

How to Elect Recipient Agency (RA) Operation Type in CNMS

Use the following screenshots and instructions to complete Phase 1:
Recipient Agency Operation Information reporting

School Food Authority General Information

SFA Annual Information



School Food Authority:

LEA Code:

Payee Name:

Agency Type:

Team:

Contact:

County:

District:

Federal ID Number:

Municipality Code:

OSC Vendor Id:

DUNS Number:

Public School

Team 3

03/06/21

[SAM Website](#)

After logging into the Child Nutrition Management System (CNMS), proceed to your SFA's General Information Page.

Click "SFA Annual Information"

SFA Name:



LEA Code:



Select Year for SFA Annual Information

School Year	Renewal Date
2020-21	06/19/20
2019-20	06/07/19
2018-19	07/06/18
2017-18	06/12/17
2016-17	06/28/16



Click “2020-2021” link under School Year

Click “Recipient Operations”

[RA Annual Information List](#)

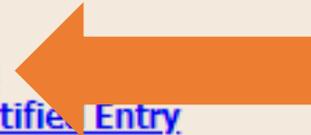
SFA ANNUAL INFORMATION

SFA Name: [REDACTED]
LEA Code: [REDACTED]
School Year: 2020-21
Renewal Date: 06/19/20
Renewed By: CCASAB
60% Indicator: N
60% Lunch : 57.8 %
Attendance Factor:
Last Updated: 06/09/20

[Income Verification](#)
[Recipient Operations](#)
[SNAP & Medicaid Certification Entry](#)

Update

Revert



The screenshot shows the entire SFA operation by all active Recipient Agencies (RAs) and SFSP sites.

This module is where users indicate:

- Which program (SFSP, SSO or NSLP/SBP/SMP) is operating in each building,
- Or option to indicate if no meal service is to be provided at this location.
- If your SFA is operating at a location that is not listed, you are required to fill out the SSO/SFSP New Site Information Sheet. To request the sheet email cnsfsp@nysed.gov

Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified		Reviewed	Approved
[REDACTED]		<input type="checkbox"/>	<input type="text" value=""/>	[REDACTED]	<input type="text" value=""/>	<input type="checkbox"/>	SFSP Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="text" value=""/>	[REDACTED]	<input type="text" value=""/>	<input type="checkbox"/>	SSO Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="text" value=""/>	[REDACTED]	<input type="text" value=""/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="text" value=""/>	[REDACTED]	<input type="text" value=""/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Records 1 to 4

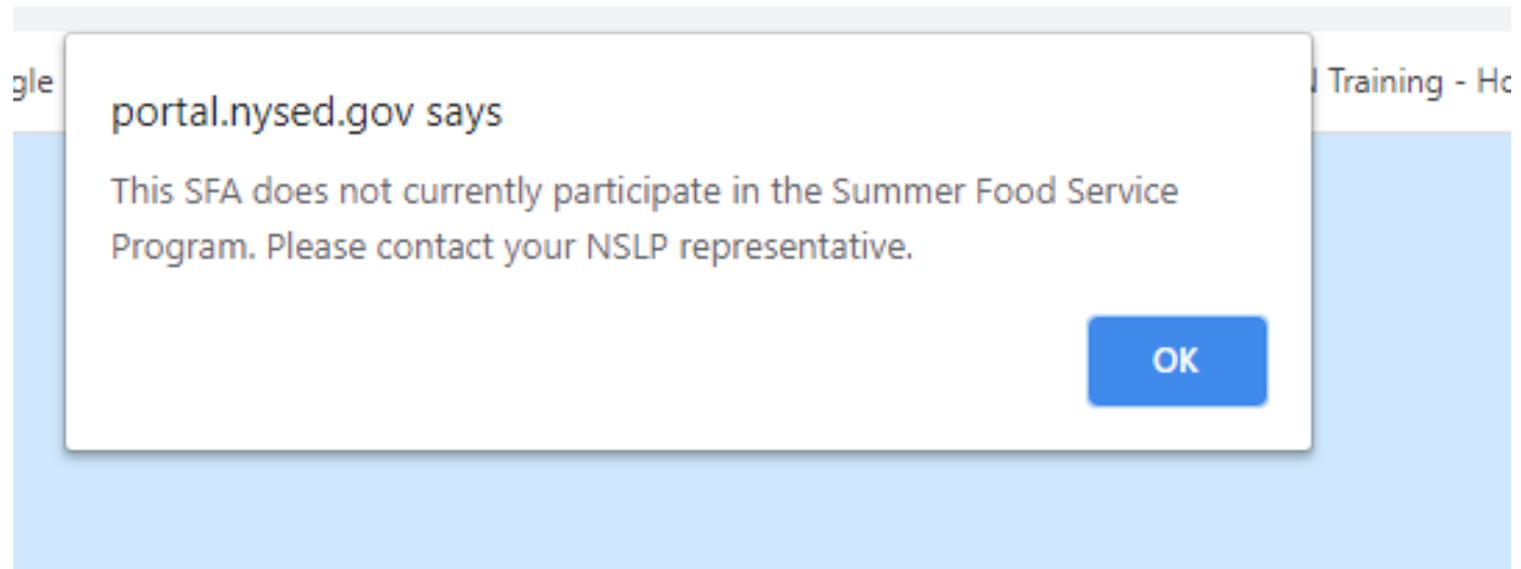
[Update](#) [Revert](#)

[Query](#)

[SFA Waivers](#)

SFAs need to apply for SFSP prior to electing operation type in CNMS

Please see slide 23 for instructions on applying for SFSP and Snack.



Under "Operation Type," there is a drop down with options of service to select for each RA; SFSP, SSO or NSLP/SBP/SMP.

If operating under SFSP or SSO, the type of site must be indicated using the drop down.

- An open site is open to all children (18 and under) in the community
- A closed enrolled site limits participation to only enrolled children at that specific site.

If the RA is operating under the NSLP/SBP/SMP, no further information is required for this selection.

If meal service was not offered at an RA/Site, select the box under "No Meal Service." This will inform CN staff to change the operating dates for this RA/Site to ensure that claiming will not be required.

Once you have completed the module, click the blue "Update" button.

Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified		Reviewed	Approved
		<input type="checkbox"/>	SFSP		Open	<input type="checkbox"/>	SFSP Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	SSO		Closed Enrolled	<input type="checkbox"/>	SSO Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	NSLP/SBP/SMP			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

[Update](#) [Revert](#) 1 -> 100



Once you click the blue “Update” button, if either SFSP and/or SSO was indicated then the link to the “SFSP Operation Detail” and “SSO Operation Detail” Screen will appear.

This link will take you to the next module where program specific information will be required.

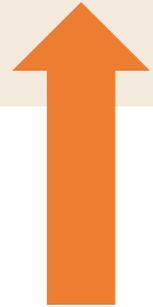
If all RA/Sites are not listed once you clicked “Update,” click on the “1-> 100” button to display all RAs/Sites.

Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified		Reviewed	Approved
		<input type="checkbox"/>	SFSP		Open	<input type="checkbox"/>	SFSP Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	SSO		Closed Enrolled	<input type="checkbox"/>	SSO Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	NSLP/SBP/SMP			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

[SFA Waivers](#)

Update Revert 1 -> 100



If the SFA has more than 20 RAs/Sites, click “Next” to see additional RAs not previously listed.

Records 1 to 20

Update Revert Next Last

Query

[Back to Annual Detail Recipient Operations](#)



To fill in program specific information, click on the “SFSP Operation Detail” or “SSO Operation Detail” link. Please note, the title of the link that is shown on your screen will be dependent on the type of operation you selected for each RA/site.

If only SFSP operation type was selected, then only the SFSP Operation Detail link will appear.

If only SSO operation type was selected, then only the SSO Operation detail link will appear.

Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified		Reviewed
		<input type="checkbox"/>	SFSP		Open	<input type="checkbox"/>	SFSP Operation Detail	<input type="checkbox"/>
		<input type="checkbox"/>	SSO		Closed Enrolled	<input type="checkbox"/>	SSO Operation Detail	<input type="checkbox"/>
		<input type="checkbox"/>	NSLP/SBP/SMP			<input type="checkbox"/>		<input type="checkbox"/>
		<input checked="" type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>

Records 1 to 4

[Update](#) [Revert](#)



SFSP Operation Detail

If your SFA is not operating SFSP at any RA/Site, skip to slide 18

This screenshot is the RA SFSP Operation Detail page where you must provide program specific information.

This screen captures how each RA is operating.

Please see the next slides for elaborated details of what information is needed in each field

RA Operation Detail

RA LEA: [Redacted] RA: [Redacted] Op Type: SFSP Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast CAP: 100 Begin Time: 09:15am End Time: 12:45pm SFSP Begin Date: 10/01/20
Meal Type: Lunch CAP: 345 Begin Time: 09:15am End Time: 12:45pm SFSP End Date: 12/31/20

Check the days meals will be served at the site in a congregate setting as part of the school day:
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.
 this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s): [Text Area]

How many days worth of meals will you be providing on distribution days? [Dropdown]

Additional Comments: [Text Area]

Record 1

Update Revert

Query

[Back to Annual Detail](#)
[Recipient Operations](#)

SFSP Operation Detail

- Method of Prep - Choose how the RA prepares the meals
 - Self-Prep – Meals are prepared on site and served only at this site
 - Satellite – Meals are not prepared at the site
 - Sat-Prep – Meals are prepared and served on site and sent to additional sites
- OVS - Indicate “Y” if Offer vs Serve (OVS) is being offered, if not, choose “N”
- Additional Comments – Additional information such as multiple mealtimes, operated NSLP in September, etc. can be inputted here.

RA Operation Detail

RA LEA: [Redacted] RA: [Redacted] Op Type: SFSP Method Of Prep: Self-prep [v] Ovs: Y [v] NSLP Snack Participation:

Meal Type: Breakfast [v] CAP: 100 Begin Time: [] CAL ex. 09:15am End Time: [] CAL ex. 12:45pm SFSP Begin Date: 10/01/20
 Meal Type: Lunch [v] CAP: 345 Begin Time: [] CAL ex. 09:15am End Time: [] CAL ex. 12:45pm SFSP End Date: 12/31/20

Check the days meals will be served at the site in a congregate setting as part of the school day:
 Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
 Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.
 this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s): [Text Area]

How many days worth of meals will you be providing on distribution days? [v]

Additional Comments: [Text Area]

Record 1
 [Update] [Revert]
 [Query]
[Back to Annual Detail](#)
[Recipient Operations](#)

SFSP Operation Detail

- Meal Type:
Under SFSP only 2 meal types are allowed. Choose up to 2 - Breakfast, Lunch/Supper, and/or Snack.
 - If your program is claiming 2 Meal Types but also claiming under NSLP for Snack, check the box for “NSLP Snack Participation”
- CAP (Site Caps):
Indicate the Site Cap for each meal type selected. CAP is the maximum number of meals that will be served per child per day per meal type for reimbursement.
 - Submission of a CAP does not indicate approval. SED will review your request to determine if it is reasonable prior to approval.

RA Operation Detail

Op Type: SFSP Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast CAP: 100
Meal Type: Lunch CAP: 345

Begin Time: 09:15am End Time: 12:45pm SFSP Begin Date: 10/01/20
Begin Time: 09:15am End Time: 12:45pm SFSP End Date: 12/31/20

Check the days meals will be served at the site in a congregate setting as part of the school day:
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.
 this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s):

How many days worth of meals will you be providing on distribution days?

Additional Comments:

Record 1
Update Revert
Query
[Back to Annual Detail](#)
[Recipient Operations](#)

SFSP Operation Detail

- **Begin and End Time:**
Indicate the meal service begin and end time for each of the meal types.
- **Begin and End Date:**
Indicate the dates you will operate SFSP. As of now, SFSP is available until June 30, 2021, or to the extent that federal and State funding allows.
 - CN representatives will reach out for clarification if the SFA has operated NSLP for other months not captured here.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op: SFSP Meal Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast CAP: 100 Begin Time: 09:15am End Time: 12:45pm SFSP Begin Date: 10/01/20
CAL ex. CAL

Meal Type: Lunch CAP: 345 Begin Time: 09:15am End Time: 12:45pm SFSP End Date: 12/31/20
CAL ex. CAL

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s): [REDACTED]

How many days worth of meals will you be providing on distribution days? [REDACTED]

Additional Comments: [REDACTED]

Record 1

[Update](#) [Revert](#)

[Query](#)

[Back to Annual Detail](#)
[Recipient Operations](#)

SFSP Operation Detail

- Check the days meals will be served at the site in a congregate setting as part of the school day – Indicate the days that meals will be served in school or site setting.
- Check the days meals will be distributed – Indicate the days meals will be distributed via grab and go/delivery.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op Type: SFSP Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast CAP: 100 Begin Time: 09:15am CAL ex. End Time: 12:45pm CAL ex. SFSP Begin Date: 10/01/20 CAL

Meal Type: Lunch CAP: 345 Begin Time: 09:15am CAL ex. End Time: 12:45pm CAL ex. SFSP End Date: 12/31/20 CAL

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s): [REDACTED]

How many days worth of meals will you be providing on distribution days? [REDACTED]

Additional Comments: [REDACTED]

Record 1

[Update](#) [Revert](#)

[Query](#)

[Back to Annual Detail](#)
[Recipient Operations](#)

SFSP Operation Detail

- Select how many days' worth of meals will be provided on distribution days.
 - If multiple distribution days, select the greatest number of days that meals are provided for
- Site Eligibility – Must choose either, “this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals”

Or

“This site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price meals.” **If this option is chosen, you will have to provide an explanation for how meal benefits are targeted to children in need.**

Once all the fields are completed for each RA operating SFSP click the blue “Update” button.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op Type: SFSP Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast CAP: 100 Begin Time: 09:15am CAL ex. End Time: 12:45pm CAL ex. SFSP Begin Date: 10/01/20 CAL SFSP End Date: 12/31/20 CAL

Meal Type: Lunch CAP: 345 Begin Time: 09:15am CAL ex. End Time: 12:45pm CAL ex.

Check the days meals will be served at the site in a congregate setting as part of the school day:
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s): [Text Area]

How many days worth of meals will you be providing on distribution days? [Dropdown]

Additional Comments: [Text Area]

Record 1

Update [Red Arrow] Query

[Back to Annual Detail](#)
[Recipient Operations](#)

Once you have hit “Update” and it was successful, click on the “Recipient Operation” link to take you back to the Recipient Operations Screen.



SSO Operation Detail

This screenshot is the RA SSO Operation Detail page where you must provide program specific information.

This screen captures how each RA is operating.

Please see the next slide for elaborated details of what information is needed in each field

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op Type: SSO Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast ADP: 178 Begin Time: 09:15am CAI ex. End Time: 12:45pm CAI ex. Begin Month: September

Meal Type: Lunch ADP: 225 Begin Time: 09:15am CAI ex. End Time: 12:45pm CAI ex. End Month: December

Check the days meals will be served at the site in a congregate setting as part of the school day:

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s):

All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and robocall contact.

How many days worth of meals will you be providing on distribution days? [Dropdown]

Additional Comments: [Text Area]

Record 1

Update Revert

Query

[Recipient Operations](#)

SSO Operation Detail

- Method of Prep - Choose how the RA prepares the meals
 - Self-Prep – Meals are prepared on site and served only at this site
 - Satellite – Meals are not prepared at the site
 - Sat-Prep – Meals are prepared and served on site and sent to additional sites
- OVS - Indicate “Y” if Offer vs Serve (OVS) is being offered, if not, choose “N”
- Additional Comments – Additional information such as multiple mealtimes, operated NSLP in September, etc. can be inputted here.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op Type: SSO

Meal Type: Breakfast [v] ADP: 178 Begin Time: [] CAL ex. 09:15am Method Of Prep: Self-prep [v] End Time: [] CAL ex. 12:45pm Ovs: Y [v] NSLP Snack Participation:

Meal Type: Lunch [v] ADP: 225 Begin Time: [] CAL ex. 09:15am End Time: [] CAL ex. 12:45pm

Begin Month: September [v] End Month: December [v]

Check the days meals will be served at the site in a congregate setting as part of the school day:

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s):

All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and rebocall contact.

How many days worth of meals will you be providing on distribution days? [] Additional Comments: []

Record 1

Update Revert

Query

[Recipient Operations](#)

SSO Operation Detail

- Meal Type – Under SSO only 2 meal types are allowed. Choose up to 2 - Breakfast, Lunch/Supper, and/or Snack.
 - If your program is claiming 2 Meal Types but also claiming under NSLP for Snack, check the box for “NSLP Snack Participation”
- ADP – Indicate the Average Daily Participation (ADP) for each meal type selected. ADP is the number of meals expected to be served each day.
 - Submission of an ADP does not indicate approval. SED will review your request to determine if it is reasonable prior to approval.

RA Operation Detail

RA: [Redacted] Op Type: SSO Method Of Prep: Self-prep OvS: Y NSLP Snack Participation:

Meal Type: Breakfast ADP: 178 Begin Time: 09:15am End Time: 12:45pm Begin Month: September

Meal Type: Lunch ADP: 225 Begin Time: 09:15am End Time: 12:45pm End Month: December

Check the days meals will be served at the site in a congregate setting as part of the school day:
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.
 this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s):
All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and robocall contact.

How many days worth of meals will you be providing on distribution days? [Dropdown]

Additional Comments: [Text Area]

Record 1
Update Revert
Query
[Recipient Operations](#)

SSO Operation Detail

- Begin and End Time – Indicate the meal service begin and end time for each of the meal types.
- Begin and End Month – Indicate the months you will operate SSO. If SSO operations did not start until October, indicate October as the begin month. As of now, SSO is available until June 30, 2021. This is subject to change.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] SSO

Meal Type: Breakfast ADP: 178 Begin Time: 09:15am End Time: 12:45pm Self-prep OVS: Y

Meal Type: Lunch ADP: 225 Begin Time: 09:15am End Time: 12:45pm

Begin Month: September End Month: December

NSLP Snack Participation:

Check the days meals will be served at the site in a congregate setting as part of the school day:
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Check the days meals will be distributed (grab and go, delivery):
Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.
 this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s):
All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and sobocall contact.

How many days worth of meals will you be providing on distribution days? [1]

Additional Comments: [REDACTED]

Record 1

Update Revert

Query

[Recipient Operations](#)

SSO Operation Detail

- Check the days meals will be served at the site in a congregate setting as part of the school day – Indicate the days that meals will be served in school or site setting.
- Check the days meals will be distributed – Indicate the days meals will be distributed via grab and go/delivery.

RA Operation Detail

RA LEA: [REDACTED] RA: [REDACTED] Op Type: SSO Method Of Prep: Self-prep [v] OvS: Y [v] NSLP Snack Participation:

Meal Type: Breakfast [v] ADP: 178 Begin Time: [] CAL ex. 09:15am End Time: [] CAL ex. 12:45pm Begin Month: September [v]

Meal Type: Lunch [v] ADP: 225 Begin Time: [] CAL ex. 09:15am End Time: [] CAL ex. 12:45pm End Month: December [v]

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:

Site Eligibility: this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals. this site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.

If not in a fifty percent area, Meal benefits are targeted to children in need in the following way(s)

All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and robocall contact.

How many days worth of meals will you be providing on distribution days? [v] Additional Comments: [REDACTED]

Record 1

Update Revert

Query

[Recipient Operations](#)

SSO Operation Detail

- Select how many days' worth of meals will be provided on distribution days.
 - If multiple distribution days, select the greatest number of days that meals are provided for
- Site Eligibility –
Must choose either, “this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals”

Or

“This site is not located in an area where at least 50% of the children are from households that are eligible for free or reduced-price meals.” **If this option is chosen, you will have to provide an explanation for how meal benefits are targeted to children in need.**

Once all the fields are completed for each RA operating SSO click the blue “Update” button.

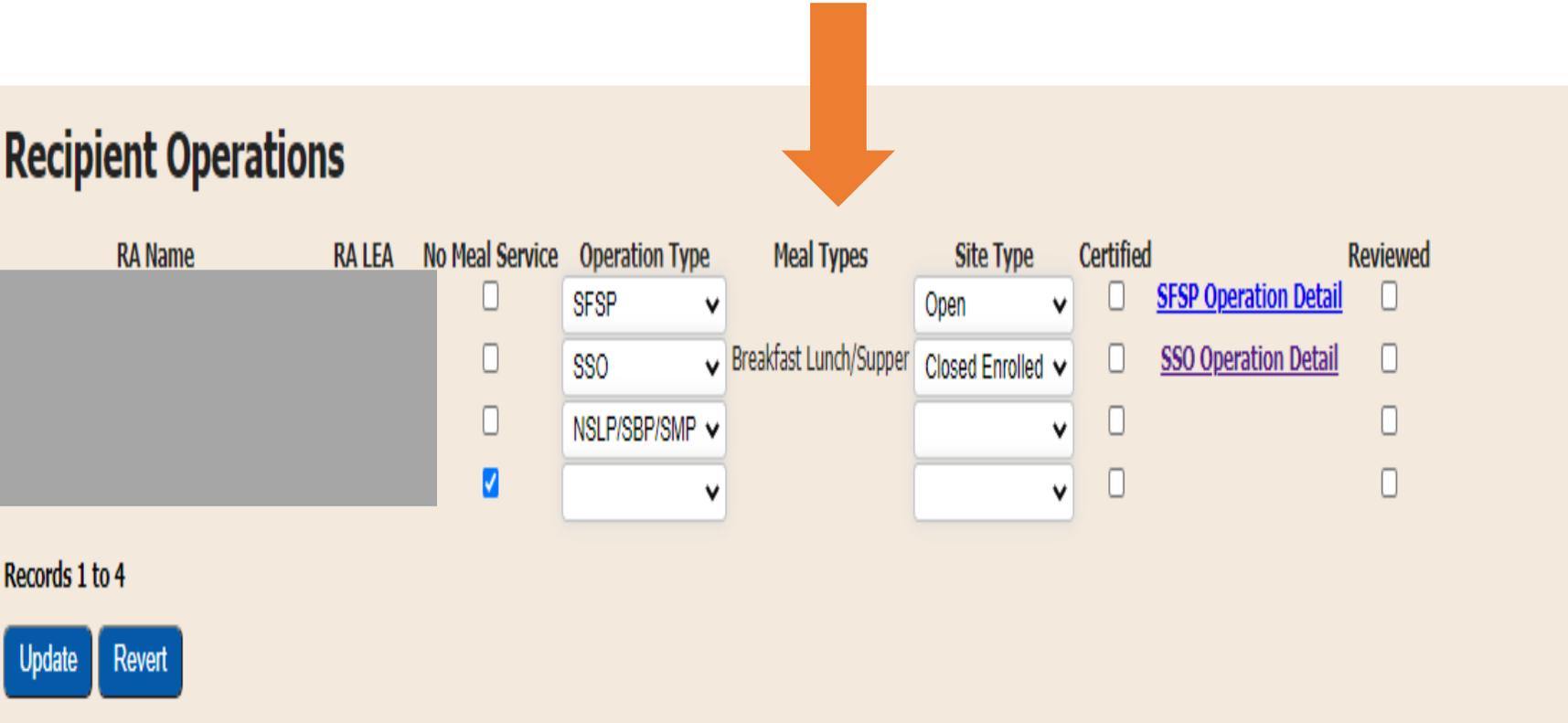
The screenshot shows the 'RA Operation Detail' form. Key elements include:

- Meal Types:** Breakfast (ADP: 178) and Lunch (ADP: 225).
- Times:** Begin and End times for both meals, with 'CAL ex.' links.
- Months:** Begin and End months (September and December).
- Days:** Checkboxes for days of the week (Monday-Sunday) for both serving and distribution.
- Site Eligibility:** Two radio button options. The first is selected: 'this site is in an area where at least 50% of the children are from households that are eligible for free or reduced-price school meals.' An orange arrow points to this option.
- Targeting:** A text box for explaining targeting if the 50% rule is not met. A tooltip shows: 'All of the free/reduced families were contacted to see if they would need meals, and if they could come and get or needed delivery. We used phone, internet/social media and robocall contact.'
- Buttons:** Update, Revert, and Query buttons at the bottom.
- Other:** NSLP Snack Participation checkbox, Method Of Prep (Self-prep), and OvS (Y) dropdown.

Once you have hit “Update” and it was successful, click on the “Recipient Operation” link to take you back to the Recipient Operations Screen.



Once you return to the Recipient Operations screen, you will see the Meal Types that were entered in the Operation Detail page.



Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified	Reviewed
		<input type="checkbox"/>	SFSP		Open	<input type="checkbox"/>	SFSP Operation Detail
		<input type="checkbox"/>	SSO	Breakfast Lunch/Supper	Closed Enrolled	<input type="checkbox"/>	SSO Operation Detail
		<input type="checkbox"/>	NSLP/SBP/SMP			<input type="checkbox"/>	
		<input checked="" type="checkbox"/>				<input type="checkbox"/>	

Records 1 to 4

[Update](#) [Revert](#)

Once the above steps for all RAs/Sites in the SFA have been completed, you must certify your information.

To do so, check the box under “Certified” for all RA/Sites that you have entered information for and click the blue “Update” button.

By certifying your information, it will allow CN staff to receive notification that your SFA’s information is ready for review. You will know that the certification was successful by the rows updated indicator.

Note: when you click “Update”, a “Success” message will **not** appear.

Recipient Operations

RA Name	RA LEA	No Meal Service	Operation Type	Meal Types	Site Type	Certified	Reviewed	Approved	
		<input type="checkbox"/>	SFSP	Breakfast Lunch	Open	<input checked="" type="checkbox"/>	SFSP Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	SSO	Breakfast Lunch	Closed Enrolled	<input checked="" type="checkbox"/>	SSO Operation Detail	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	NSLP/SBP/SMP			<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Records 1 to 4

[Update](#) [Revert](#)

[SF](#) [vers](#)



Accessing Program Applications on the CN website

Note: NO applications are needed to operate SSO

• Summer Food Service Program (SFSP)

- In the blue toolbar, under Programs, select Summer School Food Service Program. Scroll to find the application request form.
 - <http://www.cn.nysed.gov/form/new-sponsor-application-request-form>
- For New Sponsors:
 - Complete the New Sponsor Application Request Form.
- Previously Approved Sponsors:
 - Contact your SFSP representative or email cnsfsp@nysed.gov

• Afterschool Snack Program (Snack)

- Click the link below to request a Program Addition Form which is required to add Snack.
- <http://www.cn.nysed.gov/form/new-application-request-form>

Next Steps

- CN staff will review all certified information.
- If representatives have any questions or concerns, you will receive an email stating such.
- CNMS will be updated accordingly and SFA/Sponsor admins and users will receive an email informing them of the approval and ability to start submitting reimbursement claims.