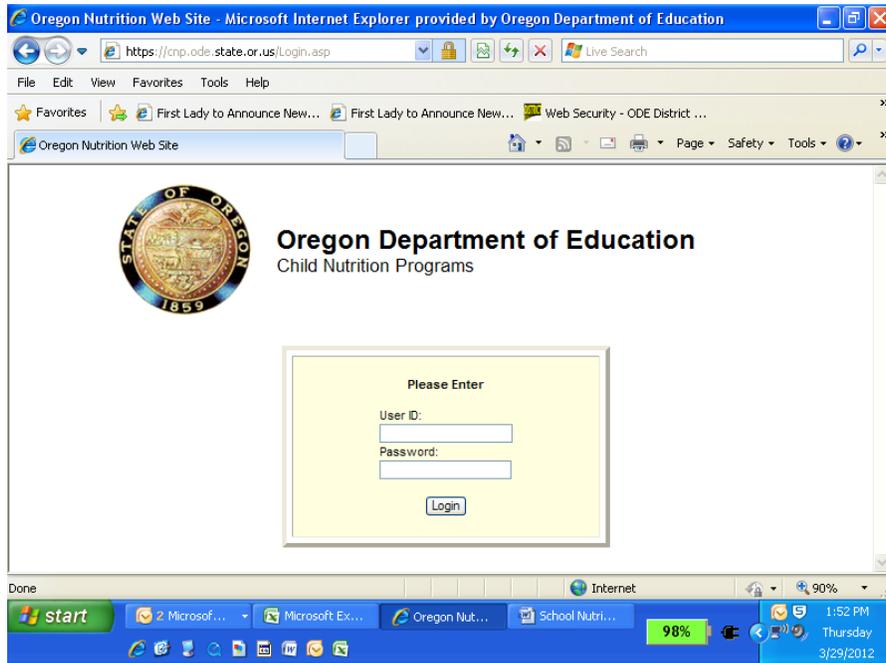
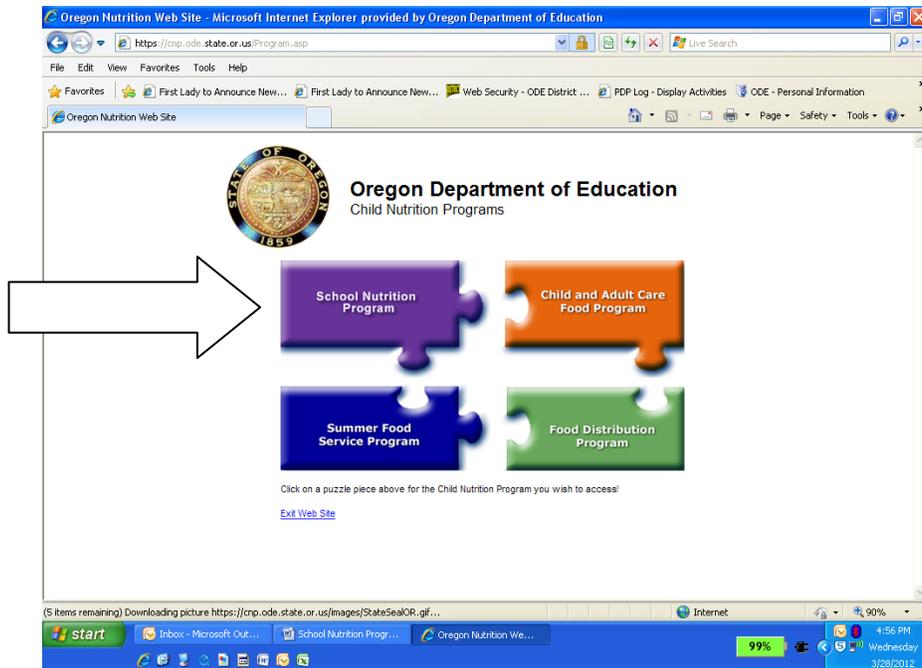


School Nutrition Programs CNPweb Update Step-by-Step Instructions

Log on to **CNPweb** at <https://cnp.ode.state.or.us>



Click on the purple puzzle piece



Click on Program Year 2015
 (Note: most web page examples are from SY 2013)

Oregon Department of Education
 Child Nutrition Programs

School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources

Help Programs Logoff

Home > Select Year

Program Year: 2014 Sponsor: 3021002-Umatilla SD 6

Program Year Selection

Program Year	Program Begin Date	Program End Date
2008	July 1, 2007	June 30, 2008
2009	July 1, 2008	June 30, 2009
2010	July 1, 2009	June 30, 2010
2011	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
2014	July 1, 2013	June 30, 2014
2015	July 1, 2014	June 30, 2015

Click on the *Applications* tab (highlighted dark purple)

Oregon Department of Education
 Child Nutrition Programs

School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources

Help Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2014 Sponsor: 3021002-Umatilla SD 6

Summary **Umatilla SD 6 (3021002)**

Applications Activity Claims Payments Users

Form Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet				
No Information Sheet				
Site Info Sheets				
11148	Clara Brownell Middle		No Information Sheet	
11149	McNary Heights Elem		No Information Sheet	
11147	Umatilla High		No Information Sheet	

Go to Sponsor Info Sheet
 Click *add* and review the data, which rolled over from 2013-2014
Verify that all contact information is accurate
 (Information is used to contact you)
 Use upper and lower case (DO NOT USE ALL CAPS)

Oregon Department of Education
 Child Nutrition Programs

SNP School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources

Home > Application Menu > Sponsor Summary > Sponsor Info (Umatilla SD 6)

Program Year: 2013 Sponsor: 3021002-Umatilla SD 6

NSLP Oregon Department of Education
 Sponsor Information Sheet
 Umatilla SD 6 (3021002) 2012-2013 Program Year
 Approved Revision 0

Bottom of Form

Mailing Address		Street Address	
(1) Addr1:	1001 6th Street	(6) Addr1:	1001 6th Street
(2) Addr2:		(7) Addr2:	
(3) City:	Umatilla	(8) City:	Umatilla
(4) State:	OR	(9) State:	OR
(5) Zip Code:	97882	(10) Zip Code:	97882

Check here to copy Mailing Address to Street Address

Shipping Address Alternate Address 1

Scroll to the bottom of the Sponsor Info Sheet
 Click box where it says “Check here to submit this form to the State for Approval”
 Click the *submit* button

Oregon Department of Education
 Child Nutrition Programs

SNP School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources

Home > Application Menu > Sponsor Summary > Sponsor Info (Umatilla SD 6)

Program Year: 2013 Sponsor: 3021002-Umatilla SD 6

(76) Title: Superintendent
 (77) Telephone: (541) 922-6500
 (78) E-mail: sipeh@umatillasd.org

Comments
 (79) General Comments:

Check here to submit this form to the State for Approval

Internal Use Only

(80) Claim Review Indicator: Yes No (81) High Lunch Rate: Yes No
 (82) Meal Reporting Type: Site Level (83) State Match: Yes No

(84) Menu Certification Participating months: All Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

(85) Assigned Specialist: Chris Facha

For sponsors using a Food Service Management Company (FSMC)
 (86) Is there a guarantee back to the district? Yes No (87) Amount: 0.00
 (88) Contract Date: (89) Renewal Date: (90) Renewal Number:

(91) Approval Date:
 (92) Mark Sponsor Inactive Date Inactivated:

Created By: jagerdg Date Created: 5/23/2012 Modified By: tschac Date Modified: 6/14/2012

Top of Form

Click on *here* to return to the Sponsor Information Sheet Listing

Oregon Department of Education
Child Nutrition Programs

SNP School Nutrition Programs

CP Web

Applications Accounting Process Maintenance Reports Resources

ome > Application Menu > Sponsor Summary > Sponsor Info (Umatilla SD 6)

Program Year: 2013 Sponsor: 3021002-Umatilla SD 6

Post Confirmation

The **Sponsor Information Sheet** was posted to the database with a status of **Approved**.

This form is now complete and approved by ODE.

Click [here](#) to go to the Sponsor Information Sheet Listing or select another option from the menu above.

Go to the Site Info Sheets
Click *add* and review the data which rolled over from 2013-2014
Verify that all contact information is accurate
(Information is used to contact you)
Use upper and lower case (DO NOT USE ALL CAPS)

39 - 42 Eligibility Official

Oregon Department of Education
Child Nutrition Programs

SNP School Nutrition Programs

CP Web

Applications Accounting Process Maintenance Reports Resources

ome > Application Menu > Sponsor Summary > Site Info (Clara Brownell Middle)

Program Year: 2013 Sponsor: 3021002-Umatilla SD 6

(13) Addr2: (19) Addr2:

(14) City: (20) City:

(15) State: (16) Zip Code: (21) State: (22) Zip Code:

Site Administrator Contact **Food Service Manager Contact**

First	MI	Last	First	MI	Last
(23) Name: Mr. Charles G Jager	(31) Name: Mr. Charles G Jager				
(24) Title: Child Nutrition Director	(32) Title: Child Nutrition Director				
(25) E-mail: jagerg@umatillasd.org	(33) E-mail: jagerg@umatillasd.org				
(26) Phone: (541) 922-6500 (27) Ext: 6533	(34) Phone: (541) 922-6500 (35) Ext: 6533				
(28) Fax: <input type="text"/> (29) Ext: <input type="text"/>	(36) Fax: (541) 922-6507 (37) Ext: <input type="text"/>				
(30) Contact's Address: Alternate Address 1	(38) Contact's Address: Alternate Address 1				

Eligibility Official

(39) Name: Charles G Jager

(40) Title: Child Nutrition Director

(41) Telephone: (541) 922-6533

(42) E-mail: jagerg@umatillasd.org

- # 43 - 54 Review and update the general information about the site
 - #52 Indicate type of operation. If vended fill in food service provider on #53.
- # 55 Report current attendance factor and revise as needed in the fall
- # 56 - 58 Site Eligibility is filled in by CNPweb
- # 62 - 64 Area Eligibility is filled in by CNPweb
- # 65 - 71 NSLP-indicate if participating, claim months, OVS, and lunch prices
- # 72 - 80 SBP-indicate if participating, claims months, OVS, and breakfast prices
- # 82 - 88 Special Milk –indicate if participating, claims months, milk option
- # 90 - 95 Afterschool Snack-indicate if participating at 50% or greater (area eligible) or less than 50% (not area eligible), claims months, description of activity. If not area eligible indicate site in attendance area that is area eligible or price charged for snacks.
- # 96 -106 Seamless Summer Option:
 - If operating in July and August enter data
 - If operating in June go to Program Year 2014 and edit the site(s)

Oregon Department of Education
Child Nutrition Programs

SNP School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources Help Programs Logoff

Program Year: 2013 Sponsor: 3021002-Umatilla SD 6

Amount charged to students for (94) Reduced-Price Snack: (95) Paid Snack:

Seamless Summer Option

(96) Participation: **Not Participating**

(97) Months Meals Served: All Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

(98) If this site is classified as "Non-school (46) or "Not Eligible for Seamless Summer Option (96), select an eligible site that includes this site's attendance area.
Enter the Site Number:

(99) Type of Site:

Food Safety

- #107 1st Annual inspection (Food Safety)
- #108 Enter date inspection occurred
- #109 2nd Annual inspection (Food Safety)
- #110 Enter date inspection occurred

Oregon Department of Education
Child Nutrition Programs

School Nutrition Programs

Applications Accounting Process Maintenance Reports Resources Help Programs Logoff

ome > Application Menu > Sponsor Summary > Site Info (Clara Brownell Middle)

Program Year: 2013 Sponsor: 3021002-Umatilla S

(107) 1st Annual Inspection:
 Received a health inspection during program year 2012.
(108) Enter date inspection occurred: 9/7/2011
 A health inspection was requested during program year 2012, but was not completed. (record of request available)
 No health inspection was requested during program year 2012. (NEW SITES ONLY).

(109) 2nd Annual Inspection:
 Received a health inspection during program year 2012.
(110) Enter date inspection occurred: 1/31/2012
 A health inspection was requested during program year 2012, but was not completed. (record of request available)
 No health inspection was requested during program year 2012. (NEW SITES ONLY).

There are 3 bullets to select from:

1. Received inspection (enter inspection date)
2. Inspection requested but not completed
 - Sponsor must submit a copy of the letter requesting an inspection with their offline forms (Packet tab has a sample request letter)
3. No inspection may only be used for new sites

- #111 - #116 Menu Planning
- #113 - #122 Accountability Procedures

Special Note: #123 and #124 check where reimbursable meals are counted.

A Point of Service (POS) other than *end of line* is an alternative and requires an explanation in item 124. The goal of a POS is an accurate reimbursable meal count by meal benefit category ensuring one program meal per child per day. In the explanation of an alternate POS be sure to include a description of how meals that are not reimbursable are excluded from the meal count by benefit category.

If an alternate POS cannot give an accurate count, the site will be required to use *end of line*.

MUST click box: "Check here to submit this form to the State for Approval"
 Click *submit* button to save information

Oregon Department of Education
 Child Nutrition Programs

School Nutrition Programs

Help Programs Logoff

Applications Accounting Process Maintenance Reports Resources

Home > Application Menu > Sponsor Summary > Site Info (Clara Brownell Middle)

Program Year: 2013 Sponsor: 3021002-Umatilla SD

(124) If **Beginning of Line** or **Other** enter a description of how a reimbursable meal is ensured and where the exchange takes place.

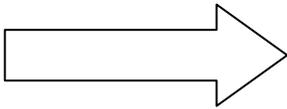
(125) Meals Talled at End of Meal Period:
 POS Computer System Electronic Spreadsheet developed by Sponsor Manual

(126) If **Manual**, describe procedure:

(127) Do you offer Second Meals (Not a la carte)? Yes No

(128) If **Yes**, describe why second meals are available and how you ensure second meals are not counted for reimbursement:
 Second meals are counted with Mealtime Software program, which will not allow the sponsor apply for reimbursement and records the purchase as a la carte.

Check here to submit this form to the State for Approval



Return to packet tab scroll to the bottom
 Click on *here* to enter the date offline forms are submitted

Oregon Department of Education
 Child Nutrition Programs

School Nutrition Programs

Help Programs Logoff

Applications Accounting Process Maintenance Reports Resources

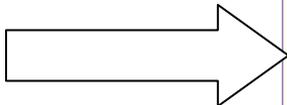
Home > Application Menu > Sponsor Summary

Program Year: 2013 Sponsor: 3021002-Umatilla SD

9	Children's Income Policy Statement (RCCI Only)	English				
10	Management Plan (RCCI Only)	English				
11	Eligibility Officials	English		5/24/2012	5/24/2012	6/12/2012
12	Food Safety Inspection Request	English				
13	Annual Reporting	English				
14	Verification Summary	English		12/17/2012	12/17/2012	12/17/2012
15	Oregon School Nutrition Standard Assurance	English		5/24/2012	5/24/2012	6/12/2012
16	Annual Training	English				
17	State Match Certification	English				
18	Menu Certification	English				
19	Menu Assurance	English				
20	FSMC Renewal	English				
21	FSMS Proposal	English				
22	FSMC Contract	English				
23	CNPweb Forms	English				
24	User Authorization Request & Certification	English		5/24/2012		
25	Request to Terminate CNPweb User Authorization	English		5/24/2012		
26	Add Site/Modify Site Information	English				
27	Inactivate Site Programs	English				
28	Commodity Delivery Location Request Form	English				
29	Program Resources	English				
30	Capital Equipment	English				
31	NSLP Appeals	English				
32	One Time Claim Exception Request	English				
33	Claim Time Lines	English				
34	W9	English				
35	Direct Deposit Form	English				

Click [here](#) to Enter Dates for Off-Line Forms

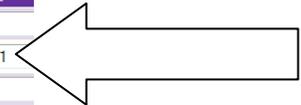
↑ Top of Form



Click in the *date sent* column and enter dates that either forms or tasks have been completed
 Click *submit* button



Off-line Form Update			
Item	Req	Form Description	Date Sent
1		Packet Forms	
2	*	Civil Rights – I certify staff trained in past year.	8/25/2011
3		Update Wellness Policy & AR's	
4		Vended Meal Agreement	
5		Children's Income Policy Statement (RCCI Only)	
6		Management Plan (RCCI Only)	
7		Eligibility Officials	5/24/2012
8		Food Safety Inspection Request	
9		Annual Reporting	
10		Verification Summary	12/17/2012
11		Oregon School Nutrition Standard Assurance	5/24/2012
12		Annual Training	
13		State Match Certification	
14		Menu Certification	
15		Menu Assurance	
16		FSMC Renewal	
17		FSMS Proposal	
18		FSMC Contract	

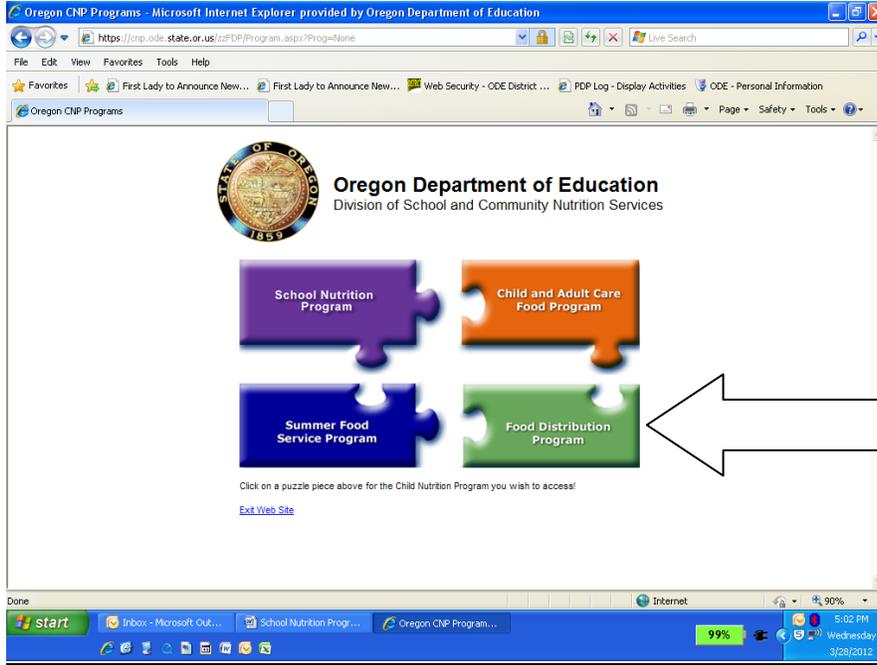


IMPORTANT!
 Return to **Packet** tab, scroll to the bottom
 Check the box **“Submit to the State for Approval”**
 Click on **submit**
 Your Packet status will now state **Pending Approval**

Your assigned specialist will review required offline forms and CNPweb and either approve your renewal or send it back for correction.

If you participate in the USDA Food Distribution Program please proceed on otherwise you will not be able to place your USDA Food order.

Go to Programs Select the Green Food Distribution Program Puzzle Piece



Click on Program year 2015



Program Year Selection		
Program Year	Program Begin Date	Program End Date
2010	July 1, 2009	June 30, 2010
2011	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
2014	July 1, 2013	June 30, 2014

The Sponsor Summary will show
Applications tab will be dark green

Oregon Department of Education
Child Nutrition Programs

Food Distribution Program

Help Program Logoff

Reports Summary Entitlement Inventory Allocations Orders Billing Preorders Maintenance Reports Resources

Home > Summary Menu > Sponsor Summary

Program Year: 2014 Sponsor: 2716001 - Perrydale SD 21

↓ Bottom of Form

Sponsor Summary **Perrydale SD 21 (2716001)**

Applications Entitlement Preorders Allocations Inventory Orders Invoicing

Sponsor Information Sheets

Number	Name	Revision	Status	Approval Date	Action
2716001	Perrydale SD 21	0	Uncertified		View Edit

Delivery Location Information Sheets [Select Shared Delivery Sites](#)

Number	Name	Revision	Status	Approval Date	Action
11098	Perrydale School	0	Pending Approval		View Edit Delete

↑ Top of Form

Go to the Sponsor Information Sheets line
Click on *edit* and review information for accuracy
**Verify that all contact information is accurate
(Information is used to contact you)**
Use Upper and lower case (DO NOT USE ALL CAPS)
Click *Submit* button to save.
Return to the Application tab

Oregon Department of Education
Child Nutrition Programs

Food Distribution Program

Help Program Logoff

Reports Summary Entitlement Inventory Allocations Orders Billing Preorders Maintenance Reports Resources

Home > Summary Menu > Sponsor Summary

Program Year: 2014 Sponsor: 2716001 - Perrydale SD 21

↓ Bottom of Form

Sponsor Summary **Perrydale SD 21 (2716001)**

Applications Entitlement Preorders Allocations Inventory Orders Invoicing

Sponsor Information Sheets

Number	Name	Revision	Status	Approval Date	Action
2716001	Perrydale SD 21	0	Uncertified		View Edit

Delivery Location Information Sheets [Select Shared Delivery Sites](#)

Number	Name	Revision	Status	Approval Date	Action
11098	Perrydale School	0	Pending Approval		View Edit Delete

↑ Top of Form

Go to the Delivery Location Information Sheet line

Oregon Department of Education
Child Nutrition Programs

Food Distribution Program

Help Program Logoff

Reports Summary Entitlement Inventory Allocations Orders Billing Preorders Maintenance Reports Resources

Home > Summary Menu > Sponsor Summary

Program Year: 2014 Sponsor: 2716001 - Perrydale SD 21

↓ Bottom of Form

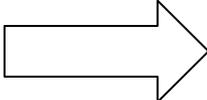
Sponsor Summary Perrydale SD 21 (2716001)

Applications Entitlement Preorders Allocations Inventory Orders Invoicing

Sponsor Information Sheets					
Number	Name	Revision	Status	Approval Date	Action
2716001	Perrydale SD 21	0	Uncertified		View Edit

Delivery Location Information Sheets Select Shared Delivery Sites					
Number	Name	Revision	Status	Approval Date	Action
11098	Perrydale School	0	Pending Approval		View Edit Delete

↑ Top of Form



Click *edit* and review information for accuracy
 Complete #19 and #20, do not change #21
 Click *Submit* button

When the Delivery Location Sheet is completed the status on the Sponsor Summary page will say approved

Oregon Department of Education
Child Nutrition Programs

Food Distribution Program

Help Program Logoff

Reports Summary Entitlement Inventory Allocations Orders Billing Preorders Maintenance Reports Resources

Home > Sponsor Summary > Sponsor Location

Program Year: 2014 Sponsor: 2716001 - Perrydale SD 21

Sponsor Delivery Location Sheet

Perrydale School (11098) Perrydale SD 21 (2716001)
2013-2014 Program Year
Pending Approval
Revision 0

↓ Bottom of Form

Delivery Address (Do Not Use PO Box)

(1) Addr: 7445 Perrydale Rd.

(2) City: Amity

(3) State: OR (4) Zip Code: 97101

Delivery Contact **Alternate Delivery Contact**

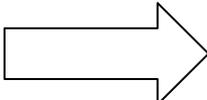
(5) Name: Ms. Julie Braxling	(12) Name: Mr.
(6) Title: Delivery Location Contact	(13) Title:
(7) Email: jbraxling@perrydale.k12.or.us	(14) Email:
(8) Phone: (503) 623-2040 (9) Ext.:	(15) Phone: (16) Ext.:
(10) Fax: (503) 835-0631 (11) Ext.:	(17) Fax: (18) Ext.:

Delivery Information

(19) Storage Capabilities: Dry Cooler Freezer

(20) What days of the week are deliveries accepted? Sun Mon Tue Wed Thu Fri

(21) Delivery Group: A



Go back to the Sponsor Summary
 Return to Sponsor Information Sheets line in uncertified status
 Click on *edit*

↓ Bottom of Form

Sponsor Summary Perrydale SD 21 (2716001)

Applications Entitlement Preorders Allocations Inventory Orders Invoicing

Sponsor Information Sheets

Number	Name	Revision	Status	Approval Date	Action
2716001	Perrydale SD 21	0	Uncertified		View Edit

Delivery Location Information Sheets [Select Shared Delivery Sites](#)

Number	Name	Revision	Status	Approval Date	Action
11098	Perrydale School	0	Pending Approval		View Edit Delete

↑ Top of Form

Scroll down to #27
 Check the box "I certify the information on this form is correct"
 Click on the *Submit* button

Program Year: 2014 Sponsor: 2716001 - Perrydale SD 21

(1) Addr: 7445 Perrydale Rd. (6) Addr: 7445 Perrydale Rd.
 (2) Addr: (7) Addr:
 (3) City: Amity (8) City: Amity
 (4) State: OR (5) Zip Code: 97101 (9) State: OR (10) Zip Code: 97101

FDP Contact **Alternate Contact**

First	MI	Last	First	MI	Last
(11) Name: Ms. Christy Starr	(18) Name: Ms. Julie Braxling				
(12) Title: Program Contact	(19) Title: Billing Contact				
(13) E-mail: cstarr@perrydale.k12.or.us	(20) E-mail: jbraxling@perrydale.k12.or.us				
(14) Phone: (503) 623-2040 (15) Ext.:	(21) Phone: (503) 623-2040 (22) Ext.:				
(16) Fax: (503) 835-0631 (17) Ext.:	(23) Fax: (503) 835-0631 (24) Ext.:				

Program Information

(25) Programs Sponsor participates in for Food Distribution (Check all that apply):
 National School Lunch Program Summer Food Service Program Commodity Only Sponsor

Comments

(26) Comments:

Certification

(27) I certify the information on this form is correct.

Return to the Sponsor Summary Application tab- You are done!