Oregon Department of Education   Child Nutrition Programs
255 Capitol St. NE   Complete and submit form via email to:
Salem, OR 97310   ode.cnp@ode.oregon.gov

Inactivate Site(s) Programs Request

Instructions: Complete and submit form to Oregon Department of Education Child Nutrition Programs (ODE CNP). Prior to inactivation of any site, Sponsors must revise the Site Information sheet in CNPWeb, uncheck any months after the last month meals will be claimed and submit the sheet(s) for approval.

Section 1: Sponsor Information

Date: _____   Sponsor Number: _____

Sponsor Name: _____

Section 2: Submission Information

Submitted by: _____

Position: _____

Email: _____

For each site listed, indicate which program(s) are to be inactivated:

School Nutrition Programs= SNP (NSLP, SBP, SSO, SMP); Child & Adult Care Food Program= CACFP; Summer Food

Service Program= SFSP

Site Name	Site Number	Last Month Meals will be claimed	Programs to be inactivated	ODE Use Only*
			☐ SNP ☐ CACFP ☐ SFSP	☐
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ODE USE ONLY		
Specialist Inactivate Site Sheet (initial/date)**:** **SNP:** **CACFP:** **SFSP:**		
Site(s) inactivated in CNPweb System Administrator* Check box in ODE Use Only column when site(s) is inactivated (initial/date)	**Filed** Support Staff (initial/date)	