

**INSTRUCTIONS TO COMPLETING AND SUBMITTING
THE SCHOOL NUTRITION PROGRAMS (SNP) WEB-APPLICATION PACKET**

DUE JUNE 30th

LEAs that plan to elect the Community Eligibility Provision (CEP) must complete the application process via the School Nutrition Programs (SNP) Web-Application Packet by June 30th prior to the school year. The application packet must be completed to its entirety and include the CEP information. Following the submission of the packet, the Missouri Department of Elementary and Secondary Education, Food and Nutrition Services (DESE-FNS) will review the information along with the ISP supporting documentation and determine for approval.

1. Log-in to Web-Application system, click **Food and Nutrition Services**. The following screen will appear, click **Applications** in the top dark blue bar.

School Nutrition Programs

Missouri
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& Secondary Education

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Programs | Year | Help | Log Out

Welcome to the School Nutrition Programs

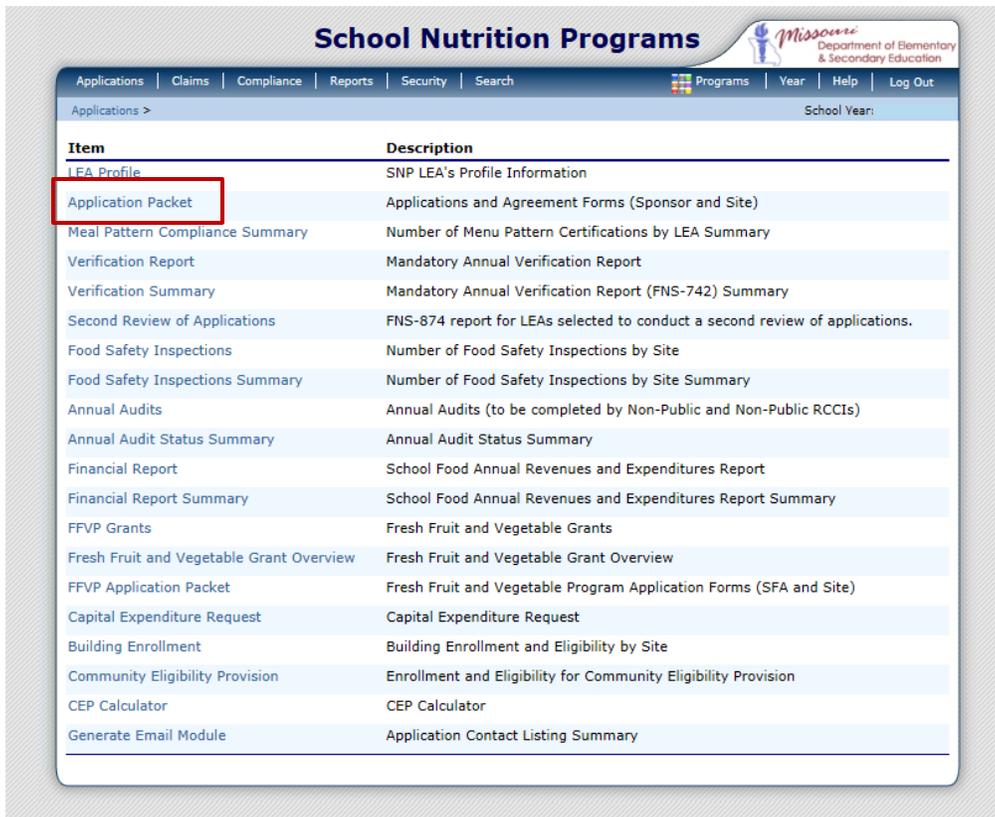


Due to the change in the timing for processing the Food and Nutrition claim for payment you will be receiving your monthly payment around the 25th of each month rather than with the regular School Payment from DESE. This payment will have a separate Deposit Date on the Payment Transmittal. Payment Transmittals for Non-Publics will remain the same.

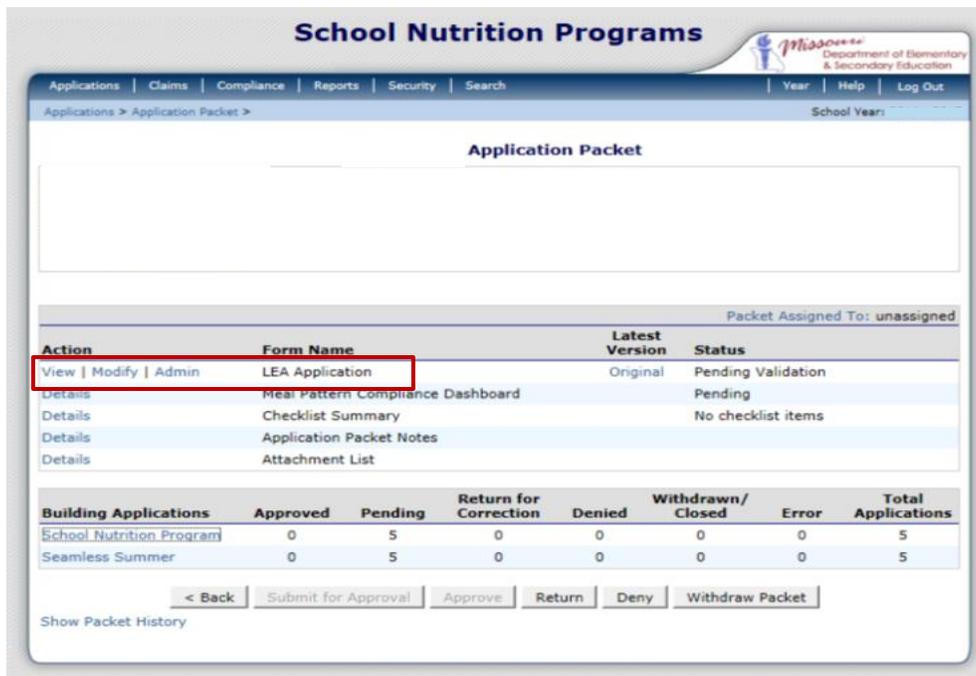
News & Updates

- **Web System Application Instructions:**
<http://dese.mo.gov/sites/default/files/SNPInstructionsForWebSystem.pdf>
- **USDA Flexibilities:**
<http://dese.mo.gov/sites/default/files/USDAFLEXIBILITIES.pdf>

2. Click **Application Packet**. Click on the upcoming school year.



3. Click **Modify** next to LEA Application.



4. Complete the LEA application in its entirety and include the CEP information. Once all fields are updated, click **Save**, then click **Finish**.

- a. LEA application – Question 36 – Check “**other**” and indicate “**CEP**” as the description. If you implementing CEP partially, check all other boxes that indicate how students qualify for free or reduced meals at your LEA.

36. What documentation is used to qualify day students for free and reduced price meals?
(Check all that apply.)

N/A (residential only)
 Free and Reduced Price Application
 Direct Certification
 Homeless Liaison
 None (all day students claimed at paid rate)
 Other

If Other, please describe:

CEP

- b. LEA application – Question 37 – Click “**Yes**” to participate in CEP.

37. Will any of your buildings be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?

Yes
 No

5. If a red arrow is seen next to the Checklist Summary, click on **Details** next to Checklist Summary.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

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Applications > Application Packet > School Year:

Application Packet

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Pending Validation
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		
Details	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer	0	5	0	0	0	0	5

Show Packet History

- Click on the **LEA name**. Click the image of a **paperclip** to upload required documents listed (i.e. Civil Rights Training Documentation). Check the “Document Submitted to State Agency” box. Click **Save**, then click **Finish**.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency	Document on File w/State Agency	Status	Status Date	Last Updated By
Prior School Year Annual Civil Rights Training Documentation/Attendees	 <input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Approved		

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Prior School Year Annual Civil Rights Training Documentation/Attendees		

- Click on **School Nutrition Program**.

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search
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Applications > Application Packet > School Year:

Application Packet

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Pending Validation
Details	Meal Pattern Compliance Dashboard		Pending
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Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer	0	5	0	0	0	0	5

Show Packet History

- Click **Modify** next to the school building name. The LEA will need to complete a building application for each building listed.

Building Application Summary

Action	Bldg ID / Bldg Name	Prep Ctr	LUN	BSC BRK	SN BRK	NAE SNK	AE SNK	SMP	FFVP	Version/Status	Oct F/R% or CEP%
											Totals
<input type="checkbox"/>											
View Modify Admin	<input type="checkbox"/> SCHOOL A	<input checked="" type="checkbox"/>	X		X		X			Original / Not Submitted	68.18
View Modify Admin	<input type="checkbox"/> SCHOOL B	<input type="checkbox"/>	X	X			X			Original / Not Submitted	67.39

Add Building Application

Print Selected Building Applications

Total Buildings Enrolled: 2

9. Complete the building application(s). Include CEP information for each building participating in the provision. Once all fields are updated, click **Save**, then click **Finish**. Once all building applications are completed, click **Save** on the Building Application Summary.
 - a. For buildings participating in CEP, select **Non-Pricing CEP** for each individual CEP building.

Pricing Information

8. **PRICING:** Insert prices charged for each program in which this building will participate (e.g. if the full price for lunch is \$2.00, insert \$2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP	0.00	0.00	2.61
School Breakfast Program (SBP)	Non-Pricing - CEP	0.00	0.00	1.54
Afterschool Snack Program (ASP)	Non-Pricing			0.69

10. Next, click **Add** to begin the Community Eligibility Provision (CEP) Schedule.

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contracts		
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		
Details	Attachment List		

This will allow the LEA to complete grouping information for CEP. This section must be completed and will become added to the application if the LEA answers “yes” to Question 37 in the LEA Application. All sites identified on the Building Application as participating in CEP, via Pricing Information, will be displayed in the “GROUPING” section of the CEP Schedule. The data is pulled from the CEP Site-List completed in April.

If the LEA has participated in CEP in the year prior and no changes have occurred then the data will automatically populate. However, if there has been a change, the ISP has increased over the year, or if a new building has been added, then a group must be selected.

Summary										Total Sites: 1
Group Name	Show Detail	Number of Buildings	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid	
Unassigned	<input checked="" type="checkbox"/>	1			380	674				
Individual	<input checked="" type="checkbox"/>	0			0	0				
Group 1	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 2	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 3	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 4	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 5	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Buildings, or group of Buildings, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Building, group of Buildings (e.g., Group 1), or across the district. The information in the following table identifies all Building applications that have selected CEP, and the respective Building's identified student data.

For each building, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Bldg Number	Building Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
1100		<div style="border: 1px solid black; padding: 2px;"> Unassigned Unassigned Individual Group 1 Group 2 Group 3 Group 4 Group 5 </div>			380	674	56.37	90.19	9.81

Export Export All

Internal Use Only

Date Received:

For each building, under the Group column, select whether the building will stand on its own based on its own site data by selecting “Individual” or if the building will be grouped with other sites by selecting a “Group Number”. If the LEA qualifies district-wide, all buildings must be assigned to “Group 1”. Initially all buildings will be unassigned.

Once completed, click **Save**. Click **Finish**.

11. Upload the **ISP Calculation Worksheet(s)** for each building if the LEA is implementing CEP for the first time or starting a new four-year cycle.

A worksheet needs to be uploaded for each building participating in CEP. This is required for validation of the data entered in the CEP site list. The supporting documentation MUST be maintained at the LEA and uploaded to the Tiered Monitoring system.

- a. Click **Details** under the Action Column, next to Attachment List.

Packet Assigned To: unassigned				
Action	Form Name	Latest Version	Status	
View Modify Admin	LEA Application	Original	Error	
Add	Community Eligibility Provision (CEP) Schedule		Not Started	
Details	FSMC Contracts			
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- b. Click **Add Attachment**.

School Nutrition Programs
Mississippi Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Attachments >

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

< Back **Add Attachment**

- c. Click **Browse** to locate the worksheet on your computer.
- d. Click **Save**, then click **Finish**.

12. If packet is completed and updated to its entirety, click **Submit for Approval**.