# School Nutrition Programs 2019-2020

# *CNPweb* Renewal Step-by-Step Instructions

Due: April 30, 2019

**To Activate Renewal** (\*must be completed first\*):

Please complete these steps upon receipt of these renewal instructions. This enables both the sponsor and the Oregon Department of Education, Child Nutrition Program (ODE CNP) to track progress during the renewal process including submission of Off-Line forms.

1. Log in to **CNPweb**,
2. Select Program Year (PY) **2020**,
3. Select the  **Applications** tab,
4. Click  **Add** for the **Sponsor Information Sheet**
5. Click **Submit** at the bottom of the page.

**The renewal process includes four areas:**

1. **Civil Rights** – enter the training date from the previous school year (2018-19) on the Packet tab for Program Year (PY) 2020.
2. **Off-Line forms** – see instructions below; send completed forms to: [ode.schoolnutrition@state.or.us](mailto:ode.schoolnutrition@state.or.us).
3. **Sponsor Information Sheet** – update information for PY 2020.
4. **Site Information Sheet(s)** – update information for all sites operating in PY 2020.

**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 CNP staff 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**](mailto: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** – As needed, if CNPweb doesn’t have enough space for multiple eligibility officials in each site. The form is available on the packet tab. Complete, submit, enter date sent.
* **Attendance Factor Calculator** – Required for any site claiming an attendance factor of 95% or higher. The national average is 93.8%. The form is available on the packet tab. Complete, submit, enter date sent.
* **CEP Annual Evaluation Form** - required annually in years 2, 3 and 4 of CEP cycle for Sponsors participating in the Community Eligibility Provision. Indicates intention to continue, change or end CEP. The form is available on the packet tab. Complete, submit, enter date sent. *\*\*Additional document requirements will be explained in separate CEP memo and forms coming in March\*\**
* **Children’s Income Policy Statement** (RCCI Only) – 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, 2019 a second inspection from the county health department. The form is available on the packet tab. Submit copy, enter date sent.
* **Oregon Public School Smart Snack Assurance** - required for public schools. 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.

*Operation Exception Forms*

* **Eligibility Effective Date Exception** – Notification to ODE CNP that a sponsor will be using the available Flexibility in Determining Effective Date of Eligibility to an earlier date than the SFA determination for each method of certifying students for free/reduced meals. 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, and 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, and enter date sent.
* **Milk Variety Exception (RCCIs)** – For Residential Child Care Institutions 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, and enter date sent.
* **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.
* **Point of Service Exception Request** – Required for any sponsor that with the POS either at the beginning or middle of the serving line rather than at “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, and 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.

* **Verification Review of Applications Exception** – Required from any sponsor who believes they qualify to be excused from the secondary review of applications during the verification process. 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, and enter date sent.
* **Provision 2 Policy Statement** - required for Sponsors newly electing Provision 2. Indicates intention to use 2020 as the Base Year to establish P2 claiming percentages. The form is available on the packet tab. Complete, submit, and enter date sent.

**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 it’s 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:** A person not involved in the Eligibility determination process. They will be the impartial staff parents can contact.
* **(all) Be sure every information area (numbered) is complete and current**

1. 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**: the person who collects and processes eligibility applications for this site. Use the *Eligibility Officials form* on the Packet Tab if additional space is needed.
* **(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)** National Average is 93.8%. If the site attendance factor is over 95%, send in the *Attendance Factor Calculator* from the Packet Tab to support it.
* **(56)-(58)** and **(62)-(64)** will be filled in automatically, using data from previous years.
* **(67), (77)** Provision 2 Base Year (BY) information
* If currently on Provision 2, will be filled in automatically. Nothing further needed.
* If newly electing Provision 2 (starting in 2020), fill in “2020” for the Base Year and send in the *Provision 2 Policy Statement* from the Packet Tab. See off-line form list.
* **(68), (69)** CEP
* Currently operating CEP**:** Enter the CEP first year and method of qualifying for CEP (Individual Site, Group, or District Wide) Send in the *CEP Renewal Form* from the Packet Tab. See off-line form list. Changes to CEP will be made during approval
* Newly Electing CEP or Starting a new CEP cycle**:** Enter the CEP first year (2020) and method of qualifying for CEP (Individual Site, Group, or District Wide). Details will be sent in March, 2019
* Any information in the CEP area will cause an error message. This error WILL NOT impact the renewal from moving to pending approval status. PLEASE KEEP GOING!
* 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 and Reduced price. Public schools and charter schools must have a reduced price rate of $0.00 because of state funding for the reduce price rate. Private schools may have a reduce-price rate that does not exceed $.40.
* **(81), (82)** Enter breakfast price for paid and reduced-price. Public schools and charter schools must have a reduced price rate of $0.00 because of state funding for the reduce price rate. Private schools may have a reduce-price rate that does not exceed $.30.
* **(99)** In the Seamless Summer Option section, June is June of 2020. To record plans to operate Seamless Summer in June 2019, go back to that year Site Information Sheet and check June.
* **(109), (111)** Food Safety Inspection are to record actual inspection dates in the last year. Only dates from July 1, 2018 – June 30, 2019 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

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

If in error status, correct any errors and resubmit the form

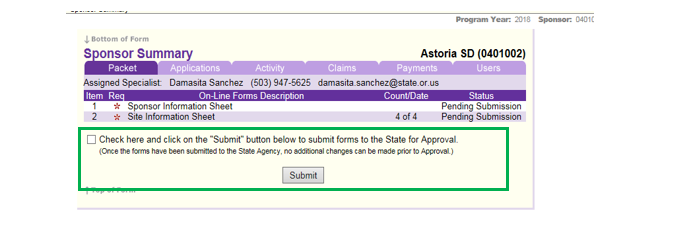
Repeat steps 6 – 8 for each Site

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

Select  **Packet** Tab

REFER TO PAGES 1-3 OF THESE INSTRUCTIONS FOR COMPLETING THE PACKET TAB

Confirm all required Off-line forms are submitted with “Date Sent” column completed

1. Scroll to bottom of Packet tab. Check the box “Submit to the State for Approval”.
2. 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. Staff members 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