

Instructions for On-Line Renewal

Review all information that has been “rolled” from the previous year, and update as needed. Information that rolls from year to year includes site’s days, times, site kitchens, staff charts and other site information. [Budget](#) and [Advances](#) should not be addressed until all of the site information and the [Excess Fund Balance](#) has been entered.

Items in red are required information to be input before the sponsor is able to submit the renewal. Throughout the renewal whenever any data is input always click the ‘[Save](#)’ or ‘[Insert](#)’ button before continuing to the next step.

SFSP Profile

2010-11

Sponsor Name - 5555555555

Approval Date:

Address Street Address
City, State, Zip Code

SFSP Region SFSP 9

[Authorized Official](#) Name Name

[General Phone](#) (555) 555-5555

[Email](#) address@domain.org

[Fax](#) (555) 555-5555

[Representative 1](#) Name Name

[Email](#)

[General Phone](#)

[Fax](#)

[Representative 2](#)

[Email](#)

[General Phone](#)

[Representative 3](#)

[Representative 4](#)

[Program Participation](#) Summer Food Service Program

[Commodities](#) No

[Excess Fund Balance](#)

[Staff Charts](#) [Admin Chart](#) \$0

[Operating Chart](#) \$0

[Budget](#) Admin \$0

Operating \$0

[Advances](#) June not eligible operating < 10 days

July not eligible operating < 10 days

August not eligible operating < 10 days

Indicate the composition of the area serviced by your agency. Total Ethnic Categories must equal 100 percent. Total Racial Categories must be equal to or greater than 100 percent.

Ethnic Categories		Racial Categories	
Hispanic or Latino	0	American Indian or Alaska Native	0
Non-Hispanic or Latino	0	Asian	0
		Black or African American	0
		Native Hawaiian or Other Pacific Islander	0
		White	0
Total	0	Total	0

The following information is missing. It is required to complete the Annual Renewal:

Sponsor Site 1 Eligibility record not found Sponsor Site 1 meals missing Sponsor Site 1 Eligibility record not found
Sponsor Site 1 missing site kitchen record Sponsor Site 1 meals missing Staff Charts not completed Budget is missing

[National School Lunch Program\(NSLP\) - Click Here for Profile](#)

1. Complete ALL site information
2. Enter any leftover funds from last year under Excess Fund Balance
3. Review and update both staff charts
4. Complete the budget, if applicable
5. Request an advance

This paragraph lists all of the information that must be input or updated to complete the renewal. You may have to input substantially more information.

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- [Budget](#) – pg. 28-29
- [Camp Sessions](#) - pg. 17-19
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From the **SFSP Renewal/Profile** screen (pg.1), clicking Authorized Official, Representative {1,2,3,4}, General Phone, Fax, or Email will bring up this screen.

You may choose to add or change **Contact People**. Click the **New** button beneath the **Contact People** table and enter the appropriate information (see pg.3).

To update information for an existing contact role, click on the current person's Name in the table. Phone, fax numbers and E-mail addresses can be added or updated.

Red LEA Code denotes inactive Site

Site Name	Site LEA Code
Legal Site Name A	111111111111
Legal Site Name B	222222222222

Contact People

Name	Contact Role	Begin Date
First Last	Authorized Official	09/16/11
First Last	Representative 1	09/16/11

New

Click 'New' to add someone, representative 2 in this case, as a new contact role. To change the information for an existing contact, including the name, click on the person's name. The changes will be made on the following screens.

Address Information

Address Type	Full Address
General	Street City State Zip
Payee	Street City State Zip

New

Browser: Contact People



New York State Education Department
Child Nutrition Management System

Program Claims Reports Admin Help

[CNMS Menu](#)

Contact People

First Name: First
Last Name: Last
Contact Role: Representative 1
Begin Date: 09/16/11

Contact Devices

Device Type	Value
Fax	555-555-5555
General Phone	555-555-5556
E-mail	address@domain.com

[Back to Sponsor Name](#)

Click **New** under contact people if you have new representatives to add. Click **Delete** to delete the contact person. Authorized Official and Representative 1 cannot be deleted, click **New** to update their information, if necessary.

Click **New** under 'Contact Devices' (brings you to the screen below) to add a 'Device Type'. To change a number or email address click on the name of the device type; Fax, General Phone or E-mail.

Browser: Contact Devices



New York State Education Department
Child Nutrition Management System

Program Claims Reports Admin Help

[CNMS Menu](#)

Contact Devices

Enter values for new Contact Devices record

Device Type:

Value:

[Back to People](#)

Select the device type by clicking the down arrow that is to the right of the 'Device Type' box.

Enter the phone number or email address in the 'Value' box, click **Save**.

Click **New** again on the same page to enter other contact device type information and click **Save**.

Repeat until all information is entered. Return to the renewal (pg. 1)



Eligibility Periods

Dover Nassau 42900000000000

ENCLISD Le Salem Ave School 27200000000000

Success!

Row inserted

Eligibility Type:	<input type="text" value="SED"/>
Approval Year:	2011-12
Start:	06/15/11
End Year:	2016
Qualifying School LEA Code:	<input type="text" value="123456789991"/>
Qualifying School LEA Code:	<input type="text"/>
Qualifying School LEA Code:	<input type="text"/>
Block Group Code:	<input type="text"/>

[Back to Summer Feeding Site](#)

Click on the arrow to see a list of eligibility types. Select the appropriate one for the site.

If using SED data, enter the **'Qualifying School LEA Code'**. Use the 12-digit LEA code(s) of the eligible school(s) from which the site will draw its attendance. (Found on Area Eligible School Data List).

If using Census Data, use the 10-digit **'Block Group Code'** and then click **'Save'**.

Then click 'Back to Summer Feeding Site' link on the bottom of the page.

Commodities Eligibility:
Camp Permit Received:
6oz. Milk Waiver: N
6oz. Milk Waiver # Children: 60
First Week Site Visit Required:

Save Revert New

Site Kitchen

No Records returned

New

Beneath Site Kitchen, click **New. This will bring up the screen on page 7.**

[Back to Camp Apples](#)

Claims Information

Program Name	View/Revise
Summer Food Service Program	View

[Back to Camp Apples](#)

Site Programs

Program Name	Approval Date	Begin Date	End Date	End Participation Date
Summer Food Service Program		07/01/11	10/03/11	

Record 1 of 1

New

[Back to Camp Apples](#)

Done Internet 100%



New York State Education Department
Child Nutrition Management System

Program Claims Reports Admin Help

[CNMS Menu](#)

Enter values for new record

Name: 

Address:

City:

[Back to Annual Detail](#)
[Insert Sponsor Kitchens](#)

Click on arrow to the right of the 'Name:' box to bring up the available kitchens. **Make sure all 'Sat-Prep' sites are on the sponsor's profile before continuing.**

File Edit View Favorites Tools Help

★ Favorites ☆ Free Hotmail Search AtWork Search SED Internet Site NYSED SED Internet Web Site

http://portal.t.nysed.gov/pls/cn/cn3130cnp\$site_kitchens.kitchens_lov?i

Search criterion for Kitchen Type:

% Find Close

Kitchen Type	Name	Addressline1	City
Sponsor	We Grill 'EM	1225 Anywhere Lane	Albany

Enter values for new record

Name: ▼

Address:

City:

Save Clear

[Back to Annual Detail](#)
[Insert Sponsor Kitchens](#)

Choose the appropriate kitchen by clicking the corresponding 'Sponsor' or 'site' link from the **Kitchen Type** column in the grid.

If the desired kitchen is not available in the pop-up window, a new Sponsor Kitchen must be input. Click 'Insert Sponsor Kitchens' underneath the **Save** and **Clear** buttons to enter the information for a new Sponsor Kitchen. (The Sponsor Kitchens page can also be accessed from the SFSP Profile page. 'Insert Sponsor Kitchens' is directly above the first Site Information table/chart.)

The window above is available after clicking the green arrow. Any Sat-Prep sites will be available as site kitchens, as well as any previously entered Sponsor kitchens.

Sponsor Kitchens

Program Claims Reports Admin Help CNMS Menu

Sponsor Kitchens

Name: We Grill 'EM Cafe Address: 1222 Antwhere Lane
Address2: City:
State: NY Zip: 86753
County: Albany Insert? Clear

Name: Address:
Address2: City:
State: Zip:
County: Albany Insert? Clear

Name: Address:
Address2: City:

For new **Sponsor Kitchens** input the name and address of each kitchen the sponsor uses.

Click the **Insert** button at the bottom of the page.

Once completed, go back to the '**Renewal**' screen.

From the renewal page the newly created Sponsor Kitchen must be selected through the process described earlier, starting on pg. 8.

County: Albany Insert? Clear

Insert

4 Hierarchical Menu Trees Created Internet 100%



[Back to Site Annual Information](#)
[SFSP Renewal](#)

Site Programs

Sponsor Name:
LEA Code:
Site Name:
LEA Code:
Site Type: Closed Enrolled in Non-Needy Area
School Year: 2011-12
Program Name: Summer Food Service Program

Begin Date: [CAL](#)
End Date: [CAL](#)

List Date(s) with no meal service: 07/04/11, no meal service.

[Back to Site Annual Information](#)

Meal Types

[Lunch](#)
[Breakfast](#)

Click the 'SFSP Program Information' link (pg. 10) in the site information chart to continue entering site information.

Enter the **Begin Date** and **End Date**, use the 'CAL' link to bring up a calendar to choose the date, and click '**Save**'. The date must be entered in MM/DD/YY format. **Camp sites will enter the Begin Date and End Date when they set up their Sessions.** See pg. 5 for the link to Sessions and pg. 18 for instructions.

Click the **New** button below 'Meal Types' on this same page to add a meal, or click the meal type (**Breakfast**, **Lunch**, **Supper**, **Supplement**, **Snack**) to change days and/or times.

If deleting a meal, click on meal type, scroll down and click '**Delete**'. (Pg. 16)

If changing meal times, click on the **Meal** (**Breakfast**, **Lunch**, **Supper**, **Supplement**, **Snack**) then, on the next page (pg. 16), scroll to the bottom and click **Create Update Days**.

Instructions for adding a new meal type.

The screenshot shows the CNMS interface with the following elements and callouts:

- Header:** New York State Education Department Child Nutrition Management System. Navigation tabs: Program, Claims, Reports, Admin, Help. [CNMS Menu](#)
- Links:** [Site Annual Information List](#), [Back to Site Annual Information](#), [Back to Site Program Information](#)
- Meal Types Section:**
 - Records for: (Callout: Select which meal is being entered: Breakfast, Lunch, Supper, Snack or Supplement (camps only). Make sure the menu option is correct.)
 - NOCCIS Jerusalem Site School:
- Form Fields:**
 - Enter values for new record
 - Name: (Callout: Select which meal is being entered: Breakfast, Lunch, Supper, Snack or Supplement (camps only). Make sure the menu option is correct.)
 - Menu Option: (Callout: Make sure the menu option is correct.)
 - FOC: (Callout: Flexible Offsite Consumption. Do you allow children to take the fresh fruit/vegetable component offsite? If so, check the FOC box.)
 - Offer vs. Serve: (Callout: Choose Y or N for Offer vs. Serve from the drop down.)
 - Projected # Eligibles: (Callout: For Closed Enrolled in Non Needy Area sites only. The projected # eligible must be at least 50% of enrollment.)
 - Participation/Enrollment: (Callout: Total number of children eating at this site for this meal. Enter maximum expected at one time.)
 - Points Of Service: (Callout: Enter in number of 'Points of Service'. Then click 'Save'.)
 - Residential Campers: (Callout: For Camp Sites Only. Enter the type of campers that will be participating in the meal service.)
 - Day Campers:
 - Other Campers:
- Buttons:** (highlighted with a red box),
- Footer Links:** [Site Annual Information List](#), [Back to Site Annual Information](#), [Back to Site Program Information](#)

Instructions for updating information about a meal.

Success!

Row inserted

Site Name:	ROBERTSON Middle School
LEA Code:	129000700010
Sponsor Name:	Open/Neutral
LEA Code:	129000700010
Site Type:	Open
School Year:	2011-12
Name:	Lunch
Menu Option:	Summer Food Service Program Meal Pattern ▾
FOC:	<input type="checkbox"/>
Offer vs. Serve:	▾
Projected # Eligibles:	<input type="text"/>
Participation/Enrollment:	<input type="text" value="120"/>
Meal ADP Waiver:	N
Points Of Service:	<input type="text" value="2"/>
What Campers will Participate:	
Residential Campers:	<input type="checkbox"/>
Day Campers:	<input type="checkbox"/>
Other Campers:	<input type="checkbox"/>

Sponsors can update Flexible Offsite Consumption, Participation, and/or Points of Service. Closed Enrolled in Non Needy Area sites can update their Projected Number of Eligibles and Camp sites can update What Campers will participate. As always, click the Save button before continuing.

Save **Delete** Revert New

Delete button from page 10. Use only if the meal is being deleted.

Days

No Records returned

• [CREATE UPDATE DAYS](#)

Use this link to enter or update times for a meal service or the days of the week that meals are served.

- [Site Annual Information List](#)
- [Back to Site Annual Information](#)
- [Back to Site Program Information](#)

CNMS

New York State Education Department
Child Nutrition Management System

Program Claims Reports Admin Help

[CNMS Menu](#)

[Site Annual Information List](#)
[Back to Site Annual Information](#)
[SFSP Renewal](#)
[Back to Site Program Information](#)
[Back to Meal Type](#)

Days

Copy all Times

Save Revert **New**

When making updates to meal times, checking Copy all Times will automatically update the times for all days after entering the changes for the first day.

Click to add days and meal times.

[Site Annual Information List](#)
[Back to Site Annual Information](#)
[Back to Site Program Information](#)
[Back to Meal Type](#)



- [Site Annual Information List](#)
- [Back to Site Annual Information](#)
- [SFSP Renewal](#)
- [Back to Site Program Information](#)
- [Back to Meal Type](#)

Days

Breakfast

Day	Begin Time	End Time	Inse
Monday <input type="button" value="v"/>	<input type="text" value="08:00AM"/>	<input type="text" value="09:00AM"/>	<input checked="" type="checkbox"/>
Tuesday <input type="button" value="v"/>	<input type="text" value="08:00AM"/>	<input type="text" value="09:00AM"/>	<input checked="" type="checkbox"/>
Wednesday <input type="button" value="v"/>	<input type="text" value="08:00AM"/>	<input type="text" value="09:00AM"/>	<input checked="" type="checkbox"/>
Thursday <input type="button" value="v"/>	<input type="text" value="08:00AM"/>	<input type="text" value="09:00AM"/>	<input checked="" type="checkbox"/>
Friday <input type="button" value="v"/>	<input type="text" value="08:00AM"/>	<input type="text" value="09:00AM"/>	<input checked="" type="checkbox"/>
<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Enter the first **Day** of your meal service (Monday-Sunday) from the grey drop down tab.

Enter the **Begin Time** and **End Time** in the HH:MM(AM or PM) format

Then click the next day from the next drop down tab and the same **Begin Time** and **End Time** will automatically populate.

If you want a different time for each day, you will have to change the times manually.

After the correct times for each day are entered click **Save**.

- [Site Annual Information List](#)
- [Back to Site Annual Information](#)
- [Back to Site Program Information](#)
- [Back to Meal Type](#)



- [Site Annual Information List](#)
- [Back to Site Annual Information](#)
- [SFSP Renewal](#)
- [Back to Site Program Information](#)
- [Back to Meal Type](#)

If no other meal types are being added for this site click this link to get back to the main renewal page.

Days

Breakfast

Rows inserted successfully: 5

Day	Begin Time	End Time	Insert?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

After clicking save you will see “Rows inserted successfully” (highlighted). If there is an error with the format or some other error with the times, there will be an error message. Make sure the times are in the proper HH:MM(AM/PM) format, that no meal times overlap, and that supper doesn’t begin after 7pm or end past 8pm.

Click ‘Back to Meal Type’ link to add another meal type if needed.

For camps, click ‘Back to Site Program Information’ on the bottom of the page, see page 17.

- [Site Annual Information List](#)
- [Back to Site Annual Information](#)
- [Back to Site Program Information](#)
- [Back to Meal Type](#)

[Site Annual Information List](#)
[Back to Site Annual Information](#)
[SFSP Renewal](#)
[Back to Site Program Information](#)

Meal Types

Site Name: 2110257 Camp (2011-12) (01/11)
LEA Code: 40000070001
Sponsor Name: District of Columbia
LEA Code: 01000700000
Site Type: Open
School Year: 2011-12
Name: **Breakfast**
Menu Option: Summer Food Service Program Meal Pattern ▾
FOC:
Offer vs. Serve: Y ▾
Projected # Eligibles:
Participation/Enrollment: 120
Meal ADP Waiver: N
Points Of Service: 2
What Campers will Participate:
Residential Campers:
Day Campers:
Other Campers:

To add another meal type, repeat the steps on pg. 15

Days

Day	Begin Time	End Time
Monday	08:00am	09:00am

Meal Types

- [Breakfast](#)
- [Supplement](#)
- [Supper](#)
- [Lunch](#)

Records 1 to 4 of 4

[New](#)

[Back to Site Annual Information](#)

This is the bottom of the Site Programs page (see page 10) which opens from clicking SFSP Program Information

Camp Sessions

No Records returned

[Create and Update Camp Sessions Only](#)

For camp sites, click 'Create and Update Camp Sessions Only'.

[Back to Site Annual Information](#)



New York State Education Department
Child Nutrition Management System

[Program](#) [Claims](#) [Reports](#) [Admin](#) [Help](#)

[CNMS Menu](#)

Create and Update Camp Sessions Only

Begin Date	End Date	# Enrolled Residential Campers	# Eligible Residential Campers	# Enrolled Day Campers	# Eligible Day Campers	# Enrolled in Other State Program	# Eligible in Other State Program	Eligibility Due	Comments Delete?
------------	----------	--------------------------------	--------------------------------	------------------------	------------------------	-----------------------------------	-----------------------------------	-----------------	------------------

[Save](#) [Revert](#) [New](#)

Click New to enter Session information. See the screen on page 17.

[SFSP Renewal](#)

[Back to Site Program Information](#)



Create and Update

Note the 'Rows inserted successfully: #' message. The # should be equal to the number of sessions that were input. If all rows were not inserted successfully make sure all information is in the correct format, all the dates are correct, and that sessions do not have overlapping days.

Then click 'SFSP Renewal' at the bottom of the page to return to the renewal screen. (Scroll to the bottom; not shown)

Rows inserted successfully: 2

Begin Date	End Date	# Enrolled Residential Campers	# Eligible Residential Campers	# Enrolled Day Campers	# Eligible Day Campers	# Enrolled in Other State Program	# Eligible in Other State Program	Comments	Insert?
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/> CAL	<input type="text"/> CAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

New Additions to Site Program Information

On the SFSP Renewal page, site information will have to be updated and reviewed. Make sure: Eligibility, Method of Service, Start Date and End Date, Days of Service, Meal Times, Site Kitchen, Kosher Option(if applicable), Offer vs. Served Option, Flexible Off-Site Consumption(FOC), number of Points of Service(POS), **Number of Shifts for each Meal Service**, Milk Waiver, and all other applicable information is correct for the current year, for each site. Update if needed. (Click on the name of the meal [Breakfast, Lunch, Supper, or Supplement] to bring up the screen to make updates by meal. For Camp sites the Start Dates and End Dates are set through sessions. See pg. 5 and pg. 17 for links to access the ‘Sessions’ page.

If eligibility is ‘Not Found’ it needs to be updated, click Eligibility/Due. See page 4

From page 10

LEA Code	Rural/Urban	Kosher	Eligibility/Due	Method of Service	Site Ty
	Urban		Not Found	Satellite	Closed E
		Milk Waiver N	Contract Y		

SFSP Program Information

Start Date End Date Approval Date 1st Week Site Visit Self Review by [Site Kitchen](#) [Site Field Trips](#)

Waived Meadow Hill School 124 Meadow Hill Road, Newburgh

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Partic/Enroll	Offer Vs Served	FOC	Menu Option	POS	Shifts
Lunch	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	N/A	N/A	53	No		SFSPMP	1	

See page 5

NEW!
 Use this link to notify SED of site field trips. See pages 20-22

NEW!
 Must enter at least 1 shift.

The Site Field Trip Link will bring you to this screen.

Site Kitchen

Name	Kitchen Type	Address	City	End Date	County
------	--------------	---------	------	----------	--------

Record 1 of 1

[New](#)

Field Trip Notification

No Records returned

[New](#)

Click 'New' to enter your scheduled field trips.



Claims Information

Program Name	View/Revise
Summer Food Service Program	View

Site Programs

Program Name	Approval Date	Begin Date	End Date	End Participation Date
Summer Food Service Program				

Record 1 of 1

[New](#)

Field Trip Notification

All fields are required. All times should be entered in HH:MIAM format.

Success!

Row inserted

Site Name:

Site LEA Code:

Date of Trip:

07/07/15

[CAL](#)

Destination:

Fun Time Water Park

Street:

22 Fun Lane

City:

Funville

State:

NY

Zip:

12345

Departure Time:

09:00AM

Return Time:

03:00PM

of Children Attending:

54

Meals Being Served at Trip Site:

N

Breakfast Served:

Breakfast Begin Time:

Breakfast End Time:

Lunch Served:

Lunch Begin Time:

12:00PM

Lunch End Time:

01:00PM

Snack Served:

Snack Begin Time:

Snack End Time:

Supper Served:

Supper Begin Time:

Supper End Time:

Are All Child Attending:

Children Served at Normal Site:

How are Meals Transported to trip site:

In coolers with ice

By checking this box I hereby assure that: 1. Only meals served to eligible children will be claimed for reimbursement

Check the box to agree to comply with these four requirements.

2. All meals will meet meal pattern requirements
3. All meals will be properly supervised
4. Safe food handling procedures will be implemented during transportation and service of meals

Site name & LEA Code will be here

Field Trip Date must be requested 24 hours in advance. If a date less than 24 hours from the current date is entered, the following error message will appear:

“Field Trip Date must be requested 2 days in advance. Call the SFSP Office at 518 486-1086 to request this trip.”

Enter the **Date of the Trip**, use the ‘CAL’ link to bring up a calendar to choose the date. The date must be entered in MM/DD/YY format.

Enter the **Departure Time, Return Time** and the **Beginning and End Time** of each meal that will be served on the day of the field trip in the HH:MM(AM or PM) format

Indicate how you plan to safely transport the meals and comply with all food safety standards.

Representative 4

Program Participation Summer Food Service Program

Commodities No

Excess Fund Balance

Staff Charts [Admin Chart](#) \$1,656 [Operating Chart](#) \$8,482

Budget Admin \$0 Operating \$0

Advances June not eligible operating < 10 days

Click 'Excess Fund Balance' on the main Renewal page. Even if there were no excess funds from the previous year a '0' must be entered.

Indicate the composition of the area serviced by your agency. Total Ethnic Categories must equal 100 percent. Total Racial Categories must equal 100 percent.

<u>Ethnic Categories</u>		<u>Racial Categories</u>	
Hispanic or Latino	0	American Indian or Alaska Native	0

July Advance not available - operating < 10 days.
 August Advance not available - operating < 10 days.

(Sponsor is operating the # of sites which administrative budget was approved.)
 (Projected administrative costs do not differ significantly from approved budget.)

Commodities No

Excess Fund Balance

Ethnic Categories	
Hispanic or Latino	<input type="text"/>
Non-Hispanic or Latino	<input type="text"/>
Racial Categories	
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>

Last Updated 03/14/12

Save Revert

Enter the amount of excess funds then click Save.

Staffing Charts:

For both Administrative and Operational Staff Charts:

All staff that do not have supervisory or managerial duties must be paid an hourly wage that is at or above the minimum wage, and be paid at least every 2 weeks. Refer to NYS Labor laws.

See page 25 of this document for the administrative staffing chart and page 26 for the operational staffing chart.

All staff working with the SFSP need to be represented on the staffing chart. This includes workers that are volunteers or any staff paid from funds other than the SFSP reimbursement. For

small programs it is possible that one person works multiple positions, and can be entered as such.

Click 'New' to enter staff. This will allow up to five staff members to be added. If more than 5 positions are needed, save the first five, then click 'New' again to get five new available lines.

Use the drop down box to select the 'Position' of the staff being entered. If more than 1 worker has the same position, be indicated that in the 'Number of Staff in Position Column', indicate the number of Program Adults for each position in the 'Number of Program Adults Column' (Click here for guidance on Program Adults).

Indicate what funds are being used to pay each position by selecting the category from the 'Paid By' drop down box:

'Hourly' - the worker is paid hourly and at least some of their pay comes from the SFSP reimbursement.

'Salary' - the worker has a supervisory or managerial position is on salary, and at least some of their pay comes from the SFSP reimbursement.

‘Non-SFSP Funds’ - the worker is paid, but nothing from SFSP reimbursement.

‘Volunteer’ – the worker is an unpaid volunteer.

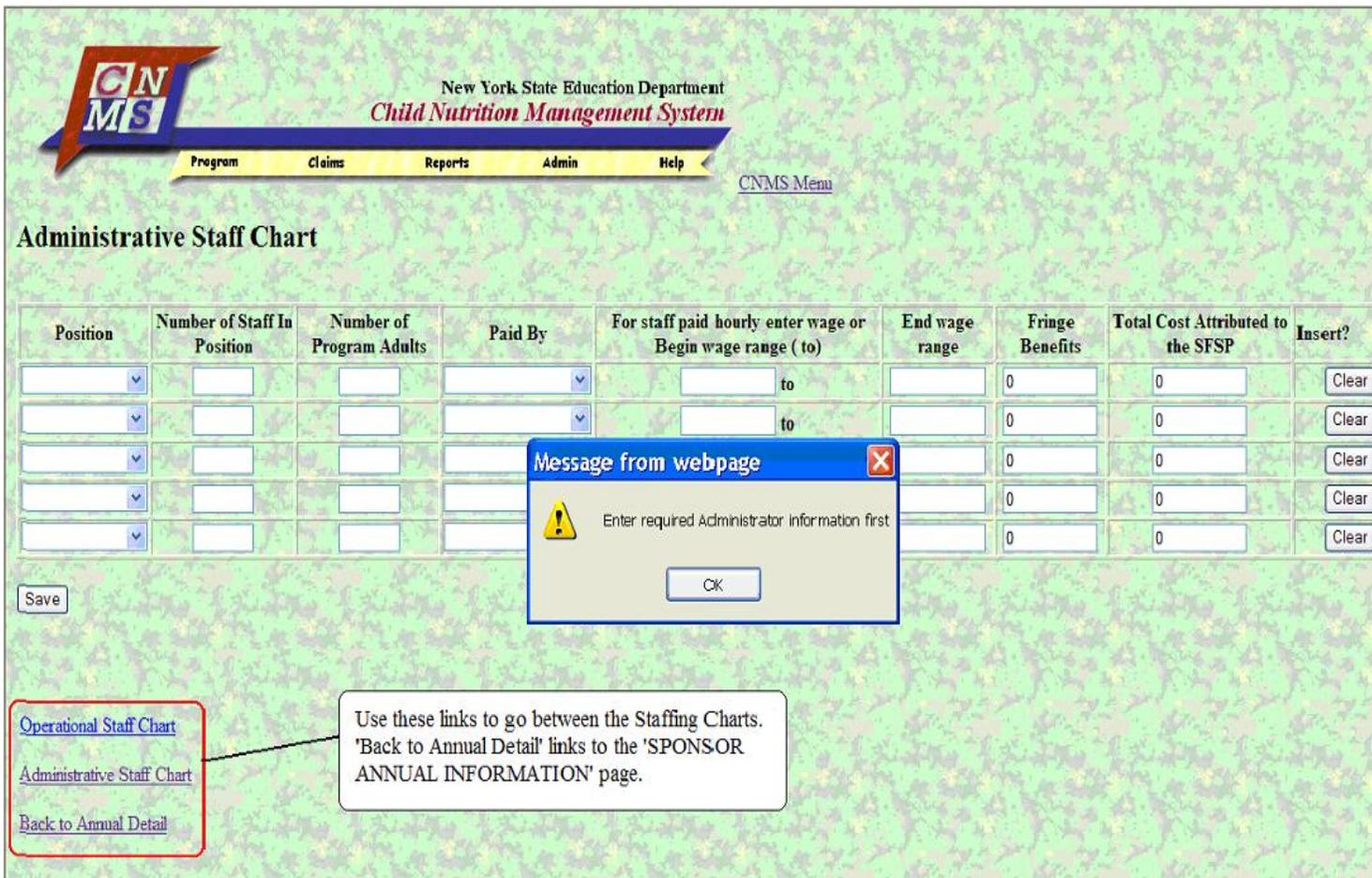
Indicate the worker’s hourly wage in the ‘For staff paid hourly, enter wage or Begin wage range (to)’ column. If more than one worker is in a position, and each have different hourly wages, indicate the wage using the ‘For staff paid hourly enter wage or **Begin wage range** (to)’ and ‘End wage range’ columns. If any fringe benefits are paid using SFSP reimbursement indicate the amount in the ‘Fringe Benefits’ column. In the ‘Total Cost Attributed to the SFSP’ column include the total of wages and fringe benefits being paid out of the SFSP reimbursement.

SFSP Profile
2010-11
Sponsor Name - 5555555555
Approval Date:

Address	Street Address City, State Zip Code
SFSP Region	SFSP 1
Authorized Official	Name
General Phone	
Email	
Fax	
Representative 1	Name
General Phone	
Email	
Representative 2	
Representative 3	
Representative 4	
Program Participation	Summer Food Service Program
Commodities	No
Staff Charts	Admin Chart \$0 Operating Chart \$0
Budget	Admin \$0 Operating \$0
Advances	June not eligible operating < 10 days July not eligible operating < 10 days August not eligible operating < 10 days

Links to staff charts from renewal page.

Staffing Charts



New York State Education Department
Child Nutrition Management System

Program Claims Reports Admin Help [CNMS Menu](#)

Administrative Staff Chart

Position	Number of Staff In Position	Number of Program Adults	Paid By	For staff paid hourly enter wage or Begin wage range (to)	End wage range	Fringe Benefits	Total Cost Attributed to the SFSP	Insert?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

[Operational Staff Chart](#)
[Administrative Staff Chart](#)
[Back to Annual Detail](#)

Use these links to go between the Staffing Charts. 'Back to Annual Detail' links to the 'SPONSOR ANNUAL INFORMATION' page.

Administrative Staff Chart:

Review the general staffing chart instructions on pg. 24 before continuing.

Start by clicking the Admin Chart (**Administrative Chart**) in blue from the Renewal (SFSP Profile) screen.

First, you will be prompted to enter an Administrator. (This could be your Authorized Official or Superintendent).

Enter all Administrative Employees working on the SFSP Program. Use the drop down boxes.

Then click **Save**.

The total of the Total Cost Attributed to the SFSP will automatically populate the Salaries/Fringe Benefits item of the Administrative Costs column on the budget.

An error will occur if more than 15% of projected reimbursement is allocated to Administrative Costs, including salaries.



Operational Staff Chart

Position	Number of Staff in Position	Number of Program Adults	Paid By	For staff paid hourly enter wage or Begin wage range (to)	End wage range	Fringe benefits	Total Cost to SFSP	Insert?
Site Supervisor	1	1	Salary	0 to	0	150	3000	<input checked="" type="checkbox"/> Clear
Cook/Chef	1	1	Hourly	15.00 to	16.50	175	1000	<input checked="" type="checkbox"/> Clear
Kitchen Help	1	1	Hourly	7.25 to	7.35	100	3100	<input checked="" type="checkbox"/> Clear
Driver	1	1	Hourly	9.25 to	9.25	50	3000	<input checked="" type="checkbox"/> Clear
						0	0	Clear

[Operational Staff Chart](#)

[Administrative Staff Chart](#)

[Back to Annual Detail](#)

Use these links to go between the Staffing Charts. 'Back to Annual Detail' links to the 'SPONSOR ANNUAL INFORMATION' page.

Operational Staff Chart:

Review the general staffing chart instructions on pg. 21 before continuing.

Next enter the operational staff by clicking the **Operational Staff Chart** in blue.

You will need to enter in your Site Supervisor first.

After completing the chart click '**Save**'.

To return to the renewal page, click **Back to Annual Detail** tab, then, on the new page, click on the **SFSP Renewal** tab, which will be towards the top of the page.

Now you may enter your Budget.

The screenshot shows a web browser window titled "SFSP Renewal". The main content is titled "SFSP Profile 2010-11" with a "Sponsor Name - 555555555555" and an "Approval Date:" field. The page lists various fields for data entry, including "Address", "SFSP Region" (SFSP 1), "Authorized Official" (Name, General Phone, Email, Fax), and "Representative 1" (Name, General Phone, Email). It also shows "Program Participation" (Summer Food Service Program), "Commodities" (No), and "Excess Fund Balance". Under "Staff Charts", it lists "Admin Chart \$0" and "Operating Chart \$0". A "Budget" link is highlighted with a callout box that says "Click for Budget Page". The "Advances" section lists eligibility rules for June, July, and August. A red warning message states: "The following information is missing. It is required to complete the Annual Renewal: Authorized Official - General Phone Number, Representative 1 - General Phone Number." Below this, it lists missing records for BOCES Bethpage HS Annex, BOCES Jerusalem Ave School, and missing site kitchen records. A link for "National School Lunch Program (NSLP) - Click Here for Profile" is at the bottom. The browser status bar shows "4 Hierarchical Menu Trees Created" and "Internet" with a 100% zoom level.

Based on program operating dates and projected participation, current year federal program reimbursement is \$24,042. Please indicate how this money along with the reported excess fund balance of \$1,000 will be allocated to projected allowable program costs by completing the budget. The amount of reimbursement attributable to administrative costs cannot exceed \$3,756. Total budget (Administrative Costs + Operating Costs + Excess Fund Balance) cannot exceed \$25,042. Excess funds may not be used to increase salary or fringe benefit costs when the sole purpose of the increase is to reduce a nonprofit food service program balance.

Administrative Costs		Operational Costs (Sites)	
Salaries/Fringe Benefits	1656	Food Service Labor/Fringe Benefits	8482
Rent for Office Space	0	Food	0
Office Supplies	0	Non-Food Supplies	0
Administrative Mileage	0	Transportation of Food	0
Audit Fees	0	Utilities	0
Telephone	0	Equipment Rental	0
Postage	0	Depreciation of Non-Expendable Equipment	0
Printing/Copying	0	Kitchen Rental	0
FSMC Bid Advertisement	0	Truck Rental	0
Insurance	0	Refuse Removal	0
Indirect Costs	0	Transportation Children (Rural Only)	0
		Equipment Repairs (normal maintenance only)	0

Save

Payroll from the staffing charts for both **Operational** and **Administrative Costs** are automatically entered; a sum of the ‘Total Cost Attributed...’ columns from the respective staff charts.

Enter the appropriate expenses keeping in mind at least 90%, and no more than 100% of the total projected reimbursement plus excess funds must be allocated, with no more than 15% directed towards Administrative Costs. The information above the chart that begins with ‘Based on program operating...’ has the maximum amount to budget and the maximum allowable for Administrative Costs.

Once you have completed the budget, print a paper copy for your records or manually record what was input then click the ‘**Save**’ button. Return to the SFSP Profile page to complete any other items, to request commodities (USDA Foods), or to request an advance. **Make sure to update the budget before submitting the final claim for the summer.**

Click **Back to Annual Detail** on the bottom of the page.

Then click **SFSP Renewal** on the top of the page.

Advance Approval Yes

Request June Advance

Request July Advance

Request August Advance

Staff Training Completed

Budget Approved Sites (Sponsor is operating the # of sites which administrative budget was approved.)

Cost vs Budget (Projected administrative costs do not differ significantly from approved budget.)

Commodities

Excess Fund Balance 1000

Ethnic Categories

Hispanic or Latino	<input type="text"/>
Non-Hispanic or Latino	<input type="text"/>

Racial Categories

American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>

Last Updated 03/14/12

Save Revert

To request an Advance, click Advance on the renewal page (see pg.1). Click on the 'Request [Month] Advance' button. A new window will pop-up, SFSP Advance Worksheet, with the amount of the requested advance, shown on right. Note that any excess funds are deducted from the amount of the advance. Click 'Submit Request' in the new window. Non-school sponsors may request just one advance at the the time of the renewal. A second advance may be requested after progam approval and confirmation that staff training was completed, projected administrative costs do not differ significantly from the approved budget, and that the sponsor is operating the number of sites for which the administrative budget was approved. July advances must be requested by July 1st and Augst advances must be

CNMS Program

[CNMS Menu](#)

SFSP Advance Worksheet

School Year 2012-13
July Advance

SFSP Advance Requested: \$6,235
Excess Fund Balance: \$1,000
SFSP Advance Received: \$5,235

Submit Request Clear

Return

100%

To request Commodities (USDA Foods) click **Commodities** on the renewal page (see pg. 1). From '**Commodities:**' click the drop down box arrow and select either 'Regular' or 'Kosher'. Click the 'Save' button.

Indicate the Ethnic and Racial breakdown of the area serviced by your area/institution (by percentage.) The two ethnic categories must total 100%; the five racial categories must total 100%. Click Save when finished.

On the SFSP Profile/Renewal screen (below), once everything that was in **RED** has been completed, a certification statement will replace the paragraph of necessary updates. Clicking the ‘**Agreement**’ link will open the sponsor’s agreement with SED that is available to view and/or print.

Please note: Your application has not be submitted until you click the ‘Submit Updates’ tab.

An email will be sent to the address on file to verify that the application has been submitted. School sponsors in good standing will get an email stating that their program has been approved.

The screenshot shows the SFSP Renewal web application. At the top, there are tabs for 'Admin Chart 06/10', 'Operating Chart 07/10', and 'Operating Chart 08/10'. Below these are sections for 'Budget' (Admin \$8,709, Operating \$45,100) and 'Advances' (June not eligible operating < 10 days, July Advance not requested, August Advance not requested). A callout box points to the 'Agreement' link in the certification statement, stating: 'Click this link to view the agreement with SED. The agreement may also be printed.' Another callout box points to the 'Submit Updates' button, stating: 'After reviewing all information on the profile/renewal and reading the certification statement, click the ‘Submit Updates’ button.’ Below the certification statement is a 'Submit Updates' button. Further down, there are links for 'School Lunch Program(NSLP) - Click Here for Profile', '2011-12 SFSP Profile', 'Annual Site Information', and 'Insert Sponsor Kitchens'. At the bottom, there is a table for 'SFSP Program Information' with columns for Start Date, End Date, Approval Date, 1st Week Site Visit, and Self Review by.

Start Date	End Date	Approval Date	1st Week Site Visit	Self Review by
07/01/11	09/30/11		07/08/11	07/28/11

SFSP Profile

[Renewal Instructions](#)

[Media Release](#)

[Parent Letter](#)

After the renewal is approved the date of the approval will be shown at the top of the SFSP Profile page. Links will be available for a 'media release' and the 'parent letter'. The media release link will open in a web page. The text, using a word processing program, can then be copy and pasted onto the sponsor's agency letterhead. The parent letter link will also open in a web page. The text can be copy and pasted onto the sponsor's agency letterhead and the necessary sponsor information can be added.

Sponsor Name - 5555555555

Approval Date: 06/01/2011

Address Street Address
City, State, Zip Code

SFSP Region SFSP 9

Authorized Official Name Name

General Phone (555) 555-5555

Email address@domain.org

Fax (555) 555-5555

Representative 1 Name Name

Email

General Phone

Fax

Representative 2

Email

General Phone

Representative 3

Representative 4

Program Participation Summer Food Service Program

Commodities No

Excess Fund Balance

Staff Charts [Admin Chart](#) \$0 [Operating Chart](#) \$0

Budget Admin \$0 Operating \$0

Advances June not eligible operating < 10 days
July not eligible operating < 10 days
August not eligible operating < 10 days

Indicate the composition of the area serviced by your agency. Total Ethnic Categories must equal 100 percent. Total Racial Categories must be equal to or greater than 100 percent.

[Ethnic Categories](#)

[Racial Categories](#)

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