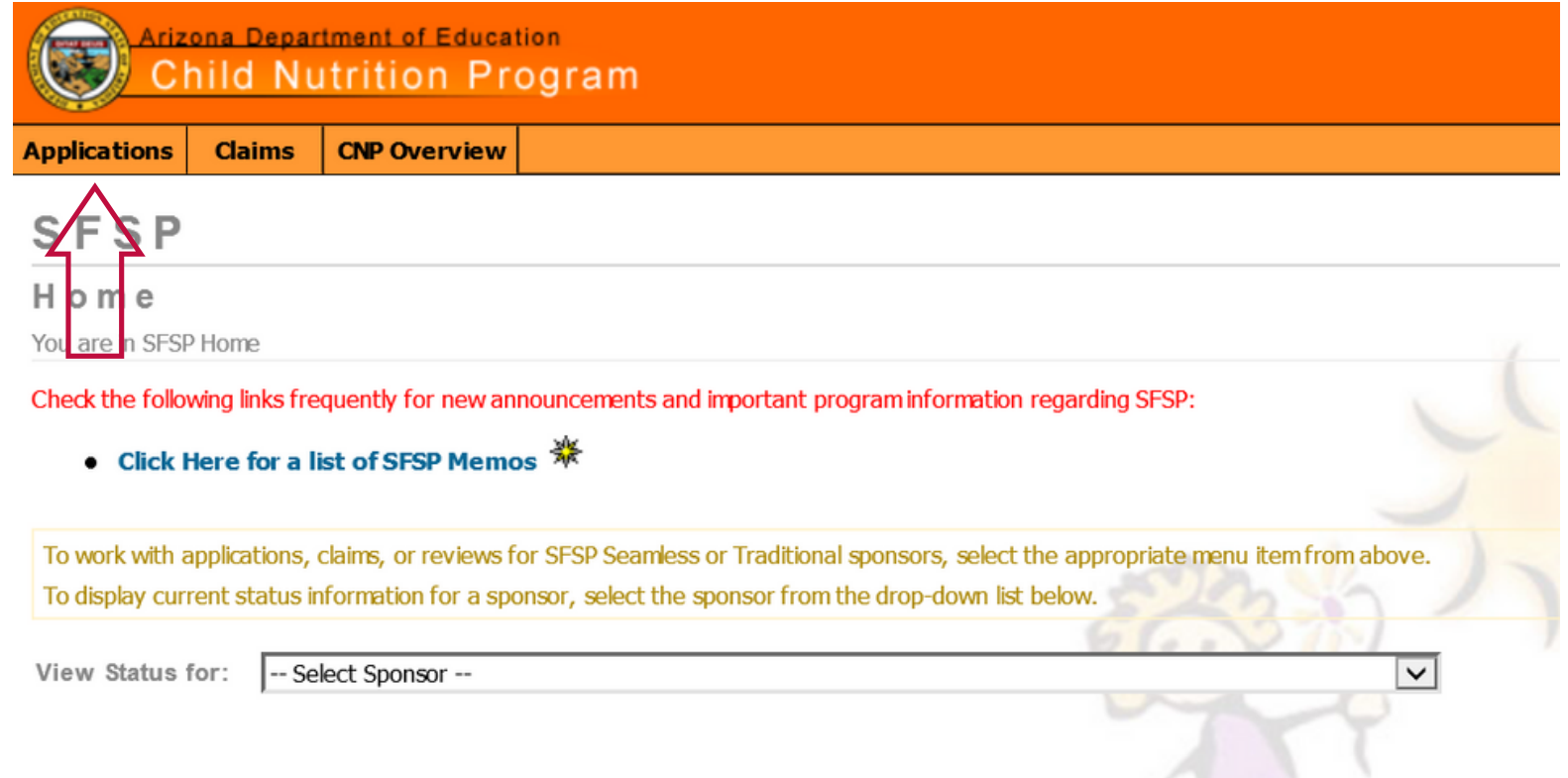
Transitioning from School Year SSO Operations to Summer Meals

Important: SFAs currently operating the SSO will need to submit a new revision to their current CNPWeb applications when transitioning to operating summer meals. SFAs will need revise their Program Period Beginning and End Dates for their transition from the end of their school year to the start of summer meal SSO operations.

SFAs that wish to transition from SSO to SFSP starting July 1, 2022 will need to submit a new revision with updated Program Period Beginning and End Dates, as well as the reflection of a change from 'Seamless Summer Option' to 'Simplified'

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 Claims CNP Overview

SFSP
Home
You are in SFSP Home

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

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

To work with applications, claims, or reviews for SFSP Seamless or Traditional sponsors, select the appropriate menu item from above.
To display current status information for a sponsor, select the sponsor from the drop-down list below.

View Status for: -- Select Sponsor --

Submitting Site and Sponsor Applications

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

S F S P

Applications Index

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

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

Program Year:	2022	▼	←
Search For:	Sponsor	▼	
<input checked="" type="radio"/> Search by Name:	Begins with...	▼	<input type="text"/> <input type="button" value="Go"/> ←
<input type="radio"/> Search by CTDS:	<input type="text"/>	<input type="button" value="Go"/>	(Enter as a number with no punctuation)

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.

SFSP

Applications Index

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

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

Program Year: 2022

Search For: Sponsor

☒ Search by Name: Begins with...

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

Sponsor Name → Sponsor Name (99-99-99)

Sponsor Applications (1) ← **Sponsor Applications**

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

Associated Sites → Create New Application

Associated Sites (4)

Site Name 1 (99-99-99-001)
Create New Application

Site Name 2 (99-99-99-002)
Create New Application

Site Name 3 (99-99-99-003)
Create New Application

Site Name 4 (99-99-99-004)
Create New Application

Submitting Site and Sponsor Applications

Completing Applications

Things to remember:

- *You can save all applications and continue working on them at a later time.*
- *You must complete and submit all Site applications before submitting the Sponsor application.*
- *If you submitted the Site and Sponsor applications and still need to make changes, please contact your HNS Specialist.*
- *Revisions to submitted applications can only occur once ADE rejects the applications.*

Submitting Site and Sponsor Applications

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.

S F S P

Applications Index

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

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

Program Year:

Search For:

☒ Search by Name:

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

Sponsor Name (99-99-99)

Sponsor Applications (1)

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

[Create New Application](#)


Associated Sites (4)

Site Name 1 (99-99-99-001)
[Create New Application](#)

Site Name 2 (99-99-99-002)
[Create New Application](#)

Site Name 3 (99-99-99-003)
[Create New Application](#)

Site Name 4 (99-99-99-004)
[Create New Application](#)



**If one or more of your sites are not listed, you may need to submit Add/Change/Delete Forms for those sites. Please see slide 16 for more details.*

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 the Arizona Department of Education's Child Nutrition Program. The page has a blue header with the state seal and program name. Below the header are tabs for 'Applications', 'Claims', and 'CNP Overview'. The main heading is 'Applications', followed by 'Site Application'. A breadcrumb trail reads 'You are in NSLP Home > Applications Index > Site Application'. A yellow instruction box states: 'Complete and Submit this form. The [blue square icon] indicates boxes that must contain information before you click the Submit button. The * indicates Office Use Only.' The school name 'Willcox Elementary School' and ID '(02-02-13-101)' are displayed. The form 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, Phone, and Fax, with a blue square icon next to each label indicating required information. The 'Phone' and 'Fax' fields are split into area code, prefix, and line number boxes, with an 'Ext.' field for extensions.

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="willamhowardtaft@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"/>

Submitting Site and Sponsor Applications

4. Enter information into the Site Application

- There are a total of 8 fields in the Site application. Some fields will be blank since they ask questions specific to PY 2022, and others will show information that was rolled over from PY 2021.
- If you are an existing operator, most of your information will roll over into the applications when you click Create New Application. Some fields require information annually, therefore those fields will be blank and will require new information to be entered.
- If you are a new operator all fields will be blank and will require information to be submitted.
- Please make sure that all rolled over information is checked for accuracy.
- The following slides will provide guidance on fields 1-8 of the Site application.

Submitting Site and Sponsor Applications

Site Administrator/School Principal

The contact in 1a. should be the head administrator of the SFA or Community Organization (CO). This person can be the same person listed as the Sponsor Administrator/School Principal if need be, but it is preferred to be a different individual.

If your site does not have a principal or administrator, please list the head official of your organization.

1a. School Principal / Administrator Contact	
First Name:	Kristi
Last Name:	Pashley
Title:	Principal
E-Mail Address:	kpashley@laveeneld.org
Phone:	(602) 237 - 7040 Ext 3405
Fax:	(602) 237 - 3376 Ext

Submitting Site and Sponsor Applications

Site Contact

The contact in 1b. should be the food service director, food service manager, or supervisor. It should be someone who is located at the site and is responsible for operating the program at that particular site.

This contact must be different from the person listed as the Sponsor Monitor Contact in the sponsor application.

1b. Site Contact	
First Name:	Luz
Last Name:	Chavez
Title:	Cafeteria Manager
E-Mail Address:	Ichavez@laveeneld.org
Phone:	(602) 237 - 7040 Ext 3412
Fax:	(602) 237 - 3376 Ext

Submitting Site and Sponsor Applications

Physical Address

This section should be the actual physical location of the site. This must be an Arizona address and it needs to be thoroughly completed. The 'Address 2' line is not required and usually not utilized.

2. Physical Address	
Address 1:	675 School Terrace Road
Address 2:	
City:	Bisbee
State:	Arizona
Zip:	85603
<input type="checkbox"/> The Mailing Address is the same as the Physical address.	

Mailing Address

The mailing address can differ from the physical address and must be thoroughly completed.

3. Mailing Address	
Address 1:	519 West Melody Lane
Address 2:	
City:	Bisbee
State:	Arizona
Zip:	85603

Submitting Site and Sponsor Applications

General Information

Classification of Site - you will have multiple options to select from in the drop-down. Ensure that the chosen classification aligns with your organization type.

- Regular School
- Boarding School
- Charter School
- Private Nonresidential School
- Bureau of Indian Affairs School
- Residential Child Care Institution
- Juvenile Detention Centers
- Nonresidential Child Care Institution
- Summer Camp
- Community Pool
- Park
- Community Center
- Church
- Boys and Girls Club
- Recreational Center
- National Youth Sports Program

4. General Information	
Classification of Site:	Regular School
Is the meal service area indoor or outdoor?	Outdoor
Indicate arrangements in case of inclement weather:	Parents will be picking up meals to go
Number of sessions or distinct periods of operation:	1
Program Period 1 Begin Date:	October 1, 2020
Program Period 1 End Date:	December 31, 2020
Program Period 2 Begin Date:	
Program Period 2 End Date:	
Program Period 3 Begin Date:	
Program Period 3 End Date:	
Program Period 4 Begin Date:	
Program Period 4 End Date:	
Weekly Days of Operation:	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Total Operating Days:	81
Site Service Area:	Urban Area
Name of Caterer (if applicable):	

5. Eligibility

Submitting Site and Sponsor Applications

General Information (continued)

Is the meal service area indoor or outdoor? - select either 'Indoor' or 'Outdoor'. If 'Outdoor' is selected, the next field will open for you to explain how you handle inclement weather.

Indicate arrangements in case of inclement weather - explain how inclement weather will be handled at your site. The site should have a plan for children if these weather conditions are experienced during meal service. A simple but explanatory description is acceptable.

Number of sessions or distinct periods of operation - you may have various sessions of meal service operation. Sessions may be needed because a break in meal service occurred or because the days of the week for meal service changed.

Submitting Site and Sponsor Applications

General Information (continued)

***Program Periods Begin Date** - input the beginning date of when the session starts. This date must be after the end date of the current academic calendar of the school district that the site is located in, and before the next academic calendar year begins.

***Program Periods End Date** - input the end date of when the session closes. This date must be after the period beginning date and prior to the date the next academic calendar year of the school district that the site is located in begins.

Note: SFAs transitioning from school year SSO operations to summer meal operations, must add a new Program Period with Beginning and End Dates reflective of their summer meal operations.

**The number of sessions and program period begin/end dates must be accurate because this information will be populated into the Interactive Mapper for communication to the public.*

Submitting Site and Sponsor Applications

General Information (continued)

***Weekly Days of Operation** - these days must reflect the actual days of the week meal service occurs during that period.

Total Operating Days - report the number of operating days for all periods on the application.

Site Service Area - select from 'Rural Area' or 'Urban Area'.

Name of Caterer (if applicable) - type in the name of your caterer if applicable.

**The days of operation must be accurate because this information will be populated into the Interactive Mapper for communication to the public.*

Submitting Site and Sponsor Applications

Eligibility

Choose your Summer Food Service eligibility (7 CFR 225)? - you will have multiple options to choose from:

- Open site using school data
- Open site using census tract data
- Open site using migrant organization information
- Closed enrolled site using income applications
- Closed enrolled site using school data
- Closed enrolled site using census tract data
- Camp
- Restricted open site using school data
- Restricted open site using school data

5. Eligibility	
How are you eligible for Summer Food Service (7 CFR 225) ?	Open site using school data
School from which eligibility is determined:	Acada Elementary School
Percent Free/Reduced:	87.00 %
Month and Year from which Eligibility is determined:	March/ 2020
Reason for Restriction:	
Estimated number of children enrolled in program:	
Estimated number of children eligible for free and reduced meals:	
Application For Free And Reduced-Price Meals:	
Parent Letter For Free And Reduced-Price Meals:	
Eligibility Determination:	Eligible *
Eligibility Determination Beginning Program Year:	2020 *
Eligibility Determination Ending Program Year:	2024 *
Severe Need Breakfast Program Eligibility:	Eligible *

Submitting Site and Sponsor Applications

Eligibility (continued)

School from which eligibility is determined - manually type in the school's name you are using eligibility from.

Percent Free/Reduced - manually type in the free/reduced percentage of the school listed above.

Month and Year from which Eligibility is determined - manually type in a month that you determined eligibility from. As long as the date is within the past five years, it is acceptable.

Please note that eligibility determinations will be cross-referenced with the information submitted and approved in the Management Plan, and will be verified by your Health and Nutrition Services specialist using your documented school or census data to determine site eligibility*.

**For more information on how to obtain free/reduced-price school and census data for eligibility purposes, view the [Step-by-Step Instruction Quick Guide: How to Determine and Document Site Eligibility for the SFSP](#).*

Submitting Site and Sponsor Applications

Eligibility (continued)

Reason for Restriction - describe the reason for the restriction. Please note that this field is only available if you chose "Restricted Site".

Estimated number of children enrolled in program - estimate and manually enter this number.

Please note that HNS will edit check this number during review and it should be a close estimate.

Submitting Site and Sponsor Applications

Eligibility (continued)

Application for Free and Reduced-Price Meals - this field will only generate if your site is a closed enrolled site that uses income applications. You must select from the drop-down. Note: For the few sites that complete this field, it is recommended to select "Form Approved by ADE" in the drop-down.

Parent Letter For Free And Reduced-Price Meals - this field will only generate if your site is a closed enrolled site that uses income applications. You must select from the drop-down. Note: For the few sites that complete this field, it is recommended to select "Form Approved by ADE" in the drop-down.

Submitting Site and Sponsor Applications

Eligibility (continued)

Eligibility Determination - this field will be completed by your HNS Specialist

Eligibility Determination Beginning Program Year - this field will be completed by your HNS Specialist

Eligibility Determination Ending Program Year - this field will be completed by your HNS Specialist

Severe Need Breakfast Program Eligibility - this field will be completed by your HNS Specialist

Submitting Site and Sponsor Applications

Meal Participation

Participation (breakfast, morning snack, lunch, afternoon snack, or supper) - indicate 'Participating' next to each meal service you are participating in. Please ensure that you are not participating in more meal services than allowable for the same audience:

- Two snack services
- One snack and one meal service
- Two meal services except for lunch and supper

6. Meal Participation	
Breakfast Participation:	Participating
Type of Breakfast Service:	Self Preparation Kitchen
Breakfast Service Start Time:	06:30 AM
Breakfast Service End Time:	08:00 AM
Estimated Number of Children to be Served Breakfast:	620
Morning Snack Participation:	Not Participating
Type of Morning Snack Service:	
Morning Snack Service Start Time:	
Morning Snack Service End Time:	
Estimated Number of Children to be Served Morning Snack:	
Lunch Participation:	Participating
Type of Lunch Service:	Self Preparation Kitchen
Lunch Service Start Time:	08:00 AM
Lunch Service End Time:	09:30 AM
Estimated Number of Children to be Served Lunch:	620
Afternoon Snack Participation:	Not Participating
Type of Afternoon Snack Service:	
Afternoon Snack Service Start Time:	
Afternoon Snack Service End Time:	
Estimated Number of Children to be Served Afternoon Snack:	
Supper Participation:	Not Participating
Type of Supper Service:	
Supper Service Start Time:	
Supper Service End Time:	

Submitting Site and Sponsor Applications

Meal Participation (continued)

Type of Service (breakfast, morning snack, lunch, afternoon snack, or supper) - if your site is catered, you must indicate 'Catered Meals'. Enter the correct meal service you operate:

- Self Prepared Kitchen
- Central Kitchen
- Satellite Kitchen
- Catered Meals

6. Meal Participation	
Breakfast Participation:	Participating
Type of Breakfast Service:	Self Preparation Kitchen
Breakfast Service Start Time:	06:30 AM
Breakfast Service End Time:	08:00 AM
Estimated Number of Children to be Served Breakfast:	620
Morning Snack Participation:	Not Participating
Type of Morning Snack Service:	
Morning Snack Service Start Time:	
Morning Snack Service End Time:	
Estimated Number of Children to be Served Morning Snack:	
Lunch Participation:	Participating
Type of Lunch Service:	Self Preparation Kitchen
Lunch Service Start Time:	08:00 AM
Lunch Service End Time:	09:30 AM
Estimated Number of Children to be Served Lunch:	620
Afternoon Snack Participation:	Not Participating
Type of Afternoon Snack Service:	
Afternoon Snack Service Start Time:	
Afternoon Snack Service End Time:	
Estimated Number of Children to be Served Afternoon Snack:	
Supper Participation:	Not Participating
Type of Supper Service:	
Supper Service Start Time:	
Supper Service End Time:	

Submitting Site and Sponsor Applications

Meal Participation (continued)

Service Start Time (breakfast, morning snack, lunch, afternoon snack, or supper) - ensure you indicate the correct meal service start time, as this will be public record.

Service End Time (breakfast, morning snack, lunch, afternoon snack, or supper) - ensure you indicate the correct meal service start time, as this will be public record.

Estimated Number of Children to be Served (breakfast, morning snack, lunch, afternoon snack, or supper) - this number should be entered manually to the best of your knowledge.

Submitting Site and Sponsor Applications

Site Information

How are children served? - this field should match the description on the sponsor application.

- Cafeteria Style
- Sack Lunch
- Family Style

Is Offer versus Serve implemented? - this is your choice. Both SFAs and COs can operate Offer Versus Serve (OVS). For more information on OVS, [click here](#).

7. Site Information	
How are children served?	Sack lunch
Is Offer versus Serve implemented?	No
Are meals served to adults who do not work for the food program?	No
Amount Charged to Non-Program Adults for Breakfast:	
Amount Charged to Non-Program Adults for Lunch:	
Amount Charged to Non-Program Adults for Snack:	
Amount Charged to Non-Program Adults for Supper:	

Submitting Site and Sponsor Applications

Site Information (continued)

Are meals served to adults who do not work for the food program? - this is your choice. Both SFAs and COs can serve non-program adult meals.

Amount Charged to Non-Program Adults for Breakfast - indicate the amount charged to Non-Program Adults for breakfast.

Amount Charged to Non-Program Adults for Lunch - indicate the amount charged to Non-Program Adults for lunch.

Amount Charged to Non-Program Adults for Snack - indicate the amount charged to Non-Program Adults for snack.

Amount Charged to Non-Program Adults for Supper - indicate the amount charged to Non-Program Adults for supper.

Please note, SSO operators may not claim meals served to non-program adults for reimbursement. Non-program adult meal pricing will be assessed during the Administrative Review. For additional information, please refer to the [Online Course: Orientation to Serving Summer Meals](#).

Submitting Site and Sponsor Applications

Outreach

Location Where Meal Service Availability is Advertised - outreach is required for all SFSP operators. At least one box must be checked.

Type of Meal Service Advertisement - outreach is required for all SFSP operators. At least one box must be checked.

B. Outreach	
Location Where Meal Service Availability is Advertised:	<input type="checkbox"/> Resource and Referral Agencies <input checked="" type="checkbox"/> Government Agencies <input type="checkbox"/> Community-Based Advocacy Groups <input type="checkbox"/> Grocery Stores <input type="checkbox"/> Churches/Religious Establishments <input type="checkbox"/> Parks and Recreation Facilities <input type="checkbox"/> YMCA/YWCA Buildings <input type="checkbox"/> Community Centers
Type of Meal Service Advertisement:	<input type="checkbox"/> Magazine <input type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Newsletter <input type="checkbox"/> Pamphlets <input type="checkbox"/> Posters <input type="checkbox"/> Radio <input type="checkbox"/> Television

Submitting Site and Sponsor Applications

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

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

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

- If you 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 you submitted a Site application and still need to make changes, please contact your HNS Specialist.

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

Submitting Site and Sponsor Applications

6. Click **Create New Application** to create another Site application. Repeat this step for all sites wishing to participate.

Associated Sites (4)

Site Name 1 (99-99-99-001)

[Create New Application](#)

Site Name 2 (99-99-99-002)

[Create New Application](#)

Site Name 3 (99-99-99-003)

[Create New Application](#)

Site Name 4 (99-99-99-004)



Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Submitting Site and Sponsor Applications

7. Submit all Site Applications.

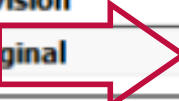
- Before moving on to the Sponsor application, all Site applications should be in Waiting for Sponsor Application status.

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



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

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



Delete

Submit

Save

Cancel



Submitting Site and Sponsor Applications

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

Sponsor Name (99-99-99)

Sponsor Applications (1)

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

[Create New Application](#)

Associated Sites (4)

Site Name 1 (99-99-99-001)

[Create New Application](#)

Site Name 2 (99-99-99-002)

[Create New Application](#)

Site Name 3 (99-99-99-003)

[Create New Application](#)

Site Name 4 (99-99-99-004)

[Create New Application](#)



Submitting Site and Sponsor Applications

9. Enter Sponsor information into the application.

- There are a total of 8 fields in the Sponsor application. For returning operators, some fields will be blank since as information is required annually, others will show information that was rolled over from PY 2021.
- Please make sure that all rolled over information is checked for accuracy.
- The following slides will provide guidance on fields 1-8 of the Sponsor application.

Submitting Site and Sponsor Applications

Sponsor Administrator/District Superintendent

The contact in 1a. should be the head administrator of the SFA or CO. This person should not be the same person listed as the Sponsor School Food Authority Contact in 1b.

If your entity does not have a superintendent, you can list the head official of the organization.

1a. Sponsor Administrator / District Superintendent	
First Name:	Thomas
Last Name:	Woody
Title:	Superintendent
E-Mail Address:	twoody@hsnd.k12.ar.us
Phone:	(520) 432-5300 ext.
Fax:	(520) 432-7622 ext.
Receive System E-Mail:	Yes

Submitting Site and Sponsor Applications

Sponsor School Food Authority Contact

The contact in 1b. should be an individual who oversees or is known as the director of the foodservice program.

- This contact cannot be the same as the contact listed in 1a.
- It is preferred that this individual is on the FPPSA as an authorized signer.

1b. Sponsor School Food Authority Contact	
First Name:	Rachel
Last Name:	Martinez
Title:	Food Service Director
E-Mail Address:	rmartinez@busd.k12.az.us
Phone:	(520) 432-5714 ext. 2316
Fax:	(520) 432-9123 ext.
Receive System E-Mail:	Yes

Submitting Site and Sponsor Applications

Program Contact

The contact in 2a. should be another individual involved with the food service program; however, they can be the same person listed as 1b. if the entity needs to list the same person.

2a. Program Contact	
First Name:	Jack
Last Name:	Earnest
Title:	Cafeteria worker
E-Mail Address:	jeamest@busd.k12.sc.us
Phone:	(520) 432-5714 ext. 2216
Fax:	(520) 432-9123 ext.
Receive System E-Mail:	Yes

Monitor Contact

The contact in 2b. must be a different person from the contact who is listed as the Site Contact.

2b. Monitor Contact (Note: Site Contact and Sponsor Monitor Contact must be different persons.)	
First Name:	Karin
Last Name:	Erickson
Title:	Cook
E-Mail Address:	
Phone:	(520) 432-5714 ext. 2216
Fax:	(520) 432-9123 ext.
Receive System E-Mail:	No

Submitting Site and Sponsor Applications

Physical Address

This section should be the actual physical location of the administration office of the entity. The 'Address 2' line is not required and usually not utilized. The sponsor address does not have to be an Arizona address.

2. Physical Address	
Address 1:	675 School Terrace Road
Address 2:	
City:	Bisbee
State:	Arizona
Zip:	85603
<input type="checkbox"/> The Mailing Address is the same as the Physical address.	

Mailing Address

The mailing address may differ from the physical address and must be thoroughly completed.

3. Mailing Address	
Address 1:	519 West Melody Lane
Address 2:	
City:	Bisbee
State:	Arizona
Zip:	85603

Submitting Site and Sponsor Applications

General Information

Type of Sponsoring Authority - you will have five options to choose from:

- Public - Educational Institution
- Public - State or Local Government
- Private - Non-Profit Organization (Faith-Based)
- Private - Non-Profit Organization (Secular)
- Private - For-Profit Organization

5. General Information	
Type of Sponsoring Authority:	Public - Educational Institution
Summer Food Service Program Type:	Simplified Summer Food
Sponsor is a School:	Yes
Participate in the USDA Foods Program:	Yes
Are you starting, maintaining, or expanding a Farm to Summer Program in your Summer Food Service Program this Program Year?	No
High-Rate Lunch Reimbursement Eligibility:	Eligible *

Submitting Site and Sponsor Applications

General Information (continued)

Summer Food Service Program Type - you must choose your operation type, either SFSP or SSO.

Sponsor is a School - the system will generate a 'Yes' if you have an approved NSLP CNPWeb application.

Note: Only entities that have a 'Yes' in the 'Sponsor is School' field will have the drop-down option of the Seamless Summer Option.

Submitting Site and Sponsor Applications

General Information (continued)

Participate in the USDA Foods Program - indicate Yes/No

- New and returning entities operating SFSP and wishing to participate in USDA Foods will indicate this within the CNPweb sponsor application. Entities will include an upload of the [myFOODS/FFAVORS Delivery and Contact Form*](#) within the prospective entity link.
 - COs operating SFSP will receive allocation in Fresh Fruit and Vegetable Order Receipt System (FFAVORS) that can only be used via the DoD Fresh Fresh Fruit and Vegetable Program.
 - SFAs operating SFSP will receive an additional allocation in FFAVORS that can only be used via the DoD Fresh Fruit and Vegetable Program. SFAs operating SFSP do have the ability to use their NSLP entitlement during the summer operations as well.

*Returning SFSP operators wishing to participate in USDA Foods will indicate site delivery or contact changes by uploading the [myFOODS/FFAVORS Delivery and Contact Form](#) to the Sponsor Information page of the management plan. Should there be no updates necessary, please indicate this by checking the appropriate box on the form.

Submitting Site and Sponsor Applications

General Information (continued)

Are you starting, maintaining or, expanding Farm to Summer Program in your Summer Food Service Program this Program Year? - indicate either 'Yes' or 'No'.

High-Rate Reimbursement Eligibility - the system will generate an 'Eligible' or 'Not Eligible'. The field is generated automatically from past claim data. This field is only applicable for SFAs.

Submitting Site and Sponsor Applications

Meal Counting and Point of Service

Method of Meal Counting - you have five different options to choose from. Check the box for all that apply. Depending on the number of sites, more than one method of meal counting may be in use.

- Name Checklist/Roster
- Tickets
- Computer System
- Meal Count Sheet
- Other

6. Meal Counting and Point of Service	
Method of Meal Counting:	Checklist: Not Used Tickets: Not Used Computer: In Use Meal Count Sheet: In Use Other: In Use (See Description Below)
Method of Meal Counting Description:	The Arizona Dept. of Education Daily Meal Count form is used to record the meals served to the children. Also manual counters are in use.
Explanation for Multiple Methods of Meal Counting:	We are using the daily count sheet provided by ADE along with manual counters. We are asking the parents the child's birthdate or if they have a district ID to verify meals can be counted. We have the clerk and manager at the curb making sure all meals are distributed correctly and accurately to the parents. Once meal service is over we enter the meals into our POS(Titan) for accuracy.
Point of Service Description:	Parents are picking up seven breakfast and seven lunches every Monday morning at the curb.

Submitting Site and Sponsor Applications

Meal Counting and Point of Service (continued)

Method of Meal Counting Description - describe, in detail, how the number of reimbursable meals served is tracked at each site.

- The method(s) selected for meal counting will determine what description will be provided.
- The method of meal counting description should match the method(s) being used.
- Headcounts and tray counts are unacceptable methods of counting. If you select 'Other', make sure this is explained in detail.

Submitting Site and Sponsor Applications

Meal Counting and Point of Service (continued)

Explanation for Multiple Methods of Meal Counting - needs to be completed if several types of methods were indicated in the multiple methods of meal counting.

- This section needs to detail why there may be different methods of meal counting.
- This field will not be fillable unless you have selected more than one method of counting.

Submitting Site and Sponsor Applications

Meal Counting and Point of Service (continued)

Point of Service Description - describes how it is ensured that each child receives a reimbursable meal

- This description should provide sufficient detail for your HNS specialist to have confidence that only reimbursable meals are being counted and claimed. Descriptions could include staff confirming all required meal components are present, and/or how staff identifies eligible participants.
- You must describe all unique points of sales for your operation, i.e., mobile routes, curbside, Grab N' Go, classroom (summer schools).

Submitting Site and Sponsor Applications

Menu Planning

Menu Planning Option - you have three options to choose from

- SFSP Meal Pattern
- Not Participating in Program
- New Meal Pattern

Only SFAs are allowed to select the New Meal Pattern option as this is the NSLP meal pattern. COs must select the SFSP Meal Pattern.

7. Menu Planning	
Menu Planning Option:	New Meal Pattern

Submitting Site and Sponsor Applications

Food Service Management Company

Contract with a Food Service Management Company - select either 'Yes' or 'No'. If 'Yes' is selected, the remaining fields will become available. If 'No' is selected, the remaining fields will stay greyed out.

Name of Food Service Management Company - if 'Yes' was selected, the name of the FSMC will be available for you to select in the drop-down as long as this company has been approved by ADE's Contracts Management Officer.

8. Food Service Management Company	
Contract with a Food Service Management Company:	No
Name of Food Service Management Company:	
Contract Start Date:	
Contract End Date:	
Contract with a Catering Company:	No

Submitting Site and Sponsor Applications

Food Service Management Company

Contract Start Date - the correct start date will be required to be specified. ADE's Contracts Manager Officer will review for accuracy.

Contracts End Date - the correct end date will be required to be specified. ADE's Contracts Manager Officer will review for accuracy.

Contract with a Catering Company - select 'Yes' or 'No'.

Note: If a caterer or FSMC is being used for your entity, there will be a checklist item that ADE's Contracts Manager Officer must check for the CNPWeb application to be approved for final approval.

Submitting Site and Sponsor Applications

Sponsor Revenue and Sponsor Cost

This information is only for operators indicating SFSP participation. Sponsor Revenue information can be gathered from the **Management Plan and Budget**. This information must be manually entered and will be checked for accuracy.

For assistance on accessing and completing the Management Plan and Budget, view the [Step-by-Step Instruction: How to Access and Complete the Management Plan and Budget](#)

9. Sponsor Revenue	
Estimated Operating Revenue from Meal Reimbursements:	\$ 1
Estimated Administrative Revenue from Meal Reimbursements:	\$ 0
Available Sponsor Funds Should Costs Exceed Reimbursement:	\$ 0
Total Sponsor Estimated Revenue:	\$ 1
10. Sponsor Costs	
Operating Cost - Food:	\$ 1
Operating Cost - Direct Labor:	\$ 0
Operating Cost - Facilities/Utilities:	\$ 0
Operating Cost - Transportation of Food to Sites:	\$ 0
Operating Cost - Transportation of Children to Sites:	\$ 0
Operating Cost - Non Food Supplies:	\$ 0
Administrative Cost - Administrator:	\$ 0
Administrative Cost - Monitors:	\$ 0
Administrative Cost - Secretary, Bookkeeper:	\$ 0
Administrative Cost - Printing/Mailing/Phone:	\$ 0
Administrative Cost - Office Supplies:	\$ 0
Administrative Cost - Travel to and from Sites:	\$ 0
Total Costs:	\$ 1

Submitting Site and Sponsor Applications

Certification

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



The image shows a screenshot of a certification statement form. It contains several paragraphs of text, likely legal disclaimers or terms of service, followed by a section with checkboxes. One checkbox is labeled "I Agree". The form is presented in a light blue box with a thin border.

Submitting Site and Sponsor Applications

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

Delete

Submit

Save

Cancel

Checklist Items



Checklist Items

After submitting your Sponsor application, a new webpage will load. It should look like this screen:

Willcox Unified District
(02-02-13)

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

Close

Checklist Items

Checklist Items

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

Willcox Unified District
(02-02-13)

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

Close

Checklist Items

Checklist Items

Review these items and connect with your HNS Specialist to submit these items. Your specialist will check off the boxes and approve your Sponsor application once the documentation is received and approved. You cannot check these off yourself.

Willcox Unified District (02-02-13)

Sponsor Checklist Items	Received / Recorded on:			Approved / Effective as of:		
	✓	Date	By	✓	Date	By
Willcox Unified District (02-02-13)						
Food ProgramPermanent 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 **Close** button on the bottom of the screen.

Willcox Unified District (02-02-13)


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



Close

Checklist Items

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



Sponsor Name (99-99-99)			
Sponsor Applications (1)			
Reminder: When submitting applications, you must submit all your site applications before submitting your s			
Action	Revision	Status	Effective Date
View	Original	Submitted to ADE	

Associated Sites (3)			
Willcox Elementary School (02-02-13-101)			
Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Willcox High School (02-02-13-201)			
Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

Willcox Middle School (02-02-13-102)			
Action	Revision	Status	Effective Date

If your statuses do not indicate 'Submitted to ADE' and 'Not Reviewed', you may not have submitted your applications properly. Please contact your HNS Specialist.

Resource Recap

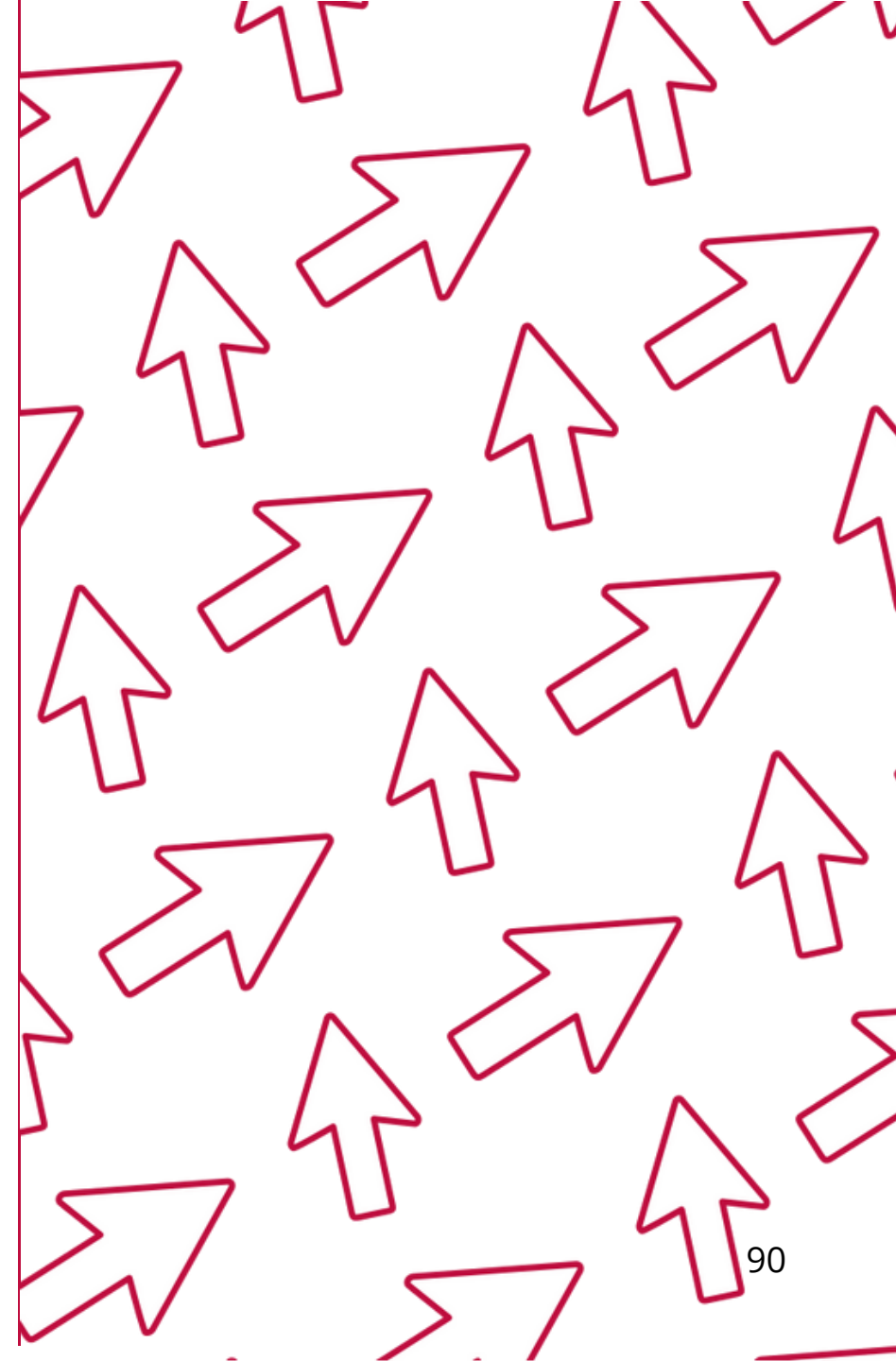
All program forms and resources discussed in this training may be accessed below:

- [Summer Meal Service Webpage](#)
- [Summer Meal Service Program Forms and Resources](#)
- [USDA Offer Versus Serve Materials](#)
- [Step-by-Step Instruction Quick Guide: How to Determine and Document Site Eligibility for SFSP](#)
- [Step-by-Step Instruction Quick Guide: How to Access and Complete and Management Plan and Budget](#)
- [Online Course: Orientation to Serving Summer Meals](#)
- [myFOODS/FFAVORS Delivery and Contact Form](#)
- [SFSP Prospective Entity Form for Community Organizations](#)
- [Sponsor-Site Add/Change/Delete Form \(Manual\)](#)
- [Sponsor-Site Add/Change/Delete Form \(Electronic\)](#)
- [myFOODS/FFAVORS Delivery and Contact Form](#)

Technical Assistance

If you have any questions related to the SFSP or SSO, visit the summer feeding webpage at:
<https://www.azed.gov/hns/sfsp>.

You may also contact your assigned Health and Nutrition Services Specialist if you have any questions on the SFSP application process.



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/8SHXW89>

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: Summer Food Service Program
- **Training Hours:** 1



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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