**To OPEN Renewal ~ Important First Task:** Log in to CNPweb, 2020

Select  **Applications** tab

Click  **Add** for the **Sponsor Information Sheet**

Click **Submit** at the bottom of the page.

This will enable both the sponsor and ODE CNP to track any progress
 in the renewal, e.g. off-line form submissions. Please do this upon receipt of these instructions.

**To COMPLETE Renewal ~** Renewal has 4 areas:

1. 2018-19 Civil Rights training date entered on the Packet tab for 2020(CNPweb)
2. Off-line forms - details below (Send to ODE SNP, ode.schoolnutrition@ode.state.or.us)
3. Updated Sponsor Information Sheet for 2020 (CNPweb)
4. Updated Site Information Sheets for all operating sites in 2020 (CNPweb)

The sponsor part of renewal is not complete without sending in Off-line forms.
The order of tasks can vary.

**Helpful Hint #1:**

Plan ahead to meet the due date of April 30, 2019. Refer to the Packet tab from the previous program year to help determine which exception forms to complete. Submit updated forms allowing time for your Child Nutrition Specialist to review, ask questions and approve your form(s).

CNPweb tracks the renewal process: updated Sponsor Information Sheet, updated Site Information Sheets, Civil Rights training date, and date(s) sent for any Off-Line forms. Most of the information rolls over when renewal is activated. **Please ensure all information in both the Sponsor and Site Information Sheets are reviewed, updated and verified for accuracy.** Submission of your application packet certifies the information is true and accurate.

**Renewal is not considered complete until all applicable Off-Line forms are submited, Sponsor Information Sheet and Site Information Sheet must be in pending approval status.**

**Entering Off-line information:**

Scroll to bottom of **Packet** ***Tab*** screen. At the bottom of the page, click here to enter dates for required tasks and forms sent to ODE CNP.

Fill in “***Date Sent” column*** as described below for each item as needed

Click **Submit** at bottom of Packet Tab

ODE will fill in the “Date Received” and “Date Approved” columns.

**Civil Rights – ALL SPONSORS** Enter the date staff were trained for the 2019 school year, between July 2018 and June 2019. Do not send any additional information for Civil Rights training.

**Off-Line Forms**

**Submit Off-line Forms to** **ODE.schoolnutrition@ode.state.or.us**

This is a list and explanation of the various off-line forms your organization may need to submit:

*Annual Renewal Forms*

* Additional Eligibility Officials – Not required for RCCIs.
* Attendance Factor Calculator – Not required for any RCCI. Attendance factor is 100%.
* CEP Renewal Form - Not required for RCCIs.
* **Children’s Income Policy Statement** (CIPS) – Required from all RCCIs, noting the earning status of the residents. The form is available on the packet tab. Complete, submit, enter date sent.
* **Food Safety Inspection Request** – Required for any site(s) that had only one health inspection in the previous year. Sponsor must request in writing by April 15, 2018 that the county health department complete a second inspection. The form is available on the packet tab. Submit copy, enter date sent.
* Oregon Public School Smart Snack Assurance – Not required for RCCIs.

*Operation Exception Forms*

* **Eligibility Effective Date Exception** – Option for RCCIs with day students. The form is available on the packet tab. Complete, submit, enter date sent.
* **Meal Pattern Grade Group Exception** – Required for special situations where some students will not follow their standard age/grade group meal pattern due to safety, medical or developmental needs. The form is available on the packet tab. Complete, submit, enter date sent.
* **Milk Variety Exception (RCCIs)** – Option for RCCIs Only. Allows milk variety requirement to be met over the course of the day/week instead of at each meal. The form is available on the packet tab. Complete, submit, enter date sent.
* **Point of Service Exception Request** – Required for any sponsor that deviates from the POS in an “end of serving line” position. Detailed information is needed to understand if the proposed system will meet the Point of Service criteria. CNPweb Executive Contact or CNP Program Manager must sign. FSMC staff signatures are not accepted. The form is available on the packet tab. Complete, submit, enter date sent.

**Helpful Hint #2**: Point of Service (POS) is the point in the service line where a reimbursable meal is counted. If this is not at the end of all the food offerings, an exception is needed. Foods placed AFTER the POS do not credit toward the meal pattern. Contact your specialist with any questions.

* **Offer vs. Serve for Grades 9-12 Exception** – Available for grade 9-12 sites where Offer vs. Serve is not possible due to logistical limitations. The form is available on the packet tab. Complete, submit, and enter date sent.
* **Verification Review of Applications Exception** – Option for RCCIs with day students. The form is available on the packet tab. Complete, submit, and enter date sent.

*Program Resources*

* Provision 2 Policy Statement - Not required for RCCIs.

**On-line Renewal**

**Helpful Hint #3:** CNPweb identifies every information area with a number, like this (55). These instructions will reference a specific information area by its number. Error messages in CNPweb will, too. Being able to identify the exact area when you have questions is also helpful.

**After selecting the SNP Purple Puzzle Piece and reviewing the *splash page* message:**

Select the Program year **2020**, and **Sponsor**, if responsible for applications for more than one Sponsor

1. Select  **Applications** Tab
2. Click  **Edit** for the **Sponsor Information Sheet**

Most information from SY 2019 will roll over into SY 2020. Review the form for accuracy; revise and fill in all missing information. Correct spelling, check email addresses and phone numbers. Capitalize first letters of names, streets, etc. This information is used to develop mailing lists. Please ensure at least 2 different people are in these 4 contact areas

**Sponsor Information Sheet Reminders:**

* **(34)Executive Contact:** The Superintendent or CFO, who is legally responsible for entering into contracts for the sponsor.
* **(42)CNP Program Manager:** Asponsor employee responsible for the nutrition program.
* **(50)Nutrition Services Contact:** For self-operated sponsors this may be the same person as CNP Program Manager. For Sponsors with FSMC contracts, this can be the FSMC employee who oversees the program.
* **(58)Business Manager/Claim Contact:** Staff who submits the monthly claim.
* **(75)Free and Reduced Price Hearing Officer:** Required for RCCIs with day students.
* **(all) Be sure every information area (numbered) is complete and current**
1. Review the certification statement. When the Sponsor Information Sheet is complete and correct, click **Submit** at the bottom of the page.
2. If in error status, correct any errors and resubmit the form.
3. *CNPweb* will display a list of all active sites.
4. Click  **Add** for each **Site Information Sheet**

Most information from SY 2019 will roll over into SY 2020. 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:**

* (39) Eligibility Official: Not required for RCCIs without day students.
* (52), (53) If meals are 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) RCCI Attendance Factor is 100%.
* (56)- (58) and (62)-(64) will be filled in automatically, using data from previous years.
* (67), (77) Provision 2 Base Year (BY) information: Not required for RCCIs.
* (68), (69) CEP: Not required for RCCIs.
* Double check that all operating months are clicked for each site and each program (66), (76), (85), (93).
* (72), (73) Enter lunch price for paid rate students, if any. Reduced price is $0.00.
* (81), (82) Enter breakfast price for paid rate students, if any. Reduced price is $0.00
* (99) Not required for RCCIs.
* (109), (111) Food Safety Inspection are to record actual inspection dates in the last year. Only dates from July1, 2018 – June 30, 2019 will be accepted. Renewals are to be in by April 30. Plan ahead and make requests before April 15 for second inspections.
* (131)-(142) Take the time to explain each site’s Accountability Procedures. Conflicting information in this area will delay approval of your renewal. Send in a *POS Exception Request* for each site as needed
1. Click  **Submit** at the bottom of the page
2. If in error status, correct any errors and resubmit the form
3. Repeat steps 6 – 8 for each Site

**When the “Status” column says “*Pending Submission”* for all forms on theApplicationstab**

1. Select  **Packet** Tab
2. REFER TO PAGES 1-3 OF THESE INSTRUCTIONS FOR COMPLETING THE PACKET TAB
3. Confirm all required Off-line forms are submitted with “Date Sent” column completed

 13. Scroll to bottom of Packet tab. Check the box “Submit to the State for Approval”.

Click on *submit* button.



ThePacket status will now state “Pending Approval”. Return to the Sponsor Summary Application tab - You are done!

The school nutrition team will review the CNPweb information and required offline forms. The renewal will either be approved or returned for correction.

**Helpful Hint #4**: Every authorized user of CNPweb is electronically signing documents when they complete them online. Each staff member with access should be using 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 these forms available on the packet tab to update access and program information as needed:

* User Authorization Request & Certification
* Request to Terminate CNPweb User Authorization
* Add Site/Modify Site Information
* Inactivate Site Programs