

Instructions for Completing the Electronic Renewal of the 2011 – 2012 Special Milk Program Agreement

The Agreement Renewal Component of the Child Nutrition Technology System is now active for the 2011 – 2012 School Year.

Some documents must be completed and returned to the Child Nutrition Services section before the Agreement Renewal may be approved. These documents include:

- **3 copies of the Agreement Renewal Signature Page (all 3 copies must be signed in blue ink by all parties);**
- **Proof of nonprofit status [501 (c)(3), state agency]**
- **Operating Calendar(s)**
- **Free and Reduced Application for School Meals (if applicable, only those SMP sponsor that take Free and Reduced Price Meal Applications)**
- **Drug Free Workplace Certification (copy must be signed in blue ink)**
- **Debarment/Suspension Form (copy must be signed in blue ink)**

The above documents are available on the Forms Download Component of the Technology System; they are also attached with this communication for your convenience. Please complete each of the above items and return them in one envelope to the following address:

North Carolina Department of Public Instruction
Child Nutrition Services Section
6324 Mail Service Center
Raleigh, NC 27699-6324
Attention: Jacquelyn McGowan

The “official” Agreement for the 2011–2012 reimbursement year and **the Free and Reduced Price Policy Statement are also available in the Forms Download section on the Child Nutrition website. Please remember that the Free and Reduced Price Policy Statement must be available at every approved site.**

You may begin the Agreement Renewal Process by logging onto the Child Nutrition Technology website at <https://www.ncchildnutrition.org>

As you review the Sponsor Agreement page and Site Application pages, you will notice that much of the information that you entered into the automated system last year has “rolled over” to populate this year’s Agreement/Application. So, you need only enter the information that did not roll over for the 2011 – 2012 year. Of course, you will need to review the information that rolled over to ensure it remains accurate. You will also need to print any non-prototype documents (as instructed by the Technology System) and submit along with other hard copy documents in the packet mentioned above. All items on the checklist must be submitted to NCDPI.

Should you require assistance during this process the section’s Help Desk will be staffed by Jacquelyn McGowan at jmcgowan@dpi.state.nc.us or (919) 807-3595, Donna Knight at dknight@dpi.state.nc.us or (919) 807-3512, Karla Wheeler at kwheeler@dpi.state.nc.us or (919) 807-3518 and Janet Johnson at jchatman@dpi.state.nc.us or (919) 807-4043.

The deadline for submitting the electronic Agreement, Site Applications, non-prototype documents and the documents mentioned above is Friday, June 17, 2011.