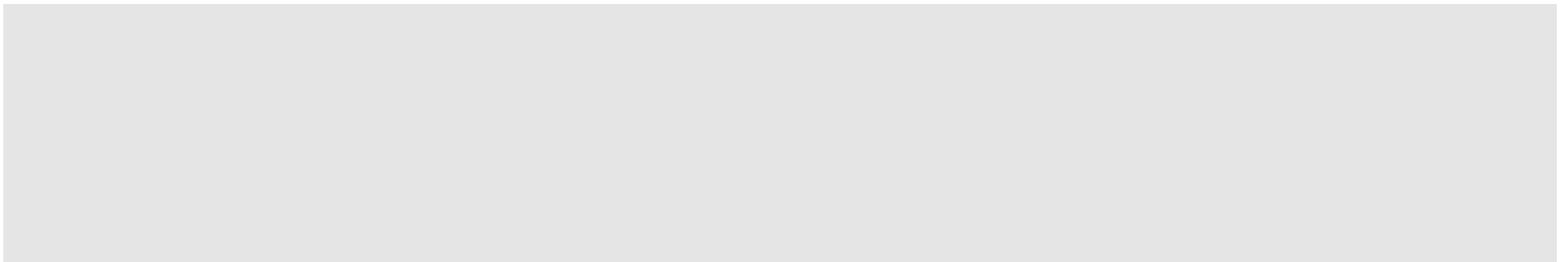
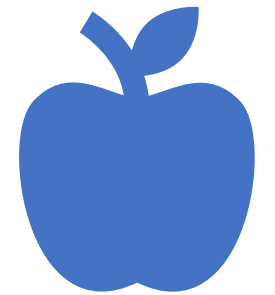


Child Nutrition Free and Reduced Policy Statement Instructions



NYSED Applications

To start go
to the
NYSED
Application
Business
Portal

The screenshot shows a web browser window with the URL <https://portal.nysed.gov/abp>. The browser's address bar includes navigation icons and a search field. The page header features a dark blue navigation bar with links for "NYSED Home", "Portal Home", "Reset Your Password", and "Log In". Below the navigation bar is the NYSED logo and the text "New York State EDUCATION DEPARTMENT" with the tagline "Knowledge > Skill > Opportunity". The main heading is "Application Business Portal" with "Portal Dashboard" underneath. The content area is divided into three sections: "My Applications" (with a message about logging in), "Public Links" (listing various resources like "Inventory of Registered Programs" and "Look Up Postal Zip Codes"), and "Other Applications" (listing systems like "Child Nutrition Knowledge Center (CN)" and "Impartial Hearing Reporting System (IHRS)").

Sign In – SEDDAS Credentials

The initial survey email will be sent to the delegated administrator for your SFA. They will then need to grant any user access to the SEDMON survey.

*This will be the same login information that you use for NYSSIS. *

The screenshot displays the NYSED Sign In interface. At the top, the browser address bar shows the URL <https://logservt.nysed.gov/oam/server/obrareq.cgi?en>. The page header features the NYSED logo and the text "New York State EDUCATION DEPARTMENT" with the tagline "Knowledge > Skill > Opportunity". The main heading is "Application Business Portal" with "Portal Login" underneath. A search bar contains the text "Sign In - Test". The login form includes a "Username" field with the value "sfa_admin" and a "Password" field with masked characters. Below the fields are "Sign in" and "Cancel" buttons. At the bottom of the page, there are links for "NYSED Home", "Accessibility", "Privacy Statement", "Disclaimer", and "Terms of Use". A blue arrow points from the text in the first block to the "Sign in" button.

Choosing “my application”

Once logged in, under my applications click on SED Monitoring & Vendor Performance System under ‘My Applications’.

The screenshot displays the NYSED Application Business Portal interface. At the top, there is a dark blue navigation bar with links for 'NYSED Home', 'Portal Home', 'Change Your Password', and 'Log Out'. Below this is the NYSED logo and the text 'New York State EDUCATION DEPARTMENT' with the tagline 'Knowledge > Skill > Opportunity'. The main heading is 'Application Business Portal' with a user login status 'You are logged in as ...'. The main content area is divided into three sections: 'My Applications', 'Public Links', and 'Other Applications'. The 'My Applications' section contains two links: 'New York State Student Identification System (NYSSIS)' and 'SED Monitoring and Vendor Performance System'. A blue arrow points from the text on the left to the 'SED Monitoring and Vendor Performance System' link. The 'Public Links' section contains seven links: 'Inventory of Registered Programs', 'Look Up Postal Zip Codes', 'NYSED Public web site', 'Professional License Online Verification Searches', 'SEDREF Query', 'Teacher Certification Help', and 'TEACH Public Inquiry System'. The 'Other Applications' section contains five links: 'Child Nutrition Knowledge Center (CN)', 'Impartial Hearing Reporting System (IHRS)', 'Rate Setting Unit (RSU)', 'System to Track and Account for Children (STAC)', and 'Teacher's Certification (TEACH)'. The 'Teacher Access and Authorization' link is also present at the bottom of the 'Other Applications' section.

NYSED Home | Portal Home | Change Your Password | Log Out

NYSED New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Application Business Portal

You are logged in as ...

My Applications

- New York State Student Identification System (NYSSIS)
- SED Monitoring and Vendor Performance System

Public Links

- Inventory of Registered Programs
- Look Up Postal Zip Codes
- NYSED Public web site
- Professional License Online Verification Searches
- SEDREF Query
- Teacher Certification Help
- TEACH Public Inquiry System

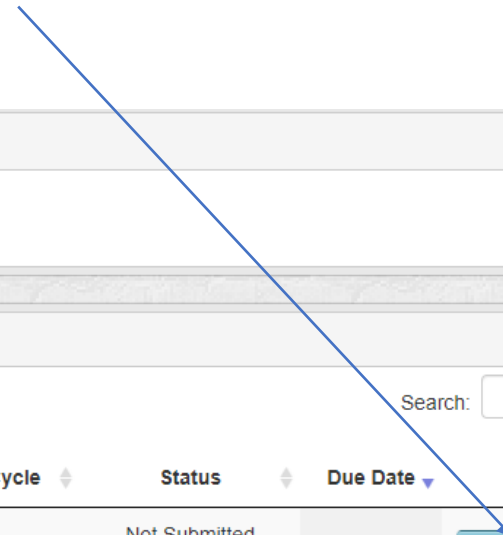
Other Applications

- Child Nutrition Knowledge Center (CN)
- Impartial Hearing Reporting System (IHRS)
- Rate Setting Unit (RSU)
- System to Track and Account for Children (STAC)
- Teacher's Certification (TEACH)
- Teacher Access and Authorization

SFA Login Dashboard

SFA will find their Free & Reduce Price Policy Statement on their home dashboard.

To start the survey, click on view.



Welcome Message

Owners

Testing Ground (1) →

Inbox (1) ↓ Outbox

Search:

Survey Recipient	Survey	Cycle	Status	Due Date	Actions
	TEST Free and Reduce Policy Statement	ME-Update	Not Submitted (Draft)	9/16/2022	View Print Print Blank

Showing 1 to 1 of 1 entries

Introduction to survey

SFA will provide their information for questions 1-5. Each response is required to continue the survey.

After reading instructions click “Save & Continue” to continue to survey.

Intro Instructions

In accordance with 7 CFR 245.10, each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved free and reduced-price policy statement on file with the New York State Education Department (SED) that accurately describes its current free and reduced-price policies. The policy statement becomes a permanent document. If the SFA makes substantive changes to the free and reduced-price policy, the amended documents must be submitted for review to SED.

The following survey will allow you to upload the necessary documentation that SED is required to collect from all SFAs as referenced in 7 CFR 245.10. Survey responses vary from uploading documents to providing written responses specific to your SFA and short fill ins. If you have any questions please contact the Child Nutrition Office by email at cn@nysed.gov.

Save

Save & Continue →

Policy Statement Information

SFA will complete questions 1-5.

Please note each response is required to continue the survey.

Click “Save & Continue” to continue to survey.

Policy Statement Instructions

Answer all questions as though your SFA is operating standard counting and claiming.

Policy Statement

This statement applies to the programs in which the SFA will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced price benefits, --Entity Name Here-- --Institution BEDS Code Here-- wishes to state the following:

[Edit Narrative](#) [Delete](#) [Add Question Above](#)

1 A. *(Title and/or Name)* is the LEA official that has been designated to make free and reduced price eligibility determinations. Each year this information will be updated through the annual renewal process. *

Report Title: List title of the LEA official and/or Name

List title of the LEA official and/or Name.

[Edit Question](#) [Delete](#) [Add Question Above](#) [Add Sub Question](#) [Copy](#) [Move](#)

2 B. The following direct certification procedures have been implemented: *

Report Title: QBa.

Save

Save & Continue →

Claiming Method

SFA will select Standard Counting and Claiming

Claiming Method

▼ Group 1

1 Please select prompt below. *

Standard Counting and Claiming

Click 'Save & Continue' to continue to survey.

Save

Save & Continue →

Standard Counting & Claiming Required Documents

SFA will upload the required documents completed with their SFA relevant information and certified the information provided.

Required Documents for Standard Counting and Claiming

If an incomplete document is received, it will be returned to the SFA and the SFA may be placed on reimbursement hold. Up to date prototype documents are available to all SFAs and can be found in the 2022-2023 SY Income Eligibility Guidelines, Application, and Related Information (Items 1-6) and Annual Verification Booklet (Items 7-8).

**Any customized household application, application letter, and/or notification letters that have been developed and will be provided to households applying for benefits must be reviewed and approved by SED prior to use.

1 Application for Free and Reduced Price School Meals/Milk *

Report Title: App_PRRM

Choose File No file chosen

Add Another Upload

Edit Question Delete Add Question Above Add Sub Question Copy Move

2 Parent Letter: School Meal Programs *

Report Title: PL

Choose File No file chosen

Add Another Upload

Edit Question Delete Add Question Above Add Sub Question Copy Move

3 Notification Letter for School Meals *

Report Title: NL

Choose File No file chosen

Add Another Upload

Edit Question Delete Add Question Above Add Sub Question Copy Move

6 Letter to Households - Notification of Selection for Verification of Eligibility *

Report Title: VL

Choose File No file chosen

Add Another Upload

Edit Question Delete Add Question Above Add Sub Question Copy Move

7 Letter of Verification Results and Change in Eligibility *

Report Title: LVR

Choose File No file chosen

Add Another Upload

Special Milk Program

- SFA will answer if any RA's participate in the Special Milk Program.
- If Yes- SFA are required to upload the Parent Letter: Special Milk

Special Milk Program

Up to date information and documents are available to all SFAs and can be found on the Child Nutrition Knowledge Center's [Special Milk Program \(SMP\)](#) page.

8 Does your SFA participate in the Special Milk Program? *

Report Title: partsmp?

Yes
 No

[Edit Question](#) [Bulk Add Choices](#) [Delete](#) [Add Question Above](#) [Add Sub Question](#) [Add Conditional Page](#) [Copy](#) [Move](#)

a Parent Letter: Special Milk *

Report Title: LetterSMP

(Appears if parent question has answer of Yes)

[Choose File](#) No file chosen

[Add Another Upload](#)

[Edit Question](#) [Delete](#) [Add Question Above](#) [Copy](#)

Special Provision Amendment

- SFA will select the answer(s) that are applicable for their RAs.

Special Provisions Amendment

9

Does your SFA participate in Community Eligibility Provision (CEP) and/or Provision 2 (P2)?

If your SFA has RA's participating in CEP and P2 select both CEP and P2 options. *

Report Title: Operates CEP/P2

- CEP
- Provision 2
- Does not participate in CEP or P2

Special Provision Amendment CEP

SFA Name

SFA Name acknowledges that this amendment becomes effective when CNMS and Sponsor Applications have been updated to reflect CEP participation AND CEP application containing the following has been submitted by SFA Name and approved by SED:

1. List the available and approved data that your SFA will use during the CEP reconsideration application process?

SNAP, Medicaid, extensions, homeless

2. SFA Data

RA Name	LEA Code	Provision Type	Program Name	Begin Date	Thru Date	Reconsideration Year
		CEP	Breakfast	07/01/2018	06/30/2022	2021 - 2022
		CEP	Lunch	07/01/2018	06/30/2022	2021 - 2022

3. Per 7 CFR 245.9(g)(2), SFAs must certify that the school(s) meet the criteria for participating in each of the special assistance provisions, as specified in paragraphs (f), as appropriate. The following must be selected as an affirmation that the data provided is accurate and true.

I hereby certify that the SFA and RA's participating in CEP meet the criteria outlined for participation in sections 7 CFR 245.9(f).

- SFA are required to list the available and approved data that will be used during the CEP reconsideration application process.

- Your SFA CEP data will automatically prepopulate. If you are a new SFA this data will not appear until it is entered in the Child Nutrition Management System (CNMS).

Special Provision Amendment P2

Provision 2

Up to date prototype documents are available to all SFAs and can be found on the [Child Nutrition Knowledge Center's Special Provisions Options Documents page](#).

SFA Name

SFA Name _____ I acknowledge that this amendment becomes effective when CNMS and Sponsor Applications have been updated to reflect

Provision 2 participation AND Provision 2 application containing the following has been submitted by _____ SFA Name _____ and approved by SED: _____

1. **List the available and approved data that your SFA will use during the Provision 2 reconsideration application process?**

Each RA local SNAP data

2. **SFA Data**

RA Name	LEA Code	Program Name	Provision Type	Begin Date	Thru Date	Reconsideration Year
		Breakfast	Provision 2	07/01/2018	06/30/2022	2021 - 2022
		Lunch	Provision 2	07/01/2018	06/30/2022	2021 - 2022

3. **Per 7 CFR 245.9(g)(2), SFAs must certify that the school(s) meet the criteria for participating in each of the special assistance provisions, as specified in paragraphs (b), (c), as appropriate**
The following must be selected as an affirmation that the data provided is accurate and true.

I hereby certify that the SFA and RA's participating in Provision 2 meet the criteria outlined for participation in sections 7 CFR 245.9(b) & 7 CFR 245.9(c).

- SFA are required to list the available and approved data that will be used during the P2 reconsideration application process.
- Your SFA P2 data will automatically prepopulate. If you are a new SFA this data will not appear until it is entered in the Child Nutrition Management System (CNMS).

Summer Food Service Program (SFSP)

- SFA will select if they participate.
- If Yes- The SFA will certify they meet the criteria for participating in SFSP

Summer Food Service Program Participation

1 Does your SFA participate in SFSP? *

Report Title: SFSP

Yes

No

Edit Question

Bulk Add Choices

Delete

Add Question Above

Add Sub Question

Add Conditional Page

Copy

Move

a

Per 7 CFR 250.61 -- Summer Food Service Program (SFSP) , SFAs must certify that the school(s) meet the criteria for participating in SFSP

The following must be selected as an affirmation that the data provided is accurate and true. *

Report Title: yesSFSP

(Appears if parent question has answer of Yes)

Meals will be made available at no charge at all SFSP sites to all attending children 18 years old and younger.

Edit Question

Bulk Add Choices

Delete

Add Question Above

Add Conditional Page

Copy

NSLP, SBP and/or SMP Certification

Certification Edit Group Details Delete Group

Certification

1 In accordance with [7 CFR 245.10](#) , each School Food Authority (SFA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved free and reduced-price policy statement on file with the New York State Education Department (SED) that accurately describes its current free and reduced-price policies

The following must be selected as an affirmation that the data provided is accurate and true. *

Report Title: Certify

I hereby certify that the SFA and RA's participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP), that by selecting this box that the provided data is accurate and true.

SFA will certify the information provided is accurate and try for NSLP, SBP and/or SMP.