



Office for Prekindergarten through Grade 12 Education  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
Portal.nysed.gov

**To: Superintendents  
Executive Directors  
School Business Officials  
School Food Service Directors/Managers**

**From: Paula Tyner-Doyle**

**Date: July 2016**

**Subject: Annual Renewal Instructions**

**2016-2017 Annual Renewal Online Instructions**  
***(Do not submit a paper renewal if you are filing an online renewal)***

The online renewal mirrors the paper version. To find the renewal, log into CNMS with your username and password, go to the blue menu bar under "Program", select "SFA Profile/Renewal" from the drop-down menu, and select the year 2016-2017. The 2016-2017 school year profile/renewal will display.

**The following directions must be followed in order to update information:**

***DUNS Number and SAM Expiration Date:***

- In order to be awarded federal funds an agency must obtain a DUNS number that is registered with the federal System for Award Management (SAM). Your SFA will not be able to complete the annual renew for your Child Nutrition Programs until a DUNS number has been obtained and registered through the SAM system. This requirement is in accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, Public Law 109-282.
- Once you have clicked into the SFA Profile Renewal for the 2016-2017 school year, check to see if there is a DUNS number and current expiration date. If the DUNS number has expired, click on "Click here to renew SAMS". For more information on the DUNS number, expiration date and instructions on how to register with the federal SAM system, please refer to the following site: <http://www.oms.nysed.gov/cafe/guidance/sam.html>.

***Contact Information:***

***Review all contact information to ensure that this information is accurate and complete. Please note that after each update it is necessary to click "Program" on the tool bar, select "SFA Profile/Renewal" and the "2016-2017" school year in order to return to the renewal. Do NOT use the back button on your web page browser.***

- Verify your SFA's name and address. Address information is provided by The State Education Department Reference File (SEDREF).
  - Residential child care institutions or jails should contact Joyce Sotomayor at (518) 473-8781 for assistance regarding name and/or address changes.
  - **If you are a representative from a School District, Public School, Nonpublic School, Charter School or BOCES** and you need to contact SED for a change in your contact information (including Director of Special Ed), or for a BOCES virtual location, please proceed as follows:

- For Nonpublic School **CFO information**, the change must be captured on this [CFO form](#)  or this [CFO form in PDF](#)  and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
- For **all other contact info changes, including CEO**, for the above types of Institutions, the change must be on the Institution's letterhead and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov)

**\*\*Do not send letters to the Child Nutrition office requesting name and/or address changes since our office cannot process these changes. Name and/or address changes for public or nonpublic schools must be made by the Office of Information, Reporting and Technology Services as specified above.**

- Local Education Agency (LEA) codes must be entered on all claims for the 2016-2017 school year. This field cannot be modified.
- Since we often contact CNMS users by telephone, fax or e-mail, it is important that you maintain current information in your user profile. Review all contact information to ensure it is accurate and complete.
  - If the title or phone number of a contact person needs to be updated, click on the underlined item on the left which corresponds with the information that is missing or needs updating.
  - The name and telephone number of the **Food Service Director** and **Fiscal Contact** are required fields. Failure to enter required fields will result in not being able to submit your online renewal. The Fiscal Contact is the person who should be contacted if there are questions about claims submitted by the SFA.

#### ***Certification of Acceptance:***

- The Free and Reduced Price Meal Policy Certification of Acceptance, found in the 2016-2017 Free and Reduce Price Income Eligibility and Policy Information Booklet, is available online at [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm). The Certification of Acceptance must be completed as part of the annual renewal process designating a Reviewing Official, Verification Official and a Hearing Official. The Hearing Official must be someone removed from the application review and approval process. Please note that this information is not required if all of the RA's within the SFA participate in Provision 2 or Community Eligibility Provision.
  - The name and titles of the **Reviewing Official**, **Verification Official**, and **Hearing Official** are required fields. Click "New" to enter the values for the Certification Officials. Enter the Name, Title, and select the type of official; then click "Insert". The Reviewing Official and Verification Official may be the same person, however, the Hearing Official cannot be the Reviewing or Verification Official. A Message will appear if the same name is entered for the Hearing Official and either the Reviewing or Verification Official.
- Approved programs are displayed next to "Program Participation". Lunch participation is designated as "Under 60%" or "Over 60%" in reference to the percentage of free and reduced lunches served in the 2014-2015 school year. Over 60% sponsors receive an additional \$.02 for each lunch served. Note that the Snack component of the Lunch program is now listed if the SFA participated in 2014-2015. If a program for the 2016-2017 school year needs to be deleted for the 2016-2017 school year, immediately notify this office in writing as you cannot do this online.

#### ***Recipient Agency (RA) Information:***

- Click on and verify the information for breakfast, lunch, snack and milk programs individually to complete requested information for each building.

- If a breakfast, lunch, milk or snack program for an individual RA needs to be deleted, you must notify our office in writing by faxing a letter on school letterhead to our office at (518) 473-0018. **Requests to delete programs for an RA cannot be done online.**
- **New RA programs cannot be added online.** All application information, including program addition forms, can be accessed from the Child Nutrition Knowledge Center, [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm), under the blue button “New School Food Authority”.
- Verify the names and addresses for each RA:
  - **If you are a representative from a School District, Public School, Nonpublic School, Charter School or BOCES** and you need to contact SED for a change in your contact information (including Director of Special Ed), or for a BOCES virtual location, please proceed as follows:
    - For Nonpublic School **CFO information**, the change must be captured on this [CFO form](#)  or this [CFO form in PDF](#)  and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
    - For **all other contact info changes, including CEO**, for the above types of Institutions, the change must be on the Institution's letterhead and emailed to [datasupport@nysed.gov](mailto:datasupport@nysed.gov)
  - If both the name and address are different for an RA, this is considered a new RA and a New RA Application Form must be completed for that site. Contact your child nutrition representative for a New RA Application Form which must be completed and submitted for approval. **Do not** submit claims for cancelled RAs or combine the claim with another RA without submitting the paperwork and obtaining approval for a new RA.
- Enter the participating **Grade Levels** for each building by clicking on “Grades in Building” and checking the appropriate boxes.
- **Months of Operation** for the current year are listed. If the beginning start date of the SFA is changing from September to July or August, submit a letter on your school’s letterhead explaining the educational nature of the program being offered to this office. **This cannot be completed online.**
- Indicate the **Method of Service** for each building by clicking on “Method of Service.” The different methods of service are as follows:
  - Satellite – Meals are not prepared at the site
  - Sat-Prep – Meals are prepared and served on site **and** sent to additional sites
  - Self-Prep – Meals are prepared on site and served only at this site
  - Vended – Prepared meals are delivered from an outside organization
- **Meal Service Times** are rolled over from last year. Please update if program serving times have changed. If lunch will be served outside of the required meal hours of the 10:00 a.m. - 2:00 p.m. time period, and approval has not already been received, submit a letter on school letterhead briefly explaining the reason, the applicable building(s) and the meal service times. When entering meal service times, please refer to the example next to the input field for the correct format.
- Ensure that the **Offer vs. Serve** option is correctly indicated for each building. If incorrect, changes to the **Offer vs. Serve** meal option can be made online.
- Enter the prices charged to the **Reduced Price** and **Paid Price** students for the 2016-2017 school year. Schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet these requirements. When lunch prices are increased, a la carte prices should also increase so the combined price of an entrée plus milk equals the paid lunch price.

- When charging multiple reduced price and/or paid lunch prices, enter the most frequently used price. SFAs that do not charge students should enter zero (“0”) into the price field. As a reminder, reduced price students cannot be charged more than \$0.25 for breakfast or lunch and cannot be charged more than \$0.15 for snack.

***The information below is automatically generated by CNMS and will not require updating:***

- **Menu Option - Food Based Menu Plan** is pre-filled since no other menu plan is allowed.
- **Severe Need Breakfast Status** is indicated for 2016-2017: *No* (Regular) or *Yes* (Severe Need). The percentage of free and reduced price lunches in the 2014-2015 school year is also shown. If the percentage indicated is 40% or more, the RA qualifies for Severe Need reimbursement for the 2016-2017 school year.
- **Snack Status** is indicated for the current year. All snacks are reimbursed at the free rate in Needy RAs. RAs will automatically qualify for Needy status in the 2016-2017 school year if the combination of free and reduced eligibles constituted 50% or more of total enrollment for the March 2015 lunch claim. If the RA does not qualify for Snack Needy Status, snacks must be claimed for free, reduced, and paid reimbursement based upon each child’s established eligibility category. However, in some instances, individual middle and high school RAs may qualify for free snacks, even if they do not meet the 50% threshold. Contact a child nutrition program representative for additional guidance on the Snack Needy Status of RAs.

It is important to note that information contained in the SFA and RA annual information screens, as well as the contact people module and RA general information screens, must be updated any time there is a change during the school year to ensure we have the most up-to-date information on file. Failure to do so may result in the withholding of payments, suspension or termination of the program.

Once you have completed the review and update of your agency’s renewal, read the certification statement and click “I Agree”. Your Annual Renewal is then processed. If you do not see this message, recheck all fields to ensure that a required field was not unintentionally left blank.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.