

APPLICATION PROCEDURES FOR NEW PROGRAM SPONSORS

PURPOSE

To define the procedure new schools and Residential Child Care Institutions (RCCI) will use to submit contract materials and gain access to the CNPweb (Child Nutrition Programs web based) system.

SCOPE

All potential School Nutrition Program (SNP) sponsors

DESCRIPTION

Step 1

Any school or Residential Child Care Institution (RCCI) interested in participating in the School Nutrition Programs (SNP) must submit the following core documents to the State Agency in one mailing.

1. One completed copy of the CNP Agreement
2. Direct Deposit
3. W-9
4. Civil Rights Pre-Award Compliance Review
5. DUNS Number (Dun and Bradstreet Data Universal Number)
6. Pricing Policy Statement
7. Copy of 501(c)(3) documentation – private non-for-profit schools and RCCIs only
8. Statement of Facts – RCCIs only
9. School and RCCI Questionnaire
10. Copy of Health Department Inspection and Food Establishment Permit
11. Proposed Request for Proposal with a Food Service Management Company, if applicable

State Agency staff will use the above documents to determine if the potential institution meets SNP eligibility requirements.

Applications will be denied for the following reasons:

- Submission of false information on core documents or in the CNPweb;
- Appearance of the institution or any of its principals on the USDA National Disqualified List;
- Termination from another Child Nutrition Program (Summer Food Service, School Lunch, Child and Adult Care Food Program, etc.) or other publically funded program;
- Conviction of any activity that occurred during the last seven years and that indicates a lack of business integrity; and/or
- Any other action affecting the institution's ability to administer the Program in accordance with Program requirements

Step 2

Organizations will then have an on-site visit scheduled with the SNP field consultant. During this visit, the consultant will observe the kitchen facilities, review the staffing available for SNP operations, and provide technical assistance for SNP record keeping, meal pattern requirements, menu planning and meal preparation requirements, proper procurement procedures, and financial management. The institution must have a computer and internet access available on site at the time of this visit.

Step 3

1. Submit the evaluation and final contract for Food Service Management Companies or vended meals, if applicable
2. Submit 6 cents certification documents

After the evaluation and final contract for a Food Service Management Company or vended meals and/or 6 cents certification documents have been completed, State Agency staff will review the documents submitted to determine if the potential institution meets SNP eligibility requirements.

Step 4

When the institution is approved for 6 cents certification and final contract for Food Service Management Companies or vended meals, if applicable, the institution will be approved for program participation. A CNPweb login and password will be issued, along with instructions for entering basic data in the CNPweb and a claiming start-date will be determined. The Program start-date will be the date the institution must begin operating the SNP according to regulations and policies, including compliance with the meal pattern requirements. An **Administrative Review** will be conducted within the first year on the Program.

New institutions interested in implementing the School Nutrition Program for the current school year must submit all required materials by December 31st. Any institutions that contact the Indiana Department of Education after December 31st or wait to submit all required materials after December 31st will not be eligible to operate the School Nutrition Program until the following school year.

The application process can be terminated by either party at any stage of the process. A sponsor will be considered approved to operate Child Nutrition Programs only after a start date has been granted and their Sponsor Application within CNPweb system is in Approved status.

Institutions demonstrating compliance of program regulations during the approval process will be allowed to claim meal reimbursement potentially up to 60 calendar days prior to official sponsor approval. Institutions with program issues during the approval process will only be permitted to start claiming meal reimbursement effective the date of sponsorship approval for School Nutrition Programs.

Source

Indiana Department of Education, Division of School and Community Nutrition Programs; SNP Federal Regulations at 7CFR 210 and 220.