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

**2025 – 2026 Special Milk Program Agreement/Application**

The Agreement/Application Renewal Component of the School Nutrition Technology System is now active for the 2025 – 2026 School Year. Make sure your NCID password is active and not expired.

Some documents must be completed and uploaded in the School Nutrition Technology System (SNTS) before the Agreement/Application Renewal may be approved. These documents include but are not limited to:

* **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 forms are attached to this communication for your convenience. There are also documents listed above which are requested from your agency. Please complete each of the above items and upload them in the appropriate sections (see …Application Checklist form below) of the Application Package in the SNTS.

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

As you review the SFA Application and Site Applications, you will notice that much of the information that was entered into the technology 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 and if not, make corrections as necessary.
* You need to enter the information that did not roll over for the 2025 – 2026 year.
* You will also need to upload into the Checklist Summary any non-prototype documents (as instructed by the SNTS).
* Use the …Application Checklist form below as a guide to know where to upload forms/documents into the SNTS.

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.

**Reminders:**

* Upload the required documents/forms in the appropriate sections (Checklist Summary or Attachment List) in the Application Package.
* Use the SMP Application Checklist form below as a guide to know which section to upload each form/document.

**The deadline for submitting the electronic Agreement, Site Applications, non-prototype documents and the documents mentioned above is Monday, June 11, 2025**.

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| **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 Summary headings using the highlighted paperclip: | |  |
| * + **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. Upload 1 copy of Agreement form signed signature page in blue ink.) | |  |
| 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 in this section. \*\* | |  |
| **\*\*** Generated based on how questions are answered in SFA/Site Application | | |
| * **Online Attachment List** (all items below must be uploaded into the system in this section)**:** | | |
| 1. **Operating Calendar(s)** – must cover July 2025 – June 2026 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 display a true-blue signature) | |  |
| 1. **Debarment /Suspension Form signed in BLUE ink** (make sure the documents uploaded display a true-blue signature) | |  |

Remember to always click the **“Submit for Approval”** button when you have completed all sections of the application package.

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.