**School Nutrition Programs 2021-2022**

**Renewal Step-by-Step Instructions**

**Due: August 16, 2021** if serving meals in July

**Due: August 30, 2021** if serving meals in August or September

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

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

The SY 2021-2022 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:

Category 1. [Required renewal training](#_Area_1._Required)

Category 2. [CNPweb information update](#_Category_2._CNPweb)

Category 3. [Submission of applicable offline forms](#_Category_3._Submission)

Category 4. [Submission of the district/organization’s meal distribution plan](#_Category_4._Submission)

# Category 1. Required Renewal Training

The Oregon Department of Education Child Nutrition Program (ODE CNP) has developed renewal training that covers common operating topics. At a minimum, the CNP Program Manager listed in CNPweb must complete this required training. This training is intended to provide the sponsor with a basic overview of Meal Pattern, Crediting, Production Records, Meal Counting and Claiming, and Civil Rights. As a reminder, all program regulations are applicable unless you have opted-in to a waiver, which provides flexibility within a specific regulatory requirement. While this training does count towards annual training hours, it does not replace the Professional Standards requirement.

The required renewal training is a specific webpage created for SY 22 renewal. To access the training, click on this link: [REQUIRED RENEWAL TRAINING](https://sites.google.com/oregonlearning.org/school-nutrition-renewal) and review the instruction listed on the home page. Note: The required renewal trainings are marked with a red asterisk (\*). Additional resources and reference material are available on the pages. (Tip: The training material works best on a computer, not on a mobile device.)

\*Completion dates of this training will be required when updating CNPweb in Category 3.

**Helpful Hint #1:** Plan ahead to meet the due date of **August 16, 2021,** if serving meals in July and **August 30, 2021,** if serving meals in August or September.

**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 2. CNPweb Information Update

**To Activate Renewal**

1. Log in to **CNPweb**
2. Select Program Year (PY) **2022**
3. Select the Application tab, Click **Add** for the **Sponsor Information Sheet. 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.

Note: Some Information from SY 2021 will roll over into SY 2022. It is critical all information areas are reviewed and updated for accuracy.

**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.

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 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.net/sites/default/files/resource-files/Professional_Standards_Guide.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 submits the monthly claim
* **(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.
* **(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/Documents/1354-I%20%28Site%20Add%20-%20Modify%20form%29.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.schoolnutrition@ode.state.or.us](mailto:ODE.schoolnutrition@ode.state.or.us).

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

Most information from SY 2021 will roll over into SY 2022.

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 [ODE SNP Eligibility](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Eligibility.aspx) 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 43-48check for accuracy and populate with applicable information.
* **(51)** Line 51if this site is a Legally Separate Entity from the Sponsor that must be selected from the drop down box.
* **(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)** and **(63-66)** will be filled in automatically, using data from January 2020 due to COVID 19.

**Helpful Hint #3: (This note does not apply to private schools)** With the implementation of the 2019 Oregon Student Success Act under Statewide Education Initiatives Account, additional participation options will appear in the dropdown for line 67 and 80.

The new dropdown options are:

* CEP State, 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. Sponsors that elect this option will be required to sign an additional agreement with ODE CNP.
* EIG APPS, allows qualifying students in households with income above the federal reduced income guidelines to receive their meals at no charge in schools using supplemented state funds.
* **(67)** Line 67select Participation method or select Not Participating from the dropdown menu. If this site is a public or public charter operating NSLP and collecting applications to determine eligibility, EIG Apps must be selected. **Note: If this site is serving meals under Seamless Summer Option (SSO), select Not Participating from the dropdown box then skip to (80).**
* **(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, this line will be filled in automatically. No further action needed.
* If newly electing Provision 2 (starting in 2022), fill in “2022” for the Base Year and contact the assigned Specialist.
* **(70), (71)** CEP
* Currently operating CEP**:** Enter the CEP first year and method of qualifying for CEP (Individual Site, Group, or District Wide) Changes to CEP will be made during approval.
* Newly Electing CEP or Starting a new CEP cycle**:** Enter the CEP first year (2022) 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 sites 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)** Lines 80-82 follow the same instructions above from line 67-69. **Note: If this site is serving meals under Seamless Summer Option (SSO), you will select Not Participating from the dropdown box then skip to (105).**
* **(86)** Line 86 please 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. Note: Each sites free and reduced breakfast participation percentage can be found in the last line of this section. To view the list of sponsors/sites required to implement Breakfast after the Bell, please visit the [ODE CNP website](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/SY%202021-%2022%20Required%20%26%20Exempt%20Elig%20BatB%20assessable.docx).
* **(91-96)** Lines 91-96 enter breakfast price for paid and reduced-price for that sites 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)** Lines 97-103 data will be automatically calculated from the second preceding year.
* **(105)** Line 105 If this site is not a Special Milk Program site, you will select Not Participating from the dropdown box. **Note: If this site did not operate last year due to COVID-19 this section may have been populated as a placeholder. Please make necessary corrections.**
* **(114)** Line 114 sponsors operating NSLP or SSO may elect to participate in the After School Snack Program due to a COVID-19 waiver. If this site is not serving after school snack select Not Participating from the dropdown box then skip to **(120)**.
* **(114)** Line 114 **Select your participation percentage from the drop down that matches your eligibility located to the right of the drop down box.** If participating indicate the months of participation. 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. Due to a COVID waiver, all snacks will be claimed at the FREE rate.
* **(117)** Line 117leave blank.
* **(118)** Reduced-Price Snack enter 0
* **(119)** Paid Snack enter 0
* **(120) Line 120 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).** If participating, see line 120 below.
* **(120-130)** Lines 120-130 select Participating – Census if this site is serving Seamless Summer Option (SSO). Indicate the months of participation. Note: In the Seamless Summer Option, the month section begins with July 2021. If you are operating June 2021 that must be checked in the previous year’s site application sheet. Sites participating in SSO must have NSLP and SBP marked as not participating and with no operating months checked in the two sections (NSLP Line 67 & SBP Line 80).
* **(131), (133)** Food Safety Inspections are to record actual inspection dates in the last year. Only dates from July 1, 2020 – June 30, 2021 are accepted.
* **(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 renewal webpage.

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

Repeat steps 9 -11 for each site

**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 3. 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. Enter the date Civil Rights training was provided for the previous school year in “Date Sent” column. (Acceptable dates: July 1, 2020 – June 30, 2021)
4. Enter the date SY 2022 required renewal training was completed in “Date Sent” column. This is a new requirement for SY 2022.
5. Complete and submit other applicable form(s) to [ode.schoolnutrition@ode.state.or.us](mailto:%20ode.schoolnutrition@ode.state.or.us). Fill in the “***Date Sent****”* ***column*** with the date the document was submitted to ODE CNP. 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 CNP staff will fill in the “Date Received” and “Date Approved” columns.

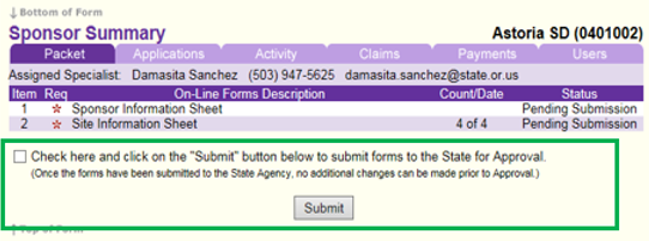
*Annual Renewal Forms*

* **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, 2021 a second inspection from the county health department.
* **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** – Required for any sponsor that with the POS at either 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.
* **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.

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.

# Category 4. Submission of the Organization or School/District Meal Distribution Plan

The Oregon Department of Education Child Nutrition Programs (ODE CNP) requires organizations or districts to complete the Meal Distribution form. The electronic document is available on the COVID-19 webpage or by [clicking on this link](https://app.smartsheet.com/b/form/68aaedb3bcb843d4afa1a102232b9775). The plan notifies the state agency of waiver election and meal distribution taking place. All sponsors of the NSLP and SSO must submit a complete plan before the renewal process can be approved. ODE CNP will be in contact with sponsors after their plan is submitted and reviewed.