

# Enhancements to the CNP 2000 School Meals Program

<https://www.edinfo.state.ia.us/CNP/Splash.asp>

2012-2013

## Site Application

**C4** Does the SFA plan to submit certification documents to receive the \$.06 reimbursement included in the HHFKA?  Yes  No  
 If "Yes", when do you plan to submit your documents?

- C4 Answer the questions by selecting either the Yes or No as appropriate. If "yes", list the month the SFA plans to submit the required Certification documentation.

**D4** Menu Planning Method - Breakfast   
\* If using HHFKA, ANSMP or Alternate Menu Planning, Major change, notify state agency.

- D4 Select the menu Planning Method from the drop down list. If using HHFKA, ANSMP or Alternate Menu Planning, Major change, notify state agency.

**E2**  The SFA certifies that the Afterschool Snack Program provides care for children in programs with an educational or enrichment purpose. The programs are regularly scheduled and conducted in an organized, structured and supervised environment.

Select the Educational or Enrichment component(s) offered in the Afterschool Snack Program:

Type of Activity	Supervisor by (provide Title only)	Days of the week this activity is offered. Check all that apply for this activity				
		M	T	W	Th	F
Arts/Music	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character and Leadership Development	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Lab	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitness and Recreation	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Skills	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homework Assistance	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Skills	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mentoring	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading Room/Library	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study Aids	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other - please describe	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- E2 Select the box to certify that the Afterschool Snack Program provides care for children in programs with an educational or enrichment purpose.
- Provide the **Title** only of the individual supervising the activity and select the days of the week the program will operate.

**E3**  I hereby certify that snack will only be claimed on the days school is in session.  
 What time is snack served: Begin time: 03:30 pm End time:

- E3 Click on the box to certify that snack will only be claimed on the days school is in session..
- Select the "Begin" and "End" time from the drop down list.

## SFA Application

**C6** Does the SFA use a computerized program to approve free and reduced price meal applications?  Yes  No  
If Yes,  If 'Other' then enter

- C6 Answer the questions by selecting either the Yes or No as appropriate. If “yes”, select the computerize program from the drop down list.

**C7** Does the SFA use a computerized program to select the households to be verified?  Yes  No  
If Yes,  If 'Other' then enter

- C7 Answer the questions by selecting either the Yes or No as appropriate. If “yes”, select the computerize program from the drop down list.

**D3** Does the SFA store USDA Foods at a non-SFA owned facility?  Yes  No  
If YES, complete the USDA Foods Storage Facility Review Form located in the form download section at least one time per year and keep on file at district.

- D3 Answer the questions by selecting either the Yes or No as appropriate. If “yes”, complete the USDA Foods Storage Review Form located in Form Download section at least one time per year and keep on file.

**D5** Did the SFA use the current USDA Paid Lunch Equity (PLE) Tool to determine meal prices?  Yes  No  
If YES, then attach a copy of the USDA Paid Lunch Equity Tool via the Supporting Documents tab.  
If NO and any student meals are priced, PLE Tool must be completed and attach the document.

- D5 Answer the questions by selecting either the Yes or No as appropriate. If Yes, then attach a copy of the USDA Paid Lunch Equity Tool via the Supporting Document section.

If ‘Yes’ then a supporting document entry will be added to the “Y. Supporting Forms/Documents/Supporting Document Tab” that will allow the attachment of the USDA Paid Lunch Equity Tool (PLE). The PLE Tool will be reviewed by the State Agency during the approval process. A complete PLE Tool is required for approval.

The new attachment feature in “Y. Supporting Forms/Documents/Supporting Document Tab” will function as follows.

- When either image is selected  or  the following attachment list screen will appear.
- If an attachment is allowed a paper clip image will appear  which indicates that no attachment has been added yet but that attachments are allowed.
- If an attachment has been added then a sheet of paper image  will appear after the document name. This indicates that an attachment has been added.

## Attaching the PLE Tool

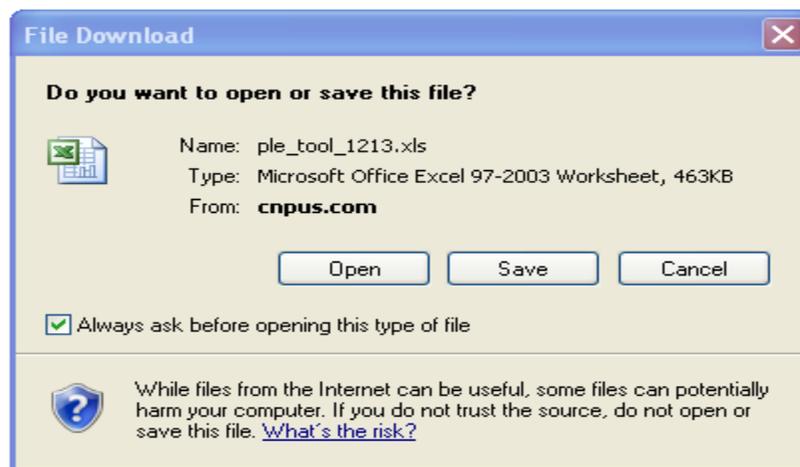
If the SFA has not completed the FY13 PLE Tool and needs a copy of the PLE Tool the SFA will follow the instructions below.

Note: Copies of required forms and documents are sufficient. Once all forms/documents have been obtained/completed, please submit the package to IADE.

Supporting Forms/Documents					
Required Forms/Documents to send to IADE	Documents submitted to IADE	Document on file with IADE	Date submitted to IADE	(IAE) Document Status	(IAE) Document Status Date
USDA Paid Lunch Equity (PLE) Excel Tool		<input type="checkbox"/>	<input type="checkbox"/>		

To access documents/forms, select the hyperlink.

- Select the USDA Paid Lunch Equity (PLE) Excel Tool hyperlink and a File Download box will be displayed. Select  and the PLE Tool will be downloaded and saved.



Once the SFA has completed and saved the FY13 PLE Tool it can be attached following the directions below.

Note: Copies of required forms and documents are sufficient. Once all forms/documents have been obtained/completed, please submit the package to IADE.

Supporting Forms/Documents					
Required Forms/Documents to send to IADE	Documents submitted to IADE	Document on file with IADE	Date submitted to IADE	(IAE) Document Status	(IAE) Document Status Date
USDA Paid Lunch Equity (PLE) Excel Tool		<input type="checkbox"/>	<input type="checkbox"/>		

To access documents/forms, select the hyperlink.

- If the SFA has the PLE Tool completed and saved the SFA will select the  image and the Supporting Document Attachments screen will be displayed.

### Supporting Document Attachments

System		
System Name	Agreement Number	Program Year
Martensdale-St Marys Comm School District	41220000	2013

USDA Paid Lunch Equity (PLE) Excel Tool - Attachments				
Attached File Name	File Size	Attached Date	File Type	File Options
Currently, there are no attachments in the system for this document.				

To attach a file click the 'Attach Document >' button below, then follow the onscreen instructions.

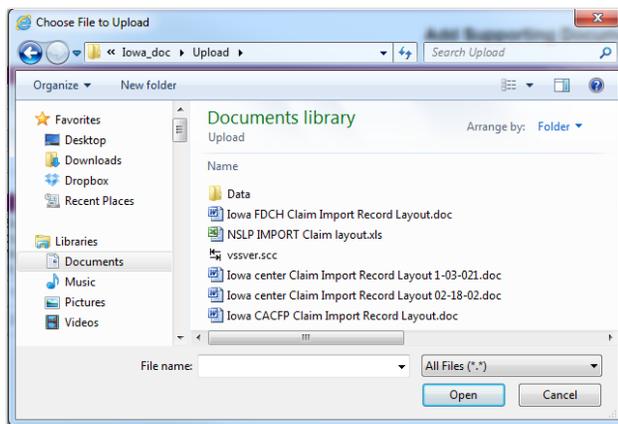
- Select "Attach Document>". This screen allows documents to be attached and then once attached they can then be viewed. By selecting the 'Attach Document >' button the following screen appears to allow navigation to the file to be attached.

System		
System Name	Agreement Number	Program Year
Martensdale-St Marys Comm School District	41220000	2013

Attach File	
Select the file you wish to attach (upload to the CNS system) from your computer by clicking the 'Browse...' button. Once you have selected a file, click the 'Attach File' button to attach the file to the Supporting Document. NOTE - Only 1 file can be attached at a time. If you need to attach multiple files, repeat the process of clicking the 'Attach Document >' button on the previous screen.	
1 - Select File	<input type="text"/> <input type="button" value="Browse..."/>
2 - Attach the selected file to the database.	<input type="button" value="Attach File"/>

- Selecting the 'Browse' button will open a dialogue box that allows you to navigate to the desire document to upload from your files. Once the saved PLE Tool is located select the document and then document path/name will appear in the "1 – Select File' text box.
- Then select the 'Attach File' button to upload the document into the CNP system.



- Once the upload has completed which only takes a few seconds the following screen appears.

**Update Supporting Document Attachment**

System		
System Name	Agreement Number	Program Year
Martensdale-St Marys Comm School District	41220000	2013

Attached File	
Attachment Name:	Copy of SP22-2012a PLE TOOL 2012-2013.xls
Attachment Size:	475.14 K
Attachment Date:	07/12/2012
Attachment Type:	

You may add additional comments in regards to this attached file. If not, click the '< Back' button to return to the Supporting Document List.

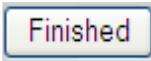
Comments

- This screen allows the SFA to enter Comments if desired. The Comments box allows the SFA to provide additional information as necessary.
- To complete the attachment process the SFA selects 'Submit' to save the document and comments.

**Supporting Document Attachment Confirmation**

System		
System Name	Agreement Number	Program Year
Martensdale-St Marys Comm School District	41220000	2013

The Supporting Document Attachment has been updated.

- Select  and the screen below will display.

**Supporting Document Attachments**

System		
System Name	Agreement Number	Program Year
Martensdale-St Marys Comm School District	41220000	2013

USDA Paid Lunch Equity (PLE) Excel Tool - Attachments				
Attached File Name	File Size	Attached Date	File Type	File Options
Copy of SP22-2012a PLE TOOL 2012-2013.xls	475.14 K	07/12/2012		<a href="#">View</a>   <a href="#">Delete</a>

To attach a file click the 'Attach Document >' button below, then follow the onscreen instructions.

Once a document has been attached it can be viewed and deleted. Under the last column, File Options, 'View' will always appear. File Option 'Delete' will only appear until the Supporting Document has been approved and then it will no longer appear.

- Click on the "Back" button and the screen below will be displayed.

Summary Type ✓ Contacts ✓ Eligibility ✓ Misc ✓ Ethnic ✓ RCCI ✓ Certification ✓ Supporting Documents ✓

Note: Copies of required forms and documents are sufficient. Once all forms/documents have been obtained/completed, please submit the package to IADE.

Supporting Forms/Documents						
Required Forms/Documents to send to IADE	Documents submitted to IADE	Document on file with IADE	Date submitted to IADE	(IADE) Document Status	(IADE) Document Status Date	
USDA Paid Lunch Equity (PLE) Excel Tool		<input checked="" type="checkbox"/>	<input type="checkbox"/>	07/12/2012	Approved	07/12/2012

To access documents/forms, select the hyperlink.

Redisplay < Back Save Cancel Finished

You will notice that there is now a sheet of paper image  displayed which indicated the file has been attached. The SFA must select either “Documents submitted to IADE” or “Documents on file with IADE” check box and the “Date submitted to IADE” column will be auto-populated with the date.

- Select  and you will return to the SFA Application page.

D7 Is the SFA's Adult pricing reported above greater or equal to the free meal reimbursement rate plus USDA Foods meal rate?  Yes  No  
 if NO, the price charged adults must be greater than or equal to the free meal reimbursement rate plus USDA Foods meal rate.

- D7 Answer the questions by selecting either the Yes or No as appropriate. If NO, the price charged adults must be greater than or equal to the free meal reimbursement rate plus USDA Foods Meal Rate.