

Script for Off-Line Forms

1. Thank you for joining this training session about the Off-line Forms in the CNPweb. 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. The CNPweb indicates what off-line forms are required from each institution based upon the information that was entered on the School Nutrition Program Sponsor and Site Information Sheets. In the second column on the left hand side under the Packet Tab, you will see Req listed. When you see a red star or asterisk * in this column, it means the specific form is required to be submitted to the State Agency for the School Nutrition Program's approval. The blue **W** icon to the right of a form's name means the form is in a Word document format. When you click on the **W**, the specific form comes up on the screen. You can either save it to your computer or print it off and complete the information. **You must print off the form and mail in the hardcopy with your participation materials.** You will notice that some documents are not Word documents or .pdf files. These are documents that you need to obtain and submit a copy to the State Agency in order to participate. For a School Food Authority or any other public or non-public sponsor, an authorized representative for the institution **must** sign the required off-line forms. The authorized representative is the person who is administratively and financially responsible for the operation of your organization. For a school corporation, it would be the Superintendent. **Next slide.**
3. Next, looking under the Off-Line Forms Descriptions, the first document listed is the Permanent Agreement. On the School Nutrition Program's website, there is a Webinar specifically pertaining to the Permanent Agreement. If needed, go back and review the section on the Permanent Agreement. **Next slide.**
4. Next, if your school has a Food Service Management Company or vends meals, your school must send their contract or amendment to the State Agency prior to approval. The Food Service Management Company or Vended Meals Contract is an agreement between your School Corporation and the Food Service Management Company to run the daily operations of your school food service or provide your school with meals. There are proper procurement procedures that need to be followed before signing a contract or an amendment with a Food Service Management Company or Vendor. For more information on the proper procurement procedures, contact Ted Feeny by e-mail at tfeeney@doe.in.gov or by telephone at 317-234-2516. **Next slide.**
5. Next, the system may require a Listing of Federal Grants Received based on the information entered on the Sponsor Information Sheet. If your institution is required

to complete this form, you should submit one copy for your last completed fiscal year. **Next slide.**

6. If applicable, please complete and mail this form to our office as soon as you have engaged an auditor. This form is based on the information entered on the Sponsor Information Sheet. This form **must** also be signed and dated by the authorized representative. **Next slide.**
7. The next three slides address Policy Statements. First, the Free and Reduced Pricing Policy Statement is two pages long and is for new sponsors only. **Next slide.**
8. If your program operates a pricing program, your authorized representative **must** sign and date the second page of the Free and Reduced Price Policy Statement. **Next slide.**
9. The next slide shows the Non-Pricing Policy Statement and is for new sponsors only. If your program is a non-pricing program, your authorized representative **must** sign and date the Non-Pricing Policy Statement. Use this Policy Statement if all children eat free and/or if any free and reduced price applications are copies from a regular school. **Next slide.**
10. Next, the Documentation of 501(c)(3) status is for new non-for-profit sponsors only. The State Agency needs a copy of the IRS 501(c) (3) determination letter. This is **not** your tax ID number. It is a letter that your school should have received from the IRS stating that you are exempt from Federal income taxes. If you are affiliated with a church, your church might be the one who is in possession of this document. Make a copy of the letter and send it with all of your materials. **Next slide.**
11. Next, the Civil Rights Pre-Award Compliance Review is for new sponsors only. Completing the Civil Rights Pre-Award Compliance Review is a Federal Civil Rights Requirement. You can go to the following address www.stats.indiana.edu to obtain racial ethnic information for Indiana from the 2000 Census. When at the site, on the left side of the page, you can choose the county you wish to search. Remember, there is no right or wrong answer. Just answer the questions as they relate to your organization. **Next slide.**

12. Next, the Vendor Information Form is required for new sponsors only. It is required by the State of Indiana Auditor's State office in order to process your reimbursement checks. You **will not** receive your reimbursement money if this form is not submitted or is not complete. Please note you can complete the form on-line, but you cannot save the information. Make sure you print a copy of it before you close the document. **Next slide.**

13. Next, the Documentation of Attendance Area for Snack Program Site is based on the information that was entered in number 82 on the Site Information Sheet. If you are required to enter the site number of an eligible site that serves in the same attendance area on number 82, you **will be** required to submit documentation that shows those sites are in the same attendance area. This could be a school corporation map with an X or circle marked on the eligible school site and an X or circle on the non-eligible school site or non-school site. **Next slide.**

14. Next, the FFVP addendum is for schools which have been approved to participate in the Fresh Fruit and Vegetable Program. Schools must be at 50% or higher free and reduced, submit an application to the Indiana Department of Education, and be approved to participate. **Next slide.**

15. The next action you **must** take is to enter the sent dates for each of the required documents. You will see a "click here" statement to enter the sent dates. When selected, the screen will change and you will be able to put your cursor in the corresponding boxes and enter the sent dates. Remember, if you see in the second column on the left under the Packet Tab, a red star or asterisk * in the Req column, it means the specific form is required to be submitted to the State Agency for the School Nutrition Program's approval. State Agency staff will enter the dates received and the approval dates for each required form. **Next slide.**

16. When you have finished entering the sent dates for all of the required forms, and the Sponsor and Center or Provider Information Forms are in PENDING SUBMISSION STATUS, you will see a box you will need to checkmark in order to submit all of your information for final approval. You will then need to click the Submit button which is located at the bottom of the page for Approval. Your status will be moved to a PENDING APPROVAL STATUS. The State will review each Sponsor's off-line forms, Site Information Sheet, and Sponsor Information Sheet before approval. If there is an error, the State will send the packet (Sponsor Summary) into a Needs Correction mode so the Sponsor can make the needed corrects. **Next slide.**

17. Once your Sponsor Summary is approved your status will change to Approved. **Next slide.**