

**THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK/ALBANY, NY 12234**

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

cn.nysed.gov

**To:** **Superintendents**

 **Executive Directors**

 **School Business Officials**

 **School Food Service Directors/Managers**

**From: Paula Tyner-Doyle**

**Date: June 1, 2018**

**Subject: Annual Renewal Instructions**

**2018-2019 Annual Renewal Online Instructions**

(Do not submit a paper renewal.)

***All School Food Authorities (SFA) participating in the National School Lunch Program, School Breakfast Program and/or Special Milk Program are required to complete an Annual Renewal prior to the beginning of the school year. The purpose of the Annual Renewal is to recommence the SFAs’ single permanent agreement between New York State Education Department (SED) and the SFA. Please refer to the following for more information:*** [***Single Permanent Agreement***](http://portal.nysed.gov/cn/Userhelp/portal/Single_Perm_Agreement.pdf)***. The Annual Renewal is also the mechanism for SED to collect annual program specific information. SFA’s are required to notify SED of any changes that occur throughout the school year.***

***Failure to complete the annual renewal prior to the start of the school year may jeopardize reimbursement and may result in the SFA’s program participation being deemed abandoned.  No Renewals will be accepted after December 1st 2018.  In the event that the SFA fails to renew, the SFA will be required to submit a new SFA program application in accordance with Child Nutrition Program Administration (CNPA) procedures during the designated annual enrollment period. In addition, the SFA will be subject to a close out review in accordance with CNPA procedures.***

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

To access the renewal, log into the Child Nutrition Management System (CNMS) with your username and password, go to the blue menu bar under “Program", select “SFA Profile/Renewal” from the drop-down menu, select the year 2018-2019 and click “Find”. The 2018-2019 school year profile/renewal will display.

## 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 2018-2019 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”.
		- *After the renewal of the DUNS number, it will take one week to renew. Please keep this in mind to be in compliance with the Annual Renewal deadline.*
* 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 “2018-2019” 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 your Child Nutrition Representative 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](http://www.oms.nysed.gov/sedref/documents/newCFOform.doc) or this [CFO form in PDF](http://www.oms.nysed.gov/sedref/documents/newCFOform.pdf) and emailed to 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

# \*\*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 2018-2019 school year. This field cannot be modified.
* *Review the Food Service Director, Fiscal Contact and School Business Official* contact information to ensure it is accurate and complete. Since we often contact SFAs by telephone, fax or e-mail, it is important that you maintain current information in your user profile.
	+ If there are any changes for the *Food Service Director, Fiscal Contact and School Business Official*, click on the underlined title which corresponds with the information that is missing or needs updating. *To update a contact person’s information or to change the contact person, click on the corresponding contact name.*

***Complete the following steps:***

* + *To change the name of the contact person, click on the first “New” button.*
	+ *Enter the contact person’s name and choose their role by using the drop-down box next to the words “Contact Role.” Then click insert. You will see the word “Success!” in green.*
	+ *Next click on “Back to SFA.”*
	+ *To change the phone number, e-mail and fax click on the second “New” button.*
	+ *Choose from “Device Type” and enter the information in the “Value” box then click on the “Insert” button. Again, you will see the word “Success!” in green.*
	+ *Once this is completed go to program at the top of the screen and then click on “SFA Profile/Renewal” and choose the 2018-2019 school year to get back to the Annual Renewal Home Page.*
* The name and telephone number of the **Food Service Director, Fiscal Contact and *School Business Official*** 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 2018-2019 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 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.
	+ To begin entering the name and titles of the designated officials, click *on the underlined title “Reviewing Official”, then click on the “New” button under the heading “Certification Officials”*. Enter the Name, Title, and select the type of official; then click “Insert”. Repeat this process to enter the Verification Official and the Hearing Official. After all, three official’s have been entered, g*o to the blue menu bar at the top of the page and click on “Program”, then “SFA Profile/Renewal” and choose the 2018-2019 school year to return to the Annual Renewal Home Page.*
		- * 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.

## Exemptions/Waiver

## If the SFA has been granted approval for an exemption/waiver, the specific exemption/waiver will be noted on the Annual Renewal. SFAs may apply for available exemptions/waivers by completing the process detailed in the applicable memos that are posted on the Child Nutrition Knowledge Center (CNKC). This is not done online through the annual renewal process. For more information on the available exemption/waivers, please contact your Child Nutrition Program Representative.

## Approved Programs

* 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 2015-2016 school year. Over 60% SFAs receive an additional $.02 for each lunch served.
* If your SFA no longer participates in a program that is listed for the 2018-2019 school year, immediately notify your Child Nutrition Representative in writing. This cannot be changed online.

## Recipient Agency (RA) Information:

* Review and verify the information noted for breakfast, lunch, snack and milk programs for each RA.
	+ If a breakfast, lunch, milk or snack program for an individual RA needs to be removed, you must notify your Child Nutrition Program Representative in writing. **Requests to delete programs for an RA cannot be done online**.
	+ **New RA programs cannot be added online.** If you wish to add a program to your existing RA, please contact your Child Nutrition Program Representative.
* Verify the names and addresses for each RA. RA name and address information is provided by The State Education Department Reference File (SEDREF).
	+ **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](http://www.oms.nysed.gov/sedref/documents/newCFOform.doc) or this [CFO form in PDF](http://www.oms.nysed.gov/sedref/documents/newCFOform.pdf) and emailed to 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
	+ **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.

***For each Recipient Agency repeat the following steps:***

* 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
			* + *If vended enter the vendor’s name in vendor field*
	+ After you have entered the Method of Service, click the “Update” button then scroll to the top of the screen and click on “SFA/Profile Renewal” to return to the Annual Renewal Home Page. Repeat this process for each RA.
* **Grade Levels:** Enter the participating grade levelsfor each building by clicking on “Grades in Building” and checking the appropriate boxes. *Click the “Update” button.*

***\*New for 2018-2019 School Year\* Breakfast After the Bell (BAB)***

 ***“Breakfast After the Bell” is when a SFA offers all students a school breakfast after the instructional day has begun. Schools can offer Breakfast After the Bell by implementing the alternative breakfast service model such as breakfast in the classroom, “grab and go” breakfast, and second chance breakfast.***

\*\*School required to offer Breakfast the Bell and further information can be found at: [Breakfast After Bell Implementation and Reporting Breakfast Delivery Methods](http://www.cn.nysed.gov/content/breakfast-after-bell-implementation-and-reporting-breakfast-delivery-methods) \*\*

* *Scroll down to “Recipient Agency Programs”* to complete Breakfast After the Bell (BAB) information.
* Click on Breakfast under Program Name.
* *Scroll down to “BAB required” to confirm if the RA is mandated to implement BAB.*
* Next click on the drop-down box to choose Y (yes) or N (no) for *“BAB Offered”. If mandated to implement BAB the SFA is required to indicate which BAB Method(s) are used or request a waiver. If the SFA is not mandated but offered BAB it is required to indicate which BAB method(s) are used.*
* If Y, indicate which *“BAB Method”* used. Click the “Update” button.
* For RAs required to offer BAB but would like to apply for a waiver the information can be found at: <http://www.cn.nysed.gov/form/breakfast-after-bell-waiver-request>
* *Repeat this process for each RA.*

## Meal Service Times, Prices & Offer vs Serve

* *To update Meal Service Times, Prices and Offer vs Serve information, click the “Recipient Agency Information” link that can be found in the middle of the screen above where your RAs are listed. This will allow you to enter the information by program for all RAs at one time. You may also update this information individually for each RA by clicking each program listed within the RA.*
* **Meal Service Times** are rolled over from last year. Please update the times if the program serving times have changed.
* If lunch will be served outside of the required meal hours of 10:00 a.m. - 2:00 p.m., 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.
* **Prices:** Enter the prices charged to the **Reduced Price** and **Paid Price** students for the 2018-2019 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 charging multiple reduced price and/or paid lunch prices, enter the most frequently used price.**
	+ 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.
* SFAs that do not charge students should enter zero (“0”) into the price field.
* **Offer vs. Serve:** Ensure theoption is correctly indicated “Yes” or “No” for each RA. If the option is incorrect, select the correct response and click “Update”.
* *After the updates have been made, click the “Update” button then go to the blue menu bar at the top of the page and click on “Program”, then “SFA Profile/Renewal” and choose the 2017-2018 school year to return to the Annual Renewal Home Page.*

## Days of Operation by Program- to be completed by Non-Public Schools only

* *All Non-Public SFAs must enter days of operation by program for each RA. To enter the days of operation, complete the following steps for each RA:*
	+ *Within each RA, under the “Program Information” click on the program you wish to enter the days of operation for (Breakfast, Lunch, Snack)*
	+ *Under the heading “Days” click on “New”*
	+ *Enter all days of operation for the program and then click insert*
	+ *Go to the blue menu bar at the top of the page and click on “Program”, then “SFA Profile/Renewal” and choose the 2018-2019 school year to return to the Annual Renewal Home Page.*
	+ *Repeat the above steps for each program and RA*

## 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 2018-2019 school year as: *No* (Regular) or *Yes* (Severe Need). The percentage of free and reduced price lunches served in the 2015-2016 school year is also shown. If the percentage indicated is 40% or more, the RA qualifies for Severe Need reimbursement for the 2017-2018 school year.
* **“Snack Needy” Status** is listed next to each RA if the RA participated in snack during the 2017-2018 school year. If 50% or more of the students in the RA are eligible for free and reduced meals, then the RA is “Snack Needy” eligible.
* **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 changed online.**

## Submitting the Annual Renewal

* Once you have completed the review and update of your SFA’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.

**\*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.**

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(link is external), (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html(link is external), 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(link sends e-mail).

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