

APPLICATION PROCEDURES FOR NEW PROGRAM SPONSORS

PURPOSE

To define the procedure new schools and Residential Child Care LEAs (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 LEA (RCCI) interested in participating in the School Nutrition Programs (SNP) must submit the following core documents to the State agency.

1. Direct Deposit
2. W-9
3. Submit your organization's most recent Independent Audit Report. ***If no audits have been performed submit the following items:***
 - a. A minimum of six month's worth of bank statements or
 - b. A Profit/Loss statement for the last six months or fiscal year
4. Civil Rights Pre-Award Compliance Review
5. DUNS Number (Dun and Bradstreet Data Universal Number)
6. Pricing Policy Statement
7. Non-pricing Policy Statement
8. Procurement Plan
9. Copy of 501(c)(3) documentation – private non-for-profit schools and RCCIs only
10. Secretary of State Registration – private non-for-profit schools only
11. Statement of Facts – RCCIs only
12. Copy of Health Department Inspection and Food Establishment Permit
13. Approval of the Food Service Director after submission to Indiana Department of Education's New Director Hiring Form.
14. 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 LEA 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 LEA 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 LEA's ability to administer the Program in accordance with Program requirements

Step 2

Local Education Agencies (LEAs) will review specific e-learning courses and take the appropriate quizzes as outlined by the State agency. LEAs will submit certificates from the completed courses, a wellness policy, charging procedure/policy, and logistics checklist to the State agency before the on-site field specialist visit.

Step 3

LEAs will have an on-site visit scheduled with the SNP field specialist. During this visit, the specialist 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, financial management, and free/reduced application procedure or process for applying for Community Eligibility Provision (CEP). The LEA must have a computer and internet access available on site at the time of this visit.

Step 4

After the on-site visit:

1. A CNPweb login and password will be issued, along with instructions for entering basic data in the CNPweb
2. Submit the evaluation and final contract for Food Service Management Companies or vended meals, if applicable
3. Submit menu certification documents
4. Submit one completed copy of the CNP Agreement to the State agency

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

LEAs must submit menu certification documentation the month before claiming begins. For example if menu certification documentation is submitted in July, the earliest the LEA can start claiming is August.

Step 5

After necessary documents have been sent to the State agency and the CNPweb has been appropriately updated, the Program start-date will be the date the LEA 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 of the Program.

New LEAs that have submitted materials but have not responded with corrections within 30 days will be considered no longer interested in Program participation. Contract materials that have already been submitted will be discarded.

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.

LEAs 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. LEAs 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.

Any LEAs submitting documentation after December 31 will be required to wait until the next school year to start claiming meals under the School Nutrition Programs.

Source

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