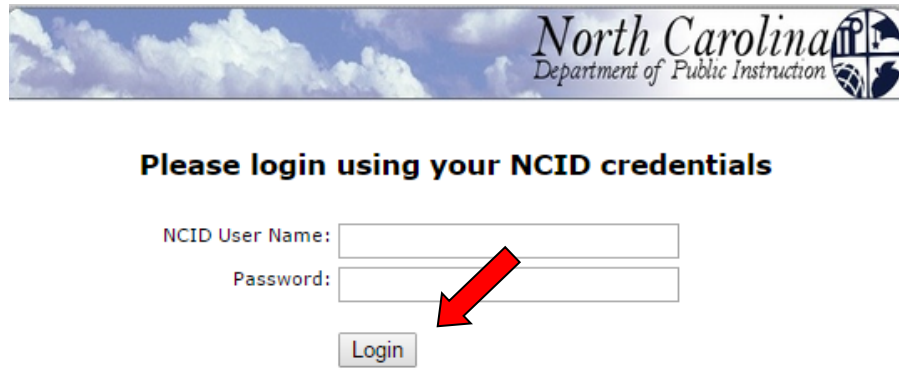


Instructions for Completing the 2019-2020 School Nutrition Online Application Renewal

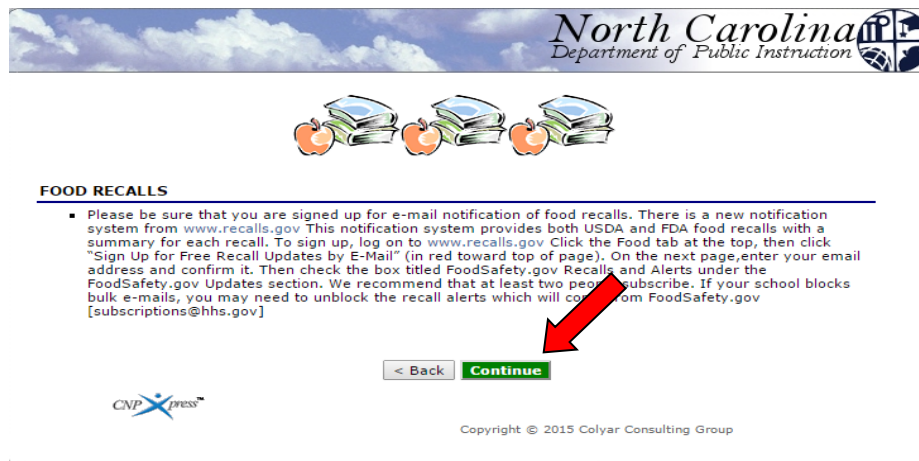
Step 1: Go to <https://www.ncchildnutrition.org/snp/NcidLogin.aspx>

Step 2: Enter NCID User Name and Password and click “Login”



The screenshot shows the login page for the North Carolina Department of Public Instruction. At the top right is the logo for the North Carolina Department of Public Instruction. Below the logo, the text reads "Please login using your NCID credentials". There are two input fields: "NCID User Name:" and "Password:". A red arrow points to the "Login" button located below the password field.

Step 3: Click on green “Continue”



The screenshot shows the "FOOD RECALLS" section of the website. At the top right is the logo for the North Carolina Department of Public Instruction. Below the logo is an illustration of three stacks of books with an apple next to each. The text under "FOOD RECALLS" reads: "Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov Click the Food tab at the top, then click 'Sign Up for Free Recall Updates by E-Mail' (in red toward top of page). On the next page, enter your email address and confirm it. Then check the box titled FoodSafety.gov Recalls and Alerts under the FoodSafety.gov Updates section. We recommend that at least two people subscribe. If your school blocks bulk e-mails, you may need to unblock the recall alerts which will come from FoodSafety.gov [subscriptions@hhs.gov]". A red arrow points to the "Continue" button, which is highlighted in green. Below the button is the "CNP Xpress" logo and the text "Copyright © 2015 Colyar Consulting Group".

Step 4: Change “Year” to 2019-2020

Applications | Claims | Compliance | Reports | Security | Search | Programs | **Year** | Help | Log Out

Year Select

Select Year

2019-2020 < Selected

Step 5: Select “Applications” tab

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year:

Step 6: Select “Application Packet”

Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)

Step 7: Select “Enroll”.

The SFA has not started in the current year (2019-20)

Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll Cancel

Step 8: Complete the applications for all sites that will be active for the SY 19-20

Please note that all sites that were approved for the SY 18-19 will appear on the screen. **ONLY** select those that will be participating in the SY 19-20

If the site is not operating this year, please contact NCDPI so that the site may be made inactive. DO NOT complete the site application.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	1	1

Action	Site ID / Site Name	NSLP	SBP	ASSP	SMP	FFVP	Version/ Status	% Enroll Free/Redc Nov 2014
	<input type="checkbox"/>	Totals	1	1	1	0	0	
View Modify Admin	<input type="checkbox"/> 001 Test Elementary	X	X	X			Original / Error (48)	0.0000

Make sure to select SAVE at the bottom of each site application once the changes are made.



Step 9: Complete the SFA application

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	SFA Application	Original	Pending Validation

Make sure to select SAVE at the bottom of the SFA application once the changes are made.



SPECIAL NOTES:

If the SFA is operating under a Food Service Management Company (FSMC) or has a Catering Contract there will be an additional step to complete. The item to complete will appear in the Application Packet between the SFA Application and the Checklist Summary.

Details	FSMC Contract List	No Contracts
-------------------------	--------------------	--------------

Details	Catering Contract List	No Contracts
-------------------------	------------------------	--------------

If the SFA is participating in the Community Eligibility Provision, the CEP Schedule must be completed. The item to complete will appear in the Application Packet underneath the SFA Application.

Community Eligibility Provision (CEP)
Schedule

Site Eligibility Missing

Step 10: Complete the Checklist Summary

Details

➔ Checklist Summary (5)

SNP Checklist Summary

123456 Status: Active
Sample County
No address on file for this year
Region: 3






SFA	Total Items	Submitted Items	Approved Items
Sample County	5	0	0
School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Test Elementary	0	0	0

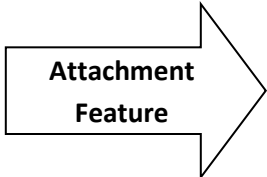
NOTE: There are checklist items for the SFA and Site Application(s).

PLEASE NOTE the following items must be mailed to the Raleigh Office

- 3 original SIGNATURE PAGES signed in BLUE INK***
- 2 original Attestation of Compliance with Meal Pattern Requirements***
- 2 original Community Eligibility Provision (CEP) Amendment (if applicable)***
- Effective Date of Free or Reduced Price School Meals Household Application Eligibility Determination (if applicable)***

All other items listed on the checklist may be attached to the file by selecting the “Attachment (paperclip icon)” feature located beside the document name.

Required Forms/Documents to send to NCDPI	Document Submitted to NCDPI	Date Submitted to NCDPI
Three copies of agreement form signed in BLUE ink	 <input type="checkbox"/>	<input type="text"/>
Attestation of Compliance with Meal Pattern Requirements	 <input type="checkbox"/>	<input type="text"/>
Free and Reduced Price Meal Benefit Application and All Letters (includes verification, direct certification, etc.)	 <input type="checkbox"/>	<input type="text"/>
Verification Plan	 <input type="checkbox"/>	<input type="text"/>
Local Wellness Responsibility Document	 <input type="checkbox"/>	<input type="text"/>



To attach a document, select the “paper clip” and upload the document. The document would need to be completed and either scanned or saved on the computer.

Checklist File Upload Detail

Checklist

Program: School Nutrition Programs
 Checklist Item: Three copies of agreement form signed in BLUE ink


Upload Detail

1. File To Upload:

2. Comment:



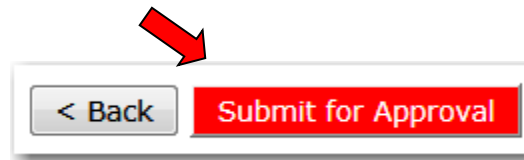
Step 11: Complete the 2018-2019 Food Safety Inspection located in the Application tab.



Action	School Year	Received Date	Status
Modify	2018-2019		Not Started
View Admin	2017-2018	7/25/2018	Approved

Complete the Food Safety Inspection information for all sites that participated in the SY 18-19. Select “Save” once all information is completed.

Step 12: Select “Submit for Approval” under the Application tab once all Site Applications, SFA Application, Checklist Summary and Food Safety Inspection has been completed.



Please note that all items (SFA Application, Site Application(s) and Checklist Summary) must be completed before the “Submit for Approval” button will appear in RED.

If you have any questions, please contact your Zone Consultant. Thank you.