

# Food and Nutrition Services

Welcome to the School Nutrition Programs (SNP) Web Application System for Food and Nutrition Services (FNS).

The SNP system is a software solution for nutrition program management.

This system utilizes the Internet to provide Local Education Agencies (LEAs) with efficient and immediate access to claims, applications, and all nutrition program functions.

# SNP Access

Open your Internet Browser

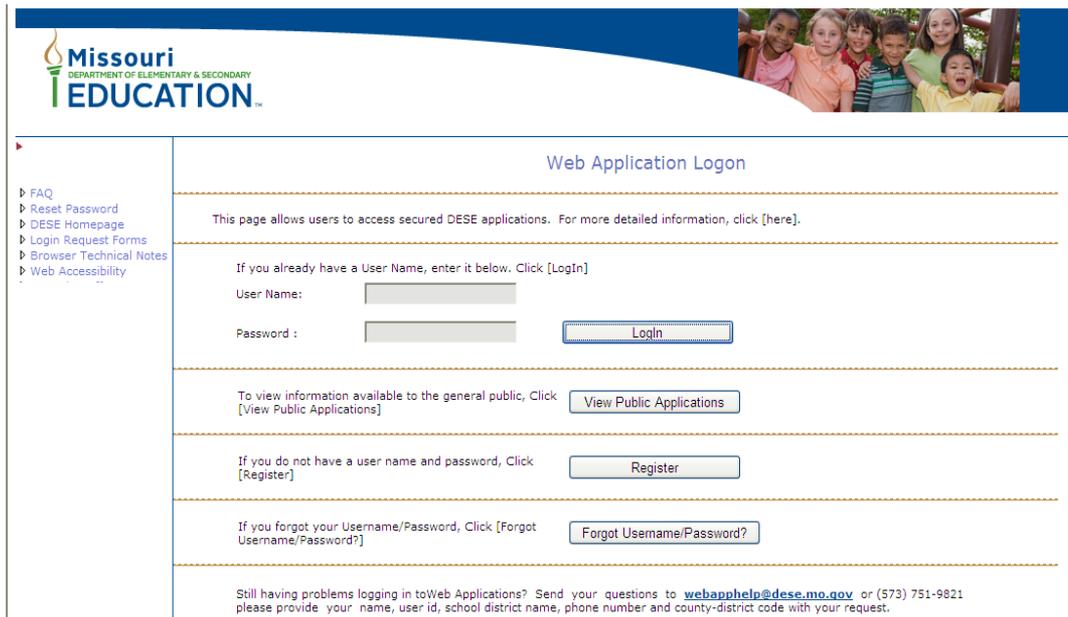
Go to Food and Nutrition Services at:

<http://dese.mo.gov/financial-admin-services/food-nutrition-services>

Scroll down to lower right hand corner and click on Web Applications

Enter User Name and Password

Click Log In



**Missouri**  
DEPARTMENT OF ELEMENTARY & SECONDARY  
**EDUCATION™**

Web Application Logon

This page allows users to access secured DESE applications. For more detailed information, click [\[here\]](#).

If you already have a User Name, enter it below. Click [\[Login\]](#)

User Name:

Password :

To view information available to the general public, Click [\[View Public Applications\]](#)

If you do not have a user name and password, Click [\[Register\]](#)

If you forgot your Username/Password, Click [\[Forgot Username/Password?\]](#)

Still having problems logging in to Web Applications? Send your questions to [webapphelp@dese.mo.gov](mailto:webapphelp@dese.mo.gov) or (573) 751-9821 please provide your name, user id, school district name, phone number and county-district code with your request.



# SNP Access

Select Food and Nutrition Services from the DESE Web Applications Menu.



## ▼ User Applications

### ▼ DESE Web Applications

- ▷ Annual Report of the County Clerk to the State Board of Education
- ▷ ARRA
- ▷ Educator Certification System
- ▷ Educator Certification System - Request Educator Access
- ▷ ePeGS
- ▷ Food and Nutrition Services ←
- ▷ Missouri Comprehensive Data System (MCDS)
- ▷ Nonpublic Registration Form
- ▷ School Finance

### ▼ Report

- ▷ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.

### ▼ User Information

- ▷ Change Password
- ▷ Edit User Profile
- ▷ Edit Security Question/Answer
- ▷ Logon/Logoff



# SNP Access

Click Continue.



Missouri  
Department of Elementary  
& Secondary Education



School Nutrition Program

[< Back](#) [Continue](#)



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# Applications

To begin the Web application renewal process , click the Applications tab.



**School Nutrition Programs**

Missouri Department of Elementary & Secondary Education

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

---

**Welcome to the School Nutrition Programs**

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LEAs with more than one building must complete the “On-Site School Review” form for each building participating in the NSLP. This form should be completed prior to February 1 of each year and kept on file at the LEA.

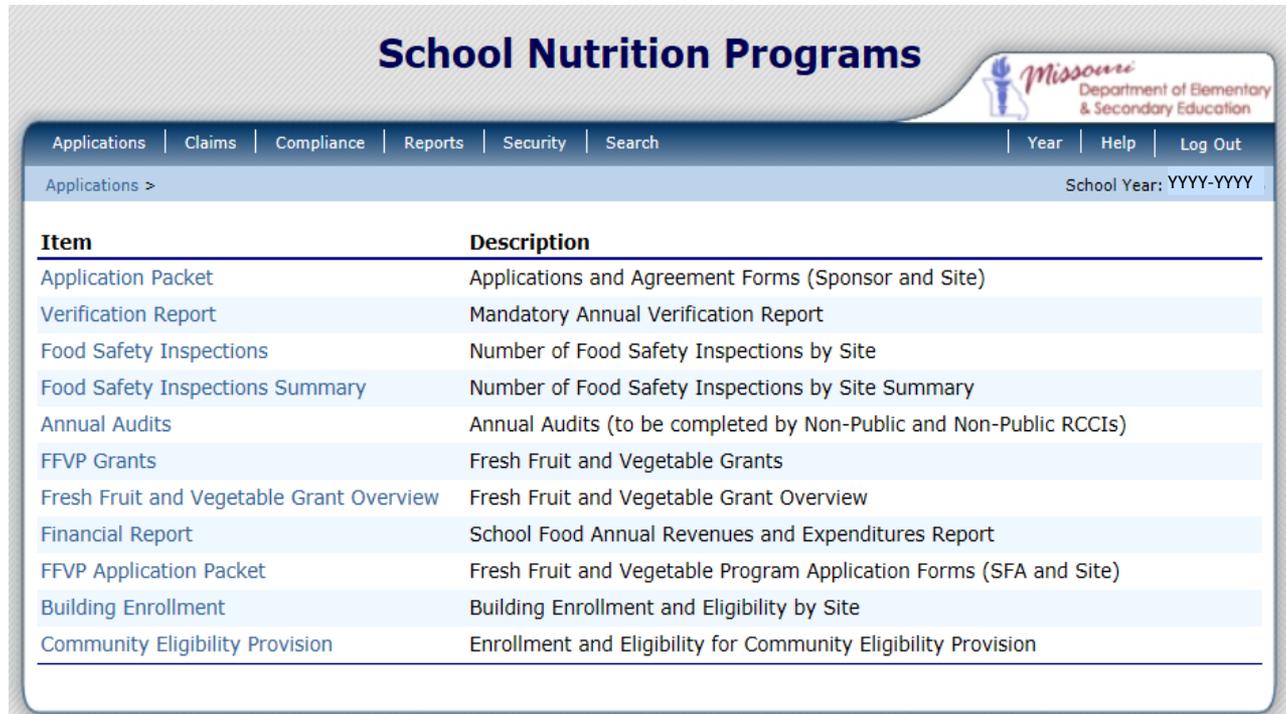
<http://dese.mo.gov/sites/default/files/On%20Site%20School%20Review%20Form.PDF>



# Applications

The Applications menu (indicated in the light blue bar) is the starting point for all tasks related to the annual SNP application renewal process. The Application Packet contains all requirements to submit an application.

Select Application Packet.



**School Nutrition Programs**

Missouri Department of Elementary & Secondary Education

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

Applications > School Year: YYYY-YYYY

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Building Enrollment	Building Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision



# Application Packet

To participate in the School Nutrition Programs (SNP), LEAs (Local Education Agency) must submit an Application Packet to Food and Nutrition Services (FNS) for approval. At the beginning of each program year, LEA data is rolled over and must be verified by the LEA prior to submitting any claims.

The Application Packet contains the LEA application, building application(s), and other forms required as a part of the packet.

After selecting Application Packet from the Applications menu, each required packet item and the status is displayed. If any packet item requires attention, a red arrow is displayed.



# Application Packet

To begin the renewal process, select the appropriate year.

**School Nutrition Programs**

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

Applications >

**Select School Year**

000-000  
ABC School District  
School Address

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
<b>NEW!</b> YYYY-YYYY	MM/DD/YY - MM/DD/YY	Not Started
YYYY-YYYY	MM/DD/YY - MM/DD/YY	Application Packet on File
YYYY-YYYY	MM/DD/YY - MM/DD/YY	Application Packet on File

< Back



# LEA Application

To renew your application, click on Enroll.

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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

Applications > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY Application Packet

000-000  
ABC School District  
School Address

The LEA has not started in the current year (YYYY)  
Click 'Enroll' to enroll for this year base on your prior year's information.





# LEA Application

The LEA Application and Building Application data must be reviewed and submitted each year. Select Modify to complete the LEA Application.

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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

Applications > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY Application Packet

000-000  
ABC School  
Address

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	LEA Application	Original	Pending Validation
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	Checklist Summary		No checklist items
<a href="#">Details</a>	Application Packet Notes		
<a href="#">Details</a>	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer	0	0	0	0	0	0	0

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

[Show Packet History](#)



# LEA Application

Fill out all appropriate fields. If the LEA participated in any Food and Nutrition Service programs in the previous school year, the data will carry over. Once all information is entered, click the red Save button at the bottom of the page.

If required fields are not entered, a message will appear at the top of the page. An error will be red and a warning will be blue.



# LEA Application

## Section A - LEA Type

1. Type of agency: Public

### Dates of Operation for Regular Term

2. Opening Date:  (mm/dd/yyyy) Closing Date:  (mm/dd/yyyy)

### Authorized Representative

3. Name: 

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Email Address:

5. Phone:  Ext:  Fax:

6. Title:

### Street Address

7. Address:

8. City:

9. State:  Zip:

10. County:

### Mailing Address

Same as the Authorized Representative Street Address

11. Address:

12. P.O. Box:

13. City:

14. State:  Zip:

\* Note: All correspondence will be sent to the Authorized Representative.

### Food Service Director (FSD) / Manager

Same as the Authorized Representative

15. Name: 

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

16. Email Address:

17. Phone:  Ext:  Fax:

18. Title:

### Street Address

19. Address:

20. City:

21. State:  Zip:

### Mailing Address

Same as the FSD Street Address

22. Address:

23. P.O. Box:

24. City:

25. State:  Zip:

### Claim Contact

Same as Authorized Representative

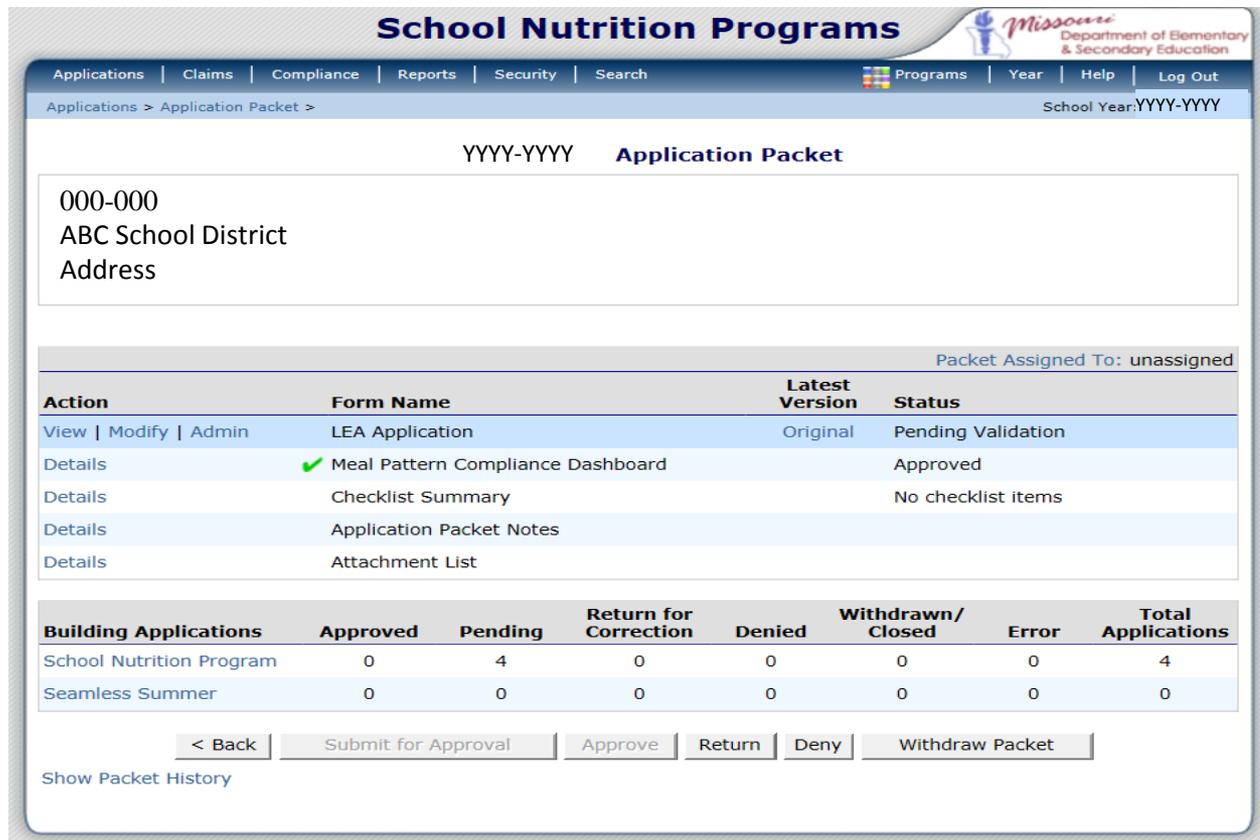
Salutation First Name Last Name



# Building Application

LEAs must complete a Building Application for each participating building.

Click on School Nutrition Program.



**School Nutrition Programs** 

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

Applications > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY **Application Packet**

000-000  
ABC School District  
Address

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	LEA Application	Original	Pending Validation
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	Checklist Summary		No checklist items
<a href="#">Details</a>	Application Packet Notes		
<a href="#">Details</a>	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer	0	0	0	0	0	0	0

[< Back](#) | [Submit for Approval](#) | [Approve](#) | [Return](#) | [Deny](#) | [Withdraw Packet](#)

[Show Packet History](#)



# Building Application

Check the Meal Count Center and Preparation Center boxes that apply for each building.

Click Save when finished.

Select Modify to begin the Building Application.

## YYYY-YYYY Application Packet - SNP Building List

000-000  
**ABC School**  
 Address  
 City, State ZIP  
 Authorized Representative  
 Phone Number  
 Email Address

### 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%
	<input type="checkbox"/>	<b>Totals</b>	0	1	0	0	0	0	0		
<a href="#">View   Modify Admin</a>	<input type="checkbox"/> Building Number Building Name	<input type="checkbox"/>	X							Original / Pending Validation	



[Add Building Application](#)

[Print Selected Building Applications](#)

**Total Buildings Enrolled: 1**

[< Back](#) [Save](#)



# Building Application

Fill out all appropriate fields. Once program information is entered, click Save.

If required fields are not entered, a message will appear at the top of the page. An error will be red and a warning will be blue.

YYYY-YYYY **SNP Building Application**

000-000 ABC School Address City, State ZIP Authorized Representative Phone Number Email Address	Building Number Building Name Address City, State ZIP
---	--

Version: Original

---

**Program Information** Modify Program Selection

1. Center Type:  Prep Center

2. Select all that apply:

Participating Program(s)

A. National School Lunch Program (NSLP)

B. School Breakfast Program (SBP)

C. Afterschool Snack Program (ASP)

D. Special Milk Program (SMP)

---

**Street Address**

3. Address:

4. City:

5. State:  [USPS Zip Code Lookup](#)

---

**Participation Information**

6. Lunches claimed for School Year: YYYY-YYYY Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. rate
1,326	695	31,970	33,991	5.94%	No

7. Select Grades at this building: (Check all that apply.)

Head Start:  1st grade:  4th grade:  7th grade:  10th grade:

Pre-Kindergarten:  2nd grade:  5th grade:  8th grade:  11th grade:

Kindergarten:  3rd grade:  6th grade:  9th grade:  12th grade:

---

**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)	Pricing <input type="text" value="2.75"/>	2.75	0.40	3.50
School Breakfast Program (SBP)	<input type="text" value="0.00"/>	0.00	0.00	
Afterschool Snack Program (ASP)	<input type="text"/>			



# Building Application

You now have the option to Edit or Finish. If errors exist, select Edit to correct errors. If no errors exist, click Finish, which will take you back to the building list page. Once all building applications are completed, click the Back button, which will take you back to the Application Packet.

000-000	Building Number
ABC School District	Building Name
Address	Address

**The Building Application has been saved.**

[< Edit](#) [Finish](#)

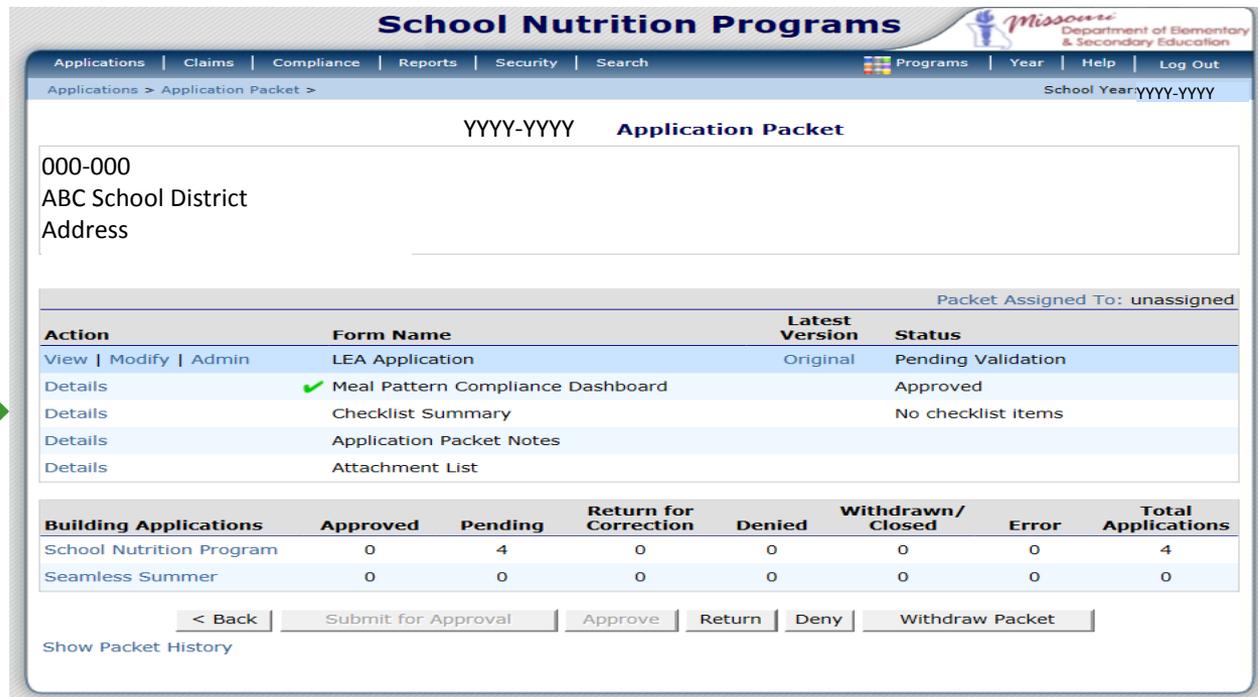


# Checklist Summary

The next item to complete is the Checklist Summary.

If you have checklist items you will see a red arrow next to Checklist Summary. If there are no checklist items it will say “No Checklist Items”.

Click on Details to view the Checklist items.



**School Nutrition Programs** 

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

Applications > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY **Application Packet**

000-000  
ABC School District  
Address

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	LEA Application	Original	Pending Validation
<a href="#">Details</a>	✓ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	Checklist Summary		No checklist items
<a href="#">Details</a>	Application Packet Notes		
<a href="#">Details</a>	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4
Seamless Summer	0	0	0	0	0	0	0

< Back | Submit for Approval | Approve | Return | Deny | Withdraw Packet

Show Packet History



# Checklist Summary

Select the building highlighted in blue.

**SNP Checklist Summary**

000-000  
ABC School District  
Address

<b>LEA</b>	<b>Total Items</b>	<b>Submitted Items</b>	<b>Approved Items</b>
ABC School District	0	0	0

<b>School Nutrition Programs Buildings</b>	<b>Total Items</b>	<b>Submitted Items</b>	<b>Approved Items</b>
Elementary	0	0	0
Middle School	1	0	0
High School	0	0	0

[< Back](#)



# Checklist Summary

1. Upload the required document and click “Document Submitted to State Agency.”
2. Click the Save button.

## School Nutrition Programs

Missouri Department of Elementary & Secondary Education

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

Applications > Application Packet > Checklist Summary > School Year YYYY-YYYY

VIEW | **MODIFY** | INTERNAL USE ONLY

### SNP Checklist

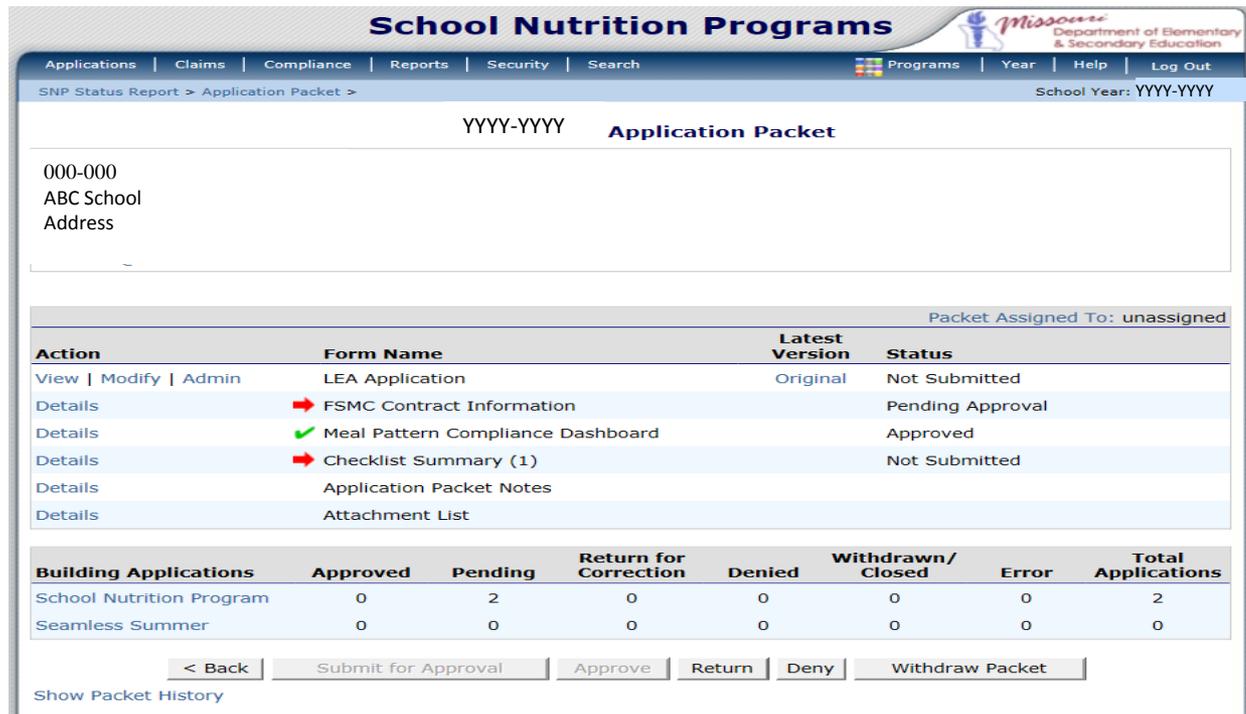
000-000  
ABC School District  
Address

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
Application for Free and Reduced Price Meals	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	MM/DD/YY	Username



# Food Management Company

If the LEA contracts with a Food Service Management Company (FSMC), the FSMC contract information is required as part of the Application Packet. Select the Details link for FSMC Contracts. If 2015-2016 school year is the initial year skip to slide 23. If 2015-2016 is a renewal year continue to slide 22.



**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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

SNP Status Report > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY **Application Packet**

000-000  
ABC School  
Address

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View   Modify   Admin	LEA Application	Original	Not Submitted
<a href="#">Details</a>	➔ FSMC Contract Information		Pending Approval
<a href="#">Details</a>	✔ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	➔ Checklist Summary (1)		Not Submitted
<a href="#">Details</a>	Application Packet Notes		
<a href="#">Details</a>	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	0	2
Seamless Summer	0	0	0	0	0	0	0

< Back | Submit for Approval | Approve | Return | Deny | Withdraw Packet

Show Packet History



# Food Management Company

Click Enter Information. Enter the Yearly Information. Click Save when finished.

### Food Service Management Company Contract List

000-000  
ABC School District  
Address

1. **Company Name:** OPAA! FOOD MANAGEMENT INC.      **Initial Contract Year:** (YYYY)  
**Type of Contract:** Fixed Price      **Number of Renewal Years:** 4

Action	Contract Year	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	YYYY-YYYY - Initial Year	Approved
<a href="#">Enter Information</a>	YYYY-YYYY - Renewal (1)	Not Started



[Create New Contract](#)   [< Back](#)



# Food Management Company

If the 2015-2016 school year is the initial year of the contract, click Create New Contract.

The screenshot displays the 'School Nutrition Programs' web application interface. At the top, the title 'School Nutrition Programs' is centered, with the Missouri Department of Elementary & Secondary Education logo on the right. A navigation bar below the title includes links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right side of the navigation bar are links for 'Year', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Applications > Application Packet >' and the 'School Year' is set to 'YYYY-YYYY'. The main content area is titled 'Food Service Management Company Contract List'. It contains a search form with the following text: '000-000', 'ABC School District', and 'Address'. Below the search form, the message 'No contracts found.' is displayed. At the bottom of the interface, there is a green arrow pointing to a red 'Create New Contract' button, and a grey '< Back' button is positioned to its right.



# Food Management Company

Enter requested information.

Click Save when finished.

1. Company Name:

2. Initial Year:

---

**Company Contact Information**

---

**Additional Contract Information**

3. Company Type:

4. Contract Type:

5. FSMCs that submitted a bid:

- AMERISERVE INC.
- ARAMARK CORPORATION
- CHARTWELLS SCHOOL DINING
- FINNIGER'S CATERING SERVICE
- FOOD SERVICE CONSULTANTS INC.
- FRESH IDEAS MANAGEMENT LLC
- H & S FOOD SERVICE INC.
- H AND M MANAGEMENT CO. LLC
- HOSPITALITY SERVICES INC
- HY-VEE FOOD STORE
- JMRJ CUSTOM CATERING
- LUNCH BITES CUSTOM CATERING
- LUNCHTIMES SOLUTIONS INC.
- Michaels Catering Service
- OPAAI FOOD MANAGEMENT INC.
- PREFERRED MEAL SYSTEMS INC.
- RONDY'S ELITE CATERING LLC
- SCHOOL CHOICE FOODS LLC
- SODEXHO
- SPECIALIZED CATERING
- THE SWANSON CORPORATION
- TREAT AMERICA FOOD SERVICE

6. Signed Date:



# Application Packet

Once all items have been saved without errors, the Submit for Approval button will be available.

Click the Submit for Approval button. Once approved by FNS you will be able to complete claims.

**School Nutrition Programs**  
Missouri Department of Elementary & Secondary Education

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

SNP Status Report > Application Packet > School Year: YYYY-YYYY

YYYY-YYYY Application Packet

000-000  
ABC School District  
Address

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View   Modify   Admin	LEA Application	Original	Not Submitted
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (1)		Pending Approval
Details	Application Packet Notes		
Details	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer	0	0	0	0	0	0	0

< Back | **Submit for Approval** | Approve | Return | Deny | Withdraw Packet

Show Packet History



# Claims

In order to complete a claim for reimbursement, click the Claims tab.

Click Claim Entry.



**School Nutrition Programs** 

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

Claims > School Year:YYYY-YYYY

Item	Description
<a href="#">Claim Entry</a>	Claim Entry (School Nutrition Program)
<a href="#">Claim Entry - Seamless Summer</a>	SSO Claim Entry (Lunch, Breakfast, Snack, Supper)
<a href="#">FFVP Claim Entry</a>	Fresh Fruit and Vegetable Claim Entry
<a href="#">Payment Summary</a>	Payment Summary
<a href="#">Monthly Reimbursement Summary</a>	Summary of reimbursements to this SFA, by month, meal type and category



# Claims

Click appropriate Claim Month.

YYYY-YYYY    **SNP Claim Year Summary**

000-000  
ABC School District  
Address

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul					\$0.00
Aug					\$0.00
Sep					\$0.00
Oct					\$0.00
Nov					\$0.00
Dec					\$0.00
Jan					\$0.00
Feb					\$0.00
Mar					\$0.00
Apr					\$0.00
May					\$0.00
Jun					\$0.00
<b>Year to Date Totals</b>					<b>\$0.00</b>

< Back



# Claims

Click Add Original Claim.

**School Nutrition Programs** 

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

Claims > Claim Year at a Glance - SNP > School Year: YYYY-YYYY

YYYY-YYYY **SNP Claim Month Details**

000-000  
ABC School District  
Address

**Claim Month: August** YYYY

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
<b>Total Earned</b>					\$0.00	

[< Back](#) [Add Original Claim](#) 



# Claims

Click Add next to the building in which you wish to enter a claim.

**School Nutrition Programs** 

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

Claims > Claim Year at a Glance - SNP > School Year: YYYY-YYYY ...

DELETE

YYYY-YYYY **SNP Claim Building List**

000-000  
ABC School District  
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug	0				

Internal Use Only

Actions	Building #	Building Name	Errors	Status
Add	1050	ABC High School		
Add	4020	Elementary School		

< Back Continue

DELETE



# Claims

Enter claim information for each program in which you participate. When finished click the Save button at the bottom of the page. On the next screen, you will have the option to Edit or Finish. If errors exist, select Edit to correct errors. If no errors exist, click Finish.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug	0				

---

**School Lunch Program**

\*Lunch rates include Meal Pattern Incentive amounts.

1. Student Eligibility and Enrollment	<b>Count</b>			
a. Number of Children Approved for Free Meals:	<input type="text" value="0"/>			
b. Number of Children Approved for Reduced Price Meals:	<input type="text" value="0"/>			
c. Number of Children receiving Full Price Meals:	0			
d. Number of Enrolled Children at this Site:	<input type="text" value="0"/>			
2. Average Daily Attendance (ADA):	<input type="text" value="0"/>			
3. Number of Days Lunch Served:	<input type="text" value="0"/>			
4. Reimbursable Lunches Served Students Only	<b>Count</b>	<b>*</b>	<b>Rate</b>	<b>= Total</b>
a. Full Price Lunches:	<input type="text"/>		\$0.0000	\$0.00
b. Reduced Price Lunches:	<input type="text"/>		\$0.0000	\$0.00
c. Free Lunches:	<input type="text"/>		\$0.0000	\$0.00
d. Total Lunches Reimbursable (a + b + c):	<input type="text"/>			
5. Total Lunch Reimbursement:				\$0.00
6. Student Lunches Not Reimbursable:	<input type="text" value="0"/>			
7. Adult Lunches:	<input type="text" value="0"/>			
8. Percent of Free and Reduced Price Lunches Served:				0.00 %
9. Average Daily Participation (ADP)				0
10. Percent ADP is of ADA:				0.00 %



# Claims

When you click Finish the SNP Claim Building List page will be displayed. Enter the information for the next building. If you do not have another building, click Continue.

**School Nutrition Programs**

*Missouri*  
Department of Elementary  
& Secondary Education

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

Claims > Claim Year at a Glance - SNP >      School Year: YYYY-YYYY

DELETE

YYYY-YYYY    **SNP Claim Building List**

000-000  
ABC School District  
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug	0				

Internal Use Only

Actions	Building #	Building Name	Errors	Status
View   Modify	1050	ABC High School		Validated
Add	4020	Elementary School		



# Claims

The Authorized Representative must check the box after reading the Certification statement.

Click Submit For Payment.

The next screen will provide a confirmation number and an email will be sent.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb	0	MM/DD/YY			One Time Only

## Certification

- I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and payment has not been received. I further certify and assume full responsibility that the meal counts have been reviewed and analyzed in accordance with 7CFR 210.8.

< Back

Submit For Payment



# Food Safety Inspections

To access the Food Safety Inspections report, click Applications in the dark blue bar then Food Safety Inspections from the list of applications.

Click Modify. Once data has been entered for each building, click Save. Click Edit to return to the Food Safety Inspection, or click Finish to return to the Application Packet.

YYYY-YYYY **Building Food Safety Inspections**

000-000  
ABC School District  
Address

---

**Instructions**

**Food Safety Inspections in School Year (SY) YYYY-YYYY**  
Indicate the number of Food Safety Inspections conducted at each listed site between July 1, YYYY and June 30, YYYY. If you did not select "Two" or "Three or more" in Item 1a, you MUST also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select "Other", enter your reason in the space provided.

BLDG NO.	BUILDING NAME AND ADDRESS	1. Safety Inspections performed in YYYY-YYYY. For each building indicating either "Zero" or "One", indicate reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select one, the most predominant reason).
0000	Elementary School	<input type="text"/>	<input type="text"/> If Other, please describe: <input type="text"/>



# Verification Report

- To access the Verification Report, click Verification Report in the Applications menu.

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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

Applications > School Year: YYYY-YYYY

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision



# Verification Report

## SFA Verification Collection Report For School Year: YYYY-YYYY

000-000  
ABC School District  
Address

### General Information

Type of Organization:

### Verification Contact Information

1. Name:	Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

**Due Date: December 15, YYYY**

### Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

### Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text"/>	<input type="text"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text"/>	<input type="text"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text"/>	<input type="text"/>
1-2b RCCIs with NO day students:	<input type="text"/>	<input type="text"/>

### Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.



# Verification Report

Complete all fields and click Save

**Internal Use Only**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
Date Opened: MM/DD/YY Date Closed: MM/DD/YY  
Status:

Internal Comments:

Comments to SFA:

VIEW | **MODIFY** | INTERNAL USE ONLY



# Financial Report

The Financial Report function allows LEAs to enter revenue and expenditure information. The Financial Report was previously referred to as the Revenues & Expenditures Report. The Financial Report will be available for nonpublic LEAs in July. It will be available for public LEAs when all ASBRs have been submitted to the School Finance Section, usually around the end of August to the first part of September.

On the Applications menu click Financial Report.



Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report



# Financial Report

Click Add.

**School Nutrition Programs** Missouri Department of Elementary & Secondary Education

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

Applications > Financial Report List > School Year: YYYY-YYYY

### SNP Financial Form List

000-000  
ABC School District  
Address

Actions	Version	School Year	Form Available to Update on	Form Closed for Updates on	Status
Add		2014-2015			Not on File
View   Admin	Revision 1	2013-2014			Approved
View	Revision 1	2012-2013			Approved
View	Revision 1	2011-2012			Approved
View	Revision 1	2010-2011			Approved
View	Revision 2	2009-2010			Approved
View	Original	2008-2009			Approved
View	Original	2007-2008			Approved
View	Original	2006-2007			Approved
View	Revision 1	2005-2006			Approved
View	Original	2004-2005			Approved
View	Revision 1	2003-2004			Approved
View	Original	2002-2003			Approved
View	Revision 1	2001-2002			Approved



# Financial Report

For Part 1, all public LEA information is pulled in from the data entered in the Annual Secretary of the Board Report (ASBR) when you click the Add button. All non-public LEA information must be entered.

When finished with Part 1, click Continue & Save, Parts 2 – 4 will appear.

When finished, click Submit.

The next page will tell you the form has been saved. Click Finish. The status will then change to Pending Approval.

Note: The report opens automatically for all non-public LEAs on July 1<sup>st</sup>. The report will open to Public LEAs after all ASBRs have been submitted.

YYYY-YYYY    **SNP Financial Form Details**

000-000  
ABC School District  
Address

**Part 1 - REVENUES AND EXPENDITURES**

1. Opening Balance (July 1)	\$	<input type="text"/>
2. Revenues for Reporting Period		
a. Program Revenues	\$	<input type="text"/>
b. State Reimbursement	\$	<input type="text"/>
c. Federal Reimbursement	\$	<input type="text"/>
d. Nonprogram Revenues	\$	<input type="text"/>
e. Total Revenues = Items 2: (a + b + c + d)		\$ 0.00
f. Percent Program Revenues = Items 2: (a + b + c) / e		0.00 %
g. Percent Nonprogram Revenues = (100 - Item 2f)		0.00 %
3. Expenditures for Reporting Period		
a. Food	\$	<input type="text"/>
b. Salaries	\$	<input type="text"/>
c. Employee Benefits	\$	<input type="text"/>
d. Purchased Services	\$	<input type="text"/>
e. Equipment Purchase	\$	<input type="text"/>
f. Supplies	\$	<input type="text"/>
g. Total Expenditures = Items 3: (a + b + c + d + e + f)		\$ 0.00
4. Adjustment to Balance	\$	<input type="text"/>
5. Adjustment to Balance for Food Management LEAs only	\$	<input type="text"/>



# Financial Report

The Financial Form List will indicate the form is Pending Approval.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below this is a breadcrumb trail: 'Applications > Financial Report List >'. The page title is 'SNP Financial Form List'. The main content area displays the following information:

000-000  
ABC School District  
Address

Actions	Version	School Year	Form Available to Update on	Form Closed for Updates on	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	Revision 1	2014-2015			Pending Approval
<a href="#">View</a>	Revision 1	2013-2014			Approved
<a href="#">View</a>	Revision 1	2012-2013			Approved
<a href="#">View</a>	Revision 1	2011-2012			Approved
<a href="#">View</a>	Revision 1	2010-2011			Approved
<a href="#">View</a>	Revision 2	2009-2010			Approved
<a href="#">View</a>	Original	2008-2009			Approved
<a href="#">View</a>	Original	2007-2008			Approved
<a href="#">View</a>	Original	2006-2007			Approved
<a href="#">View</a>	Revision 1	2005-2006			Approved
<a href="#">View</a>	Original	2004-2005			Approved
<a href="#">View</a>	Revision 1	2003-2004			Approved
<a href="#">View</a>	Original	2002-2003			Approved
<a href="#">View</a>	Revision 1	2001-2002			Approved

At the bottom of the page, there is a '< Back' button.



# Additional Notes

- Methods of Collection and Meal Counting - (Includes Flexibility Option for Effective Date of Application) <http://dese.mo.gov/sites/default/files/MCMCPForm15-16.pdf>

An updated form must be submitted via email, mail or fax if your current meal counting and claiming procedures have changed. Also Section VI is the LEA's documentation to utilize the flexibility for establishing submission of free and reduced price meal applications as the effective date of eligibility, rather than the date the official approves it.

- Flexibility Notification: Eligibility Effective Date for Directly Certified Students: [http://dese.mo.gov/sites/default/files/dac\\_forms/MO5003045.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5003045.pdf)

The form must be submitted via email, mail or fax if desire to implement this flexibility. LEAs selecting this flexibility option may consider the effective date of eligibility for free school meals or milk benefits to be the date the automated Direct Certification (DC) data matching file is available that first identifies the student as eligible for DC, rather than the date the LEA accesses the file. This also applies to any student (s) who receives extended eligibility. The date of eligibility will be announced in the monthly DC file notification email.



# Additional Notes

- Whole Grain-Rich Exemption Request Form:

[http://dese.mo.gov/sites/default/files/dac\\_forms/MO5003123.pdf](http://dese.mo.gov/sites/default/files/dac_forms/MO5003123.pdf)

The form must be submitted via email, mail or fax if an exemption is requested from the whole-grain requirement for school years 2014-15 and 2015-16. LEAs may request exemptions to specific products if can demonstrate hardships in procuring, preparing, or serving compliant whole grain-rich products that are acceptable to students. LEAs granted the exemptions must comply with the requirement to offer at least half of the grain items as whole grain-rich.

- Civil Rights Training:

Upload Previous Year documentation under Checklist Summary on the Web Application.

Civil Rights Training Documentation available on Food and Nutrition Services Web

<http://dese.mo.gov/sites/default/files/CivilRightsTrainingAttendeeForm.pdf>.

All LEAs administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. Staff must be trained at least one time per school year and documentation of the training must be kept on file at the local level. A PowerPoint presentation has been prepared that may be used to meet this requirement.

<http://dese.mo.gov/sites/default/files/CivilRightsPresentation.pdf>



# Yearly Calendar

## Food and Nutrition Services Calendar

### July

- Regular Term Application/Agreement Available in Web Application System
- Financial Report Available in Web Application System (Non-Public Schools)
- June Claim Form Due in Web Application System by the 15<sup>th</sup> (Separate Claim Form Required for Seamless Summer Option Meals Claimed in June)
- Perform and Document Monthly Edit Checks (Year Round and Seamless Summer Option/Summer School Programs)
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Aug. delivery)
- Download Direct Certification Data (First Mandatory File)
- Value of Commodities Distributed Report Available on Website
- Commodity Entitlement Letters Available on Website

### August

- Distribute Free/Reduced Price Applications to Households
- Notify Direct Certification Households of Free Meal Benefit
- Provide Request for Information Form to Households for Collection of Meal Request Data
- Food Safety Inspections Report Available in Web Application System
- July Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Sept. delivery)
- Check Web Application System for Availability of Financial Report (Public Schools); Review and Submit Report
- View Civil Rights Presentation and Complete Civil Rights Training Documentation, Available on Website

### September

- Conduct First After School Snack Program On-Site Review (Required During First 4 Weeks of Operation)
- Update Methods of Collection and Meal Counting Form (if methods/procedures/software have changed from previous year)
- August Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Food Safety Inspection Report Due in Web Application System
- Financial Report Available in Web Application System; Review and Submit Report (Public Schools)
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Oct. delivery)

### October

- Count Approved Free and Reduced Price Applications for Verification as of Oct. 1; Begin Verification Process
- Regular Term Application/Agreement Renewal Deadline
- September Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Nov. delivery)
- Download Direct Certification Data (Second Mandatory File)

### November

- Check School Food Services Website for Commodity Expo Dates
- Financial Report Due in Web Application System by the 1<sup>st</sup>
- October Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Dec. delivery)
- Verification Process Must Be Completed by the 15<sup>th</sup>
- Meal Request for Kids Data Collection Form due by the 30<sup>th</sup> (fax or mail)

### December

- November Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Verification Summary Report Due in Web Application System by December 15<sup>th</sup>
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Jan. delivery)

### January

- Conduct Second After School Snack Program On-Site Review
- USDA Food Packet Available on Website
- December Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 noon by the 15<sup>th</sup> (Feb. delivery)
- On-Site Reviews Must Be Completed Prior to February 1
- Download Direct Certification Data (Third Mandatory File)

### February

- Paid Lunch Equity Tool Available on Website
- January Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (March delivery)
- Food Service Management Re-bid and Renewal Notices Sent to Contracted LEAs

### March

- USDA Food Packet Due
- Seamless Summer Option Application Agreement Available in Web Application System
- Check Website for Summer Workshop Dates and Locations
- February Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (April Delivery-Last Delivery of School Year)

### April

- March Claim Form Due in Web Application System by the 15<sup>th</sup>
- Submit School Level Information for CEP, due by the end of the month
- Perform and Document Monthly Edit Checks

### May

- Update End of Year Date in Application Agreement if Needed Due to Extension of School Year
- Free and Reduced Price Application and Direct Certification, School Year Booklet Available on Website
- April Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Registration for Summer Workshops Due by End of May

### June

- May Claim Form Due on Web Application System by the 15<sup>th</sup> (Separate Claim Form Required for Seamless Summer Option School Meals Claimed in May)
- Deadline to apply for CEP is June 30
- Perform and Document Monthly Edit Checks



# Questions

Contact Food and Nutrition Services if you have any questions.

E-mail: [foodandnutritionservices@dese.mo.gov](mailto:foodandnutritionservices@dese.mo.gov)

Phone: 573-751-3526

