**School Nutrition Programs 2023-2024**

**Renewal Step-by-Step Instructions**

**Due: June 2, 2023**

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

**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](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/School-Nutrition-Programs-Renewal.aspx) webpage to update access and program information as needed:

* [CNPweb User Authorization Request & Certification](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/User_Authorization.pdf)
* [Request to Terminate CNPweb User Authorization](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/User%20Authorization%20Termination.pdf)
* [Add Site/Modify Site Form](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Add%20Site%20-%20Modify%20Site%20form.pdf)
* Inactivate Site Programs

Category 1. CNPweb information update

Category 2. Submission of applicable offline forms

**Helpful Hint #1:** Plan ahead to meet the due date of **June 2, 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 **Add** for the **Sponsor Information Sheet. Important: Do not make edits yet, move to the next step.**
4. Click **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.

**Note:** Some Information from SY 2023 will roll over into SY 2024. It is critical all information areas are reviewed and updated for accuracy.

1. Select  **Applications** Tab
2. Click  **Edit** for the **Sponsor Information Sheet**
3. 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:** Asponsor employee responsible for the nutrition program (Must meet and complete Director level [Professional Standards](https://fns-prod.azureedge.us/sites/default/files/resource-files/Professional_Standards_Flyer.pdf) requirement including hiring and training standards. For Sponsors contracted with Food Service Management Companies (FSMC), the CNP Program Manager must be a school district employee).
* **(50) Nutrition Services Contact:** For self-operated sponsors this may be the same person as CNP Program Manager. For Sponsors contracted with an FSMC, this can be the FSMC employee who oversees the program.
* **(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.* **Note**: **NO ACTION NEEDED** for Line 67. USDA has issued guidance for calculating high rate and severe need. ODE CNP will manually enter data once renewal is in pending approval status. No action needed by Sponsor for Line 67.
* **(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.
* **(73-74)** Lines 73-74if a Sponsor is contracted with aFood Service Management Company (FSMC), mark yes and enter the name of the company (Note: FSMC is not the company that delivers food or a vended meal agreement. Vended meal agreements are indicated on individual site sheets).
* **(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.

1. 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](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Add%20Site%20-%20Modify%20Site%20form.pdf) form or [Inactivate Site](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Inactivate%20Site%20Programs.docx) form and submit to [ode.cnp@ode.oregon.gov](mailto:ode.cnp@ode.oregon.gov).

1. Navigate to the Applications Tab, Click  **Add** for each **Site Information Sheet**

Most information from SY 2023 will roll over into SY 2024.

1. 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 6-9Street 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](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/School-Nutrition-Programs-Renewal.aspx) webpage if additional space is needed to include additional eligibility official staff. (Note: This cannot be the same person listed as the Hearing Official noted on the Sponsor Info Sheet.)
* **(43-48)** Lines 43-48check for accuracy and populate with applicable information.
* **(51)** Line 51if 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 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)** Line 55 enter the National Average **93.8%**. Residential Child Care Institutions (RCCIs) with no day students enter 100%.
* **(56-58)** **NO ACTION NEEDED** The current numbers in this section are inaccurate due to COVID 19 waivers. ODE CNP will manually enter data once renewal is in pending approval status.
* **(63-66)** will be filled in automatically, using data from October 2022.

**Helpful Hint #3:** With the implementation of the 2019 [Oregon Student Success Act](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Student-Success-.aspx) under Statewide Education Initiatives Account, participation options include:

*Standard Counting and Claiming*, which is standard participation for **private schools**, and **RCCIs without day students**. **Public schools may not select this option.**

*CEP Incentive*, which is additional state funds that supplement the federal reimbursement rate when the Community Eligibility Provision (CEP) identified student percentage (ISP) is below 90%. Reminder: districts/schools must meet the required 40% ISP to apply for CEP. **All public schools participating in CEP must select this option.** This option may change after CEP is approved, depending on site or claiming ISP.

*Oregon EIG (Expanded Income Guidelines)*, allows qualifying students in households with income above the federal reduced-price income guidelines to receive their meals at no charge in schools using supplemented state funds. **All public schools not CEP or Provision 2 must select this option.**

*EIG Provision 2*, expands reimbursement rates for schools participating in Provision 2 by supplementing the reimbursement for the paid student percentage. **All public schools participating in Provision 2 must select this option.**

Sponsors that elect CEP incentive, Oregon EIG, or EIG Provision 2 will be required to sign an additional agreement with ODE CNP. The district will receive the agreement separately after the renewal is approved. Please follow the instruction on the agreement and submit in a timely manner to ensure accurate reimbursement.

* **(67)** Line 67select Participation method from the dropdown menu. If this site is a public school or public charter operating NSLP and collecting applications to determine eligibility, Oregon EIG (Expanded Income Guidelines) must be selected. **Note: If this site is serving meals under Seamless Summer Option (SSO) in the summer of 2023, those months of operation will need to be indicated under SSO on line 121.**
* **(68)** Line 68 select months of participation if you are serving under NSLP
* **(69)** Line 69 Provision 2 Base Year (BY) information
* If currently on Provision 2, enter the [Provision 2 Base Year (BY)](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Current%20Provision%202%20Sites.pdf) for this site. Provision 2 BY information is available on the [ODE Special Provision](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx) webpage.
* If newly electing Provision 2 or establishing a new base year (starting in SY 2024), fill in “2024” for the Base Year and contact the assigned Specialist.
* **(70), (71)** CEP
* Currently operating CEP**:** Enter the first year of the current [CEP cycle](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/SY-2022-2023-CEP-Site-Participation-Report.pdf) and method of qualifying for CEP (Individual Site, Group, or District Wide) Changes to CEP will be made during approval. CEP information for first year and method of qualifying is available on the [ODE Special Provision](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx) webpage.
* Newly Electing CEP or starting a new CEP cycle**:** Enter the CEP first year (2024) and method of qualifying for CEP (Individual Site, Group, or District Wide).

Any information in the CEP area will cause an error message. This error WILL NOT affect the renewal from moving to pending approval status. **PLEASE KEEP GOING!**

* **(74-79)** lines 74-79 enter lunch price for paid and reduced-price for this site’s grade group. If the site does not serve the other grade groups, enter 0 in the other grade group fields. Public schools and charter schools must have a reduced-price rate of $0.00 because of state funding for the reduced-price rate. Private schools may have a reduced-price rate that does not exceed $.40.
* **(80-82)** Line 80select Participation method from the dropdown menu. If this site is not serving School Breakfast meals, you will select Not Participating from the dropdown box then skip to (105).
* **(83)** Select ‘yes’ or ‘no’ for offer versus serve participation. **Note:** Grades 9-12 must select ‘yes’ or submit offline form: Offer Versus Serve for Grades 9-12 exception.
* **(85)** Indicate the begin and end time of the sites breakfast service and the days of operation. Note: If you have multiple breakfast service times or are doing Breakfast After the Bell, indicate the first serving time as the begin time and the end of the last serving time available for students to receive breakfast as the end time.
* **(86)** Line 86 identify if you are implementing the 70% Free/Reduced exemption. Sponsors with a free and reduced breakfast participation rate greater than 70%, who are required to implement Breakfast after the Bell, may apply for this exemption. To view the list of sponsors/sites required to implement Breakfast after the Bell and those eligible for an exemption, please visit the [Breakfast After the Bell list](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/BAtB%20Required%20and%20Exempt%20List.pdf).
* **(87 - 88)** Lines 87-88 identify if this site will be serving Breakfast after the Bell and if instructional time will be claimed for Breakfast After the Bell.
* **(89)** Line 89 mark all breakfast approaches that apply.
* **(91-96)** Lines 91-96 enter breakfast price for paid and reduced-price for this site’s grade group. If the site does not serve the other grade groups, enter 0 in the other grade group fields. Public schools and charter schools must have a reduced-price rate of $0.00 because of state funding for the reduced-price rate. Private schools may have a reduced-price rate that does not exceed $.30.
* **(97-103)** **NO ACTION NEEDED** Lines 97-103 data is not accurate in CNPweb due to previous years’ COVID 19 waivers. Please disregard this section. ODE CNP used external data to determine if sites are required to operate breakfast after the bell.
* **(105)** Line 105 If this site is not a Special Milk Program site, you will select Not Participating from the dropdown box**.**
* **(114)** If this site is not serving after school snack select Not Participating from the dropdown box then skip to **(120)**.
* **(114)** Line 114Select your participation percentage from the drop down that matches your eligibility located to the right of the drop down box. **Note:** An enrichment/educational activity must be offered with after school snack. After school snack can only be served and claimed on days that educational instruction is provided.
* **(117)** Line 117If the site is less than 50% eligible according to line 114 and you want the site to participate "Greater than 50% Snack", select an eligible site that includes this site in its attendance area. Enter the site number in the box.
* **(118)** Reduced-Price Snack if this site charges for snack, please enter the price. Note: Oregon EIG does not apply to afterschool snack.
* **(119)** Paid Snack if this site charges for snack, please enter the price. Note: Oregon EIG does not apply to afterschool snack.
* **(120)** Line 120select Participation method from the dropdown menu then complete steps A-C. **All sites must meet area eligibility requirements. Waivers are no longer available.** If this site is not serving meals under Seamless Summer Option (SSO), you will select Not Participating from the dropdown box then skip to (131).

1. **Determine site eligibility to operate SSO**.

Open, Closed Enrolled, and Migrant sites are required to submit eligibility documentation: (if documentation was submitted for June 2023 SSO skip to step C.)

* + - * Census Data: Must submit screenshot of map, showing census number, if using Census to determine eligibility. Census data can be found using the [USDA FNS Area Eligibility Mapper.](https://www.fns.usda.gov/area-eligibility)
      * School Data: Must submit a screenshot of map, which shows a site, is located within the attendance boundaries of an eligible school, if applicable. Use the [Free and Reduced Price Eligibility List – October 2022](https://www.oregon.gov/ode/students-and-family/childnutrition/cacfp/Documents/2023%20Site%20Eligibility%20for%20CACFP%20and%20SFSP.pdf) for current school data.

1. **Sponsors applying to serve non-congregate meals in eligible rural areas must:**

* Complete the [Non-Congregate Summer Meals in Rural Areas training](https://www.youtube.com/watch?v=XDnu-G-u7nM)**.** Certification statement is included on the Meal Distribution Plan. Sponsors must complete the training before checking the “I certify” statement on the Meal Distribution Plan.
* Submit a snip of the site address in a qualifying area using the [SFSP Rural Designation Tool](https://www.fns.usda.gov/sfsp/rural-designation) or the [Rural Development Eligibility Tool](https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do)
* Complete and submit the[Meal Distribution Plan](https://www.oregon.gov/ode/students-and-family/childnutrition/sfsp/Documents/Meal%20Distribution%20Plan%20for%20Summer%20Meals_Non-Congregate%20Meals%20in%20Rural%20Areas.xlsx)*.*

Sponsors who are located in eligible rural areas may apply to serve non-congregate meals by completing a Meal Distribution Plan. Instructions for completing the [Meal Distribution Plan](https://www.oregon.gov/ode/students-and-family/childnutrition/sfsp/Documents/Meal%20Distribution%20Plan%20for%20Summer%20Meals_Non-Congregate%20Meals%20in%20Rural%20Areas.xlsx) are included in the document.

1. **Complete and submit the** [Seamless Summer Options (SSO) June 2023 – August 2023](https://app.smartsheet.com/b/form/80355e4143bf47f1b1f6421150a69f25) **form**

**Please Note:** If sites are approved to serve non-congregate meals in eligible rural areas. Sponsors will be required to submit additional claim information to Oregon Department of Education Child Nutrition Program for reporting purposes to USDA. More information will be provided upon approval.

* **(121)** Select months of operation. Note: Seamless Summer Option is only available during the summer months.
* **(129 -130)** Select options that are closest to your method of advertisement. ODE CNP recognizes the methods currently listed may be out of date.
* **(131), (133)** Food safety inspections are to record actual inspection dates for SY 22-23. Only dates from July 1, 2022 – June 30, 2023 are accepted.
* **(141 – 152)** Answer all questions pertaining to school garden plan.
* **(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. Submit the Point of Service (POS) Exception Request for each site where the POS cannot be located at the end-of-the line. The exception request form is located on the packet tab and the [School Nutrition Programs Renewal](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/School-Nutrition-Programs-Renewal.aspx) webpage.

1. 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 theApplicationstab.** If any line has ‘error’ status, correct any errors and resubmit the form.

Category 2. Submission of Applicable Offline Forms

1. Select **Packet** Tab
2. Scroll to bottom of **Packet** ***Tab*** screen. At the bottom of the page, click **here** to enable page for editing.
3. 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.
4. Complete and submit applicable form(s) to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov). Fill in the “***Date Sent****”* ***column*** with the date the document was submitted to ODE SNP. Below is a list and explanation of the various offline forms an organization or district may need to submit. Note: ALL public schools must submit **Oregon Public School Smart Snack Assurance** form.ODE SNP staff will fill in the “Date Received” and “Date Approved” columns.

Note: All programs who use an eligibility software program to perform the required confirmation review during verification must submit the Verification Review of Application Exception form. See the description below.

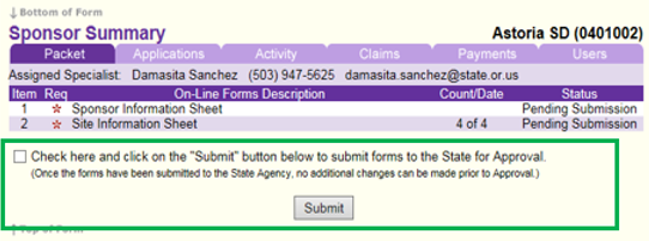
*Annual Renewal Forms*

* **Food Safety Inspection Request** – Required for any site(s) that had only one health inspection in the previous year. Note: Keep form on file; please do not submit to ODE during the renewal process.
* **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.

*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.
* **Meal Pattern Exception Milk and Grade Group Exception** - (RCCI Only) - Required for special situations where some students will not follow their standard age/ grade group meal pattern due to safety, medical or developmental needs. Milk Variety Exceptions allows milk variety requirement to be met over the course of the week instead of at each meal. CNPweb Executive Contact or CNP Program Manager must sign.
* **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. CNPweb Executive Contact or CNP Program Manager must sign. FSMC staff signatures are not accepted.
* **Point of Service Exception Request** – Any sponsor with the POS not at the “end of serving line” position must submit a POS exception request for approval. 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.
* **Verification Review of Applications Exception** – Required from any sponsor who qualifies based on one of the two circumstances stated on the form. CNPweb Executive Contact or CNP Program Manager must sign. FSMC staff signatures are not accepted.

1. Click **Submit** at bottom of the Packet Tab
2. Scroll to bottom of Packet tab. Check the box “Submit to the State for Approval”



1. Click **Submit** at bottom of the Packet Tab

ThePacket 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.