New Applicant Guide for the Summer Food Service Program

Contents

Introduction

WHAT IS APPLICANT GUIDE?

An Applicant Guide is a resource developed by the Arizona Department of Education (ADE) to assist prospective entities in navigating the onboarding process for ADE's federally funded meal programs. These programs provide essential reimbursements for meals served at participating schools.

INTENDED AUDIENCE

This guide is intended for School Food Authorities (SFAs) and Community Organizations interested in applying to operate the SFSP in Arizona. All regulations are specific to operating SFSP under the direction of ADE.

PURPOSE OF THIS APPLICANT GUIDE

This applicant guide will go step-by-step through how to apply to operate the SFSP. It is essential to follow these steps in order. Please look at the form descriptions below for help completing the required paperwork.

Thank you for your interest in applying to operate SFSP in Arizona. If you require additional assistance with the application process or paperwork, please submit a HelpDesk ticket.

How to Apply

To begin the process of applying to operate SFSP, first fill out the [SFSP Prospective Entity Form](#).

Depending on the type of entity applying, the form may request the attachment of the Arizona Substitute W-9 Form, 501(c)(3) documentation and/or a license to operate.

In Arizona, an entity recognized as part of the educational system is identified by a nine-digit CTD number.

- If you are unsure of your CTD number, contact ADE School Finance directly via a HelpDesk ticket or at (602) 542-5695.
- Charter schools should contact their charter board.
- Residential Child Care Institutions (RCCIs) and faith-based entities must contact HNS directly at (602) 542-8700 for more information.
- New schools/institutions that have not requested a CTD number from School Finance must please submit a HelpDesk ticket for Entity Profile changes.

  - *For new entities that do not have access to HelpDesk, this form can be requested by emailing SFAnalystTeam@azed.gov.*

How to Apply *(continued)*

Completing the SFSP Prospective Entity Form

This form is filled out entirely online. Prospective entities should make sure the required training and applicable forms below have been completed prior to applying. If you have any questions, please contact (602) 542-8700 or submit a HelpDesk ticket.
All program forms needed can be found at Required Entity Organization Application Forms

How to Apply *(continued)*

Enter the information for the individual responsible for overseeing the SFSP. This person will be the primary point of contact and will be asked to make program decisions as well as sign program documents.

When finished, move on to training requirements

How to Apply *(continued)*

Prior to completing the next steps, SFAs will need to complete the SFSP: Orientation for Sponsoring Organizations and the Online Course: Civil Rights Compliance for Child Nutrition Operators.

Orientation for Sponsoring Organizations

Summer Food Service Program (SUN Meals) Online Course

Health and Nutrition Services
Arizona Department of Education

Civil Rights Compliance for Child Nutrition Operators

ONLINE COURSE

Arizona Department of Education

SFSP: Orientation for Sponsoring Organizations

Online Course: Civil Rights Compliance for Child Nutrition Operators

Once the trainings are complete, upload a copy of the certificates to page 3 of the SFSP Prospective Entity form.

Training Requirements

A Program administrator and key staff member(s) from each new operating organization are required to complete State Agency training in order for the organization to be eligible to participate in the Program. The following trainings must be completed, and corresponding training certificates uploaded here, before proceeding.

SFSP: Orientation for Sponsoring Organizations

Online Course: Civil Rights Compliance for Child Nutrition Operators

ORIENTATION FOR SPONSORING ORGANIZATIONS *
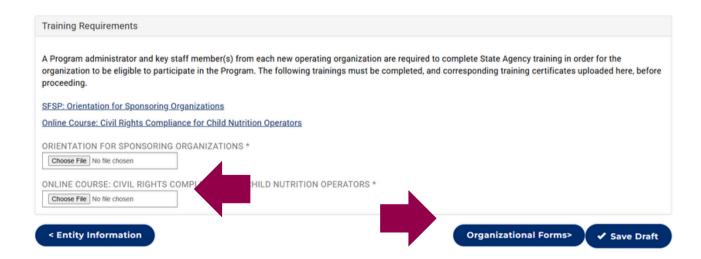[Choose File] No file chosen

ONLINE COURSE: CIVIL RIGHTS COMPL... ...HILD NUTRITION OPERATORS *
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< Entity Information   Organizational Forms>   ✔ Save Draft

How to Apply *(continued)*

The next step is to upload the necessary organizational forms.

An explanation for each form is located at the end of this quick guide in Table 1.

Summer Food Service Program Organizational Forms
The Arizona Department of Education posts organizational form templates on the Health and Nutrition Services' website. Locate and upload completed applicable forms below.

- Program Forms and Resources (link https://www.azed.gov/hns/sfsp/sfspforms/)

The following forms must be completed and submitted as part of the application packet:

☐ ADEconnect Entity Administrator form (If applicable)
- Download Request for ADEConnect Entity Administrator Account

☐ State of Arizona W-9
- Download State of Arizona W-9 Form

☐ Nonprofit 501C3 from the IRS (if applicable)

☐ Add-Change-Delete form
- Download Manual ADD/CHANGE/DELETE

☐ FPPSA Initiation Form
- Download Electronic FPPSA initiation form

☐ Unique Entity Identifier (UEI)
- SAM.gov

☐ Non-Associated Site Agreement
- Download Non-Associated Site Agreement Form

☐ Area Eligibility
- Download Free and Reduced-Price Percentage Report
- Download CACFP and SFSP Area Eligibility Mapper

How to Apply *(continued)*

Please review your application prior to submission. Once all necessary forms have been uploaded, select submit at the bottom of the page.

Each application will be reviewed and a specialist will contact the applicant in 8-10 business days.

Application Packet

Table 1. Application Packet Forms Descriptions

State of Arizona Substitute W-9 Form	This form is used to establish or update a vendor account with the State of Arizona. This form is required for LEAs to receive reimbursement for claims. Applicants must: • Follow the instructions provided on the form. • Be aware that ADE will only accept the W-9 in this format. • Provide a copy of the IRS approval letter if you selected Non-Profit, IRC §501(c) in the Minority Business Indicator section.
IRS 501(c)(3)	Private organizations only: Copy of tax-exemption 501(c)(3) letter from the IRS. • If you selected Non-Profit, IRC §501(c) in the Minority Business Indicator section of the AZ-W9, please provide a copy of the IRS approval letter. • IRS letters indicating you have applied for tax exemptions are not accepted.
Current Operating License	Residential facilities only: Copy of current operating license. • A license for each site(s) participating in the program. • Non-health facilities are licensed by DES. • Healthcare facilities are licensed by DHS.
Add/Change/Delete Form Manual Electronic	The purpose of this form is to formally request the LEA and its participating site(s) to be added to the electronic Child Nutrition Programs (CNP) system. The location where program meals will be served is referred to as a site. • The Sponsor (LEA) name must match the name listed in the School Finance database. • This form must be signed by the *Designated Official* or *Authorized Signer/Representative*. • If you are adding more than one site, there is an additional page to be filled out and signed.

Application Packet

Table 1. Application Packet Forms Descriptions *(Continued)*

Food Program Permanent Service Agreement (FPPSA) 7 CFR 210.7 HNS 11-2020	The Food Program Permanent Service Agreement (FPPSA) is a legal contract between the Arizona Department of Education (ADE) and the organization participating in one or more child nutrition programs. Reimbursement may only be made to those who have a current agreement with ADE. The FPPSA may be completed manually or electronically. If using the electronic FPPSA, please complete the Initiation Form for Electronic FPPSA. If the paper-based FPPSA is being completed, please make sure to send one complete signed copy to ADE.
Unique Entity Identifier (UEI)	• The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. • For entities that previously used the DUNS number, the DUNS Number has been removed from SAM.gov. • Entity registration, searching, and data entry in SAM.gov now require the use of the new Unique Entity ID. • Existing registered entities can find their Unique Entity ID by following the steps here. • New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.
ADEConnect Entity Administrator **HNS 12-2017** **HNS 13-2017**	Health and Nutrition Services requires that each entity gain access to ADE's Administrative portal: ADEConnect. If an organization does not have an Entity Administrator, please fill out the following form to request an Entity Administrator: Request for ADEConnect Entity Administrative Account. If new employees need access to ADEConnect, an Entity Administrator must add the user and assign permissions to applications in ADEConnect. The Entity Administrator for each organization can be found in the top right corner of the ADEConnect home page. Sharing of account information is a breach of the ADE Acceptable Use Policy. Consultants conducting reviews, or consulting firms contracting with organizations, including Food Service Management Company employees, are not authorized users of the CNPWeb system and should not be provided with user accounts or passwords.

Application Packet

Table 1. Application Packet Forms Descriptions *(Continued)*

Non-Associated Site Agreement Form	If an operator plans to administer a Program at a site not legally affiliated with their organization, the operator should enter into an agreement with the site supervisor or responsible site official. The agreement should list, in specific terms, the responsibilities of the site supervisor, which will make it easier for the site personnel to understand their duties.
Area Eligibility Determinations	Area Eligible sites are either: Located in a school that has a Free or Reduced-Price School Lunch Percentage of 50% or higher; or located in the attendance area of a school that has 50% or greater children receiving Free or Reduced-Price Lunch. The two primary sources of data that may be used to determine whether the area that will be served is eligible are school data or census data. School data may be used to establish area eligibility, excluding camps. For a site to be determined area eligible, school data must indicate that the proposed meal site is located in a school attendance area where at least 50 percent of the children are eligible for free or reduced-price school meals.
Access to CNPWeb Applications	ADEConnect is designed to encompass all applications within ADE for the purposes of allowing uniform access into all systems. The following are available Child Nutrition Program applications: • CNPWeb: After the FPPSA is approved, LEAs are required to submit annual site and sponsor applications online through CNPWeb. CNPWeb is also used by LEAs to enter claim data for reimbursement. • ADE Professional Learning and Development (APLD): ADE event descriptions and registry. • Grants Management: Fiscal processing of Child Nutrition Program claims for reimbursement.

Applications

CNPWeb Applications

The CNPWeb Applications system is the software used by ADE to collect information about program elections for summer feeding and related programs. To access CNPWeb Applications, SFAs must request access from the Entity Administrator.

After submitting the SFSP Prospective Entity form applicants will be prompted to submit their applications through CNPWeb via ADEConnect. These applications are necessary for initial participation and must be renewed every year. Once approved, entities can start claiming meals for reimbursement.

Applicants can submit site and sponsor applications through CNPWeb, detailing their program elections for each summer feeding season. An automated email will be sent to the Program Contact listed in the sponsor application once the applications are approved by the HNS Specialist. It's important to remember that CNPWeb approval must be obtained before submitting the first reimbursement claim.

Approval in CNPWeb is not necessary to begin serving summer meals. The Food Program Permanent Service Agreement (FPPSA) is the binding agreement with ADE allowing sponsors to operate SFSP regardless of CNPWeb application status. However, reimbursement claims will not be generated until CNPWeb applications are submitted and approved.

Thank you!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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