



## Applying for School Meal Programs for School Year 2023-2024

This checklist is intended to assist Local Educational Agencies (LEAs) participating in School Meals Programs in School Year 2023-2024 (SY 23-24).

<b>CNPWeb Applications</b>	<p>To participate in any of the following School Meals Programs in SY 22-23, all LEAs must submit a Sponsor application and site applications for each participating site in the CNPWeb – NSLP portal:</p> <ul style="list-style-type: none"> <li>• National School Lunch Program (NSLP)</li> <li>• School Breakfast Program (SBP)</li> <li>• Special Milk Program (SMP)</li> <li>• Afterschool Care Snacks Program (ASCSP)</li> <li>• At-Risk Afterschool Meals Program (Component of the Child and Adult Care Food Program)</li> </ul> <p><b>Available Resource:</b> <a href="#">Step-by-Step Instruction: How to Submit Site and Sponsor Applications in the CNPWeb</a></p>
<b>CNPWeb Checklist Items</b>	<p>After CNPWeb applications have been submitted, the system will generate a checklist of items that must be submitted to the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) to support the application information provided. Applications will not be approved until these items have been received/approved by HNS. These items may include any one or all of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Customized or electronic household meal application, parent letter, and/or notification of meal benefits</li> <li><input type="checkbox"/> Contractual agreements for vended meal service (Food Service Management Company, Caterers, SFAs serving as caterers) <ul style="list-style-type: none"> <li>• Inter-Agency Catering Agreement (<a href="#">Checklist</a>) (<a href="#">Template</a>)</li> <li>• Inter-Agency Agreement (<a href="#">Checklist</a>) (<a href="#">Template</a>)</li> <li>• Informal Catering Contract Agreement (<a href="#">Checklist</a>) (<a href="#">Template</a>)</li> </ul> </li> <li><input type="checkbox"/> <a href="#">At-Risk Meals Component Principal Addendum</a></li> <li><input type="checkbox"/> Department of Economic Security (DES)/ Department of Human Services (DHS) License</li> <li><input type="checkbox"/> ES/DHS License</li> <li><input type="checkbox"/> <a href="#">Free and Reduced-Price Policy Statement</a></li> <li><input type="checkbox"/> 501(c)(3) tax-exempt status</li> <li><input type="checkbox"/> Food Program Permanent Service Agreement (<a href="#">Manual</a>) (<a href="#">Electronic</a>)</li> </ul>
<b>Additional Documentation</b>	<p>To support the information provided in CNPWeb Sponsor and Site Applications, HNS may request the following additional documentation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Area eligibility documentation</b> - sites operating ASCSP/At-Risk Afterschool Meals must submit documentation to HNS to support that the site is within the attendance area of another school that meets area eligibility if the site is not eligible based on its own school-level data. This documentation may include screenshots from the AZ Hometown Locator.</li> </ul>

## myFOODS Activation

To use the entitlement dollars provided by USDA Foods in Schools Programs for schools to serve in the National School Lunch Program, SFAs must have an active myFOODS account. SFAs are encouraged to complete the steps below to activate the myFOODS account while also completing the CNPWeb applications.

### Existing myFOODS Account:

- ☐ Email, as attachments, directly to the US Foods Warehouse at [4i-DL-USDA@usfood.com](mailto:4i-DL-USDA@usfood.com):
  - US Foods Purchase Order (PO) or Letter of Responsibility (LOR)
  - School Calendar
- ☐ US Foods Credit Application (as needed)
- ☐ Log in to myFOODS. Under the tab “Contacts” click “Edit”. Enter current contact information. Once updated/reviewed, click “Update.” Users must click update even if no changes were made. Repeat this process for at least two users.
- ☐ Log in to myFOODS. Under the tab “Delivery Sites” click “Edit.” Review delivery sites that will be used for SY 2022-23 operations. The sites listed in myFOODS will be the same sites listed in FFAVORS. Once reviewed, click “Update.”
  - If adding new sites, complete [myFOODS/FFAVORS Delivery and Contact Form](#)

**New to myFOODS:** SFAs that have not previously accessed their entitlement for USDA Foods in Schools or USDA DoD Fresh may do so at any time. SFAs will contact HNS to discuss the entitlement program and to begin the process of establishing a myFOODS account and delivery sites.