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| EED_logo_blk | National School Lunch ProgramAnnual Renewal Checklist **For School Programs** | *Finance & Support Services**Child Nutrition Programs* *801 West 10th Street, Suite 200*  *P.O. Box 110500*  *Juneau, Alaska 99811-0500*  *Fax (907) 465-8910* |

***Please use the checklist below to complete the annual renewal process*. Submit the required forms and the optional forms (if they apply) to the Child Nutrition Programs (CNP) office. Directions for the on-line renewal process are on page 2.**

**Required 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)

❒ **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

❒ **Public Release**

❒ **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)

❒ **Attestation Form**

* Current program year’s attestation form validating that your menus are still in compliance with the USDA’s meal pattern changes

**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.

❒  **Alternate Attendance Factor**

If a sponsor feels the National School Lunch Attendance Factor is lower than their actual attendance, a sponsor may use the form attached and submit it to CNP.

❒ **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** [**https://cnsonline.alaska.gov/cnpweb/**](https://cnsonline.alaska.gov/cnpweb/)

1. Log in using your assigned CNP Web login and password
2. Click on the Purple Puzzle Piece then select the current program year
3. **STEP 1: Go to the** **Applications Tab**
   1. **Sponsor Info Sheet** - two contact names with current contact information are required.
   2. **Site Info Sheet(s)** –
      1. Check the months that you will submit a claim for reimbursement. You may combine months with 10 or less days of operation, such as 10 or less days of August with September’s claim.
      2. October /Baseline data is your free and reduced price meal eligibility count from last October.

<http://education.alaska.gov/tls/cnp/NSLP.html>

* + 1. Check program participation and enter meal prices charged (if any) for each meal category.
    2. Complete menu planning and collection procedures

1. Check **Submit** when all fields are complete.
2. **STEP 2: Go to the Packet tab –** 
   1. Print and Complete all off-line forms with an (\*) along with the Household Application with Letters (if applicable) submit to SA.
   2. Enter “date sent” to SA by clicking on the **here** link at bottom of the Packet Tab.
3. Choose ‘Submit’ at bottom of the Packet 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:**

Debbie Soto 907-465-3316 [Debbie.soto@alaska.gov](mailto:Debbie.soto@alaska.gov)

Elizabeth Seitz 907-465-8709 [Elizabeth.Seitz@alaska.gov](mailto:Elizabeth.Seitz@alaska.gov)