How to Submit CNPWeb Applications for the Child and Adult Care Food Program



Health and Nutrition Services Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for childcare centers, adult day centers, Head Starts, at-risk afterschool programs, and emergency shelters operating the **Child and Adult Care Food Program (CACFP)**.

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; and
- identify meal service times and projected food service expenses.

TRAINING HOURS

Training Title: How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Length: 0.5 hours

This training counts towards Empower Program training requirements. It is listed on the Arizona Early Childhood Workforce Registry. If you want this training to appear on your Registry transcript, please provide your ID in the completion survey.

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.

Budget

An estimate of income and expenditures for a set period of time. For CACFP, the budget period is from October 1st through September 30th of each fiscal year.

Child and Adult Care Food Program (CACFP)

A federally assisted meal program operating in non-residential child and adult day care facilities, emergency shelters and certain after school care programs. Such organizations get reimbursements for each meal/snack they serve, in return they must serve lunches that meet federal requirements.

Management Plan

A plan describing the organizational and administrative structure and staff assigned to program management, monitoring, budget, and claim submission.

Operator

ADE's term for the entity that is responsible for the administration of Child Nutrition Programs at the sites.

Program Year (PY)

The operating period for Child Nutrition Programs, which is October 1-September 30.

Site

ADE's term for the individual locations where meal service takes place.



This guide will have comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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The following slides will only cover how-to instructions for submitting site and sponsor applications for the Child and Adult Care Food Program in the CNPWeb.

Introduction to Submitting Site and Sponsor Applications

SECTION 1



Program Participation

Organizations participating in the Child and Adult Care Food Program (CACFP) must submit a Management Plan and Budget to the Arizona Department of Education (ADE) annually and as program changes occur.

Once the Management Plan and Budget are approved by ADE, the organization must submit site and sponsor applications in the CNPWeb through ADEConnect.



What is ADEConnect?

ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. Each web application holds permissions to a different report and/or database.

What is

CNPWeb is the web application where organizations operating CNPs submit their annual CNPWeb applications and monthly claims for reimbursement.





CNPWeb?

HOW DO I OBTAIN ACCESS TO CNPWEB?

Only users who have been designated Entity Administrators can grant permissions to applications within ADEConnect. Users must contact their Entity Administrator to receive access to CNPWeb.

Please note that CNPWeb access cannot be granted by ADE. Users must contact their Entity Administrator to receive access to CNPWeb.

To find your Entity Administrator, log in to ADEConnect, click Help, and then select Search under Find an Administrator.

Users can search for their Entity Administrator(s) by searching by Entity ID, CTDS, or Entity Name. A table will appear with the contact information for the organization's Entity Administrator(s).





*If you do not have an Entity Administrator, complete the **Request for ADEConnect Entity Administrator Account** form and email it to ContactHNS@azed.gov.

Finding an Entity Administrator

Phone Numbe Contact

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



B False.





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



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

Please refer to the prior slides for a reminder of this guidance or review the ADEConnect How to Videos by <u>clicking here</u>.



CACEP Application Process

To operate CACFP, organizations must complete a series of applications upon initial application and annually thereafter. The application process is a multi-step process that requires training completion, the submission of management plan, budget, and site and sponsor applications within the CNPWeb.

Organizations must receive notification that their Management Plan and Budget have been approved prior to submitting site and sponsor application within CNPWeb.

CNPWeb

Organizations are required to submit a final CNPWeb site and sponsor application through ADEConnect after the Management Plan & Budget applications are approved.

Applications

SITE & SPONSOR APPLICATIONS

• Site Application: This application will ask for contact information and information about the program at the site/center level.

• **Sponsor Application:** This application will ask for contact information and information about the program at the organization level.

Application Deadlines

The deadline to submit the Management Plan and Budget application is **October 31**. ADE encourages organizations to submit the application prior to October 1.

Please note, the Management Plan and Budget application must be approved before the organization can submit a site and sponsor application in CNP. Also, the site and sponsor applications must be in approved status for the organization 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.





True or False: In order to submit a claim for reimbursement, you must have an approved Site and Sponsor application.



In Arizona, the Site and Sponsor applications must both be in approved status for claims to be generated.



Logging into CNPWeb

SECTION 2



Logging into CNPWeb

ACCESSING THE SYSTEM

The CNPWeb is a web-based application in ADEConnect.

To access the CNPWeb, login to <u>ADEConnect</u>, select "View Applications," and then select "CNPWeb."



If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

LOGIN TO ADECONNECT

Open a web browser, navigate to <u>adeconnect.azed.gov</u>, and input your username and password for ADEConnect.

SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

Applications Access and use ADE applica	tions.
View Applications	

SELECT "CNPWEB"

Select "CNPWeb" from the list of applications.



The CNPWeb

After successfully logging in to CNPWeb, a screen with all the CNPs you participate in will load. To proceed, select "CACFP."

Once "CACFP" is selected, a new screen with information about your HNS Specialist and Sponsor and Claim Status will load.

- HNS Specialist: Each organization has an assigned HNS Specialist available to address questions and provide ongoing support. Their contact information is displayed on the CNPWeb home page.
- **Sponsor Status:** Provides the status for the organization's site and sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.



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recent sponsor application was APPROVED on 06/20/2016.	
rocessing on 07-05-2016. Please allow 10-15 days for proces	ssing, and 3-5 days for U.S. mail delivery.
	- X a

Submitting Site and Sponsor Applications

SECTION 3







The following slides will review the process of submitting Site and Sponsor Applications in the CNPWeb by following and outlining the steps listed above in more detail.

Accessing Applications

Applications are located in the CNPWeb. Once logged into CNPWeb and navigating to the CACFP portal, click " Applications " at the top of the CNPWeb CACFP home screen.

The CACFP Application Index page will load. To access current applications, select the **program year** from the dropdown. Once selected, click **"Go."**

Then, the Application Index page will load. Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct. ۲

LOGIN TO CNPWEB FOR CACFP

Follow the steps outlined on Slide 19 to log in to the CACFP portal in the CNPWeb.

SELECT "APPLICATIONS"

After logging in to the CACFP portal in the CNPWeb, select "Applications."



SELECT THE PROGRAM YEAR

Select the current program year from the dropdown and click "Go."

Program Year:	V	
Search For:	Sponsor 🔽	
Search by Name:	Begins with 🗸	Go

REVIEW THE APPLICATION INDEX

Confirm that the Sponsor Name, Sponsor Applications, and Associated Sites listed are correct.

Updates to the Applications Index

To make changes to the **Associated Sites** or **Sponsor** listed, submit an Add/Change/Delete form to ADE. This form can be found on the <u>CACFP Program Forms and Resources</u> <u>webpage</u>.

Examples of when this form should be completed include:

- 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 & Sponsor Applications

DETAILS TO REMEMBER

- Applications can be saved and completed at a later time.
- All Site applications must be completed and submitted **before** submitting the Sponsor application.
- If the Site and Sponsor applications are submitted and additional changes must be made, please contact the assigned HNS Specialist.
- Revisions can only occur once ADE **rejects** the applications.



Flow of Site and Sponsor Applications



The first step of the CNPWeb application process is to submit a **site application** for each participating site. This application gathers information about program operations at the site level.

You will see a list of all your sites on the Applications Index page under the **Associated** Sites header. Click "Create New Application" under the site name that wishes to participate. Once selected, the Site application will load.

The Site application contains 6 fields. Using information inputted on the Site Information page of your approved Management Plan, you will now begin completing your site applications.



Reminder: When submitting applications, you must submit all Site applications before submitting your Sponsor application.



Reminder: When submitting applications, you must submit all your site applications before su

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

Create New Application

plication
ore you dick the Submit button. The * indicates Office Use Only.
n
al
howardtaft@us.gov
- 787 - 7858 Ext. 3104
2787 - 7056 Ext
,
nts Payable
jones@us.gov
- 787 - 7659 Ext. 3604



SECTION 1: SITE CONTACT

Complete section 1 by inputting or reviewing the contact information for the person of contact at the site level. HNS uses the emails provided to send important communications, so they must be free of errors.

1. 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	



Sections 2 and 3 have been rolled over from the previous program year. Please check all rolled-over information for accuracy.

2. P	hysical Address
Add	ress 1:
Add	ress 2:
City	
Stat	e:
Zip:	
	The Mailing Address is the same

SECTION 2 & 3: PHYSICAL AND MAILING ADDRESS

• Section 2 should be the actual physical location of the site. Check the box if the physical and mailing addresses are the same. Do not input the site name in any of the fields below.

• Section 3 should be where all written communications will be sent to the site.

6935 E. Go	d Dust Ave.	
	3. Mailing Address	
	Address 1:	701 N. Miller Rd
85253 -	Address 2:	
Physical address.	City:	Scottsdale
	State:	
	Zip:	85257 -



SECTION 4: GENERAL INFORMATION

The information in Section 4 is specific to the site and requires license information, dates of operation, and indication of the use a food service vendor/caterer. Please complete all fields and check all rolled-over information for accuracy.

First and Last Date of Operation: Unless advised otherwise, the First Date of Operation should be 10/1 of the current year. The Last Date of Operation should be 9/30 of the following calendar year. These dates reflect the standard CACFP program year of October 1- September 30.



In Section 5, input the site's mealtimes. The times entered must match the times listed under the Site Information on your approved Management Plan. Note: If the times do not match, your application will be rejected.

Meal Type	1	First Shift		Shift
Traditional Meals	Start	End	Start	End
Breakfast thr somin max	(j			
Morning Snack 1hr max	9:00am	10:00am		0
Lunch 2nr max	11:00am	1:00pm		
Afternoon Snack 1hr max	3:00pm	4:00pm		
Supper 2hr max	0			
Evening Snack the	1			1

SECTION 5: NUMBER OF SHIFTS FOR EACH MEAL TYPE

5. Number of Shifts for Each Meal Type
Breakfast:
Breakfast Start Time:
Breakfast End Time:
Morning Snack:
Morning Snack Start Time:
Morning Snack End Time:
Lunch:
Lunch Start Time:
Lunch End Time:
Afternoon Snack:
Afternoon Snack Start Time:
Afternoon Snack End Time:
Supper:
Supper Start Time:
Supper End Time:
Evening Snack:
Evening Snack Start Time:
Evening Snack End Time:

SECTION 6: AT-RISK MEAL SERVICE PROGRAM PARTICIPATION

If this site is approved to operate the At-Risk Afterschool Meals Program, complete Section 6 by inputting the mealtimes and eligibility information provided in your approved Management Plan. Eligibility is determined by ADE and must be left blank.

Typically, this section does not apply. Therefore, most commonly, you will select 'No' for each At-Risk mealtime.

Site Type: *	Child Center Adult Center Emergency Shelter
	At-Risk After School Program
Does this center operate an At-Risk program? *	Yes v

SUBMITTING THE APPLICATION

When you reach 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 are updated and ready for ADE to review.

Delete Submit Save	Cancel
--------------------	--------

After clicking **Save** or **Submit**, the list of sites will refresh, and the status of the Site application will change.

If you click **Save**, the application will show a Pending Submission status.

Action	Revision	Status
Edit	Original	Pending Submission

If you click **Submit**, the application will show a Not Reviewed status. No edits can be made at this time. If the Site application has been submitted but additional changes are needed, you must contact their HNS Specialist.

Revi	Action
Orig	View

sion	Status
jinal	Not Reviewed

Submitting the Site Application

Before moving on to the Sponsor application, repeat the process of completing and submitting a Site application for all participating sites.

Once complete, all Site applications should be in **Note Reviewed** status.

Action	Revision	Status
View	Original	Not Reviewed

If any Site application is still in **Pending Submission** status, you must submit each application by clicking **Edit** and then **Submit** at the bottom of the page.

Action	Revision	Status		-	
Edit	Original	Pending Submission	Submit	Save	Cancel

Flow of Site and Sponsor Applications



Once all Site applications are submitted, you may advance to completing the **Sponsor Application**, an application for the sponsoring organization. This application asks for contact information and information about the program at the sponsor level.



SECTION 1 & 2: SPONSOR REPRESENTATIVE & RECORD KEEPER

Input the contact information for the sponsoring organization's Sponsor Representative and Record Keeper.

The contact information listed is used to receive important updates and information from ADEensure the information is reflective of accurate program contacts.

Note: These applications can be revised at any time. If staff turnover occurs, please update your application to ensure the correct contacts are listed.



Input the physical address of the sponsoring organization's main administration office in Section 3. Input the mailing address where all written communications should be sent in Section 4.

This information will have rolled over from the previous program year (if applicable). Please check all rolled-over information for accuracy and update as needed.

SECTION 3 & 4: PHYSICAL & MAILING ADDRESS



SECTION 5: GENERAL INFORMATION

Utilize the drop-down options to complete **Section 5**.

- **Type of Sponsoring Authority**: Select the response that best describes your organization.
- **Do you currently receive USDA Foods**: Select 'No'. USDA Foods are not available for operators of the CACFP in Arizona.
- **Pricing Policy:** Select 'Non-Pricing'. Currently in Arizona, all CACFP operators are part Non-Pricing Program.
- **Computer Generated Meal Counts**: Unless you have an approved Computer-Generated Meal Count Agreement, select 'Not Used At Any Sites'.

5	5. General Information
	Type of Sponsoring Autho
	Do you currently receive
	Pricing Policy:
	Computer Generated Mea





SECTION 6: PROJECTED ANNUAL INCOME

Complete Section 6 by inputting anticipated annual income.

• Non-CACFP Income: Using the Projected Revenue Sources income chart on the Financial Viability page of your approved Management Plan, input your Non-CACFP Income.



Add all Monthly Amounts Allowable for CACFP and convert to Projected Annual Income by Multiplying by 12. i.e. $(X + Y) \times 12$

• Administrative Advance[•] A7 does not offer Administrative Advances to centers. Input '0'.

• CACFP Income: Utilizing your approved budget, input your anticipated CACFP Reimbursement. • Value of Cash/Non-Cash Donations: Typically, operators enter '0', however, if your organization receives Cash/Non-Cash Donations allowable for use for the CACFP, enter the approximate projected annual value of the donations in the corresponding field.

• Value of Excess Personnel Meals: Typically, operators enter '0'. Operators may provide staff the benefit of consuming CACFP meals/snacks served. The cost of the meals served are allowable in a ratio of 1 staff meal to every 5 participant meals. If the staff meals served exceed the ratio, the cost of the excess meals must be paid for using non-CACFP funds. If you regularly exceed this ratio, please enter the approximate annual value of excess personnel meals.

SECTION 7 & 8: PROJECTED ANNUAL CACFP ADMINISTRATIVE & OPERATIONAL EXPENSES

Enter your approved anticipated program-expenses using the Budget Summary on your approved budget. The following are important pieces to note:

- The figures entered on these sections of your Sponsor Application must match your approved budget. If the figures do not match, your application will be rejected.
- The system is unable to register decimal points. Please round all figures to the nearest dollar.

To easily transfer approved budget figures to the CNPWeb Sponsor Application, scroll to the budget summary at the bottom of the Budget.

Approved Budget Summary

Projected An	nual CACFP Administrative Expenses
Administrativ	e Cost - Labor
Administrativ	e Cost - Denefits
Administrativ	e Cost - Rent/Depreciation
Administrativ	e Cost - Contracted Services
Administrativ	e Cost - Communications
Administrativ	e Cost - Other Costs
Administrativ	e Cost - Unaffiliated Costs
Fotal CACFP	Administrative Expenses
Total CACFP Projected An Operating Co	Administrative Expenses mual CACFP Operational Expenses St Labor
Total CACFP Projected An Operating Co	Administrative Expenses mual CACEP Operational Expenses g Labor g Benefits
Projected An Operating Co Operating Co	Administrative Expenses mual CACEP Operational Expenses st - Labor st - Benefits st - Food
Total CACEP Projected An Operating Co Operating Co Operating Co	Administrative Expenses Inval CACEP Operational Expenses St - Labor St - Benefits St - Food St - Supplies
Projected An Operating Co Operating Co Operating Co Operating Co Operating Co	Administrative Expenses mual CACEP Operational Expenses st - Labor st - Benefits st - Food st - Supplies st - Rent/Depreciation
Projected An Operating Co Operating Co Operating Co Operating Co Operating Co Operating Co	Administrative Expenses mual CACEP Operational Expenses st - Labor st - Eenefits st - Food st - Supplies st - Rent/Depreciation st - Contracted Services
Projected An Operating Co Operating Co Operating Co Operating Co Operating Co Operating Co Operating Co	Administrative Expenses Administrative Expenses Administrative Expenses Administrative Expenses A - Labor Add - Expenses Add - Expenses Add - Rent/Depreciation Add - Contracted Services Add - Utilities
Total CACEP Projected An Operating Co Operating Co Operating Co Operating Co Operating Co Operating Co Operating Co	Administrative Expenses Administrative Expenses anual CACEP Operational Expenses at - Labor at - Benefits at - Rend Depreciation at - Contracted Services at - Utilities at - Other Costs

CNPWeb Sponsor Application



7. Projected Annual CACFP Administrative Expenses	
Administrative Cost - Labor:	
Administrative Cost - Benefits:	
Administrative Cost - Rent or Mortgage:	
Administrative Cost - Contracted Services:	
Administrative Cost - Communications:	
Administrative Cost - Other Costs:	
Administrative Cost - Unaffiliated Costs:	
Total CACFP Administrative Expenses:	
8. Projected Annual CACEP Operational Expenses	
Operating Cost - Labor:	
Operating Cost - Benefits:	
Operating Cost - Food:	
Operating Cost - Supplies:	
Operating Cost - Rent or Mortgage:	
Operating Cost - Contracted Services:	
Operating Cost - Utilities:	
Operating Cost - Other Costs:	
Operating Cost - Unaffiliated Costs:	
Total CACFP Operational Expenses:	



SECTION 10: CERTIFICATION STATEMENT

Once all other fields on your sponsor application have been completed, read the certification statement. If the statement reads true, click 'I agree'.



SUBMITTING THE APPLICATION

When you reach 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 are updated and ready for ADE to review.



After you click **Submit**, a small window with a message titled Important Information **Regarding Site Verification** will appear.

Sponsor application.

Sponsor application.



This message reminds you that Site applications must be submitted before submitting the

If the you previously verified that all Site applications are in **Not Reviewed** status, click Submit on this notification to submit your

n			
nporta	nt Informatio	n Regarding Si	ite Verification
applica	tion until all of yo	our site application	ons have been submitted.
te appli tus of "I r site ap	ication will be eith Pending Submissi oplications have l	her "Waiting for s ion" has not been been submitted b	Sponsor Application", or "Not Reviewed". n submitted to ADE for approval. before you submit your sponsor application.
r spons our spo onsor a	or application. Insor application Ipplication first).	without submittir	ng the application to ADE
	Submit	Cancel]

After Submitting Applications

After submitting the Sponsor application, a webpage with the **Sponsor Checklist** Items will load.



Arizona Department of Education **Child Nutrition Program Approval Process** Item Checklist You are in NSLP Home > Applications Index > Sponsor Application > Item Checkist

Sponsors, copies of the following items must be sent to the Health & Nutrition Services, Department of Education via mail or courier at the following address and the following address and the following address are services. 1535 W. Jefferson St. Bin #7 Phoenix, / Please write the name of your program specialist (listed on your sponsor application screen) on the letter/parcel. We cannot approve your applications without these items.

Willcox Unified District (02 - 02 - 13)

Sponsor Checklist Items

Wilcox Unified District (02-02-13)

Food Program Permanent Service Agreement (PY 2) Household application submitted to ADE for approva Notification letter submitted to ADE for approval. Contract with Food Service Management Company

		Received /	Recorded on:		Approved /	Effective as of:	
	~	Date	Ву	~	Date		\$
015 or later) al.		06/25/2014	Mia Calamia		06/25/2014	Mia Calamia	
is required.							
						Close	

Checklist Items

SECTION 4



Flow of Site and Sponsor Applications



After the Site and Sponsor applications have been submitted, CNPWeb produces a checklist of paper documentation that LEAs must provide to HNS depending on the LEA type and/or how the LEA operates the program. Please note, not all LEAs will have pending checklist items.

Checklist Items

CNPWeb produces a checklist of documentation that operators need to provide to ADE depending on how you are operating the program. These items may be emailed directly to the assigned HNS specialist. Not all operators will have pending checklist items.

Checklist items may include:

- Catering Contract
- Food Service Management Company Contract
- 501c3
- Customized Household application
- Food Program Permanent Service Agreement

Your HNS Specialist will check the boxes once the documentation is received. You cannot check these off themselves.



Sponsor Checklist Items

(02 - 02 - 13)

Wilcox Unified District (02-02

Food Program Permanent Service Agree Household application submitted to ADE Notification letter submitted to ADE for a Contract with Food Service Management

Education Program	
rview	
cess	
ns Index > Sponsor Application > Item Checklist	
s must be sent to the Health & Nutrition Services, Dep	partment of Education via mail or courier at the following addr 1535 W. Jefferson St. Fin #7 Phoenix A

Please write the name of your programs pecialist (listed on your sponsor application screen) on the letter/parcel.

		Received /	Recorded on:		Approved /	Effective as of:
	1	Date	Ву	1	Date	B
-13)						
ment (PY 2015 or later)		06/25/2014	Mia Calamia		06/25/2014	Mia Calamia
for approval.						
pproval.						
Company is required.						

Returning to the Application Index

After reviewing the Checklist Items, return to the Application Index page by clicking Close. Then, verify the statuses of your applications.

• Submitted to ADE: This means the Sponsor application has been submitted to ADE.

Submitted to ADE

• Not-Reviewed: This means all Site applications have been submitted to ADE.

Not-Reviewed

If your statuses do not match, you have not submitted your applications properly. Please contact your HNS Specialist.

Approval Process

Item Checklist

Willcox Unified District (02 - 02 - 13)

Sponsor Checklist Items

Willcox Unified District (02-02-13)

Food Program Permanent Service Agreement (PY 2015 or later) Household application submitted to ADE for approval. Notification letter submitted to ADE for approval. Contract with Food Service Management Company is required.

Action	Revision	Status	Effective Date Checklist
View	Original	Submitted to ADE	View Checklist
sociated Sit	es (3)	2 02 12 101	
Willcox Eler	nentary School (0	2-02-13-101)	
Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	
view			
Willcox High	School (02-02-1	3-201)	
Willcox High Action	School (02-02-1 Revision	3-201) Status	Effective Date



Returning to the Checklist

You may return to your organization's checklist items to view any additional documents that need to be provided to HNS at any time by clicking **View Checklist**.

Once all applicable checklist items have been submitted and approved by HNS, the checklist items will be checked off in CNPWeb.

Sponsor Appl	ications (1)
Reminder: W	hen submittin
Action	Revision
View	Original

Approval Process

Item Checklist You are in NSLP Home > Applications Index > Sponsor Application > Item Checklist

Willcox Unified District (02-02-13)

Sponsor Checklist Items

Willcox Unified District (02-02-13)

Food Program Permanent Service Agreement (Household application submitted to ADE for ap Notification letter submitted to ADE for approv Contract with Food Service Management Comp

ng applications, you must submit all your site applications before submitting

Status	Effective Date	Checklist	
Submitted to ADE		View Checklist	

	Received / Recorded on:				Approved /	Effective as of:
	\checkmark	Date	Ву	<	Date	Ву
(PY 2015 or later)		06/25/2014	Mia Calamia		06/25/2014	Mia Calamia
proval.		06/13/2016	Aidaly Rodriguez		06/13/2016	Aidaly Rodriguez
/al.		06/13/2016	Aidaly Rodriguez		06/13/2016	Aidaly Rodriguez
pany is required.		06/17/2016	Veronica Cramer		06/17/2016	Veronica Cramer

Application Review

SECTION 5







After the CNPWeb applications and checklist items are submitted, the assigned HNS Specialist will be notified to review the submissions. Please allow up to three weeks for the applications to be reviewed by HNS Specialist.

You may check their application status anytime by returning to the CNPWeb homepage.





Once the HNS Specialist reviews the applications, they 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.

To make any corrections, HNS must first reject the applications. Once rejected, the you can create a new application and make the appropriate corrections.

Rejected Status

When an HNS Specialist rejects an application, the Sponsor Representative contact listed on the Sponsor application will receive a system-generated email informing them of the rejected application status.

The CNPWeb home page will also reflect this new status.

Each time ADE finds an error on a Site application, the Sponsor application will also be rejected.



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

X Your most recent sponsor application was REJECTED. You must revise this sponsor application before you will be permitted to file any more daims for reimbursement.

Cone or more of your site applications has been REJECTED by ADE staff. You must revise and submit these applications prior to being able to file daims for these sites.

Resubmitting the Application

After an application has been rejected, the HNS Specialist will provide the Sponsor contact or the person who completed the application information about why the application was rejected and what changes need to be made.

You must create a new application to make the appropriate changes. All the previously entered information will roll over, except for the Sponsor Representative and Record Keeper contact information on the Sponsor application.

Please refer to the **Submitting Site and Sponsor Applications** Section for guidance on creating new applications.

Sponsor Ap	plications (3)	ications you must sub	mit all vour e
Action	Revision	Status	Effectiv
View	Original	Rejected	
Create New	Application		
Associated S	ites (3)		
Willcox Ele	ementary School (0	2-02-13-101)	
Action	Revision	Status	Effec
View	Original	Rejected	

Willcox Unified

Approved Status

When an HNS Specialist approves an application, the Sponsor contact listed on the application will receive a systemgenerated email informing them of the approved application status.

The CNPWeb home page will also reflect this new status.

• did	k Here for a list of
Your NSLP	Program Specia
Email: Juli Telephone	e.Shelton@azed :: (602) 542-8779
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y for new announcements and important program information regarding NSLP:

NSLP Memos 💥

list is:

gov

ions -- your most recent sponsor application was APPROVED on 07/15/2016.

itatus	Effective Date	Checklist
proved	July 2016	View Checklist
1)		
Status	Effective Dat	te
Approved	July 2016	
Status	Effective Dat	te
	July 2016	

True or False: You must first submit your Sponsor application, then all of your Site applications.



B False.





True or False: You must first submit your Sponsor application, then all of your Site applications.



You'll need to 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.



How do I make edits to my applications if I have already submitted them to ADE?

- A Click edit at the bottom of the application.
- **B** Contact your HNS Specialist.
- **C** Click Withdraw on the application.





How do I make edits to my applications if I have already submitted them to ADE?

A Click edit at the bottom of the application.

B Contact your HNS Specialist.

C Click Withdraw on the application.

If you submitted the Site and Sponsor applications and still needs to make changes, you must contact your HNS Specialist. Revisions can only occur once ADE rejects your applications. Edits will then be made by creating a new application.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: How to Submit CNPWeb Applications for the Child and Adult Care Food Program.

Training Title: How to Submit CNPWeb Applications for the Child and Adult Care Food Program Length: 1.0 hour - Administration

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Training Title: How to Submit CNPWeb Applications for the Child and Adult Care Food Program

Length: 1.0 hour - Administration

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



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: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, 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: <u>Program.Intake@usda.gov</u>

This institution is an equal opportunity provider.

