DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application National School Lunch Program

Application Guide
Contents

Revision History ........................................................................................................................................... 2

Revision History Chart................................................................................................................................. 2

NSLP Forms .................................................................................................................................................. 3

Policy Checklist........................................................................................................................................... 4

Schedule A.................................................................................................................................................... 7

Meal Charge Info ......................................................................................................................................... 7

Site Meals Info ........................................................................................................................................... 10

SFA Officials................................................................................................................................................ 15

Collection Procedures ................................................................................................................................. 18

Submission Process .................................................................................................................................... 20

Creating a Revision for the Policy Checklist, Schedule A, SFA Officials and Collection Procedures ....... 22

Direct Certification – Non INOW Users Only ............................................................................................... 23
Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Description</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/13/2015</td>
<td>1.0</td>
<td>Online Application NSLP Guide</td>
<td>June Barrett</td>
</tr>
</tbody>
</table>
NSLP Forms

To access the NSLP forms, click NSLP on the left menu bar. Three options will appear Forms, Reports, and Submit (if the authority level you have been assigned allows). Click Forms to get a list of the forms to be completed. A menu will appear showing Policy Checklist, Schedule A, SFA Officials, Collection Procedures, and Site Data.

Information on file with the Alabama State Department will be used to pre-populate some forms. Information from some forms will populate into other forms. An example is when you create a new site. The new site name will be added to the list of sites on other forms.

The following pages describe each form, the submission requirements, and provide details about questions on each form. The date the application is due will change yearly. It will be helpful if you use your computer to follow along with the real application as you read this manual.
Policy Checklist

Under NSLP on the left menu bar, click Policy Checklist, the Policy Checklist will appear. Click Year Selection to select the appropriate year. Select the appropriate program year from the drop down box and click Edit. This will create the Policy Checklist form for the appropriate year. If Unsubmitted or Unapproved appear on the top of the screen in the tool bar under status, click Edit and answer each question.

The Policy Checklist consists of one page. Each item is described below.

1. **Is the Program pricing, non-pricing, or both:** Select pricing if the schools/facilities charge for meals. Select non-pricing if the schools/facilities do not charge for meals. Select both if the School Food Authority has schools/facilities that fall into both categories. Provision 2 schools should select both since students are served at no charge and adults pay for meals. Residential care facilities that do not charge for meals should select non-pricing.

2. **Public Release:** Check this box to verify that your schools are using the most recent prototype provided by the State Agency. **NOTE:** Schools/facilities that are pricing or both must complete this question. Schools/facilities that are non-pricing will not be able to answer this question. A link is provided to view the prototype.

3. **Category of Organizations:** Check the box that describes your organization. If you are a public school, select Educational Institution.

4. **Income Eligibility Guidelines:** Check if you use the most recent prototype provided by the State.
5. **Free/Reduced Price Meal Documents**: Select the appropriate answer for questions 5a. through 5d. **NOTE**: Schools/facilities that are pricing or both must complete this question. Schools/facilities that are nonpricing will not be able to answer this question.

6. **Sponsor Self Operates or Contracts**: Everyone must choose *Self Operates* or *Contracts*. If Contracts is selected, enter the name and address of the organization you contract with to provide meals. Also each year a copy of the contract and documentation that the state bid laws were followed (bid opening documents and board approval minutes) must be sent to the State Agency.

7. **Check the applicable School Meals Initiative Menu Option(s) for the School Year [Current Year]**: Select the meal planning option used by the SFA. Select all that apply: *Traditional Food-based*, *Enhanced Food-Based*, *Nutrient Standard*, *Assisted Nutrient Standard*, and *Alternative Menu Planning Approach*.

8. **Audit Requirements**: Federal Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations requires all Child Nutrition Program Sponsors to obtain a single organization-wide or program specific audit for each federal program if expenditures total $500,000 or more in Federal funds during any fiscal year. Complete the following questions to indicate the Sponsor’s audit requirement status.

   8a. **Did this organization spend $750,000 or more in Federal funds during the last fiscal year?** Answer “Yes” or “No.”

   8b. **If yes and is a prior year NSLP participant, did this organization submit a copy of the audit report to the Alabama Department of Education?** If your organization spent $750,000 or more in Federal funds during the last fiscal year, then answer “Yes” or “No.” **NOTE**: Do not select N/A; your answer should be “Yes” or “No.”

   8c. **Sponsor’s Financial Period: What is the latest financial period that has ended for this organization?** Use the dropdown boxes next to “From” to select the date that the financial period began. The “To” date will automatically calculate to a year. If this is not correct, use the dropdown boxes to change your answer. **Remember, this period must have already ended.**

   8d. **If the audit report for this agency is not conducted under the agency name listed in the agreement, identify the name under which the audit is conducted**: Leave this question blank if there was no audit report or if the audit report was conducted under the same name.
9. **Child Nutrition Program Director’s Professional Certificate**
   Complete this section by providing the following information on the CNP Director:
   - Name
   - Date of Hire
   - Salary Information
   - Certification Information including
     - Director Number
     - Certificate Issue Date
     - Certificate Start and Expiration Dates
   - Transcripts
   - Certification Requirements

10. **Attestation Statements**
    You must attest that you are in compliance with the Snack and Fundraisers regulations as well as the Federal Bid Law and Meal Pattern Guidelines.

**Application Review History**

At the bottom of each form, a review of the approval is shown. If any of the reviewers enter comments during the approval process, they will be visible to the sponsor.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Program Year</th>
<th>Revision Num</th>
<th>Action</th>
<th>Completion Date</th>
<th>Recommendation</th>
<th>Comments</th>
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<td>2016</td>
<td>0</td>
<td>Recommendation</td>
<td>6/8/2015</td>
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<td>Approval of annual agreement.</td>
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<td>Recommendation</td>
<td>6/11/2015</td>
<td>Approve</td>
<td>Application Agreement approval for operating in SY 15-16.</td>
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<td>Recommendation</td>
<td>6/12/2015</td>
<td>Approve</td>
<td>Application Agreement approval for operating in SY 15-16.</td>
</tr>
</tbody>
</table>

**Tips for Success**

**Save**: When you have completed this form, click the **Save** button at the bottom of the page.

**Copy**: A copy may be printed by clicking the **Print this Page** button.
Schedule A

Click *Schedule A* on the left menu bar. This will create the *Schedule A* form. On the top of the screen you will see *Year Selection*. When you click this, a page will appear with a drop down box for you to select the appropriate year.

The *Schedule A* consists of two parts: *The Meal Charge Info* and *Site Meals Info*. If the current year appears as approved, no further action is required on this screen. If there is not an approved Schedule A for the current school year, a new Schedule A must be created by completing both parts of the form.

**Meal Charge Info**

**NOTE:** If you are a non-pricing school/facility, you will not be required to complete the meal charge information. You should, however, complete questions 12-13 and update the calendar.

The *Meal Charge Info* page is completed once for each SFA. It collects the meal charge for breakfast, lunch, and snack. The dates the school will serve meals during the school year is also collected.

Each item of the *Meal Charge Info* is described below. All items should be monetary values. Do not type dollar signs ($) or commas (,). Use decimal points to specify cents.

**Meal Charges**

Meal charges are the amounts that the school/facility would charge for a particular meal if they were to charge. Even if the school/facility is non-pricing, enter other charges such as employee and adult charges if they apply to your school/facility.

**NOTE:** *The charge for reduced price breakfasts cannot exceed $0.30, reduced price lunch cannot exceed $0.40, and reduced price snacks cannot exceed $0.15.* The meal charges for visitors and adults should be more than those charged to students.
Student Breakfast Charges

1. **Elementary**: In the *Reduced Price* column, enter the reduced price for breakfast for an elementary school student. It must be no more than $0.30. In the Full Price column, enter the full price for breakfast for an elementary school student. It must be more than the reduced price.

2. **Middle**: In the *Reduced Price* column, enter the reduced price for breakfast for a middle school student. It must be no more than $0.30. In the Full Price column, enter the full price for breakfast for a middle school student. It must be more than the reduced price.

3. **High**: In the *Reduced Price* column, enter the reduced price for breakfast for a high school student. It must be no more than $0.30. In the Full Price column, enter the full price for breakfast for a high school student. It must be more than the reduced price.

Student Lunch Charges

4. **Elementary**: In the *Reduced Price* Column, enter the reduced price for lunch for an elementary school student. It must be no more than $0.40. In the Full Price column, enter the full price for lunch for an elementary school student. It must be more than the reduced price.

5. **Middle**: In the *Reduced Price* column, enter the reduced price for lunch for a middle school student. It must be no more than $0.40. In the Full Price column, enter the full price for lunch for a middle school student. It must be more than the reduced price.

6. **High**: In the *Reduced Price* column, enter the reduced price for lunch for a high school student. It must be no more than $0.40. In the Full Price column, enter the full price for lunch for a high school student. It must be more than the reduced price.

Other Meal Charges

7. **Visitor Child**: In the Breakfast and Lunch columns, enter the price for a child.

8. **Visitor Adult**: In the Breakfast and Lunch columns, enter the price for an adult.

9. **Employee**: In the Breakfast and Lunch columns, enter the price for an employee.

After School Snack Charges

10. **Reduced Price Student**: Enter the reduced price for after school snack for students. It must be no more than $0.15. **Full Price Student**: Enter the price of after school snack for a full price student. This amount must be more than the snack cost for a reduced price student.

11. **Adult**: Enter the price of after school snack for an adult.

Options

12. Complete the *Options* section by clicking the box next to all programs that apply to your district. The Safety Net Percentage will be calculated for you. **You will not be able to enter any information into this box.**
Contracts

13. If contracts are in effect for Head Start and Day Care, in the boxes provided, complete the name of the contracting agency and the effective dates of the contract.

<table>
<thead>
<tr>
<th>Contracts</th>
<th>Name &amp; Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start Sub Contract</td>
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<tr>
<td>Day Care Sub Contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sub Contracts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calendar

A calendar can be created for the district. Once the calendar is created, click the box next to **Overwrite the calendars for all schools** and the information on the calendar will be propagated into each site. You will not have to create a separate calendar for each site; however, you will need to check the calendar for each site to be sure all dates are correct for that site. This will be done in the **Site Meals Info** page.

To create a district calendar, first choose a month from the list on the left of the screen by clicking that month. That month will appear on the calendar on the right of the screen. Dates in red indicate operating dates and dates in blue indicate closed dates. To select or de-select a date, click on the date. This will change them from either an operating school date to a closed date or from a closed date to an operating school date. When all information is recorded on this form click **Save**. After the calendar information is saved, the days of the month on the left of the screen will change.

You are now ready to complete the **Site Meals Info** section of **Schedule A** for each school/facility.

**Tips for Success**

- **Save**: When you have completed this form, click the **Save** button at the bottom of the page.
- **Copy**: A copy may be printed by clicking the **Print this Page** button.
Site Meals Info

A Site Meals Info form must be completed for each site. Select Site Meals Info on the top options bar. The screen below will appear. Use the dropdown box to select a school/facility.

Once a school/facility has been selected, the Site Meals Info form for that site will appear. Each item of the Site Meals Info form is described below.

**Site Name:** This is the name of the school/facility for this Site Meals Info form. These data are entered by the State Agency and cannot be edited on the screen. If this information is wrong, please contact the State Agency staff at (334) 242-8228 to make the appropriate change.

**Address & City:** This is the mailing address of this school/facility. This information is entered by the State Agency and cannot be edited on the screen. If this information is wrong, please contact the State Agency staff at (334) 242-8228 to make the appropriate change.

**County:** This is the county where this school/facility is located. This information is entered by the State Agency and cannot be edited on the screen. If this information is wrong, please contact the State Agency staff at (334) 242-8228 to make the appropriate change.

**Site Code:** This is the code given to this school/facility by the State Agency. This information is entered by the State Agency and cannot be edited on the screen. If this information is wrong, please contact the State Agency staff at (334) 242-8228 to make the appropriate change.
**Calendar:** Check each month of the calendar to ensure the school calendar is correct. Click on the date to change from either an operating school date to a closed date or from a closed date to an operating date. Dates in red indicate operating dates and dates in blue indicate closed dates. To populate each site calendar from the main calendar on the Meal Charge Info page, click **Overwrite the calendar for all schools.**

![Calendar](image)

**Site Meals Information**

1. **Choose the Production Kitchen Site:** If this is a site to which meals/snacks are delivered, or if this site is part of a multi-unit situation, choose the site where food is prepared.

2. **Choose the Dining Location:** Use the dropdown box to select the site where meals are served for this site.

3. **Cafeteria Manager:** Enter the name of the cafeteria manager for this site.
4. **Manager Certification Number:** The manager certification number is optional. Leave blank if you do not have this information.

5. **Congressional District:** Use the dropdown box to select the Congressional District number in which this site is located. **NOTE:** There are only seven districts in Alabama. A map of Congressional Districts is found in the General Information section of this help document.

6. **Number of Operating Days:** Enter the number of operating days for lunch, breakfast, and snack per week for this school/facility.

7. **Identify the cost center where the student applications are held:** Use the dropdown box to select either: *This location, Home school, or Central Office.*

8. **RCCI License Capacity:** This question should be answered by residential child care institutes (RCCIs) only. RCCIs should enter the license capacity for the residents and number of students who attend the facility only during the day as day students.

9. **Grades Served:**
   a. If this school/facility is an RCCI, select the appropriate box and select an age range. Only answer this section of the question if it applies to this school/facility.
   b. Choose the grade range for this school/facility. If you choose 9th grade and above, it is a USDA regulation that you use Offer vs. Serve. If for some reason you served students in these grades and do not use Offer vs. Serve, please state why in the comment box.
c. If you received an Offer vs. Serve waiver, check the box and enter the date of the waiver was approved.

10. **Pre-School Program Types:** Select all of the pre-school program types that are operated at this site. Identify if you claim meals for this program or contract for services for this program.

11. **Meal Participation**  
   **Severe Need Breakfast Eligibility:** The percentage of lunch served for the second preceding year will be entered from data previously submitted to the State Agency. If this information is incorrect, please contact the State Agency staff at (334) 242-8228 to make the appropriate change.

   **Meal Types:** Check the box for each meal that this school/facility anticipates participating in for the upcoming school year. When the *Meal Type* is clicked, boxes for additional information will be highlighted.

   **School Breakfast:** Please identify any breakfast programs you are operating. Check all that apply.

   **Provision:** If you select CEP for any school/facility you must make sure that the school/facility has been added to a group on the CEP Form. Additionally, if you select CEP for a school/facility, you must select CEP for both Breakfast and Lunch.

   **Beginning Meal Times:** For each meal selected, choose the time the meal begins. Breakfast must be served at the beginning of the school day. Lunch must be served between 10:00 a.m. and 2:00 p.m. Snack must be served at the end of the school day.
**Snack %:** If your school/facility is participating in the Area Eligible After-School Care Snack Program, the percentage of eligible free and reduced price students must be included. You must also certify that this site qualifies for area eligible snacks and that this site provides an enrichment program.

**School Operating Hours:** Use the dropdown box to identify the school start time and end time. This is the time the first bell rings and the last bell at the end of the day. Choose a time closest to the 15 minute increments. **NOTE:** RCCIs use 6 AM to 6 PM.

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**Tips for Success**

**Save:** When you have completed this form for a school/facility, click the **Save** button at the bottom of the page.

**Repeat:** Once you have saved the information on the **Site Meal Info** page for a particular school, choose another school/facility from the dropdown menu to complete the form for that school/facility. Do this until the **Site Meals Info** form has been completed for all participating schools/facilities.

**Copy:** After **Site Meal** information is saved for each school/facility, a copy may be printed by clicking the **Print this Page** button.
SFA Officials

Click **SFA Officials** under **NSLP** on the left menu bar. This will create the **SFA Officials** form. Click **Year Selection** to select the appropriate year and **Edit**.

The **SFA Officials** form consists of one page. Either names or titles may be used. This is where you provide information on the Determining officials, Verifying Officials, and the Hearing Official. You may also designate all Kitchen Managers to be Determining Officials. This form is completed once for each SFA.

### Validations for entering Officials

The computer validates some information entered. The following are validations for the officials:

**Determining Officials**

Kitchen Managers may be Determining Officials. There may be multiple Determining Officials, but none may be the Verifying or Hearing Official.
**Verifying Officials**
There may be multiple Verifying Officials, but none may be the Determining or Hearing Official.

![Add New Verifying Official](image)

**Hearing Official**
There may be only one hearing official, and it may NOT be a Determining or Verifying Official or the Food Service Director. If you are an RCCI, please use the term Administrator rather than Director.

![Hearing Officials](image)

**Using Title Only**
You may specify just a title to create an official without specifying a specific person. Use the dropdown box to choose a Title. Then click the **Add** button.

**Adding a name to an Officials List**
To add a name to any category, type in the first name, middle initial, and last name of the person you are adding. Use the dropdown box to choose a Title. If the appropriate title is not listed, type it in the **Other** text box. Then click the **Add** button.

**Removing a name from an Officials List**
To remove a name from any list, just click the **Delete** button next to the name you want to remove. The name should disappear from the list.
**Editing a name in the Officials List**
To edit a name from any list, just click the **Edit** button. A new screen will appear. Make any changes necessary and click the **Save** button. The page will return to the main list and the changes should be reflected.

**Review**
Once all titles and/or names have been added to the form, click **Review** to view the recorded information.

**Tips for Success**
- **Save:** When you have completed this form, click the **Save** button at the bottom of the page.
- **Copy:** A copy may be printed by clicking the **Print this Page** button.
Collection Procedures

Clicking Collection Procedures on the left menu bar will create the Collection Procedures form. Use the dropdown box to select the appropriate Program Year and click Edit.

The Collection Procedures form must be completed for each school. Click Edit to change information or Create to complete the form for a new site.

The Collection Procedures consists of one page of questions categorized as Coding Method, Accounting Method, and Collection Procedures. Each section is completed by clicking the appropriate procedure for breakfast, lunch, and snack depending upon what is offered at a particular site.

*NOTE: Different procedures may be used for each meal.

**NOTE: All three sections must be completed.

***NOTE: None is only used when a particular meal is not served.
The Collection Procedures section of the form contains a built-in help function. By clicking **More** on the right side of the screen, a box will appear that describes that option.

Option 11 is **Other** and requires a detailed description of the procedures. This is entered into the boxes by clicking and typing. You will not be able to submit the form if you answered **Other** (Option 11) without entering information into the text boxes.

**Tip for Success**

*Save:* When you have completed this form for a school/facility, click the **Save** button at the bottom of the page.

*Repeat:* Once you have saved the information on the Collection Procedures for a particular school, choose another school/facility from the drop-down menu to complete the form for that school. Do this until the **Collection Procedures** form has been completed for all schools/facilities that serve meals.

*Copy:* A copy may be printed by clicking **Print this Page** for each school.
Submission Process

Once all the required forms (*Policy Checklist, Schedule A, SFA Officials, and Collection Procedures*) are complete, you may submit your *Forms Package* to the State Agency for processing. First, click **Submit** under **NSLP** on the left menu bar. This will display the screen below. A reminder will be displayed on the screen to ensure that you have updated the **SFA Officials**. **NOTE: Only those individuals with the Submission Authority Level will have the Submit right.**

![Reminder Screen]

When you click **OK** the following screen will be displayed.

![Forms Package Screen]

All the forms you have started will appear in the list. If the checkbox next to the form is enabled you can submit the form by clicking the box next to the form. A green check will appear.
If an error message appears next to the form and the box is disabled (you can’t click in it), this form is not ready for submission. You will see the message at the bottom that says “Submission of NSLP form is not permitted at this time.” A list of items that remain to be completed will appear under the respective form name. If the form must be completed for each school/facility, items that remain to be completed will also be listed by site. If you still receive the “Submission of NSLP form is not permitted at this time” message and you have checked all the boxes for the forms listed, then you have not started a required form. Forms only appear in the list after they have been started. You must go back and complete the forms.

Once all information is completed and the forms are available for submission (checkbox is enabled for all forms), the screen will now have a Submit button. This will send the Forms Package to the State Agency for processing. Keep in mind, the forms cannot be edited during State Agency processing.

A successful submission will result in the following message appearing on the screen:
Creating a Revision for the Policy Checklist, Schedule A, SFA Officials and Collection Procedures

1. Go to [https://cnpforms.alsde.edu](https://cnpforms.alsde.edu). Enter username and password.
2. Once on the Online Data Entry Page go to NSLP.
3. Click Forms.
4. Open the form you wish to edit.
5. In the Revision Comments box, type the reason for creating the revision.
6. Enter the effective date for the revision to begin.
7. Under the line with the effective date you will see **Click Here to Create a Revision**. This will activate the forms.
8. Enter the information you desire to change or add. **Save** the page(s).
9. Go to **Submit Application**. Submit the revision.

**NOTE:** Each time you create a revision you will be able to see the reason and effective date for the last revision.
Direct Certification – Non INOW Users Only

The Direct Certification file was added as a feature to the online application in July 2010 as a secure download. Please follow the steps below to gain access to the file. These steps should only be completed by LEAs who do not have the INOW student management system. For those using INOW, this process is handled automatically by the software.

For Security Managers Only

1. Go to the CNP forms Website (https://cnpforms.alsde.edu).
2. Enter Security Manager’s username and password.
3. Click on the User Accounts link.
4. Click on the Edit User link.
5. In the screen that appears, click the Edit button next to the name of the person you would like to grant Direct Certification access.
6. Grant the user Direct Certification access by checking the box next to the entry labeled Direct Cert and clicking the Update User button. That user now has access to download the Direct Certification file. If the user is currently logged into the online application, have them log out and then log in again to see the Direct Cert entry under NSLP>Forms. Proceed to the next section for information on the download process.

Direct Certification File

1. Go to the CNP forms Website (https://cnpforms.alsde.edu).
2. Click on the NSLP link.
3. Click the Forms link.
4. Click the Direct Cert link.
5. In the page that appears, click the Download Text File button.
6. You will be prompted to save the file. Click the **Save** button.

7. In the **Save As** dialog box, pick a location in which to save the file. Rename the file if necessary and click the **Save** button. You may wish to include the date of the document to the file name for future reference.

8. The file may now be imported into your point of sale system to continue the direct certification process.

**NOTE:** Due to the sensitive nature of this information, please use caution when downloading and transmitting the *Direct Certification* file.