*Please use the checklist below to complete the annual renewal process*. Submit the required forms and the optional forms (if they apply) into the CNP Web – Checklist Tab. Directions for the on-line renewal process are on page 2.

## **Required Off-Line Forms**

❒ **Policy Statement for Free and Reduced Price Meals**

If you have both pricing and non-pricing programs, you will need two policy statements.

* Pricing (students are charged for reduced price and paid meals)
* Non-Pricing (meals are served at no charge to all children)
* Provision (Upload signed provision Policy Statement sent with approval letter)

❒ **Attestation for Improved Meal Pattern Increase**

If this has been removed due to an Administrative Review, then please contact the NSLP Coordinator to determine what additional paperwork will need to be provided.

❒ **Household Application and Letters to Families (not required for CEP Districts)**

* Household Application form and letter to households;
* Notice to households of approval or denial of benefit;
* Notice to households of selection for verification;
* Notice to households of adverse action; and
* Notice of eligibility under direct certification

❒ **CEP Sites**

* CEP Household Sample letter to households;
* CEP Parent letter;

❒ **Public Release**

* Sample Public Release
* CEP Sample Public Release (for CEP districts)

❒ **Food Safety Inspection Request Letter**

* If you are in Anchorage, the request should go to the Municipality of Anchorage (MOA);
* If outside the Anchorage area, request should go to the Department of Environmental Conservation (DEC)

❒ **Updated Local Wellness Policy**

## **Optional Forms**

❒ **CNP Web User Authorization Request and Signatory Authority** - Any new employees that need access to the CNP web.

❒ **CNP Web De-Activation form** - for removal of former employees.

❒ **Waiver for Confirming Official** - The requirement of a confirming official on household applications may be waived if you have a technology-based system that calculates household income on applications. To determine if your system meets requirements, contact CNP.

## **On-line Renewal Process**

**Go to** [**CNPWebOnlineLogin**](https://education.alaska.gov/cnp/nslp3) **(https://ak.cnpus.com/cnp/login**[)](https://cnsonline.alaska.gov/cnpweb/Login)

1. Log in using your assigned CNP Web login and password
2. Click on Program Code **SNP** for Student Nutiriton Program
3. Select the current program year

## **STEP 1: Go to the Applications Tab**

* **Sponsor Info Sheet – click on the “+” sign to open up the Sponsor Info Sheet.** Update contact information –Note: at least two contact names, with current contact information, are required.
	1. **Site Info Sheet(s)** – **click on the “+” sign to open up Site Info Sheets.**
1. Check all months that you will be submitting a claim for reimbursement. You may combine the months of August and September’s claims if you have less than 10 operating days in August.
2. October/Baseline data is your free and reduced price meal eligibility count from last October. [Free and Reduced Price Meals Report 2023-2024](https://education.alaska.gov/cnp/nslp) (<https://education.alaska.gov/cnp/>)
3. Check program participation and enter meal prices charged (if any) for each meal category.
4. Complete menu planning and collection procedures
5. Check **Submit** when all fields are complete.
	* **CEP Districts Note:** The CEP section is completed at the State Level – so you will get an error message at this time!

## **STEP 2: Go to the Checklist tab –**

1. Download, complete and save a copy of all off-line forms with a red check mark next to it - along with the Household Application with Letters (if applicable). Save as PDF.
2. Uplaod completed copy of forms back into the CNP web checklist tab using the upload function.
3. Choose the Upload symbol at bottom of the Checklist Tab when Steps 1 & 2 are complete to Submit On-Line application to SA for approval.

**If you have questions or need help call or email**

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