


CNPweb Program Year 2025

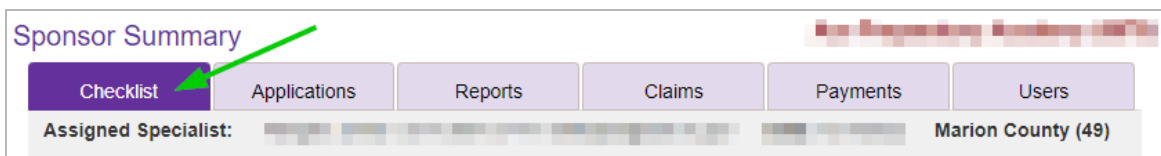
Each year, sponsors must apply for USDA's Child Nutrition Programs (CNPs) through the IDOE CNPweb online database system. Applications are reviewed in the order in which they are received, so prompt attention when the application opens is appreciated.

Applications in *Pending Submission* status will not be reviewed for approval.

- Step 1:** Complete the [Sponsor Information Sheet](#)
- Step 2:** Complete the [Site Information Sheet\(s\)](#)

Correcting Errors: If there are errors on either the sponsor or site information sheets, a notification explaining this will pop up at the top of the screen. Click **Continue** and then view the index at the left. Any areas that have a number outlined in a red circle is where errors exist. Click directly on that part of the index and you will be taken to the error on the application. Use the [CNPweb Help Form](#) if you have any questions about an error.

- Step 3:** Submit all required documents on the [checklist tab](#)
 - Click to the Checklist Tab to see which documents are required for your application.
 - Required documents are noted with a red checkbox. 
 - All sponsors will need to complete the Ethics Course in Moodle this year (whether checked or not).
 - Do not review required documents in the checklist tab until you have completed steps 1 and 2 as the sponsor and site pages may cause more required documents once the information is completed.

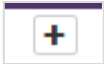


- Step 4:** Click "Submit for State Approval"
 - This button appears at the top of the checklist tab only **after** Steps 1-3 have been completed.



CNPweb 2025 Instructions

Initial Steps

1. Log into the [CNPweb](#) using your individual User ID and password. In June 2022, CNPweb moved to a single user sign-on process. All sponsors have a CNPweb Administrator. This person can set up access for users that need CNPweb access. Need help? Please reach out to your CNPweb Administrator or submit a request in the [CNPweb Help Form](#).
2. Click on **SNP**. Read the message screen and click **Next Page**. Select **2025** at the top of the Program Year list.
3. The first page that you will land on is the Applications tab. You will see Sponsor Info Sheet with a plus sign to the far right. Underneath that will be a purple row labeled as Site Info Sheet and your site(s) will be listed below that.
4. To get started, click the plus sign  to the right of Sponsor Info Sheet.

Completing the Sponsor Info Sheet

1. **Mailing Address and Street Address:** Review the addresses to make sure they are correct. The **street address** must be the physical address, no P.O. boxes are allowed in this field.
2. **Alternate Address 1 & 2:** If there are additional addresses used, such as a shipping address or an administrative office address, report those here.
3. **Executive Contact:** The Executive Contact is typically the Superintendent, CEO, COO, Principal, Sheriff, etc. Provide name, title, email, and phone numbers. Include the fax number if available. Finally, select the address where this person works.
4. **Financial Contact:** Provide the Financial Contact's information. This person is responsible for completing claims, submitting the Annual Financial Report (AFR), maintaining the non-profit food service account, etc. Ideally this contact will be different from the Executive Contact.
5. **Food Service Director - hired by the SFA:** All sponsors, whether running their own program or contracting with a company to run their School Nutrition Program must appoint a Food Service Director (FSD) hired by the School Food Authority (SFA). Enter the Food Service Director's information here. A FSD hired by a Food Service Management Company, Vendor, or other contractual service (like an Educational Services Center) cannot be listed in this area. They will be reported in the next section. If

this person is new from last program year, you will need to submit this individual's information in [IDOE's New Director Hiring Form](#).

FSDs employed by the sponsor are required to maintain 12 hours of annual training and be food safety certified within the past five years. Select the appropriate radio button for the training requirement and enter the date food safety certification was obtained. For more information on the role of the FSD, click [here](#).

Quick note! There should be at least two different contacts provided within these three previous sections.

6. FSMC/Vendor/Food Service Contractor:

If your program is self-operated by an FSD (hired by the sponsor) and you do not contract with a Food Service Management Company (FSMC), Vendor, or Food Service Contractor, select **No** for the first question and skip the rest of this section.

Sponsors that contract with a FSMC or have a Vended Meals Contract need to select **Yes**, and then fill out the rest of the section. If you do not see your vendor or FSMC listed in the drop down, please submit a request in the [CNPweb Help Form](#). If the FSMC or Vendor employs a FSD, they also need to maintain 12 hours of annual training and be food safety certified. For more information, check out this [resource](#).

Sponsors that contract with a Food Service Contractor or Educational Services Center will select **No** for the first question but should go ahead and fill out contact information for the contractor they are working with. If you do not see your service center or company name listed in the drop down, please submit a request in the [CNPweb Help Form](#). If this contact is also fulfilling FSD duties, along with the school-hired FSD, they should also maintain 12 annual hours of training and be food safety certified.

Questions about Food Service Management Company procurement or contracts?
Contact [Cindy Harris](#).

Quick note! All sponsors that contract with a FSMC or Vendor must still have a sponsor-employed Food Service Director who meets hiring requirements, maintains 12 hours of annual training, and is food safety certified.

- 7. Direct Certification Contact:** This is the person who regularly conducts Direct Certification (DC) downloads, DC look-ups, and Direct Verification look-ups. IDOE will occasionally reach out to this person if there are issues or updates to the system.
- 8. Free and Reduced App Process Contact:** This is the person who processes free and reduced applications. They may also be in charge of the verification process. For sponsors using the DC Parent Notification Letters in CNPweb's DC system, this is the person who will be listed as the contact on those.

9. New! General Information: Most of this section is already completed, but there is a new question asking about the Community Eligibility Provision (CEP). If any of your sites are participating in this program, then select Yes. If not, select No. Keep in mind you must have been approved to operate CEP by June 30, 2024.

10. Free & Reduced Software Company Contact: If the sponsor uses a Free and Reduced Software for online applications, processing applications, assigning eligibility, and/or conducting verification, then select the company from the dropdown menu. If the company is not available, please submit a request in the [CNPweb Help Form](#) to get it added to the list. When completing this section, provide the contact information for someone that works for the software company (if known). If the sponsor does not use a Free and Reduced Software, then skip this section.

11. Free and Reduced-Price Forms: This section is typically autofilled from the previous school year, however, you will want to verify that all information is correct.

National School Lunch Program Forms: Sponsors claiming free, reduced, and paid rates must indicate that they provide letters to households for direct certification eligibility, applications for free and reduced price meals, instructions and parent letters to accompany the applications, and notification letters of eligibility for meal benefits. Those that are non-pricing (i.e. sponsors with all sites on the Community Eligibility Provision, RCCIs with no day students) can select **Does Not Apply**.

Special Milk Program Form: Sponsors that implement the Special Milk Program need to indicate if they provide households with applications for free milk benefits, if so they also need to provide the instructions and parent letter, as well as the notification letter of eligibility for free milk. For those that only charge for milk and do not provide free milk, then only the “Paid Milk Only” notification letter must be sent to households. If the sponsor does not operate the Special Milk Program, then select **Does Not Apply**.

Verification Forms: Sponsors that process free and reduced applications are required to conduct verification. This means they must have a letter that notifies households that they have been selected for verification and then another letter that notifies the households of their results once verification is complete. Sponsors that do not process free and reduced applications should select **Does Not Apply**

12. Free and Reduced-Price Application Processing

Title of Approval Official: Enter the title of the person who approves free and reduced applications. Please note, this should not be the person’s name but rather their title, such as Food Service Director, Secretary, Treasurer, etc.

Title of Hearing Official: Enter the title of the person who has been designated as the Hearing Official in the event that a household wants to appeal their eligibility determination. Please note, this should not be the person’s name but rather their title, such as Food Service Director, Secretary, Treasurer, etc. Questions about the appeal process? Contact [Allie Caito-Sipe](#).

13. USDA Civil Rights Requirements

Civil Rights Training Contact: This contact is responsible for viewing the annual Civil Rights training, taking the quiz, and then training all other Child Nutrition Program staff. Questions about Civil Rights requirements? Contact [Emily Klingler](#).

504 Coordinator Contact: All Local Educational Agencies who employ 15 or more people (not just food service staff) are required to have a 504 Coordinator. This person ensures that someone is designated to coordinate compliance with disability requirements. Typically, this is someone employed under special education, counseling, or some other administrative position. If you have a question about the 504 coordinator, please contact [Emily Klingler](#).

Date of Anticipated Training: Enter the date that Civil Rights training will take place in the current school year.

Civil Rights Questions: All of these Civil Rights requirements must be in place. Contact [Emily Klingler](#) with any questions.

14. Wellness Policy Contact: This is the main person in charge of ensuring the local Wellness Policy is implemented, the committee is regularly meeting, and the policy is re-evaluated every three years.

15. Wellness Policy: In order to operate the School Nutrition Programs, a Wellness Policy must be implemented. For questions about the wellness policy, contact [Margo Birk](#).

16. OMB Single Audit Compliance

Indiana State Board of Accounts Audit: Sponsors must select if the Indiana State Board of Accounts audits their organization. Public schools and some public RCCIs should select **Yes**. Private schools, charter schools, and private RCCIs should select either **No**.

Federal Funding: The first line (#69) is auto filled from the previous year, but please review the fiscal year amount. This should be the total amount of federal funds that the sponsor received and spent in the last complete fiscal year. This is all federal funds received, not just funds related to the Child Nutrition Programs and includes grants, federal COVID relief dollars, Supply Chain Assistance Funds, etc.

Enter on the second line (#70) the total amount of federal funds you believe you will receive in the current fiscal year.

Check the box below the fund reporting if your fiscal year has changed from the previous school year. This is rare.

17. Single/Program-Specific Audit Information: This section is only visible for sponsors that are not audited by the Indiana State Board of Accounts and received \$750,000 or more of federal funds in the previous fiscal year. Public schools and some public RCCIs

will not need to complete this section. Private schools, charter schools, and private RCCIs that received under \$750,000 in federal funds can also skip this section.

For those that do need to fill out this section, include your Audit Firm contact information, address, and the date the audit work will begin and be completed.

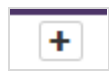
18. Certification Statement: Enter any general comments, if applicable, and then check the “I Certify” box.

19. Save: Click Save when your sponsor sheet is completed, or if you need to stop mid-way through the application process. This will save your work.

Errors: If there are errors, a notification explaining this will pop up at the top of the screen. Click **Continue**, and then view the index at the left. Any areas that have a number outlined in a red circle are the errors that need to be corrected in order for the sheet to be submitted. Click directly on that part of the index and you will be taken to the error on the application. See the end of these instructions for common errors. Use the [CNPweb Help Form](#) if you need any assistance.

20. Once arriving back on the Application tab, you can now fill out your site info sheets. See the next page for those instructions.

Completing the Site Info Sheet

1. Once the Sponsor Info Sheet has been saved (whether error-free or not), the site sheet(s) will be accessible. Click on the plus sign to the right of the site(s) to begin filling out information. 
2. **Mailing Address and Street Address:** Review this site's mailing and physical addresses to make sure they are correct. The street address must be the actual physical location of the site.
3. **Supplemental Street Address Directions/Special Notes:** Provide any special information or instructions regarding this site. Make sure any previous year's information has been deleted from this section if it no longer applies.
4. **Alternate Address:** If there is another address that is used, such as for shipping, report that here.
5. **Food Service Contact:** Include the name of that site's Food Service Contact, ideally this would be the cafeteria manager.

6. Months of Operation

If the site participates in any of these programs, select the operating months. This directly correlates with the monthly claim for reimbursement. If a month is not checked, then that month's claim will not be accessible.

- **National School Lunch Program (NSLP):** these months should be checked if the site will be claiming reimbursement for lunches served.
- **School Breakfast Program (SBP):** these months should be checked if the site will be claiming reimbursement for breakfasts served.
- **Special Milk Only (SMO):** these months should be checked for sites that do not implement NSLP or SBP and only offer reimbursable milk to students.
- **Split Session Kindergarten:** these months should be checked if the site operates NSLP or SBP for some grades, but other grades do not have access to these meals and instead only participate in the special milk program.
- **After School Snacks (ASSP):** these months should be checked if the site operates an open educational/enrichment after school program and provides reimbursable snacks.
- **Seamless Summer Option (SSO):** If the site was approved to operate SSO for summer feeding in 2023, check July (and August, if applicable). If planning to feed students during future school breaks that are 10 days or longer, contact your field specialist for approval (well before the break begins). Then make a revision in CNPweb prior to the start of that feeding session.
- **Fresh Fruit & Vegetable Program (FFVP):** this program is only for sites that have been told they are approved for this competitive grant program in the 2023-2024 school year, sites not eligible for FFVP will not see this program listed.

Dates of Program Operations: Enter the school nutrition program's start date

and end date. This must correspond with the checked months above.

7. General Information

Open/Closed Campus: If the site is open for students to go off campus for their meals, select Open Campus. If students can only eat meals on campus, select Closed Campus.

Classification of Site: Select what type of site this is, whether a regular school, charter school, Residential Child Care Institution (RCCI), etc. If the site only serves snacks through the After School Snack Program, make sure to select Snack-Only as the site type.

The following are questions that will only be visible for applicable sites:
Charter School: Only charter schools will see this area and select their Chartering Organization from the drop-down.
Private RCCIs: RCCIs that are private should include their License Number, Effective Date, Expiration Date, and Capacity.
RCCI - approving free and reduced applications: All RCCIs need to indicate if they process free and reduced applications to determine eligibility.
Private Non-Profit Diocese: This only appears if the site is a private school. If the school is associated with a Diocese, select the Yes and then the applicable Diocese.

Site Administration: Some sites might not be a legal entity of the sponsoring organization, for instance if a public school corporation sponsors a private school. If this is the case, select **Legally Separate from the Sponsor**. If the site is a legal entity of the sponsor, select **Legal Entity of the Sponsor**.

Type of Food Service: Select where meals, served at this site, are actually prepared.

Grades Served at Site: All grades served at this site must be checked.

Head Start: If the site participates in Head Start and meals are claimed under NSLP and/or SBP, select the Grantee from the drop-down box.

If Head Start is selected in the Grades Served at Site section, indicate if meals are claimed under the School Nutrition Program by selecting **Yes**. If they are not claimed under the School Nutrition Program, select **No**.

Pre-K: If Pre-K program is operated at this site then who administers the

program, the school or an outside organization? If it is the school, then select **Yes** and skip the next field. If an outside organization, select **No** and then fill in the name of the organization in the next field. **If the sponsor does not operate the Pre-K program, then meals served to these kids cannot be claimed under the National School Lunch program.**

Attendance Factor: This number is pre-filled for every site. If your attendance rate is higher or lower, you can adjust this.

8. Site Eligibility Information: These numbers are pre-filled based on prior years' claims. These percentages help determine eligibility for Severe Needs Breakfast and Lunch.

9. Area Eligibility Information: These numbers are pre-filled based on the April 2024 claim. These percentages help determine site eligibility for the After School Snack Program (ASSP). If your program should be site eligible but an error pops up in the ASSP section, contact us using the [CNPweb Help Form](#).

10. National School Lunch Program (NSLP)

Participation: If operating the NSLP, select Participate in Regular Program. If operating a Provision, select the specific provision in the drop down menu. If not operating the NSLP, then select Not Participating and skip the rest of this section.

Provision 2/3: Those implementing Provision 2 or 3, enter the base year when applications were originally collected. Then enter how claims for reimbursement are calculated. Sponsors that do not implement Provision 2 or 3 should not see these questions.

Offer vs. Serve (OVS): Select if implementing OVS at lunch, meaning students are allowed to decline components at lunch. Sites that serve grades 9-12 must select **Yes**.

Pricing/Non-Pricing Program: If the site is CEP or operates Provision 2/3 at lunch, select **Non-Pricing Program**. RCCIs with no day students or those who do not charge students can also select **Non-Pricing Program**. All other sites operating NSLP should select **Pricing Program**, this means the site charges students for their paid meals.

Amount Charged to Students: CEP, Provision 2/3 sites, and RCCIs with no day students or who do not charge students, can skip these fields. All other sites can enter the total that they are charging students this school year. Questions about pricing and Paid Lunch Equity (PLE)? Contact [SCN Finance](#).

Sites that charge for reduced meals can charge a maximum of .40 cents for reduced lunch

Amount Charged to Adults: Sites that are non-pricing for lunch must charge adults at least \$4.97 for a complete meal.

Sites that charge students for lunch must charge adults using the following formula; The highest paid price amount + .42 cents (paid meal reimbursement rate) + .09 cents (menu certification rate) + .45 (value of USDA donated foods). Round up to the nearest cent.

View more guidance on adult meal prices [here](#). Those that charge a la carte prices only to adults will still need to put a minimum amount in the form that fits with this guidance in order to submit their site sheet. Keep in mind, only adults directly involved with producing the School Nutrition Program meals can receive a free meal (which can then be covered with the non-profit food service funds). All other adults must pay for their meals or the adult meal costs must be covered with non-federal funds. Questions about pricing? Contact [SCN Finance](#).

Lunch Serving Time: Enter the beginning and ending time for lunch service. The earliest lunch can be served is 10 am and the latest is 2 pm.

Menu Planning Software: If a menu-planning software is used for lunch, select it here. If not, skip the question.

Checkbox: This must be checked in order to be approved to operate NSLP.

11. School Breakfast Program (SBP)

Participation: If participating in SBP, select Participate in Regular Program. If operating a Provision, select the specific provision in the drop down menu. If not participating in SBP, click Not Participating and then skip this section.

Provision 2/3: Those implementing Provision 2 or 3, enter the base year applications were originally collected. Then enter how claims for reimbursement are calculated. Sponsors that do not implement Provision 2 or 3 should not see these questions.

Offer vs Serve (OVS): Select **Yes** if implementing OVS at breakfast, meaning students are allowed to decline items. This is optional for all grade levels.

Pricing/Non-Pricing Program: If the site is CEP or operates Provision 2/3 at lunch, select **Non-Pricing Program**. RCCIs with no day students or those who do not charge students can also select **Non-Pricing Program**. All other sites should select **Pricing Program**, this means the site charges students for their paid and reduced meals.

Amount Charged to Students: CEP, Provision 2/3 sites, and RCCIs with no day students or who do not charge students can skip these fields. All other sites

implementing SBP should enter the total amount charged to students for breakfast. View [Paid Breakfast Prices for Students](#) for more guidance.

Sites that charge for meals can charge a maximum of .30 cents for reduced breakfast.

Amount Charged to Adults: Adult pricing must be high enough so meal costs are not supplemented by non-profit food service funds. To ensure your price is high enough, check out [Meal Prices for Adults](#) for guidance. Keep in mind, only adults directly involved with producing the School Nutrition Program meals can receive a free meal (which can then be covered with the non-profit food service funds). All other adults must pay for their meals or the adult meal costs must be covered with non-federal funds.

Breakfast Serving Time: Enter the beginning and ending time for breakfast service.

Location/Type: Select the location/type of breakfast implemented at this site. If the exact option is not listed, pick the one that closest resembles your method and then describe it in box #9. You can select multiple types of service by holding down the Ctrl key while clicking your service types.

Menu Planning Software: If a menu-planning software is used for breakfast, select it here. If not, skip the question.

Checkbox: This must be checked in order to be approved to operate SBP.

12. Special Milk Program (SMP)

Participation: SMP is a program for students/grades that do not have access to NSLP or SBP and instead only receive milk, which the sponsor is then reimbursed for. Sites that do not participate in this program should ensure **Not Participating** is selected and then skip the rest of the section. Those that do participate in the program should ensure Participating is selected and then fill out the rest of this section. Check out the [Special Milk webpage](#) for more information.

Milk Pricing

Paid Milk Only (Option 1): Select this option if you will charge all students for milk regardless of their free/reduced/paid eligibility. This also means that it is not included in the tuition/fees of the school or facility. Enter the price charged to the right.

The formula to determine the maximum charging price is: Average Dairy Cost - .2625 (milk reimbursement) + .03 cents.

Select **do not charge students for milk** under **Paid Milk Only (Option 1)** if students are not charged for the milk and the school is only claiming milk served as paid. This can include if the price of milk is within the tuition/fees for the school or facility.

Paid and Free Milk (Option 2): Select this option if you will be processing applications and then only charging students that don't qualify for free milk. Then enter the price charged to the right.

The formula to determine the maximum charging price is: Average Dairy Cost - .2625 (milk reimbursement) + .03 cents]

Select **do not charge students for milk** under **Paid and Free Milk (Option 2)** if you will still be processing applications and claiming paid and free milk, but not charging anyone for milk.

13. After School Snack Program (ASSP): Sites that operate an educational or enrichment program after school that is structured and supervised, and open to any student, can provide snacks to the attending students and claim snacks for reimbursement.

Participation: Select the type of participation this school will implement in the drop down. **Participating - Regular Snack** means that the site has a free and reduced percentage below 50% (based on April 2024). Snacks must be claimed at the free, reduced, and paid rates. **Participating - Site Eligible Snack** means the site has a free and reduced percentage at or above 50% (based on April 2024). All snacks are free for students and claimed at the free rate. If not implementing ASSP, select **Not Participating** and skip the rest of the section.

Did you know sites are eligible for Site Eligible Snacks if they can show there was at least one month in the past 5 years that had a free and reduced rate at the 50% or higher rate? If your application is stating the site is not eligible for Site Eligible Snack but you think this is not correct, reach out in the [CNPweb Help Form!](#)

Description: Describe the educational or enrichment activities taking place. Be as detailed as possible. Keep in mind that groups that require try-outs (like sports, choir, dance) or elections (like student council, debate team) to participate cannot operate ASSP. Instead, an overarching drop-in style program with tutoring, for instance, can operate and those students can drop-in to pick up their snack and head to their own practice or meeting.

Structured and Supervised: ASSP can only take place in a structured and supervised environment, select **Yes**.

Site Number: If using the criteria above and the site does not qualify for Site Eligibility, then a school could potentially use another site's free and reduced data to qualify their own school, as long as the site is within the applying school's attendance area. For questions, submit within the [CNPweb Help Form](#).

Extended Eligibility Learning Time: Sites that have longer than average instruction periods may be eligible to operate under Extended Eligibility (allowing snacks to be

served within the last hour of the school day). View the [ASSP Quick Guide](#) for more information. If the site is implementing Extended Eligibility, select **Yes** and enter the total number of instructional hours in the next field. If not, click **No** and skip the next field.

Time School Day Ends/Snack Program Begins and Ends: Select the time school ends, the snack program begins, and the time the program ends. (If there are multiple programs with different start/end times, enter details in the previous description box).

Days: Select the days the program will be operating.

Amount Charged: Schools that are implementing Site Eligible Snacks can skip this section. Schools with Regular Snacks can choose to charge students or not. If charging for snacks, enter the reduced price amount (cannot exceed .15 cents) and the paid snack amount.

RCCIs Only: RCCIs can operate ASSP in July as long as students are still attending school. So if this is the case, RCCIs should click **Yes**. If school is not in session, select No.

14. Fresh Fruit and Vegetable Program: Sponsors that are approved to operate FFVP will see this section. If your site was approved for FFVP but you are not seeing this section, contact us through the [CNPweb Help Form](#). FFVP schools need to ensure their answers match the application they submitted the previous spring. If anything has changed, contact Gretchen Huntzer at ghuntzer@doe.in.gov.

15. Summer Seamless Option (SSO)

Participation: Only sites that have school closures that exceed 10 days can operate SSO. Select **Not Participating** and skip the section if the site will not be operating SSO during school closures that last 10 days or more. For those that will be operating SSO during fall, winter, spring, and/or summer breaks, click **Participating** and revise the rest of this section. Keep in mind, in order to operate SSO during breaks over the school year or next summer, the school must have a free and reduced percentage of 50% or more or be able to use census data or the attendance area to qualify.

Open Sites/Closed Sites: Select the option that fits for your site. If you are operating an open program where you allow any child from the community to receive meals, select **Open Eligible for Seamless Waiver**, **Open Using School Data**, or **Open Using Census Tract Data** (whichever is applicable). If you are only serving students that are enrolled at that site, then select **Closed Enrolled Using School Data**, **Closed Using Census Tract Data**, or **Closed Using Income Applications** (whichever is applicable).

Types of Meals Served: Sites are allowed to operate a maximum of two programs under SSO. Lunch and Supper are not allowed to be operated together. Typically, sites will operate Breakfast and Lunch. Check the appropriate boxes.

Estimated Number of Children to be Served: Enter the estimated average daily participation.

Adult Meal Prices Pricing: Adult pricing must be high enough so meal costs are not supplemented by non-profit food service funds. To ensure your price is high enough, check out [Meal Prices for Adults](#) for guidance. Keep in mind, only adults directly involved with producing the School Nutrition Program meals can receive a free meal (which can then be covered with the non-profit food service funds). All other adults must pay for their meals or the adult meal costs must be covered with non-federal funds.

Locations Advertised: Check any that apply. If operating a closed site, check only government agencies

Type of Advertisement: Check any that apply. If operating a closed site, check how you notify households of meal service.

16. Summer Seamless Option - Operating Days: This section might not be visible to sponsors who did not operate SSO last school year. If that is the case, once you submit your site sheet, this section will pop up and you will need to go back and fill it out.

Begin Date/End Date: Enter the dates that SSO meal service begins and the date SSO will end. This must match the months checked in the top section (**Months of Operation**) of the site sheet.

Number of Operating Days: Enter the total number of days you will be providing meals in each month.

Feeding Sessions: If operating multiple breaks, enter each begin/end date of those breaks in this section. If only operating SSO during one break, you can skip this.

New! PY 2025-2026 July SSO: In order to be prepared for the following program year, please select the radio button to let us know if you will be operating SSO in July 2025.

17. Summer Seamless Option - Meals: Check the meals you will be serving under SSO. This must match with the meal periods you selected above.

Preparation Type: Select the best option from the drop-down menu.

Offer vs Serve (OVS): Check this box if Offer vs. Serve will be implemented with either Breakfast and/or Lunch.

Shift: If providing multiple meal service shifts (i.e A Lunch, B Lunch, C Lunch) within the same service, select **Yes**. If not, select **No**.

Begin/End Time: Choose the correct time in the drop down menus.

ADP (Average Daily Participation): Enter the average number of children you will feed for each meal. This is connected with the claim for reimbursement.

Operating Days: Check the days meals are provided.

18. Food Safety Inspection: Enter the date that the two health inspections occurred the previous school year. If the school did not receive one or both inspections or never received an inspection and did not request one, select the correct option.

19. Accountability Procedures:

If the site uses a **Point of Sale** system, select the company in the drop-down menu. If your company is not listed, contact us in the [CNPweb Help Form](#).

Payment Collection Method: Check the method that the school collects payments. If non-pricing, select **Non-Pricing**.

If none of the previous options match your payment collecting methods, enter more information into this “**Other**” field.

Meal Counting Method: Check the method by which the meal counts are collected. Schools can check more than one method, if applicable, for instance Computer System and Community Eligibility Provision (CEP) might be accurate.

If none of the previous options match your meal count method, enter more information into this “**Other**” field.

Meal/Milk Count: The meal or milk count must be taken at the time the student receives their reimbursable meal or milk. So this should be **Yes** in order to be approved to operate.

If you selected **No** in the **description box**, explain when meal counts are taken.

20. Certification Statement: Check this box in order to submit your application.

21. Click **Save** when your application is done, or if you need to stop mid-way through the application process. This will save your work.

Errors: If there are errors, a notification explaining this will pop up at the top of the screen. Click **Continue** and then view the index at the left. Any areas that have a number outlined in a red circle are the errors. Click directly on that part of the index and you will be taken to the error on the application. Use the [CNPweb Help Form](#) if you have any questions about an error.

Completing the Checklist Tab

1. Once the Sponsor and Site pages say **Pending Submission** to the right side on the **Application** tab, click on the **Checklist** tab.
2. Underneath the section that says Item/Required/Packet Forms you should see some forms marked with a **red checkmark**. For instance, all sites should see a checkmark to the left **Ethics Course** this year. Some sponsors will see additional checks. No sponsor should be submitting all forms. Some of these forms are only necessary for brand new sponsors (see below for more information). If you cannot see any packet forms, make sure you have submitted your Sponsor and Site Applications to Pending Submission. If you still cannot see any forms then click on the eye icon at the bottom of the page to Show Non-Required Forms.
3. You can click on the **logo** to the right of the offline form (if applicable) to download a copy of the form, template, or tool.
4. Upload completed forms directly into the CNPweb system. To do this, click on the **blue arrow logo** to the far right of the form under the Action column. This will open up your computer folder. Select your saved, completed form and click **Open**. It will automatically load into the CNPweb. If you need to view the uploaded form, click the **eye icon**. To delete the upload, click the **trash can icon**.

Please note! The only files that cannot be directly uploaded into the checklist tab are items that Cindy Harris might be requiring for particular sponsors, including the Food Service Management/Vended Meals Process or the Procurement Plan. If you have a check next to these, email the required documents to Cindy at charris@doe.in.gov. Then click **Forms Data Entry** to manually enter the date you emailed those documents.

5. Offline Forms

Ethics Course: This course is required every year for all sponsors that claim under the School Nutrition Programs (including NSLP, SBP, and Special Milk Only (SMO)). Find the course in [Moodle](#) and then upload your certificate of completion into the CNPweb. Questions about Moodle? Check out Moodle Instructions [here](#).

Hint! The Enrollment Key to access this course and all others under Nutrition in Moodle is SCN (all caps). Enter this into the Student field.

Paid Lunch Equity (PLE) Tool: Sponsors that had a negative balance in the non-profit school food service account as of June 30, 2023, must follow PLE requirements when establishing their paid lunch prices for SY 2024-2025 and submit a PLE Tool to IDOE. The weighted average price for 2024-2025 should be at or above \$3.85. Sponsors are not required to raise their paid lunch price by more than

10 cents for SY 2024-2025 from the last year they charged for paid lunches. SFAs can still choose to raise the price by more than 10 cents.

Any sponsor with a positive or zero balance in its non-profit school food service account as of June 30, 2023, may be granted an exemption by IDOE from the PLE Pricing Requirements. Sponsors wishing to apply for the PLE Exemption must complete an attestation statement verifying the SFA has a positive or zero balance in the non-profit school food service account as of June 30, 2023 (SFAs do not need to submit documentation verifying the balance, but will need to keep documentation (a bank statement, accounting software report, or ledger print-out) showing the balance in their non-profit school food service account as of June 30, 2023.

RCCIs do not need to complete the Paid Lunch Equity Tools, as all students are free. Exception: RCCIs with day treatment centers (where students are not residents)

PLE Tool 2024-2025, guidance, instructions, attestation statement, and common questions and answers can be found on IDOE's [Financial Management webpage](#) under the headers Pricing Guidance and Paid Lunch Equity (PLE)/PLE Tool SY 2024-2025.

For additional questions, please email SCNFinance@doe.in.gov and include "PLE Tool" and your sponsor number in the subject line.

If you already submitted your PLE Tool to SCN Finance, then enter the date into the checklist by clicking Forms Data Entry, entering the date, and clicking Save.

Food Service Management/Vended Meals Contract: For those that contract with a Food Service Management Company or vendor, email Cindy Harris at charris@doe.in.gov with any questions. Nothing needs to be uploaded here, instead enter the date that any FSMC/Vended Meals contracts, addendums, or renewals were submitted to and approved by Cindy Harris.

FFVP Addendum: This is only required for sponsors that have been approved to operate the Fresh Fruit and Vegetable Program in the 2024-2025 school year. This is not the same as the DOD Fresh program. Sponsors will send their Addendum to Gretchen Huntzer at ghuntzer@doe.in.gov. Once the addendum has been sent to Gretchen, click Forms Data Entry, then enter the date the form was sent and click Save.

CNPweb Administrator Signature Page: This is only required for those with a change of CNPweb Administrator. Individual users now have their own usernames/passwords to access CNPweb. Each sponsor has a CNPweb administrator who has the power to set up users in the system. If the assigned CNPweb Administrator changed, the Executive Contact (typically the Superintendent, CFO, Director, Head of School, Principal, etc.) will need to fill out a new Administrator Signature Page and this can be uploaded into CNPweb.

Permanent Agreement (PA): While required last year, the Permanent Agreement is only required for new sponsors this year.

Procurement Plan: Sponsors do not need to submit this plan for annual renewal. However, if anything has changed with the submitted procurement plan, update and send to Cindy Harris at charris@doe.in.gov for review and approval.

Policy Statement - Non Pricing - Sponsors that are operating CEP or Universal Feeding for the first time this year should review and sign this page (click the Adobe logo to obtain the form) and then scan and upload back into CNPweb.

Policy Statements, Documentation of 501c3 Status, Civil Rights Pre-Award Compliance Review, Direct Deposit Authorization Agreement, W-9 Form: These are only required for brand new sponsors that are operating the School Nutrition Programs for the first time ever. If these are checked and you are not brand new let us know by submitting in the [CNPweb Help Form](#).

New! Seamless Summer Option (SSO) Documents: We have a new placeholder within the checklist for sponsors operating the SSO to upload documents. This is especially important for those implementing non-congregate SSO. Reach out to your field specialist with any questions.

6. If uploading any of these forms, dates will automatically be updated to show that you have submitted the forms. If there are any forms you couldn't upload and instead emailed to IDOE-SCN staff, then click **Forms Data Entry** to enter the date you sent the forms. If the forms are hidden, click the eye icon that says Show/Hide Non-Required Forms. Once the dates have been added, hit **Save**.
7. Once all required dates have been entered and/or documents have been uploaded, you should see a button with an arrow at the top of the page that says **Submit to the State for Approval**. After clicking that your sponsor and site applications will say Pending Approval.

New! CEP Sponsors will not be able to submit their application to the state for approval without some CEP set-up behind the scenes. When you believe you have completed the entire application (including sponsor app, site app(s), and checklist documents) then submit a ticket in the CNPweb Help Form. Just state that you are a CEP sponsor and are ready for approval.

Remember, your CNPweb application is manually reviewed and approved by a small team. Please hold off on asking when your application will be approved, unless you feel like it is getting too close to your claiming deadline, if that is the case reach out to us through the [CNPweb Help Form](#).

Questions or issues with the CNPweb application process? Use the [CNPweb Help Form](#).