Instructions for Completing the 2022-2023 School Nutrition Online Application Renewal

Step 1: Go to https://www.ncchildnutrition.org/snp/NcidLogin.aspx

Step 2: Enter NCID User Name and Password and click "Login"
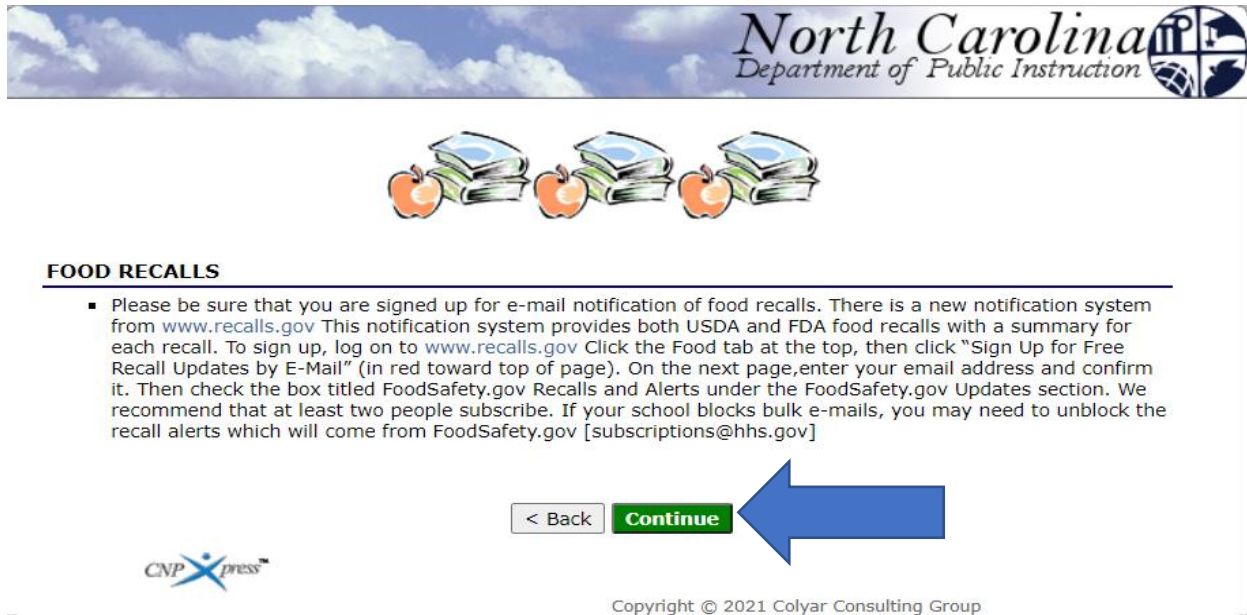
Step 3: Click on green "Continue"

Step 4: Change "Year" to 2022-2023

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Year Select

Select Year

2021 - 2022 < Selected
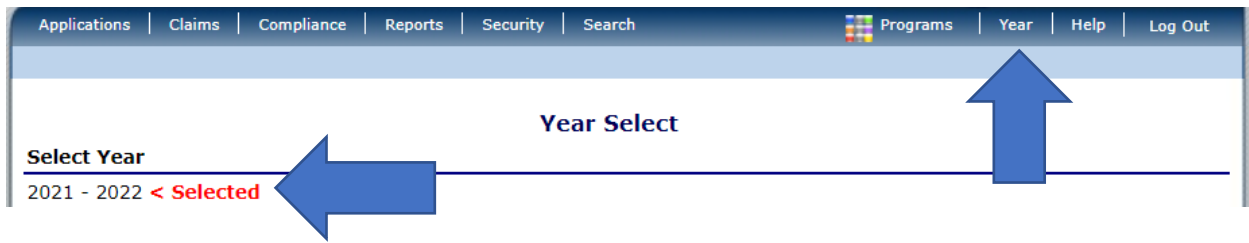
Step 5: Select "Applications" tab

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Step 6: Select "Application Packet"

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Applications >   School Year: 2021 - 2022

Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)

Step 7: Select "Enroll"

The SFA has not started in the current year (2023).

Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll   Cancel

Step 8: Complete the applications for all sites that will be active for the SY 2022-2023.

Please note that all sites that were approved for the SY 2021-2022 will appear on the screen. ONLY select those that will be participating in the SY 2022-2023.

If the site is now inactive, please contact Jacquelyn McGowan, Compliance Specialist so that the site may be removed and do not complete the site application.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3

Select "Modify"

Action		Site ID / Site Name	NSLP	SBP	ASSP	SMP	FFVP	Version/ Status	Snack Elig.%
All: ☐		Totals	5	5	3	0	0		
View | Modify Admin	☐	300 Test Elementary School	X	X				Original / Error (36)	0.0000

Make sure to select SAVE at the bottom of each site application once the changes are made.

Save Cancel

Step 9: Complete the SFA application

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View | Modify | Admin	SFA Application	Original	Pending Validation

Make sure to select SAVE at the bottom of the SFA application once the changes are made.

Save Cancel

SPECIAL NOTES:

If the SFA is operating under a Food Service Management Company (FSMC) or has a Catering Contract there will be an additional step to complete. The item to complete will appear in the Application Packet between the SFA Application and the Checklist Summary.

Details	FSMC Contract List	No Contracts

Details	Catering Contract List	No Contracts

If the SFA is participating in the Community Eligibility Provision, the CEP Schedule must be completed. The item to complete will appear in the Application Packet underneath the SFA Application.

Community Eligibility Provision (CEP) Schedule	Site Eligibility Missing

Step 10: Complete the Checklist Summary

Details	➡ Checklist Summary (6)

SNP Checklist Summary

380   Status: Active
Graham County Schools
Graham County Schools
52 Moose Branch Rd.
Robbinsville, NC 28771
Region: 1

SFA	Total Items	Submitted Items	Approved Items
Graham County Schools	6	0	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Test Elementary School	0	0	0

NOTE: There are checklist items for the SFA and Site Application(s).

PLEASE NOTE the following items must be mailed to the Raleigh Office:

• **3 original SIGNATURE PAGES signed in BLUE INK**
• **2 original Attestation of Compliance with Meal Pattern Requirements**
• **2 original Community Eligibility Provision (CEP) Amendment (if applicable)**
• **Effective Date of Free or Reduced-Price School Meals Household Application**

Eligibility Determination (if applicable)

All other items listed on the checklist may be attached to the file by selecting the "Attachment (paperclip icon)" feature located beside the document name.

Required Forms/Documents to send to NCDPI		Document Submitted to NCDPI	Date Submitted to NCDPI
Three copies of agreement form signed in BLUE ink	📎	☐	
Edit Check Worksheet	📎	☐	
Free and Reduced Price Meal Benefit Application and All Letters (includes verification, direct certification, etc.)	📎	☐	
Attestation of with Meal Patt Requirements	📎	☐	
Verification Plan	📎	☐	
Written Cash Management Procedure	📎	☐	

NOTE: The Verification Plan and Written Cash Management Procedures will be marked as "Received" and not "Approved".

To attach a document, select the "paper clip" and upload the document. The document would need to be completed and either scanned or saved on the computer.
Once document is attached, check box and enter Date submitted to NCDPI.

Checklist File Upload Detail

Checklist

Program:	School Nutrition Programs
Checklist Item:	Three copies of agreement form signed in BLUE ink

Upload Detail

1. File To Upload   [Choose File] No file chosen

2. Comment: [text area]

[Save] [Cancel]

Step 11: Complete the 2021-2022 Food Safety Inspection located in the Application tab.   Select Application Tab.

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

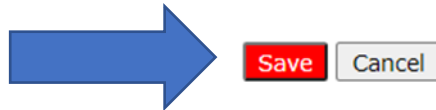**Under Items, Select "Food Safety Inspections".**

Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)
Application Manager Dashboard	Application Management Tool
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by SFA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site

Action	School Year	Received Date	Status
Modify	2021-2022		Not Started
View | Admin	2020-2021	09/16/2020	Approved

Complete the Food Safety Inspection information for all sites that participated in the SY 2021-2022. Select "Modify".

Select "Save" once all information is completed.

Save Cancel

Step 12: Select "Submit for Approval" under the Application tab once all Site Applications, SFA Application, Checklist Summary and Food Safety Inspection has been completed.

< Back   Submit for Approval

Please note that all items (SFA Application, Site Application(s) and Checklist Summary) must be completed before the "Submit for Approval" button will appear in RED.

If you have any questions, please contact your Zone Operations and Management Consultant. Thank you