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Child Nutrition Programs
Submit completed forms to:
ode.schoolnutrition@ode.oregon.gov

Special Milk Programs 2023-2024
Renewal Step-by-Step Instructions
Due: June 16, 2023

IMPORTANT: Every authorized user of CNPweb is electronically signing documents when they complete them online. Staff members with access must use their own login information to ensure accountability. This is a great time to make sure that only current employees have access to CNPweb in the areas needed to do their jobs. Please use the forms available on the CNPweb packet tab and the School Nutrition Programs Renewal webpage to update access and program information as needed:

- CNPweb User Authorization Request & Certification
- Request to Terminate CNPweb User Authorization
- Add Site/Modify Site Form

The School Year (SY) 2023-2024 renewal process is a two-step process. Please follow the detailed step-by-step instructions listed below to ensure completion of the following renewal categories:

Category 1. CNPweb information update

Category 2. Submission of applicable offline forms

Helpful Hint #1: Plan ahead to meet the due date of **June 16, 2023,**

Renewal is incomplete until all required renewal areas have been completed; Sponsor Information Sheet and Site Information Sheet must be in pending approval status.

Category 1. CNPweb Information Update

To Activate Renewal

1. Log in to **CNPweb**

2. Select Program Year (PY) **2024**

3. Select the Application tab, Click $\boxed{\text{Add}}$ for the **Sponsor Information Sheet. Important: Do not make edits yet, move to the next step.**

4. Click $\boxed{\text{Submit}}$ at the bottom of the page **Note:** Steps 1-4 are to activate the renewal. The Sponsor Information Sheet will be in error status. Instructions below will walk you through resolving all errors and submitting the application for approval. When the post confirmation screen appears click the 'here' link.

Helpful Hint #2: CNPweb identifies all information areas with a corresponding number, like this (55). These instructions will reference a specific information area by its number correlating to a line in CNPweb. If you have errors, CNPweb will reference a specific line number.

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5. Select $\boxed{\text{Applications}}$ Tab

6. Click $\boxed{\text{Edit}}$ for the **Sponsor Information Sheet**

7. Review, update, and complete all areas of the Sponsor Information Sheet. It is critical that the information entered is accurate with correct spelling, email addresses and phone numbers. Please ensure to capitalize first letters of names, streets, etc. This information is used to develop mailing lists. **Please ensure at least two different people are represented in the four contact areas outlined below.**

Sponsor Information Sheet Reminders:

- **(6-9) Street Address:** Must be a physical location, not a P.O. Box

- **(34) Executive Contact:** This should be the Superintendent or Chief Financial Officer (CFO), who is legally responsible for entering into contracts for the sponsor

- **(42) CNP Program Manager:** A sponsor employee responsible for the nutrition program.

- **(50) Nutrition Services Contact:** For self-operated sponsors this may be the same person as CNP Program Manager.

- **(58) Business Manager/Claim Contact:** Staff who is responsible for financial reporting.

- **(66-68)** Lines 66-68 roll from previous year, please review the information for accuracy. *Contact the assigned Specialist if information is not accurate.*

- **(69-72)** Lines 69-72 do not roll from the previous year and must be manually updated with current information. **Note:** For line 70, select all that apply.

- **(75-78) Free and Reduced-Price Hearing Officer:** A person not involved in the eligibility determination process. They will be the impartial staff parents can contact.

8. Click ⎡**Submit**⎤ at the bottom of the page when the Sponsor Information Sheet is complete and accurate

If CNPweb indicates the Sponsor Info Sheet is in error status, correct any errors and resubmit the form. When the post confirmation screen appears, click the 'here' link.

Site Info Sheet(s)

CNPweb will display a list of all active sites. If a site needs to be removed or added, please complete the [Add/Modify Site](#) form or [Inactivate Site](#) form and submit to ode.cnp@ode.oregon.gov.

9. Navigate to the Applications Tab, Click ⎡**Add**⎤ for each **Site Information Sheet**
    Most information from SY 2023 will roll over into SY 2024.

10. Review the entire form for accuracy; revise and fill in all missing information. Correct spelling, check email addresses and phone numbers.

Site Information Sheet Reminders:

- **(6-9)** Line 6-9 Street Address must be the physical address of where the meal service is taking place (Not a PO Box).

- **(39-42) Eligibility Official**: the person who collects and processes eligibility applications for this site. Use the *Eligibility Officials form* on the [School Nutrition Programs Renewal](#) webpage if additional space is needed. (Note: This cannot be the same person listed as the Hearing Official noted on the Sponsor Info Sheet.)

- **(43-48)** Lines 43-48 check for accuracy and populate with applicable information.

- **(51)** Line 51 if this site is a Legally Separate Entity from the Sponsor, which must be selected from the drop down box. **Note:** A separate legal entity is when the school or school district and are separate from the Sponsoring organization for legal purposes.

- **(52), (53)** Line 52-53 if milkis delivered through an agreement with another organization, indicate here and enter the name of the organization. This may be a school, a caterer, etc.

- **(55)** Line 55 enter the National Average **93.8%**. Residential Child Care Institutions (RCCIs) with no day students enter 100%.

- **(56-58)** and **(63-66)** **NO ACTION NEEDED**

- **(67)** Line 67 select Not Participating from the dropdown menu **then skip to (80)**.

- **(80)** Lines 80 select Not Participating from the dropdown menu **then skip to (105).**

- **(105-113)** Line 105 select Participating, check months of participation and select Option 1 -3 including prices if applicable.

- **(114)** Line 114 select Not Participating from the dropdown menu **then skip to (120).**

- **(120)** Line 120 select Not Participating from the dropdown menu **then skip to (153).**

11. **(153-164)** Lines 153-164 take the time to explain each site's Accountability Procedures. Conflicting information in this area will delay approval of your renewal. Click Submit at the bottom of the page.
Repeat steps 9 -11 for each Site Info Sheet for your organization.

The "Status" column says "*Pending Submission"* **for all lines on the** Applications **tab.** If any line has 'error' status, correct any errors and resubmit the form.

Category 2. Submission of Applicable Offline Forms

12. Select Packet Tab

13. Scroll to bottom of **Packet *Tab*** screen. At the bottom of the page, click here to enable page for editing.

14. Civil Rights (date required) - Enter the date the CNP Program Manager completed Civil Rights training for SY 22-23 in "Date Sent" column. (Acceptable dates: July 1, 2022 – June 30, 2023). **Note:** If training was **NOT** conducted in SY 22-23, enter the date that training will be conducted for the current year. That date must not exceed 3 months after the start of SY 2023-2024.

15. Click Submit at bottom of the Packet Tab

16. Scroll to bottom of Packet tab. Check the box "Submit to the State for Approval"
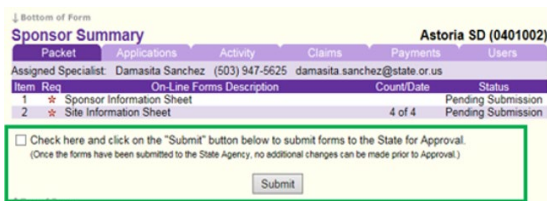
17. Click Submit at bottom of the Packet Tab

The Packet status will now state "Pending Approval". The school nutrition team will review the CNPweb information and required offline forms. The renewal will either be approved or returned for correction.