Script for Site Information Sheet

1. Thank you for joining this training session for the Site Information Sheet in the CNP Web. This is a prerecorded Webinar and can be stopped or paused at any point. To get started make sure your speakers are on and turned up. You will use the pause button located at the bottom left of the screen to pause the webinar and the stop button to start the webinar over. You can adjust the volume using the speaker key located next to the stop button. Next slide.

2. Once you have completed filling out the sponsor information sheet and submitted it in the CNP Web, you will be required to fill out the site information sheet for your organization or school. Next to your site information sheet click on the word Add under the Action column on the right to update your Site Information Sheet. Next slide.

3. For # **1-16,** enter the address just as you did on your Sponsor Info Sheet. Remember this is the address for a building or site. It may not be the same as your sponsor address. Enter the mailing address for your organization. If the mailing address and the street address are the same just click on the box. If the mailing address is a post office box, you will need to enter a street address so we can find you. Alternate address 1 is optional if you have different locations for shipping.

   Next for # **18-25**, you will enter the information for the food service contact at this site. It may or may not be the same as the food service contact on your Sponsor Info Sheet. Make sure to select the contact's address on # **25**. Next slide.

4. For # **26-31**, check the months that your school or organization will be operating your School Nutrition Programs. Make sure to check all the School Nutrition Programs that apply to your school or organization. Next slide.

5. Under general information, please note that the site type cannot be changed by you. If you need to make corrections to this item, please contact Sarah Kenworthy by e-mail at (skenworthy@doe.in.gov) or by phone at (317) 232-0857. Toll free at 1-800-537-1142.

   For # **32**, select if the site is a closed or open campus. An open campus allows students to leave campus for lunch. Next slide.

6. For # **33**, choose the classification of the site. Out of the 8 classifications choose the one that fits your school or organization the best.

   If the site is a private Residential Child Care Institution, the organization is required to answer # **34** and # **35** by entering their child care license expiration date and license number.

   All public and private Residential Child Care Institutions must answer number # **36**. Check Yes if your institution approves free and reduced applications. Next slide.

7. For # **37** all sites must select if the site is a legal entity of the sponsor or if the site is legally separate from the sponsor.

   For # **38**, select the type of food service. Pick one of the four types of food services that are available. An onsite kitchen is when food is cooked at the site. A shared kitchen is a kitchen that is shared between two buildings. A satellite kitchen is when meals are not prepared at that building but prepared at a different building within the organization or school and transported to that kitchen to serve. Vended meals are meals that are prepared by a different company or organization and transported to your organization or school.

   # **40**, Check the grades served at the site. For example a high school might check 9th, 10th, 11th, and 12th grades.

   # **41** is the State Attendance Factor which is automatically entered into the system by the Indiana Department of Education. This State Attendance Factor should not be changed unless approved by the Indiana Department of Education. Next slide.

8. If an organization is using free and reduced software, select the type of software. If a sponsor is using a free and reduced software to approve their free and reduced applications, answer # **43**. The confirmation review during the verification process is the review made after the sample size has been selected. Someone other than the original reviewer needs to review the applications to make sure it was originally approved correctly. If a sponsor has a free and reduced computer software and the system is accurate, they are not required to do a confirmation review. The Indiana Department of Education is collecting documentation from the free and reduced computer software companies about the accuracy of their systems. For more information about confirmation reviews, look at page 70 in the Eligibility Guidance Manual for School Meals. Next slide.

9. # **44-52** is automatically calculated by the system. These numbers help determine eligibility for severe needs breakfast and After School Snack Program. If you have a question or concern about these numbers, please contact Sarah Kenworthy by e-mail at (skenworthy@doe.in.gov) or by phone at (317) 232-0857. Toll free at 1-800-537-1142. Next slide.

10. Eligibility for severe needs breakfast is determined from the second preceding year lunches served. A school must have 40% or more free and reduced lunches served in the second preceding year to qualify for the severe needs rate. Next slide.

11. Eligibility for the After School Snack program is determined from the baseline data as of April 30, 2010. Next slide.

12. # **53-59** are questions regarding the National School Lunch Program.

    # **53** has four options for a school or organization to choose. If your school or organization participates in the National School Lunch Program, choose Participates in the National School Lunch Program. If your school operates Provision 2 or Provision 3, choose the one

that your school is operating. If this is a new site on Provision 2 or Provision 3, make sure to contact Sarah Kenworthy at 317-232-0857 or skenworthy@doe.in.gov before you start Provision 2 or 3 at a particular site. If your organization or school is not participating in the National School Lunch Program, pick not participating. Next slide.

13. **# 54-55** are for Provision 2 and 3 schools only. **# 54** requires the school to enter the Base Year their Provision 2 or 3 Program began. **# 55** requires the school to choose which method of payment the school wants to receive - monthly or annually. Next slide.

14. **# 56** is for all sites operating the National School Lunch Program. Offer versus Served is required at the secondary level (high school). It is optional for all lower grades (middle school through elementary). For more information on offer versus serve visit our School Nutrition Programs website at www.doe.in.gov/food/schoolnutrition.

    # 58, enter the amount you charge your paid students for lunch. **# 59**, enter the amount you charge your reduced students. You cannot charge your reduced students more than .40 cents for lunch. Enter the amount charged to adults for a paid lunch on **# 60**. It should be at least .25 cents more than paid student's lunch. If teachers or parents eat for free, the food service account funds should not be used to support these meals. The funds must come from another account or source such as the General fund to support serving free meals to adults or teachers. Next slide.

15. **# 61-69** are questions pertaining to the School Breakfast Program.

    # 61 has four options for a school or organization to choose. If your school or organization participates in the School Breakfast Program, choose participates in the School Breakfast Program. If your school operates Provision 2 or Provision 3 for breakfast, choose the one that your school is operating. If this is a new site on Provision 2 or Provision 3, make sure to contact Sarah Kenworthy at 317-232-0857 or skenworthy@doe.in.gov before you start Provision 2 or 3 at a new site. If your organization or school is not participating in the School Breakfast Program, choose Not Participating. Next slide.

16. **# 62-63** are for Provision 2 and 3 schools only. **# 62** requires the school to enter the Base Year their Provision 2 or 3 Program began. **# 63** requires the school to choose which method of payment the school wants to receive - monthly or annually. Next slide.

17. **# 64** is for all sites operating the School Breakfast Program. Offer versus Served for breakfast is optional at all grade levels. For more information on offer versus serve visit our School Nutrition Program's website at www.doe.in.gov/food/schoolnutrition.

    # 66 requires you to enter the amount charged to paid students for breakfast. **# 67** requires you to enter the amount charged to reduced students. You cannot charge your reduced students more than .30 cents for breakfast. Enter the amount charged to adults for a paid breakfast on **# 68**. It should be at least .25 cents more than paid students. You do not want the free, reduced, and paid students supporting the adult breakfast. If teachers or parents eat for free, the food service account funds should not be used to support these

meals. The funds must come from another account or source such as the General Fund to support serving free meals to adults or teachers. Next slide.

18. **# 69** requires a sponsor to enter the location/type of breakfast served at the school.

19. **# 70-79** pertain to the Special Milk Program. A school can only participate in the Special Milk Program if they do not operate the National School Lunch Program or if they have split session kindergarten that do not have access to the School Breakfast Program or National School Lunch Program. Next slide.

20. **# 70** requires a school or organization to select one of the two options. If you are participating in the Special Milk program, select Participating. If you do not participate in the Special Milk Program, select Not Participating.

    # 71 requires that schools cannot offer the Special Milk Program if the children have access to the Federal funded breakfast and/or lunch. If yes is selected, this will cause an error in the system. If the children do not have access to the Federal funded breakfast and/or lunch, please select No and answer **# 72-79** that must appropriately fits your school. Next slide.

21. There are two options to the Special Milk Program. Option one is **# 72** is when free milk applications are not collected, but they are all claimed as paid milk only. A school can charge all students for paid milk or a school does not have to charge all students for paid milk. Next slide.

22. Another option is **# 76** when free milk applications are collected from households, and a school claims students as Paid and Free Milk. A school can charge all students not eligible for free milk or not charge any of the students for milk. Next slide.

23. **# 80-89** pertains to the After School Snack Program. There are three options for **# 80**. If a school is not participating in the After School Snack Program, select Not Participating. If a school building is participating in the After School Snack Program but their eligibility is less than 50%, select Participating – Regular Snack. In order to select Participating – Site Eligible Snack, a school building must have 50% or more free and reduced students. Next slide.

24. **# 81** asks for a school building to write the description of educational or enrichment activities in the After School Program. This activity must be available to all students in the building if they choose to participate.

    If the site is not “Site Eligible” or is a Non-School Site, list the school building number of an eligible site that serves this attendance area. Enter the site number into **# 82**. You will need to submit a Google map, Mapquest map, or corporation map to the Indiana Department of Education to verify that they are in the same attendance area. Within a corporation, an elementary school will not be in the same attendance area as another elementary school.

 # 83 is for schools which serve an hour longer than the minimum number of school day hours required for the comparable grade levels by the local educational agency in which the school is located. You must contact Sarah Kenworthy at 317-232-0857 or skenworthy@doe.in.gov to see if your school qualifies. If your school qualifies, you can serve your snack during the last hour of the school day.

Enter the time the normal school day ends and the time the snack programs begins on **# 84-85**. If your school or organization does not qualify for the expanded learning time program through the After School Snack Program, the After School Snack program must begin after school.

Enter the days the snacks will be provided on **# 86**.

If a site is a site eligible snack, the school will offer the snacks for free to all the students and claim them all for free in the system. Therefore, a site eligible snack does not need to enter information for **# 87-88**. If a site is a regular snack, the school cannot charge more than .15 cents for the reduced-price students.

 # 89 is for Residential Child Care Institutions only. If students attend school in July, select Yes. If students do not attend school in July, select No. Next slide.

25. **# 90-106** pertains to schools on the Fresh Fruit and Vegetable Program. The Fresh Fruit and Vegetable Program are for schools which have 50% or more free or reduced students, submitted an application for the Fresh Fruit and Vegetable Program, and were approved for the Fresh Fruit and Vegetable Program. If a school is eligible for the Fresh Fruit and Vegetable Program for the school year, it will state Eligible for Fresh Fruit and Vegetable Program on the right side and that school building must fill in the information. If a school is not eligible for the Fresh Fruit and Vegetable Program, it will select Not Eligible for Fresh Fruit and Vegetable Program.

    Next for **# 91-97**, you will enter the information for the Fresh Fruit and Vegetable contact.

    # 98-102, Enter the mailing address for the Fresh Fruit and Vegetable Program contact if different from the school building's address. Next slide.

26. **# 103-104** enter the times and days the Fresh Fruit and Vegetable is served. The Fresh Fruit and Vegetable Program cannot be served during lunch, breakfast, or outside school hours.

    # 105 please check all the promotional activities that apply to your school for the Fresh Fruit and Vegetable Program.

    # 106 please check the distribution methods that apply to your school. Next slide.

27. **# 107-117** pertain to the Summer Seamless Waiver. If you are on the Summer Food Service Program, you will not fill out the Summer Seamless Waiver section. The Summer Food Service Program and Summer Seamless Waiver are two different programs.

    Call Angela Barnes at 317-232-0875, if you want to be on the Summer Seamless Waiver. She will help you fill out the site information sheet. Next slide.

28. It is required that school buildings have two food safety inspections a year. It is the responsibility of the school to notify the health department that they run the National School Nutrition Program and must have two health inspections. For **# 124 and 126** a school must select the statement that most appropriately fits the school building. These questions reflect what health inspections were held in the previous school year. Therefore if a school or an organization is filling out Program Year 2012 (school year 2011-2012), they would provide information on health inspections that took place in school year 2010-2011.

    If a school received a health inspection in the previous year select, "Received a health inspection and enter the date.

    If a school or organization requested a health inspection, but it was not completed by the health department select, "A health inspection was requested during program year ____, but it was not completed." Please make sure to keep a record of the request. This could be a letter or an e-mail sent to the health department.

    If no health inspection was requested and not completed, select, "No health inspection was requested during program year _____." Next slide.

29. **# 129-134** refer to menu patterns. For **# 129 and 131** select the menu plan that your school has implemented. There are five choices to select. If NuMenus or Assisted NuMenus are used for Breakfast or Lunch Menu Planning select the software in **#130 and 132**. You must use a USDA approved software for your NuMenus or Assistend NuMenus. Next slide.

30. **# 135** refers to sponsors that use a point of sale software system. If your school or organization is using a point of sale software system, select the type of software system that is used at the school or organization.

    # 136 refers to the payment collection method. A school or organization must identify what payment collection method is used to prevent overt identification of children on free and reduced benefits: There are 5 options available to choose. Choose the option that fits your organization or school most appropriately. If Other is selected, enter the description for Method of Collection. Only one option should be selected.

    # 138 refers to the meal count method. Meal count method should be taken at the point of service and prevent overt identification of children on free and reduced benefits. There are 5 options available to choose. Choose the option that fits your organization or school most

appropriately. If Other is selected, enter the description for Method of Collection in **# 139**. Only one option should be selected. Next slide.

31. **# 140**, for the majority of sponsors or organizations, meal and milk counts should be taken at the point of service. If the meal or milk count is not taken at the point of service, a camp, school, or organization should explain in **# 141** the reason for milk or the meal not being taken at this point. It will be reviewed by the State and approved if acceptable. Next slide.

32. For **# 142** check the box to certify the information and check the box to submit the site information sheet to the State for approval. Next slide.

33. When finished, scroll to the bottom of the form and click on the Submit button. Subsequently, you want all of your information sheets to be in Pending Approval status. The State Agency will make the final approval. Next slide.