**Instructions for Completing the Electronic Renewal of the**

**2024 – 2025 Special Milk Program Agreement**

The Agreement Renewal Component of the School Nutrition Technology System is now active for the 2024 – 2025 School Year.

Some documents must be completed and returned to the Office of School Nutrition before the Agreement Renewal may be approved. These documents include:

* **3 copies of the Agreement Renewal Signature Page (all 3 copies must be signed in blue ink by all parties)**
* **Proof of nonprofit status [501 (c)(3), state agency]**
* **Operating Calendar(s)**
* **Procurement Method Reporting**
* **Drug Free Workplace Certification (copy must be signed in blue ink)**
* **Debarment/Suspension Form (copy must be signed in blue ink)**
* **Free and Reduced Application for School Meals (if applicable, only for those Special Milk Program (SMP) sponsors, which accept Free and Reduced-Price Meal Applications)**

The above documents are attached with this communication for your convenience. Please complete each of the above items and return them in one envelope to the following address:

North Carolina Department of Public Instruction

Office of School Nutrition

6324 Mail Service Center

Raleigh, NC 27699-6324

**Attention: Ivy Early**

You may begin the Agreement Renewal Process by logging onto the School Nutrition Technology website at <https://www.ncchildnutrition.org/snp/NcidLogin.aspx>

As you review the Sponsor Agreement page and Site Application pages, you will notice that much of the information that you entered into the automated system last year has “rolled over” to populate this year’s Agreement/Application; therefore:

* You will need to review the information that rolled over to ensure it remains accurate for the current year.
* You need to enter the information that did not roll over for the 2024 – 2025 year.
* You will also need to print any non-prototype documents (as instructed by the Technology System) and submit along with other hard copy documents in the packet mentioned above. All items on the checklist must be submitted to the NCDPI.

You will need to complete the following:

1. Site Application(s)
2. SFA Application
3. Checklist Summary
4. Attachment List

Once these items are completed, the **“Submit for Approval”** button will appear in **RED**.

Should you require assistance during this process, please contact Ivy Early at [ivy.early@dpi.nc.gov](mailto:ivy.early@dpi.nc.gov) or 984-236-2629.

**The deadline for submitting the electronic Agreement, Site Applications, non-prototype documents and the documents mentioned above is Wednesday, June 12, 2024**.

|  |  |  |
| --- | --- | --- |
| **Special Milk Program (SMP) Application Checklist** | | |
| **Sponsor:** | **Agreement #:** | |
| **Tasks** | | **Completed** |
| * **Online SFA Application** | |  |
| * **Online School Nutrition Programs (Site Applications)** | |  |
| * **Online Checklist Summary-** must attach the required documents under the checklist headings using the highlighted paperclip: These forms must be mailed in as well. | |  |
| * + **SFA/SPONSOR CHECKLIST ITEMS** | | |
| 1. Three copies of Agreement form (signature page) signed in BLUE ink (make sure the documents uploaded displays a true-blue signature) | |  |
| 1. 501(c)(3) | |  |
| 1. Submit a copy of the signature page to NCDPI for approval (as applicable usually for new sponsors or changes made in administration) | |  |
| 1. Written Cash Management Procedure (as applicable to demonstrate how cash received for milk is handled) \*\* | |  |
| 1. Copy of Press Release (as applicable) \*\* | |  |
| 1. Free and Reduced Application for School Meals (if applicable, only for those SMP sponsors that collect Free and Reduced-Price Meal Applications) \*\* | |  |
| * + **SFA/SPONSOR SITE CHECKLIST ITEMS (IF APPLICABLE)** | | |
| 1. If a document is required, it will show an item is required for the site. If documents are shown, they must be uploaded for the site. \*\* | |  |
| \*\*Generated based on how questions are answered in SFA/Site Application | | |
| * **Online Attachment List/Mailed Documents** (if the items below are uploaded into the system, they will not have to be mailed in)**:** | | |
| 1. Operating Calendar(s) – must cover July 2024 – June 2025 dates of operation | |  |
| 1. Procurement Method Reporting – must provide documentation for 1 of the 3 methods used as outlined in the procurement document | |  |
| 1. Drug Free Workplace Certification signed in BLUE ink (make sure the documents uploaded displays a true-blue signature) | |  |
| 1. Debarment /Suspension Form signed in BLUE ink (make sure the documents uploaded displays a true-blue signature) | |  |

Remember to always click the **“Submit for Approval”** button when you have completed the application fully.

If the **“Submit for Approval”** button is grey, then something has not been completed online so recheck all areas and make sure you’ve completed the SFA Application without errors, Checklist Summary (clicking the document box and paperclip to upload the requested documents) and Site Application(s) without errors.