



# Oregon

Tina Kotek, Governor



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EDUCATION

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**Colt Gill**

Director of the Department of Education

5/17/2023

TO: Sponsors of the Special Milk Program

RE: SY 2023-2024 Renewal for State Agency-Sponsor Permanent Agreement  
**Sponsor Due Date: Application in Pending Approval status by June 16, 2023**  
**Action Required**

Sponsors participating in the Special Milk Program (SMP) are required to complete the SY 2023-2024 Program Agreement Renewal with the Oregon Department of Education Child Nutrition Programs (ODE CNP).

The SY 2023-2024 renewal process is a two-step process. Please follow the attached detailed step-by-step instructions to ensure completion of the following renewal categories:

1. CNPweb information update
2. Submission of applicable offline forms

Access to the 2024 Program Year section of CNPweb and the renewal forms are now available. When CNPweb information is updated and successfully submitted to your assigned Child Nutrition Specialist for review, the **Packet status** will reflect **"Pending Approval"**.

**Helpful Hint:** Plan ahead to meet the due date of June 16. CNPweb will *roll over* some Application Sheet information when renewal is activated; however, all Sponsor and Site Info Sheet information must be verified, updated, and certified as true and accurate. Complete instructions methodically, step-by-step, to ensure all information is accurately completed.

The renewal Packet **must** be in "Pending Approval" status by **June 16, 2023 for all SMP Sponsors**. In an effort to help sponsors complete the renewal process in a timely manner, notices will be sent via the SNP Newsletter, email reminders, and posted to the [ODE CNP School Nutrition Programs Renewal webpage](#).

If you have questions, please contact your assigned [Child Nutrition Specialist](#).

Sincerely,

Michelle Fleener  
Manager, School Nutrition  
Child Nutrition Programs

Enclosure: Special Milk 2024 Sponsor Renewal Step-by-Step Instructions