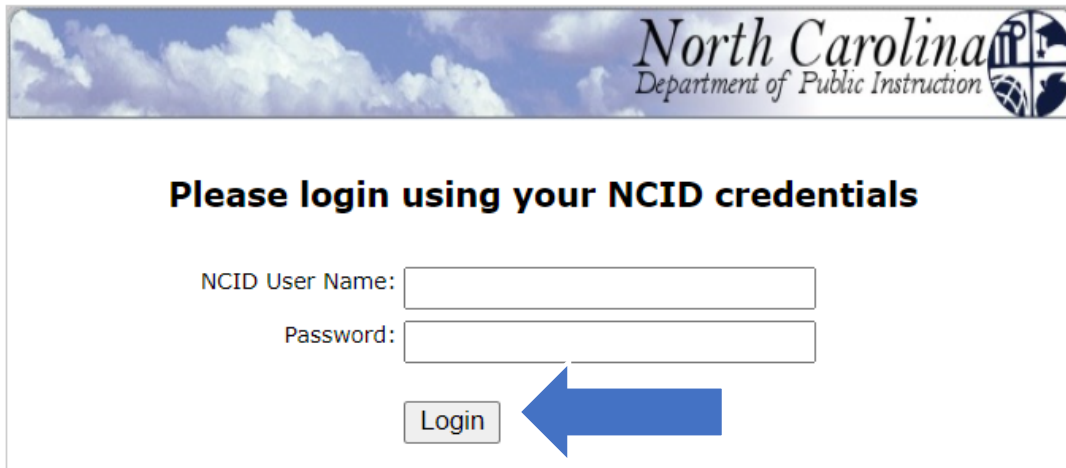


Instructions for Completing the 2024-2025 School Nutrition Online Application Renewal

Step 1: Go to <https://schoolnutrition.dpi.nc.gov/snp/NcidLogin.aspx>

Step 2: Enter NCID User Name and Password and click “Login”



North Carolina
Department of Public Instruction

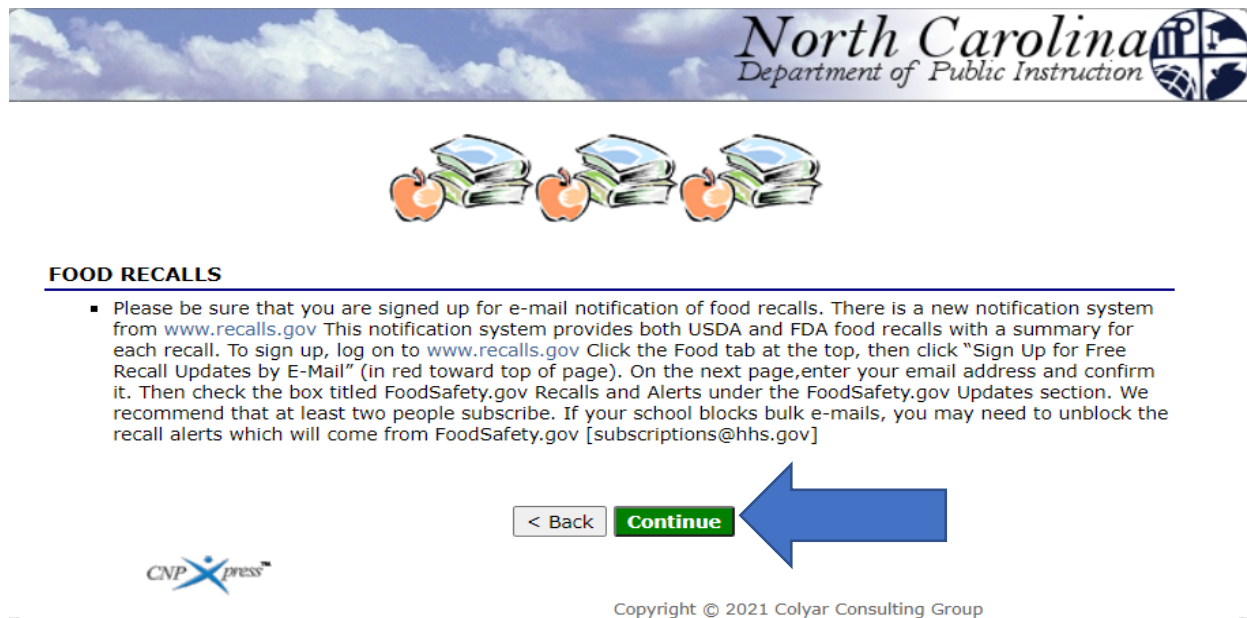
Please login using your NCID credentials

NCID User Name:


Password:

Login

Step 3: Click on green “Continue”



North Carolina
Department of Public Instruction



FOOD RECALLS

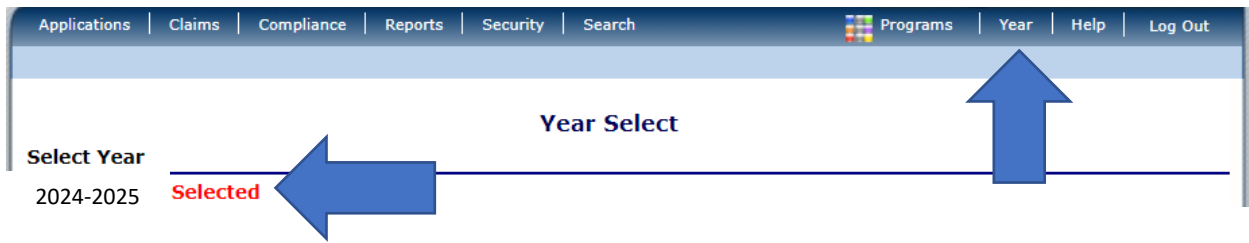
- Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov. This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov. Click the Food tab at the top, then click “Sign Up for Free Recall Updates by E-Mail” (in red toward top of page). On the next page, enter your email address and confirm it. Then check the box titled FoodSafety.gov Recalls and Alerts under the FoodSafety.gov Updates section. We recommend that at least two people subscribe. If your school blocks bulk e-mails, you may need to unblock the recall alerts which will come from FoodSafety.gov [subscriptions@hhs.gov]

< Back **Continue**

CNP *press*

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Step 4: Change “Year” to 2024-2025



Step 5: Select “Applications” tab



Step 6: Select “Application Packet”



Step 7: Select “Enroll”



The SFA has not started in the current year (2025).


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



Step 8: Complete the applications for all sites that will be active for the SY 2024-2025.


Please note that all sites that were approved for the SY 2023-2024 will appear on the screen. **ONLY** select those that will be participating in the SY 2024-2025.

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: <input type="checkbox"/>		Totals	5	5	3	0	0	
View Modify Admin	<input type="checkbox"/> 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.



Step 9: Complete the SFA application



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

Packet Assigned To: unassigned

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



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	 <input type="checkbox"/>	<input type="text"/>
Edit Check Worksheet	 <input type="checkbox"/>	<input type="text"/>
Free and Reduced Price Meal Benefit Application and All Letters (includes verification, direct certification, etc.)	 <input type="checkbox"/>	<input type="text"/>
Attestation of with Meal Patt Requirements	 <input type="checkbox"/>	<input type="text"/>
Verification Plan	 <input type="checkbox"/>	<input type="text"/>
Written Cash Management Procedure	 <input type="checkbox"/>	<input type="text"/>

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  No file chosen


2. Comment:

Step 11: Complete the 2023-2024 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”.

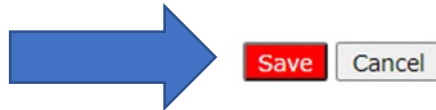
Item	Description
SFA Manager	SNP SFA's Profile, Site and Hold Information
Application Packet	Applications Forms (SFA and Site)
Application Manager Dashboard	Application Management Tool
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by SFA Summary
Verification Report	Mandatory Annual 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	2023-2024		Not Started
View Admin	2022-2023	9/6/2022	Approved

Complete the Food Safety Inspection information for all sites that participated in the SY 2023-2024. Select “Modify”.

Select “Save” once all information is completed.



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.



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 School Nutrition Consultant.
Thank you**