

Instructions for Online Application Forms

1. Go to our website www.doe.state.in.us/food, click on the link to the CNPweb.
2. Enter user ID and password.
3. Click on SFSP puzzle piece.
4. SFSP Message Board with important program information is displayed. Click on continue tab.
5. Select the correct program year.
6. The Sponsor Summary screen appears. Click on the blue Applications tab under the Sponsor Summary title.
7. The Sponsor Info Sheet, Sponsor Budget, and Site Info Sheets are listed now.
8. First click Add to the right of the Sponsor Info Sheet. Complete Sponsor Info Sheet and hit submit at the bottom. If Error status appears, the errors need to be corrected and the form resubmitted with the status changing to the Pending Submission.
9. Non-school sponsors and new school sponsors need to click on add for the Sponsor Budget, complete and submit it. Returning school sponsors are not required to submit a budget.
10. Next a Site Information Sheet for each site wishing to operate is filled out by first clicking on Add. If a site needs to be added or deleted, contact the State Agency. All sites that wish to operate must be completed before submitting the packet.
11. Once the packet is complete, it must be submitted to the State Agency. Click on the packet tab under the Sponsor Summary and check the box to submit all forms to the State Agency. The packet will remain in Pending Approval status until the State Agency approves it.
12. If an additional site needs to be added after submitting the packet, the site must be submitted individually. There is a box at the bottom of the site application which needs to be checked in order to submit it for the approval to the State Agency.

No SFSP meals should be served in any site prior to the State Agency's approval.