



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application National School Lunch Program

Application Guide

Application Guide

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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

Date	Version	Description	Owner
04/13/2015	1.0	Online Application NSLP Guide	June Barrett

Application Guide

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.**

ZZZ Demo SafetyNet Sponsor

ZZZ-0000

Sponsor List | Application Home | Page Process Time: Less than

NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAMS (NSLP & SBP)

NSLP Forms for Program Year 2016 are due on May 30, 2015.

Welcome to the NSLP Online Forms. These forms constitute the requirements for sponsor participation in National School Lunch or School Breakfast Programs. The following forms must be completed in the order listed below

- [Policy Checklist](#)
- [Schedule A](#)
- [SFA Officials](#)
- [Collection Procedures](#)

For National School Lunch and School Breakfast Programs (NSLP & SBP) related questions, please :

- Call 334-242-8228 ☎ or
- E-Mail cnp_nslp@alsde.edu

For Technical Assistance, please E-Mail the [Help Desk](mailto:helpdesk@alsde.edu) at helpdesk@alsde.edu

If you see any errors or inconsistencies, please bring these to our attention immediately so that we may resolve them. Thank you for your patience and assistance with this effort..

Grantor Federal Agency:	United States Department of Agriculture (USDA)
Funding Citation:	Catalog of Federal Domestic Assistance (CFDA) #10.555, Title: National School Lunch Program (NSLP) #10.553, Title: School Breakfast Program (SBP)
Administering Agency:	Alabama Department of Education, Child Nutrition Programs
Program Regulations:	USDA, Code of Federal Regulations (CFR), 7 CFR Part 210, 220 and Part 3052

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| [cnplforms](#)

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.

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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.

Policy Checklist		Schedule A		SFA Officials		Collection Procedures		CEP	Submit Apps	
Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select
0	Unsubmitted						3/19/2015	KPHAN		Select

ZZZ Demo SafetyNet Sponsor						ZZZ-0000				
Program Year: 2016 [July 2015 - June 2016]						Change Program Year: [2016 v]		Revision: 0		Unsubmitted
Policy Checklist		Review		Print						

Note: Information on this page will not be saved until you click the Save Button at the bottom of this screen

Policy Checklist

Instructions: The Policy Checklist form is a checklist of the essential policies and current year prototype forms. For continuing agencies, it will be used to renew the agreement with the State of Alabama for participation in the Child Nutrition Program. Be reminded that any School Food Authority (SFA) not utilizing pre-approved standardized forms is responsible for full compliance with regulatory requirements.

- Is the Program pricing or nonpricing?
 - Pricing [Pricing agency charges for meals]
 - Non-pricing [A non-pricing agency does not charge for meals]
 - Both Pricing and Non-Pricing
- Public Release - Pricing Only
 - The most current USDA prototype provided by the State will be used
- The following question is for the purpose of data collection for the U.S Department of Agriculture. Please make the selection from the category of organizations listed that most closely align with the identity of your organization. Select only one
 - State or Local Government (GOV)
 - Educational Institution (EDU)
 - For-Profit Organization (COM)
 - Non-Profit Organization (Secular-SEC)
 - Non-Profit Organization (Faith-Based-FBO)
 - Other (OTH)
- Income Eligibility Guidelines for Free and Reduced Price Meals
 - The most current USDA prototype provided by the State will be used

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

- 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.
- 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.
- Category of Organizations:** Check the box that describes your organization. If you are a public school, select *Educational Institution*.
- Income Eligibility Guidelines:** Check if you use the most recent prototype provided by the State.

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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 non-pricing 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.

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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 assets 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.

Application Review History						
Staff	Program Year	Revision Num	Action	Completion Date	Recommendation	Comments
ljennings	2016	0	Recommendation	6/8/2015	Approve	Approval of annual agreement.
sallison	2016	0	Recommendation	6/11/2015	Approve	Application Agreement approval for operating in SY 15-16.
jebrust	2016	0	Recommendation	6/12/2015	Approve	Application Agreement approval for operating in SY 15-16

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.

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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.

Policy Checklist		Schedule A			SFA Officials		Collection Procedures		CEP	Submit Apps
Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select
0	Approved	12/11/2014	7/1/2014	6/30/2015	12/11/2014	UVAJRALA	4/7/2014	UVAJRALA		Select

Reason for Revision:

Revision Effective Start Date:

[Click Here to Create a Revision](#)

ZZZ Demo SafetyNet Sponsor		ZZZ-0000	
Program Year: 2015 [July 2014 - June 2015]	Change Program Year: 2015	Revision: 0	Approved

Meal Charge Info
Site Meals Info
Review
Print

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.

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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.**

Other Program Options		
12. Other Program Participation	<input type="checkbox"/> Summer Feeding Program	<input type="checkbox"/> Seamless Summer Program
	<input type="checkbox"/> Child Care Program	<input type="checkbox"/> Special Milk Program
	<input type="checkbox"/> Direct Certification	<input type="checkbox"/> Commodities
Safety Net Eligibility	No	

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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.

Contracts		
13. Contract Type	Name & Address	Date
Head Start Sub Contract	<input type="text"/>	<input type="text"/>
Day Care Sub Contract	<input type="text"/>	<input type="text"/>
Other Sub Contracts	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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.

Calendar																																																																									
14.	<table border="1"> <thead> <tr> <th>Month</th> <th>Days</th> </tr> </thead> <tbody> <tr><td>JUL - 2015</td><td>23</td></tr> <tr><td>AUG - 2015</td><td>21</td></tr> <tr><td>SEP - 2015</td><td>22</td></tr> <tr><td>OCT - 2015</td><td>22</td></tr> <tr><td>NOV - 2015</td><td>21</td></tr> <tr><td>DEC - 2015</td><td>23</td></tr> <tr><td>JAN - 2016</td><td>21</td></tr> <tr><td>FEB - 2016</td><td>21</td></tr> <tr><td>MAR - 2016</td><td>23</td></tr> <tr><td>APR - 2016</td><td>21</td></tr> <tr><td>MAY - 2016</td><td>22</td></tr> <tr><td>JUN - 2016</td><td>22</td></tr> <tr><td>Total</td><td>262</td></tr> </tbody> </table>	Month	Days	JUL - 2015	23	AUG - 2015	21	SEP - 2015	22	OCT - 2015	22	NOV - 2015	21	DEC - 2015	23	JAN - 2016	21	FEB - 2016	21	MAR - 2016	23	APR - 2016	21	MAY - 2016	22	JUN - 2016	22	Total	262	<p>Selected Operating Dates</p> <p>7/1/2015 7/2/2015 7/3/2015 7/6/2015 7/7/2015 7/8/2015 7/9/2015 7/10/2015 7/13/2015 7/14/2015 7/15/2015 7/16/2015 7/17/2015</p>	<p>July - 2015</p> <table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table> <p>Red Color Dates indicate Operating Dates Blue Color Dates indicate Closed Dates To select or deselect a date click on the date in the above calendar.</p> <p><input type="checkbox"/> Overwrite the calendars for all schools.</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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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.

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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.

Policy Checklist		Schedule A		SFA Officials		Collection Procedures		CEP	Submit Apps	
Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select
0	Unsubmitted						3/19/2015	KPHAN		Select

ZZZ Demo SafetyNet Sponsor		ZZZ-0000	
Program Year: 2016 [July 2015 - June 2016]		Change Program Year : [2016]	Revision: 0 Unsubmitted
Meal Charge Info	Site Meals Info	Review	Print

Note: Information on this page will not be saved until you click the Save Button at the bottom of this screen	
Schedule A: Site Meals Information	
Instructions: Select a school/facility from the drop-down menu below. A form will appear. Enter data for that school/facility and click the "Save" button. Repeat these steps until this form has been completed for each school/facility.	
Choose School Facility	<input type="text"/>
Site Name	Sample Site [ZZZ-5004]
Address & City	ZZZ Regular Public Site [ZZZ-0001]

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.

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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**.

14. Calendar		Selected Operating Dates	July - 2015
Month	Days	7/1/2015	Sun Mon Tue Wed Thu Fri Sat
JUL - 2015	23	7/2/2015	
AUG - 2015	21	7/3/2015	1 2 3 4
SEP - 2015	22	7/6/2015	5 6 7 8 9 10 11
OCT - 2015	22	7/7/2015	12 13 14 15 16 17 18
NOV - 2015	21	7/8/2015	19 20 21 22 23 24 25
DEC - 2015	23	7/9/2015	26 27 28 29 30 31
JAN - 2016	21	7/10/2015	
FEB - 2016	21	7/13/2015	
MAR - 2016	23	7/14/2015	
APR - 2016	21	7/15/2015	
MAY - 2016	22	7/16/2015	
JUN - 2016	22	7/17/2015	
Total	262		

Red Color Dates indicate Operating Dates
 Blue Color Dates indicate Closed Dates
 To select or deselect a date click on the date in the above calendar.

Overwrite the calendars for all schools.

Site Meals Information

Site Meals	
1. Identify the site where food is produced: 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 of the Production kitchen.	
Sample Site	[ZZZ-S004]
2. a. Identify the dining location:	
Sample Site	[ZZZ-S004]
b. Location where meals are claimed:	
	None
3. Cafeteria Manager	Jermaine [] King [] First Name Middle Initial Last Name
4. Manager Certification Number	[] (Optional). Leave Blank if you do not know the number
5. Congressional District	1
6. Lunch Days/Week	5 Breakfast Days/Week 5
Snack Days/Week	0
7. Identify the cost center where the student applications are held	This Location
8. RCCI License Capacity	RCCI Day Students
Age Range From	Age Range To

- 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.
- Choose the Dining Location:** Use the dropdown box to select the site where meals are served for this site.
- Cafeteria Manager:** Enter the name of the cafeteria manager for this site.

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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
Choose the grade range for this school/facility. If you choose 9th grade and above you have to check the OVS for Lunch checkbox displayed below

Grade Range From: 1st Grade Grade Range To: 12th Grade

OVS for Lunch
 OVS for Breakfast
 OVS Waiver
 Waiver Date of Approval: _____

If you serve 9th grade or higher and OVS for Lunch is not checked, the approved OVS waiver is required

10. Pre School Program Types

Even Start Head Start PRE-K

Claims Meals (BOE) Claims Meals (BOE) Claims Meals (BOE)
 Contracts/(Non BOE) Contracts/(Non BOE) Contracts/(Non BOE)

Date of the Contract: _____ Date of the Contract: _____ Date of the Contract: _____

11. Meal Participation
Severe Need Breakfast Eligibility: No
Click on the checkboxes below to select the Child Nutrition Programs(CNP) this site anticipates participating in for the upcoming school year [2012-2013]. Select the start and end time.

Meal Type	Base Year Approved	Provision 2 Percentage from Base Year	Meal Start Time	Meal End Time
<input type="radio"/> Regular <input type="radio"/> CEP				
<input type="checkbox"/> School Breakfast <input type="checkbox"/> Universal Breakfast <input type="checkbox"/> Breakfast in the Classroom <input type="checkbox"/> Breakfast after First Period Date of the Approval: _____				
<input checked="" type="checkbox"/> School Lunch <input type="radio"/> Regular <input type="radio"/> CEP			11:45 AM	1:00 PM
<input type="checkbox"/> After School Snack <input type="radio"/> Area Eligible <input type="radio"/> Non Area Eligible				

If you have selected After School Snack, Please answer the following questions.

Snack Percentage: _____
 I Certify that this Site meets the requirement for Area Eligibility.
 I Certify that this Site provides Enrichment Programs.

School Start Time: 6:00 AM School End Time: 2:45 PM

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.

Application Guide

- 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.

Application Guide

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.**

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.

Application Guide

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.

Policy Checklist		Schedule A			SFA Officials		Collection Procedures			CEP	Submit Apps
Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select	
0	Approved	12/11/2014	7/1/2014	6/30/2015	12/11/2014	UVAJRALA	5/15/2014	JKING		Select	

Reason for Revision:

Revision Effective Start Date:

[Click Here to Create a Revision](#)

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.

ZZZ Demo SafetyNet Sponsor ZZZ-0000

Program Year: 2016 [July 2015 - June 2016] Change Program Year: 2016 Revision: 0 Unsubmitted

SFA Officials | SFA Officials Review | Print

SFA OFFICIALS

Instructions: To enter your officials below, type in first and last name and choose a title, then click the add button. If you do not want to enter the First Name or Last Name choose the Use Title only checkbox and choose the title alone.

Determining Officials (1st party official)

First Name	Middle Initial	Last Name	Title	Using Title Only	Change	Delete
			Cafeteria Manager	<input checked="" type="checkbox"/>	Edit	Delete

Add New Determining Official

Name:

Title:

If Other, Please enter the Title below

Use Title only

Verifying Officials (2nd party official)

Application Guide

Verifying Officials

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

Verifying Officials (2nd party official)						
First Name	Middle Initial	Last Name	Title	Using Title Only	Change	Delete
			Field Manager	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add New Verifying Official

Name

First Name	Middle Initial	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title

Choose Title

If Other, Please enter the Title below

Use Title only

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						
First Name	Middle Initial	Last Name	Title	Using Title Only	Change	Delete
			Business Manager	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Hearing Official already exists. There can be only one Hearing Official. If your Hearing official has changed, use one of the following methods.

1. If this is an approved Form, Create a Revision and in the New Revision, Delete the old Hearing Official and Add the new Official.
2. If this is an un-submitted Form, Delete the old Hearing Official and add the new Official.

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.

Application Guide

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.

Application Guide

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.

ZZZ Demo SafetyNet Sponsor			ZZZ-0000
Program Year: 2016 [July 2015 - June 2016]		Change Program Year: [2016 v]	Revision: 0 Unsubmitted
Sample Site			ZZZ-S004
Site Selection		Collection Procedure	Review Print
Note: Information on this page will not be saved until you click the Save Button at the bottom of this screen			
COLLECTION PROCEDURE			
Coding Methods			
Breakfast	Lunch	Snack	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Coding by series, such as 1 through 1,999 free, 2,000 through 3,999 reduced; and 4,000 through 5,999 paid
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	A four-to-six digit number with first or last digit being even, odd or 0
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	A four-to-six digit number with first or last digit being a specific number such as 5, 6, and 7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Coding by number of digits, such as 4 digits for free, five digits for reduced and six digits for paid
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Coding by student number, with the number of zeros in front of the number being in the code
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computer Generated
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Coding Methods [Note: Color-coding is prohibited]
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	None
Accounting Methods			
Breakfast	Lunch	Snack	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Each Student's ticket is examined as he receives a meal. A tally is made or a counting machine is pressed in a discreet manner for each meal served, by category, or an electronic scanner is used.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Each student's ticket is collected as he receives a meal, these are later counted by category, and unexpired tickets are returned to the students for use the following meal service.
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	The tickets have a coded tear-off stub for each lunch or breakfast. A stub is collected as each student receives a meal, the stubs are later counted by category.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computer Generated
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other Accounting Methods
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	None
Collection Procedures			
Breakfast	Lunch	Snack	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 1 - Tickets More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 2 - Tickets

***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.**

Application Guide

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.

Collection Procedures			
Breakfast	Lunch	Snack	Description
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 1 - Tickets More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 2 - Tickets More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 3 - Roster More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 4 - Uncoded Roster More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 5 - Computer More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 6 - Alternative School More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 7 - AfterSchool Snack Program - At Risk (Area Eligible) More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 8 - AfterSchool Snack Program - Enrolled (Non-Area Eligible) More...
<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Collection Procedure 9 - Provision II - Base Year More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collection Procedure 10 - Provision II - After Base Year More...
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other [Enter the Collection Procedure 11 form below] More...
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	None

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.

Collection Procedure 11		
Breakfast	Lunch	Snack
Complete the below form to describe your collection procedure if you do not adopt one of the suggested Collection Procedures 1-10 provided above		
If tickets or tokens are used, explain the Ticket coding system and How tickets will be used in determining daily count		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Identify area where money for meals and/or tickets will be collected. Describe system for distributing tickets to free, reduced-price and paid recipients		
<input type="text"/>	<input type="text"/>	<input type="text"/>
If tickets are not used, describe method used to account for free, reduced and paid meals served at the point of meal service		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Describe documentation used to verify the meal count		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Explain how overt identification of the free and reduced-price meal recipients will be prevented by using this procedure		
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tip for Success

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

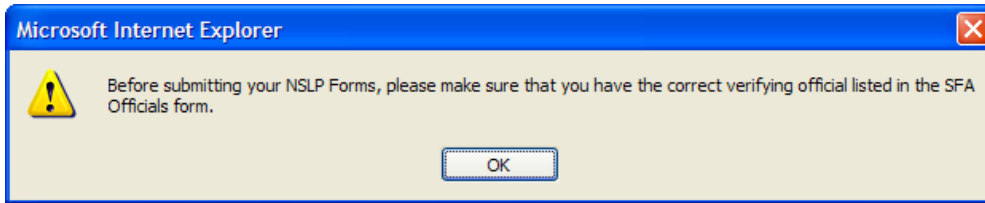
Repeat: Once you have saved the information on the Collection Procedures for a particular school, choose another school/facility from the drop-down menu to complete the form for that school. Do this until the *Collection Procedures* form has been completed for all schools/facilities that serve meals.

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

Application Guide

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.**



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

ZZZ Demo SafetyNet Sponsor		ZZZ-0000
Program Year: 2016 [Jul 2015 - Jun 2016]	Change Program Year : 2016 ▼	
Some of the NSLP applications have not been completed. Please complete all the applications before submitting to the State agency for approval		
Policy Checklist Application		
<input type="checkbox"/> Policy Checklist App [Revision 0]		
Requested Effective Start Date: 7/1/2015 ▼		
Schedule A Application		
<input type="checkbox"/> ScheduleA App [Revision 0]		
Page	Question	Error Message
Site Meals Page	6	Sample Site [ZZZ-S004] Please Enter Lunch Days Per Week
Site Meals Page	9	If you serve 9th Grade or above, Please Select OVS for Lunch
Requested Effective Start Date: 7/1/2015 ▼		
SFA Officials Application		
<input type="checkbox"/> SFA Officials App [Revision 0]		
Page	Question	Error Message
SFA Officials Page	Determining Officials	Please Enter Determining Official(s)
Requested Effective Start Date: 7/1/2015 ▼		
Collection Procedure Application(s)		
<input type="checkbox"/> Collection Procedure App [Revision 0] [ZZZ-S004] Sample Site		
Requested Effective Start Date: 7/1/2015 ▼		
<input type="checkbox"/> Collection Procedure App [Revision 0] [ZZZ-0001] ZZZ Regular Public Site		
Requested Effective Start Date: 7/1/2015 ▼		

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.

Application Guide

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.

Schedule A Application		
<input type="checkbox"/> ScheduleA App [Revision 0]		
Page	Question	Error Message
		Sample Site [ZZZ-S004]
Site Meals Page	6	Please Enter Lunch Days Per Week
Site Meals Page	9	If you serve 9th Grade or above, Please Select OVS for Lunch
Requested Effective Start Date: 7/1/2015		

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.

ZZZ Demo SafetyNet Sponsor ZZZ-0000
 Program Year: 2016 [Jul 2015 - Jun 2016] Change Program Year: [2016]

Policy Checklist Application
 Policy Checklist App [Revision 0]
 Requested Effective Start Date: [7/1/2015]

Schedule A Application
 ScheduleA App [Revision 0]
 Requested Effective Start Date: [7/1/2015]

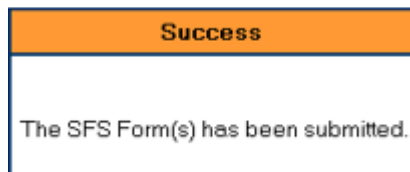
SFA Officials Application
 SFA Officials App [Revision 0]
 Requested Effective Start Date: [7/1/2015]

Collection Procedure Application(s)
 Collection Procedure App [Revision 0] [ZZZ-5004] Sample Site
 Requested Effective Start Date: [7/1/2015]
 Collection Procedure App [Revision 0] [ZZZ-0001] ZZZ Regular Public Site
 Requested Effective Start Date: [7/1/2015]

Community Eligibility Provision
 CEP App [Revision 0]
 CEP Participation: **No**
 Certification: I understand that in submitting this application I will not be able to participate in CEP program for the entire program year [07/01/2015 - 06/30/2016]. This Application cannot be revised after July 1, 2015.
 Requested Effective Start Date: [7/1/2015]

This section allows you to quickly set the Effective Date for all Revised Applications in the package. Modifying the date in this section WILL overwrite any existing date(s) in the revised application(s).
 Requested Effective Start Date: []

A successful submission will result in the following message appearing on the screen:



Application Guide

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

1. Go to <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.

Policy Checklist	Schedule A	SFA Officials	Collection Procedures	CEP	Submit Apps					
Rev #	Status	Decision Dt	Start Dt	End Dt	Submit Dt	Submit By	Creation Dt	Created By	Revision Comments	Select
0	Approved	12/11/2014	7/1/2014	6/30/2015	12/11/2014	ZZZDemo1	4/7/2014	UVAJRALA		Select

Reason for Revision:

Revision Effective Start Date:

ZZZ Demo SafetyNet Sponsor

Program Year: 2015 [July 2014 - June 2015]

Meal Charge Info

Schedule

Instructions: Select a school/facility from the drop-down menu button. Repeat these steps until this form has been completed for

Choose School Facility

Site Name

Calendar: April, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	29	30	31	1	2	3
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24
18	26	27	28	29	30	1
19	3	4	5	6	7	8

Today

ZZZ-0000

Revision: 0 **Approved**

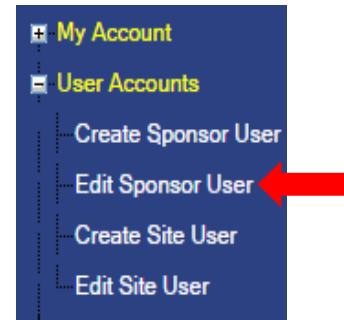
NOTE: Each time you create a revision you will be able to see the reason and effective date for the last revision.

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.

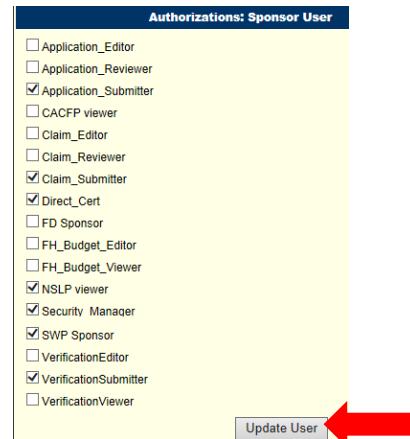
For Security Managers Only

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.



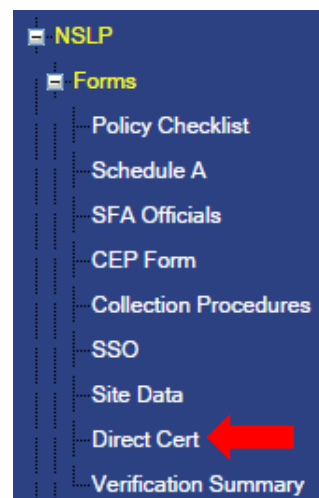
DCTest	DC	Test	dctest@alsde.edu		7/20/2020 12:00:00 AM	Edit
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6. Grant the user Direct Certification access by checking the box next to the entry labeled *Direct Cert* and clicking the **Update User** button. That user now has access to download the *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.

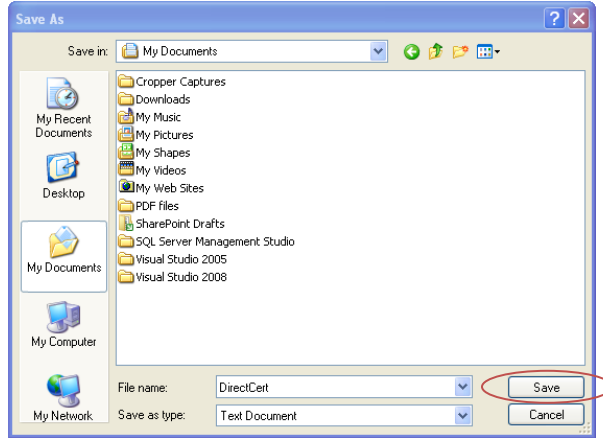


Application Guide

- 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.

Application Guide

Direct Certification – Local Lunch Codes

SIS Local Lunch Code	Lunch Code Definition
1	Free
2	Reduced
3	Paid
4	Free Based on Direct Certification (SNAP)
5	Free Based on Direct Certification (TANF)
6	Free Based on Direct Certification (FDPIR)
7	Free Based on Direct Certification (Foster)
8	Free Based on Direct Certification (Extended Eligibility - SNAP)
9	Free Based on Direct Certification (Extended Eligibility - TANF)
10	Free Based on Direct Certification (Medicaid)
11	Free Based on Direct Certification (SCHIP)
12	Free Based on Homeless Designation
13	Free Based on Migrant Designation
14	Free Based on Runaway Designation
15	Free Based on Foster County DHR Foster Letter
20	Parent Declined Services, Changed to Paid
99	DC Rollover