

Guide to School Nutrition Program Renewals

June 2020



Introduction

This guide will walk you through all parts of completing the annual renewal of the application to participate in School Nutrition Programs for the 2020-2021 Program year. **For programs operating in July, the application must be completed and submitted by June 19, 2020. For programs operating in August, the application must be completed and submitted by July 10th, 2020.** Meals served before the application has been submitted and approved by the state are not eligible for reimbursement. If you need assistance completing your application, please contact: Jennifer Hutchinson at jennifer.hutchinson@vermont.gov or Denise Blankenship at deniseblankenship@vermont.gov.

Logging Into the Electronic System

The application is completed through the electronic [CNP Web application and claiming website](#). If you are new to the system, you will need to contact Jennifer Hutchinson or Denise Blankenship to request a new user account.

Accessing the Application Packet

From the Login page, click the **Applications** tab:



School Nutrition Programs

VERMONT
AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

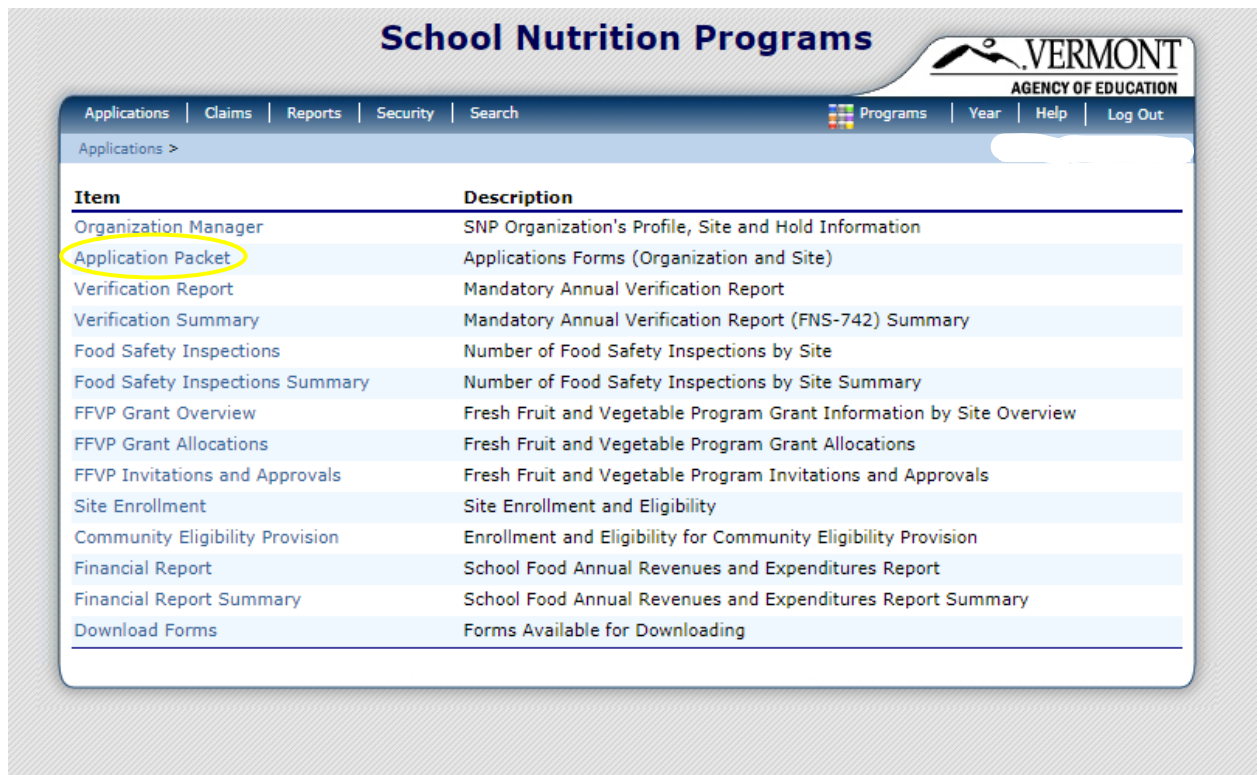
Your password will expire in 27 days. Please change your password before it expires.

Password Resets

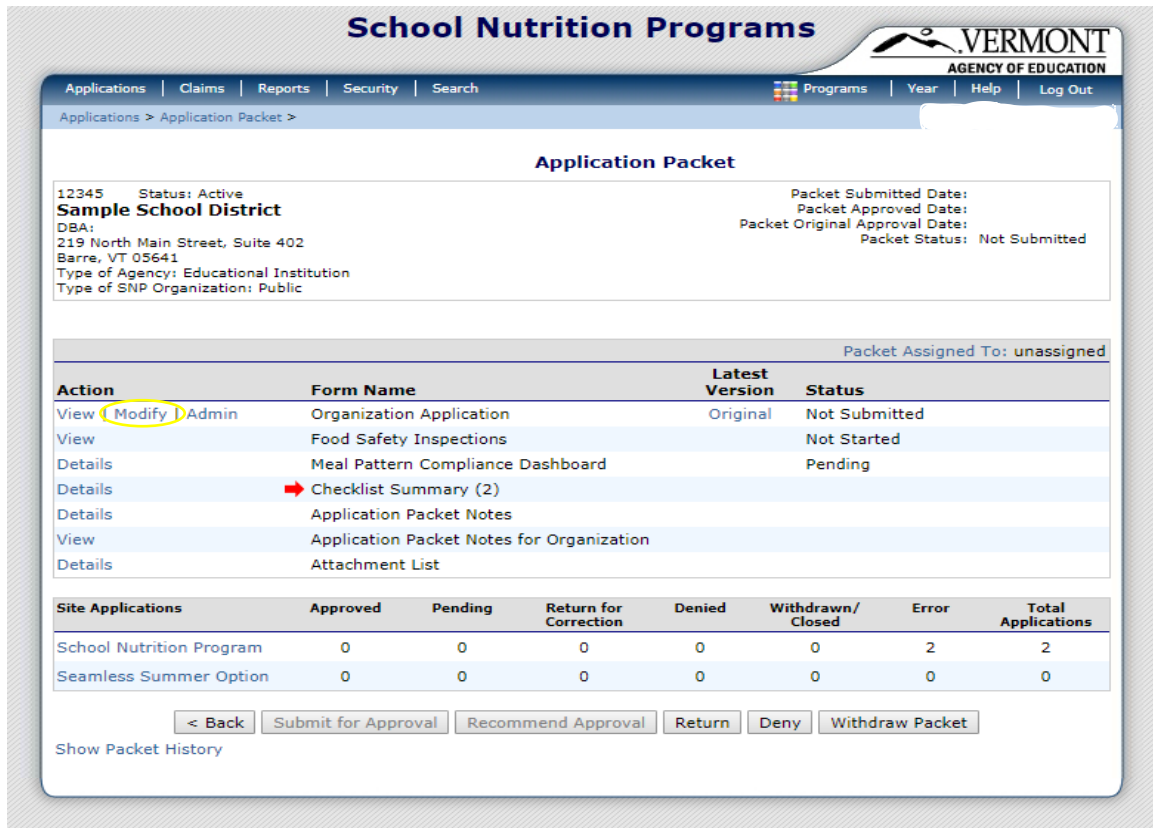
If you forgot your password, you can now reset it on your own!
However, your current email address must be on file.
To update or enter your email address, go to Security: My Account.

As always, passwords must be a minimum of 10 characters, including 1 special character and 1 number.

Next click on the **Application Packet**:



Pictured below is the application packet main screen. From here you will access all sections needed to complete the renewal process. Click **Modify** on the *Organization Application* to get started:



Organization Application

Shown here is an example of the Organization Application page.

All participating programs must answer/update questions 1-47.

The screenshot shows the 'School Nutrition Programs' application interface for the Vermont Agency of Education. The page title is 'SNP Organization Application For School Year:'. The organization is 'Allium School District' with ID 12345 and status 'Active'. The address is 219 North Main Street, Suite 402, Barre, VT 05641. The type of agency is 'Educational Institution' and the type of SNP organization is 'Public'. The version is 'Original'. The 'Organization Type' section shows 'Type of Agency: Educational Institution'. The 'School Year Dates of Operation' section shows 'Operational Dates: Start Date: 07/01/2019, End Date: 06/30/2020'. The 'Business Manager/ Sponsoring Official' section includes fields for Name (Alex Onion), Email Address (alexonion@aoecnsu.org), Phone ((802) 479-1193), Title (Business Manager), and an 'Authorized Signer' checkbox which is checked.

Special Instructions for Residential Child Care Institutions (RCCI)

If you are an RCCI, please follow these instructions for questions 34-47:

- RCCIs do not conduct the verification process, so answer Question 34 NO and Question 35 N/A.
- Answer NO or N/A to Eligibility information questions 38 – 47

RCCIs should also complete the RCCI section:

The screenshot shows the 'Residential Child Care Institution (RCCI) only' section. It contains three questions with radio button options:

48. What is the student population type?
 Residential only
 Residential and day students

49. What documentation is used to qualify residential students for free meals?
 Individual Determination Form
 Other
If Other, please describe:

50. What documentation is used to qualify day students for free and reduced price meals?
 Free and Reduced Price Application
 Other

Food Service Management

If you are utilizing a food service management company please answer questions 51-55. If you are not utilizing a food service management company please answer NO to question 51 and skip to question 56.

Food Service Management Company (FSMC)

51. Will the school nutrition program be managed by a Food Service Management Company (FSMC)? Yes No

Organization Contact for FSMC Contract

52. Name:

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

53. Email Address:

54. Phone: Ext: Fax:

55. Title:

Vended Meals

All programs must answer questions 56-60

If your SFA caters meals, provides a la carte service, or sells smart snacks please answer YES to question 60.

Vended Meals

56. Does your organization purchase meals from a School Food Authority (SFA)? Yes No
If Yes, please list the School Food Authority (SFA) name(s):
Do you have an agreement? Yes No

57. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)? Yes No
If Yes, please list the vendor name:
Do you have a contract? Yes No

58. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)? Yes No
Do you have an agreement? Yes No

59. Does your organization vend meals to a School Food Authority (SFA)? Yes No
If Yes, please list the School Food Authority (SFA) name(s):

60. Does your organization cater or vend meals to other programs that are not claimed for federal reimbursement? Yes No
If Yes, please list the name of the other organizations/programs:

Ethnicity Data

Click the highlighted link to access the census data for your geographic area.

Ethnicity Data

Provide the ethnic makeup of the participants served by the Organization. Provide actual numbers of enrolled participants at all sites.

61. Geographic Area (enter percentages)

To obtain the racial/ethnic data for your geographical area please [click here and search for your county.](#)

Hispanic or Latino: %

Non-Hispanic or Latino: %

62. Program Participants (enter number of enrolled participants)

Hispanic or Latino: 0.00 %

Non-Hispanic or Latino: 0.00 %

This link will bring you to the U.S. Census Quick Facts page for Vermont.

- On the census website, search for your county in Vermont as highlighted in the picture.
- Reference the Hispanic or Latino percentage in the census data to find the Hispanic or Latino percentage for question 61
- Subtract the percentage of Hispanic or Latino from 100 % to get the answer for non-Hispanic or Latino percentage for question 61
- Example: if your Hispanic or Latino percentage is 1.5% then your non-Hispanic or Latino % would be 98.5%



Table

All Topics	Orange County, Vermont	Vermont
Population estimates, July 1, 2018, (V2018)	28,999	626,299
PEOPLE		
Population		
Population estimates, July 1, 2018, (V2018)	28,999	626,299
Population estimates base, April 1, 2010, (V2018)	28,941	625,744
Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	0.2%	0.1%
Population, Census, April 1, 2010	28,936	625,741
Age and Sex		
Persons under 5 years, percent	4.6%	4.8%
Persons under 18 years, percent	18.7%	18.7%
Persons 65 years and over, percent	20.2%	18.7%
Female persons, percent	49.8%	50.6%
Race and Hispanic Origin		
White alone, percent	96.8%	94.5%
Black or African American alone, percent (a)	0.6%	1.4%
American Indian and Alaska Native alone, percent (a)	0.4%	0.4%
Asian alone, percent (a)	0.6%	1.8%
Native Hawaiian and Other Pacific Islander alone, percent (a)	Z	Z
Two or More Races, percent	1.5%	1.9%
Hispanic or Latino, percent (b)	1.5%	1.9%
White alone, not Hispanic or Latino, percent	95.5%	92.9%

Use your SFA enrollment data to answer question 62.

Racial Data

Return to link to the census webpage to access the census racial data for your geographic area.

Enter your county in Vermont as highlighted in the picture.

Reference the *Race and Hispanic Origin* data for your county as highlighted in the picture.



Table

All Topics	Orange County, Vermont	Vermont
Population estimates, July 1, 2018, (V2018)	28,999	626,299
PEOPLE		
Population		
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Persons under 5 years, percent	4.6%	4.8%
Persons under 18 years, percent	18.7%	18.7%
Persons 65 years and over, percent	20.2%	18.7%
Female persons, percent	50.6%	50.6%
Race and Hispanic Origin		
White alone, percent	96.8%	94.5%
Black or African American alone, percent (a)	0.6%	1.4%
American Indian and Alaska Native alone, percent (a)	0.4%	0.4%
Asian alone, percent (a)	0.0%	1.8%
Native Hawaiian and Other Pacific Islander alone, percent (a)	Z	Z
Two or More Races, percent	1.5%	1.9%
Hispanic or Latino, percent (b)	1.5%	1.9%
White alone, not Hispanic or Latino, percent	95.5%	92.9%

Use the percentage information to answer question 63. Use the *White, alone* percentage for *White*. Note: It is ok if these percentages do not add up to 100%. USDA does not collect all of the racial categories that the Census collects.

Racial Data

Provide the racial makeup of the participants served by the Organization. Provide actual numbers of enrolled participants at all sites.

63. Geographic Area (enter percentages)

To obtain the racial/ethnic data for your geographical area please [click here and search for your county.](#)

American Indian or Alaskan Native: %

Asian: %

Black or African American: %

Native Hawaiian or Pacific Islander: %

White: %

Provide the racial makeup of the participants served by the Organization. Provide actual numbers of enrolled participants at all sites.

64. Program Participants (enter number of enrolled participants)

American Indian or Alaskan Native: 0.00 %

Asian: 0.00 %

Black or African American: 0.00 %

Native Hawaiian or Pacific Islander: 0.00 %

White: 0.00 %

Use your SFA enrollment data to answer question 64.

Indirect Costs

All programs must answer questions 65. If YES to question 65, answer questions 66-68.

Note: The cognizant for public schools in Vermont is the Vermont Agency of Education. Independent schools and non-profits may have a different cognizant. For questions regarding an indirect rate, please contact Robert Coathup at Robert.Coathup@vermont.gov.

Indirect Cost Rate

65. Will you be applying an indirect cost rate to the federal funds received for the operation of your school nutrition programs? Yes No
66. If yes to Question 65, who is the Cognizant who has supplied your entity with an approved indirect cost rate?
67. If yes to Question 65, what is the approved unrestricted rate that you will apply to these funds? An approved unrestricted rate may be used for all federal child nutrition funds other than the Fresh Fruit and Vegetable Grant Program (FFVP). %
68. If you plan to apply an indirect cost rate to the FFVP, what is the approved restricted rate that you will apply to these funds? This question may be left blank if you do not plan to participate in the FFVP or will not be applying an indirect cost rate to FFVP funds. %

Certification, Save, and Finish

Please check the box and enter your name to certify your application.

Certification



The School Food Authority (SFA), and all participating schools under its jurisdiction, hereby agree to comply with all provisions of Title 7 CFR Part 210 for the National School Lunch Program and Title 7 CFR Part 245 for Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools. Additionally the SFA shall agree to comply with all provisions of Title 7 CFR Part 220, if this agreement applies to breakfast, and 7 CFR Part 250 and 7 CFR Part 252 for the USDA Foods Programs, as applicable.

The SFA, and all participating schools under its jurisdiction, hereby agree to submit accurate claims for reimbursement. Per Title 7 CFR 210.9(b)(8), failure to submit accurate claims, by the SFA or any participating schools under its jurisdiction, will result in the recovery of an over-claim and may result in the withholding of payments, suspension or termination of the program as specified in Title 7 CFR Part 210.25. If failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in Title 7 Part 210.26 shall apply.

The SFA, and all participating schools under its jurisdiction, hereby agree that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the SFA, and all participating schools under its jurisdiction, hereby agree to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

By signing this agreement, as the authorized representative of the SFA, I hereby certify that that to the best of my knowledge and belief, that neither the Organization or authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

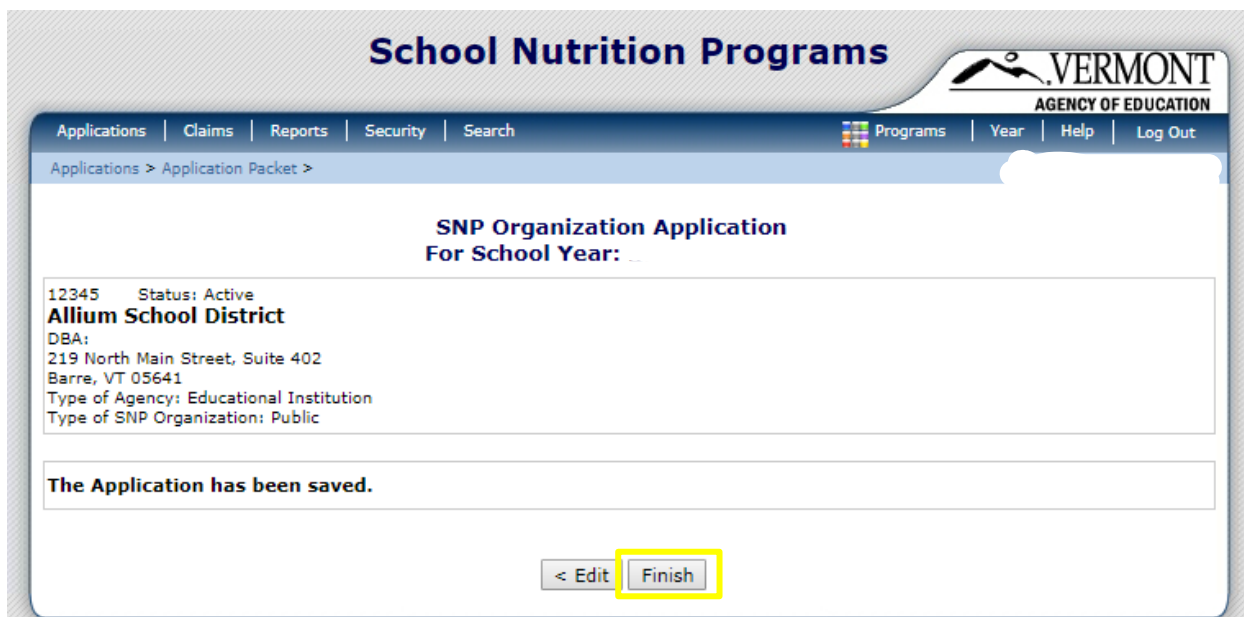
I hereby certify that the information provided on this agreement is true, complete, and accurate, and all expenditures, disbursements and cash receipts will be used for the purposes and objectives set forth in the terms and conditions of the Federal award. Any false, fictitious, or fraudulent information, or the omission of any material fact, may subject the SFA, or its representatives to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Certified By: Alex Onion

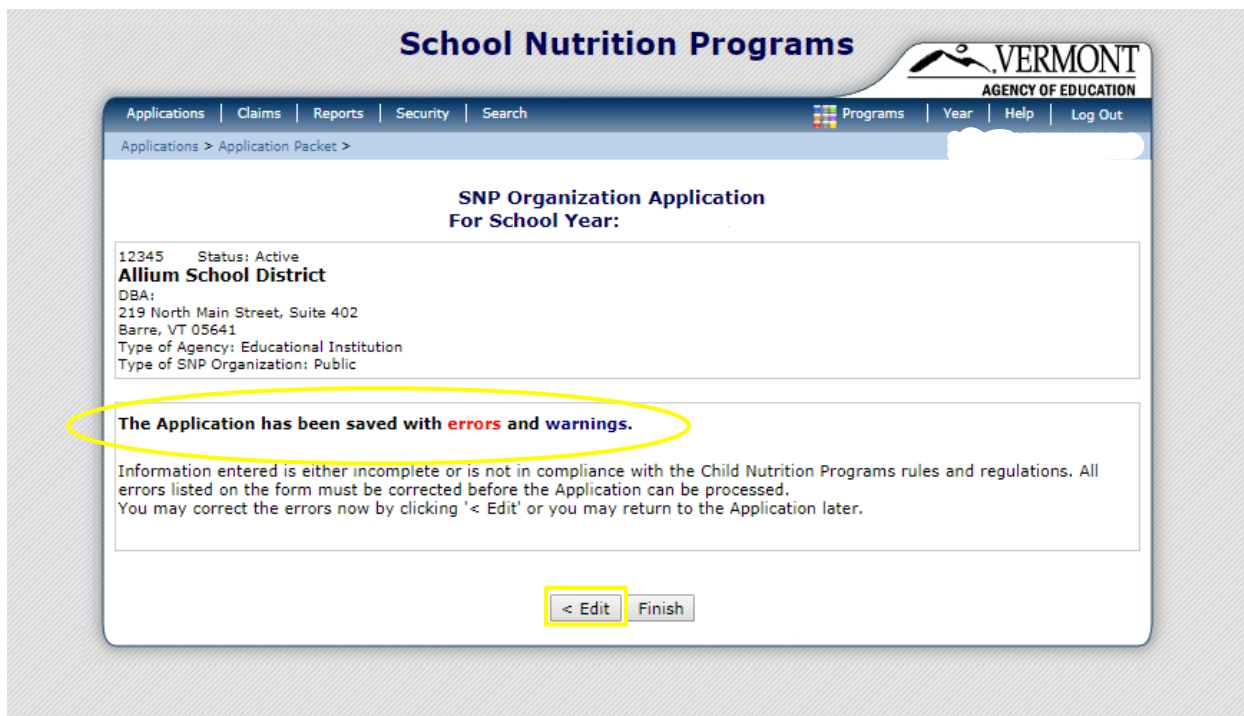
Date: 5/29/2019

Click Save

If there are no errors, you can click **Finish** on the following page.



If there are errors, you will see the following screen and will need to edit your application before you can click **Finish**. Click **Edit** to go back to the application page in order to make corrections.



School Nutrition Programs

VERMONT
AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

**SNP Organization Application
For School Year:**

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Code	Error Description
1515	FSMC - Contact must be completed. Extension (Ext) and Fax may be blank.

Code	Warning Description
1528	If the question, "Will the school nutrition program be managed by a Food Service Management Company (FSMC)?" is Yes, and this is a New Application, a FSMC Contract must be completed.

Specific error and warning information will be shown at the top of the organization application. Warnings will not prevent the application from being submitted but should be reviewed to ensure that all questions have been answered correctly.

Once everything has been corrected click **Save** and then click **Finish** on the following page.

School Nutrition Programs

VERMONT
AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

**SNP Organization Application
For School Year:**

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

The Application has been saved.

< Edit **Finish**

You've now finished the Organization level Application, but there are more parts you need to complete before you can submit the entire application. Click **Application Packet** in the upper left to continue.

Food Safety Inspection

Click on the **View** next to Food Safety Inspections to get started.

School Nutrition Programs
 VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

Application Packet

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
View	Food Safety Inspections		Not Started
Details	Meal Pattern Compliance Dashboard		Not Submitted
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Click **Modify** next to the 2019-2020 school year.

School Nutrition Programs
 VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Food Safety Inspections >

Food Safety Inspections


23456 Status: Active
Allium School District
 DBA:
 No address on file for this year
 Type of Agency: Other
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2018 - 2019		Not Started
	2017 - 2018		Not Enrolled
	2016 - 2017		Not Enrolled
	2015 - 2016		Not Enrolled
	2014 - 2015		Not Enrolled

< Back

Enter your health inspection information for each site from the 19-20 year and click **submit**.

School Nutrition Programs



Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Food Safety Inspections > Food Safety Inspections Details >

VIEW | **MODIFY** | INTERNAL USE ONLY

Food Safety Inspections For School Year:

23456 Status: Active
Allium School District
 DBA:
 No address on file for this year
 Type of Agency: Other
 Type of SNP Organization: Public

Instructions

Food Safety Inspections for School Year (SY)

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2018 and June 30, 2019. If you did not select "Two" or "Three or more" in item 1a, you **MUST** also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select "Other", enter the reason in the space provided.

Site ID	Site Name and Address	1. Safety Inspections performed in 2018 - 2019. For each site indicating either "Zero" or "One", select the reason in 1b.	
		1a. Food Safety Inspections	1b. Reason for fewer than two inspections conducted (Select the most predominant reason).
0001	Cabot School 25 Common Road Cabot VT, 05647	Two ▼	Reason: <input style="width: 100%; height: 20px;" type="text"/>
0002	Twinfield USD #33 106 Nasmith Brook Road Plainfield VT, 05667	Two ▼	Reason: <input style="width: 100%; height: 20px;" type="text"/>

Food Safety Inspection Summary

Site Summary					Reasons Summary								
None	One	Two	Three or More	Total Sites	Requested, Not Completed	Schd. Inspector Not Avail.	N/A	Other	Total Reasons				
0	+	0	+	2	+	0	+	0	=	2			
					0	+	0	+	0	+	0	=	0

Once everything has been entered click **Save** and **Finish**.

Return to the rest of the application by clicking the **Applications** button in the top left.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Food Safety Inspections >

Food Safety Inspections

23456 Status: Active
Allium School District
 DBA:
 No address on file for this year
 Type of Agency: Other
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2018 - 2019		Not Started
	2017 - 2018		Not Enrolled
	2016 - 2017		Not Enrolled
	2015 - 2016		Not Enrolled
	2014 - 2015		Not Enrolled

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Then click on the **Application Packet** link.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications >

Item	Description
Organization Manager	SNP Organization's Profile, Site and Hold Information
Application Packet	Applications Forms (Organization and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Download Forms	Forms Available for Downloading

Meal Compliance Dashboard

Click on the **Details** link to get started.

School Nutrition Programs
 VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

Application Packet

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
View	Food Safety Inspections		Not Started
Details	Meal Pattern Compliance Dashboard		Not Submitted
Details	Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

In the *Annual Attestation* section click **Modify**.

School Nutrition Programs
 VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Meal Pattern Dashboard >

Meal Pattern Compliance Dashboard For School Year:

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Submitted Date:
 Original Submitted Date:
 Approved Date:
 Validated Date:

Instructions

All Menus must be uploaded prior to uploading the Annual Attestation. To upload a menu, click on the Add Menu link in the Menus section of this screen.

Annual Attestation

Action	Document Preparer Contact	Lunch Served	Breakfast Served	Organization Attestation	Date Last Updated	Status
View Modify Admin	Alex Onion alex.onion@asd.org (802) 479-1193	Yes	Yes		6/04/2019	Not Submitted

Complete the *Document Preparer Contact* information (this is usually the Business Manger contact information). Nothing else needs to be completed within this section. Scroll to the bottom to click **Save**.

School Nutrition Programs

VERMONT
AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Meal Pattern Dashboard > Attestation >

VIEW | **MODIFY** | INTERNAL USE ONLY

**Meal Pattern Compliance Annual Attestation
For School Year:**

23456 Status: Active
Allium School District
DBA:
No address on file for this year
Type of Agency: Other
Type of SNP Organization: Public

Document Preparer Contact

1. Name: Salutation First Name Last Name

2. Title:

3. Email Address:

4. Phone: Ext: Fax:

Return back to the application main screen by clicking the **Application Packet** link.

School Nutrition Programs

VERMONT
AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > **Application Packet** > Meal Pattern Dashboard >

**Meal Pattern Compliance Dashboard
For School Year:**

23456 Status: Active
Allium School District
DBA:
No address on file for this year
Type of Agency: Other
Type of SNP Organization: Public

Submitted Date:
Original Submitted Date:
Approved Date:
Validated Date:

Instructions

All Menus must be uploaded prior to uploading the Annual Attestation. To upload a menu, click on the Add Menu link in the Menus section of this screen.

Annual Attestation

Action	Document Preparer Contact	Lunch Served	Breakfast Served	Organization Attestation	Date Last Updated	Status
View Modify Admin	✓	Yes	Yes		6/05/2019	Not Submitted

Checklist Summary

Click on the **Details** link to get started.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

Application Packet

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
View	Food Safety Inspections		Not Started
Details	Meal Pattern Compliance Dashboard		Not Submitted
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Click on the School Food Authority name under the *Organization* section.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >

SNP Checklist Summary

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Organization	Total Items	Submitted Items	Approved Items
Allium School District	2	0	0
School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Shallot Elementary School	0	0	0
Vidalia Middle High School	0	0	0

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Within the *SNP Checklist* a number of required forms will be listed. Everyone should expect to see the option to upload the “Paid Lunch Equity Tool and or Intent Form.” Specific instructions for the PLE Tool and Form are included in the next section. Other forms you might see are:

- If you have a food service management company, you will see an option to upload your contract renewal form and required attachments.
- If you are vending meals, you will see an option to upload your vended meals agreement.

Click the **blue paper clip** to upload the required documentation and **click the checkbox** titled *Document Submitted to State* for each required document.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >

VIEW | MODIFY | INTERNAL USE ONLY

SNP Checklist

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Required Forms/Documents to send to state	Document Submitted to state	Date Submitted to state	Document on File w/state	Status	Status Date	Last Updated By
Vended Meals Agreement	 <input checked="" type="checkbox"/>	06/04/2019	<input type="checkbox"/>	Pending Approval	06/04/2019	ppellegrino
Paid Lunch Equity Tool and or Intent Form	 <input checked="" type="checkbox"/>	06/04/2019	<input type="checkbox"/>	Pending Approval	05/29/2019	ppellegrino

Action Checklist Item Comment Attachment Date/Time

There are no attachments

Save **Cancel**

Click **Choose File** to upload the required documents. When you have selected the file, click **Save**.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | MODIFY | DELETE

Checklist File Upload Detail

Checklist

Program: School Nutrition Programs
 Checklist Item: Vended Meals Agreement

Upload Detail

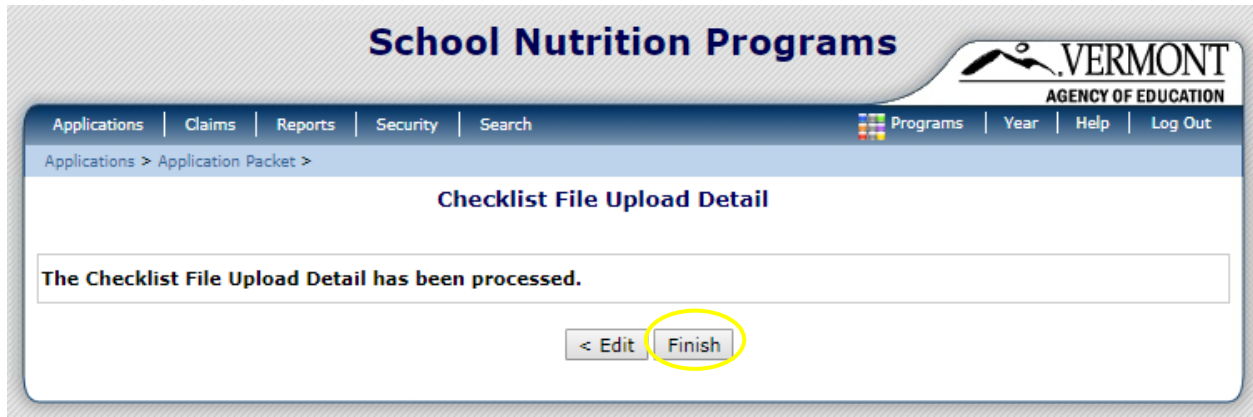
1. File To Upload: No file chosen

2. Comment:

Save **Cancel**

VIEW | MODIFY | DELETE

Click **Finish**.



Repeat this process for each required document.

Paid Lunch Equity Tool and/or Intent Form

All SFAs must upload the Paid Lunch Equity Intent Form, unless the SFA only operates the Special Milk Program. This form indicates how the SFA plans to handle Paid Lunch Equity, and whether they are exempt from the requirement to complete the PLE Tool.

- If the SFA is not exempt, you must also upload the PLE Tool.
- If the SFA is exempt because you did not have a negative balance in the non-profit school food authority account as of December 31, 2019, you must also upload a profit and loss statement showing the balance as of December 31, 2019.

You can upload multiple documents under each checklist item by clicking the paper clip again to upload another document.

Important! When completing your Paid Lunch Equity Tool, you will complete one tool for the entire School Food Authority. Do not upload a separate tool for each site!

Click **Save** when all required documentation has been uploaded.

School Nutrition Programs

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet >

VIEW | **MODIFY** | INTERNAL USE ONLY

SNP Checklist

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Required Forms/Documents to send to state	Document Submitted to state	Date Submitted to state	Document on File w/state	Status	Status Date	Last Updated By
Vended Meals Agreement	<input checked="" type="checkbox"/>	06/04/2019	<input type="checkbox"/>	Pending Approval	06/04/2019	ppellegrino
Paid Lunch Equity Tool and or Intent Form	<input checked="" type="checkbox"/>	06/04/2019	<input type="checkbox"/>	Pending Approval	05/29/2019	ppellegrino

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Non-Program Revenue Tool		6/5/2019 4:08:40 PM

Save

Click the **Application Packet** link to return to the main page.

School Nutrition Programs

Applications | **Claims** | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >

SNP Checklist Summary

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Organization	Total Items	Submitted Items	Approved Items
Allium School District	2	2	0

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
Shallot Elementary School	0	0	0
Vidalia Middle High School	0	0	0

Site Applications

Click on the **School Nutrition Program** link to get started.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet >

Application Packet

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
View	Food Safety Inspections		Not Started
Details	Meal Pattern Compliance Dashboard		Not Submitted
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	2	2
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Recommend Approval Return Deny Withdraw Packet

Show Packet History

In this section all sites operating school meals will be displayed. Each site application contains questions that must be answered/updated. Click **Modify** to get started. Be sure to complete this step for each participating site.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

Application Packet - SNP Site List

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Site ID / Site Name	NSLP	SBP	ASP	SMP	FFVP	Version/Status	% Enroll Free/Redc Oct 2018
	<input type="checkbox"/> Totals	2	2	1	0	0		
View Modify Admin	<input type="checkbox"/> 0001 Shallot Elementary School	X	X	X			Original / Error (34)	0.0000
View Modify Admin	<input type="checkbox"/> 0002 Vidalia Middle High School	X	X				Original / Error (26)	0.0000

Add Site Application

Total Sites Enrolled: 2

< Back

Program Information

Verify the programs that this site is participating in. If correct move on to the next section. If changes need to be made, click the **Modify Program Selection** button.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search' on the left, and 'Programs', 'Year', 'Help', and 'Log Out' on the right. Below this is a breadcrumb trail: 'Applications > Application Packet > Packet Site List - SNP >'. The main content area is titled 'SNP Site Application For School Year:' and contains two columns of information for 'Allium School District' (ID 12345) and 'SHALLOT ELEMENTARY SCHOOL' (ID 0001). Both are listed as 'Status: Active'. The Allium School District information includes its address (219 North Main Street, Suite 402, Barre, VT 05641) and agency type (Educational Institution). The Shalot Elementary School information includes its address (219 North Main Street, suite 402, Barre, VT 05641). Below this information, there are fields for 'CFDA # - 10.555 School Meals Consolidated' and 'FAIN # -'. A 'Version: Original' label is present on the right. A 'Program Information' section is highlighted with a blue underline. In this section, there is a list of participating programs with checkboxes: 'A. National School Lunch Program (NSLP)' (checked), 'B. School Breakfast Program (SBP)', 'C. Afterschool Snack Program (ASP)', and 'D. Special Milk Program (SMP)'. A 'Modify Program Selection' button is circled in yellow on the right side of the program list.

Make changes to the participating programs by clicking the boxes to add or remove check marks. Once the changes have been made click the red **Save and Continue** button and move on to the next section.

This screenshot shows the 'Program Information' section of the application. It features a 'Participating Program(s)' label and a 'Select all that apply:' instruction. The same four program options are listed with checkboxes: 'A. National School Lunch Program (NSLP)' (checked), 'B. School Breakfast Program (SBP)' (unchecked and circled in yellow), 'C. Afterschool Snack Program (ASP)', and 'D. Special Milk Program (SMP)'. A 'Modify Program Selection' button is located at the top right. At the bottom, there are two buttons: '< Back' and 'Save and Continue', with the latter being red and circled in yellow. A 'VIEW | MODIFY' link is visible at the bottom right of the form area.

Associated FSMC (Food Service Management Company)

If this site will be managed by a FSMC answer YES to question 1 and complete questions 2-3.

If this site will not be managed by a FSMC answer NO to question 1 and skip to question 4.


Associated FSMC

1. Will the Site's School Nutrition Program be managed by an FSMC? Yes No
2. Company Name:
3. Contract Date
- Begin Date: 
- End Date: 

Site Contact

Please validate questions 4-14 and update as needed with the most current site information.

Site Contact

- | | Salutation | First Name | M.I. | Last Name |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------|---------------------------|-----------|
| 4. Name: | <input type="text"/> | Bob | A | Onion |
| 5. Email Address:  | <input type="text" value="bobonion@asd.org"/> | | | |
| 6. Phone: | <input type="text" value="(802) 477-1193"/> | Ext: <input type="text"/> | Fax: <input type="text"/> | |
| 7. Title: | <input type="text" value="Food Service Manager"/> | | | |

Physical Address

8. Address Line 1:
- Address Line 2:
9. City:
10. State: Zip:
11. County:

Mailing Address

- Same as the Physical Address
12. Address Line 1:
- Address Line 2:
13. City:
14. State: Zip:

Eligibility Officials

Read the definitions of each individual eligibility official and answer/update question 15-22.

Eligibility Officials

Hearing Official

This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Note: Hearing official may not be connected to the application or verification processes and may not be an FSMC employee.

- | | Salutation | First Name | M.I. | Last Name |
|--------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------|---------------------------|-----------|
| 15. Name: | <input type="text"/> | Oliver | | Garlic |
| 16. Email Address:  | <input type="text" value="oliver.garlic@asd.org"/> | | | |
| 17. Phone: | <input type="text" value="(802) 477-3697"/> | Ext: <input type="text"/> | Fax: <input type="text"/> | |
| 18. Title: | <input type="text" value="Principal"/> | | | |

Approving Official

Note: Approving official(s) must be a school district employee, not a FSMC employee, and must be different than the Hearing Official.

- | | Salutation | First Name | M.I. | Last Name |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------|---------------------------|-----------|
| 19. Name: | <input type="text"/> | Knife | | Skills |
| 20. Email Address:  | <input type="text" value="knife.skills@asd.org"/> | | | |
| 21. Phone: | <input type="text" value="(802) 477-8964"/> | Ext: <input type="text"/> | Fax: <input type="text"/> | |
| 22. Title: | <input type="text" value="Admin Assistant"/> | | | |

Participating Information

- Answer to question 23 should be NO unless you are a new site with a majority of the students transferred from a severe need school. If YES, please contact a Vermont Agency of Education Child Nutrition Consultant for assistance in completing this question.
- Question 24 should carry over from the previous school year claim data. If you are a new entity that answered NO to question 23, this section will remain blank.
- Answer/update the information in question 25 and 26.

Participation Information

23. Is this a new site with a majority of the students transferred from severe need schools? Yes No

If yes, enter the number of lunches for the first 3 months of operation in the following question.

24. Lunches claimed for School Year (2017 - 2018) - Severe Need Breakfast Reimbursement Rate Determination

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %	Qualify for Severe Need Breakfast Reimb. Rate
17000	12000	25000	54,000	53.7%	Yes

25. Select Grades at this site: (Check all that apply)

- Early Education: 1st grade: 5th grade: 9th grade:
 Head Start: 2nd grade: 6th grade: 10th grade:
 Pre-Kindergarten: 3rd grade: 7th grade: 11th grade:
 Kindergarten: 4th grade: 8th grade: 12th grade:

26. Kitchen Type:

On-Site Prep

If Combination, identify which types:

Pricing Information

- Update/Complete the pricing information for the participating programs for this site.
- Keep in mind that this price should reflect any price increases for the upcoming school year for Paid and Adult meals.
- Reduced Price for breakfast and lunch should be set to \$0.00.

Pricing Information

27. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

The pricing amount for paid meals should be established by the use of the Paid Lunch Equity Tool for the current school year. The pricing amount for the paid meals will be compared to the current Paid Lunch Equity Tool to ensure compliance has been met.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Pricing	3.80	0.00	4.00
School Breakfast Program (SBP)		0.00	0.00	
Afterschool Snack Program (ASP)				

Is the price charged Adults greater than or equal to the free reimbursement plus the value commodities? Yes No

If no, does the SFA use general funds to support adult prices? Yes No N/A

Section A - National School Lunch Program (NSLP)

- Complete/update questions A1-A8.
- Please check the months of operation checked to make sure the correct months are indicated.
- Meal service beginning and end times must be entered.
- **Attention for the 2020-2021 school year:** Please be sure to review A-3, A-4, A-5, and A-7 as many schools will not operate OVS or serve meals in the cafeteria due to the current COVID 19 Pandemic.
- High school sites will receive a warning on their site applications if OVS is not being implemented, please disregard this warning while alternative meal accommodations are in place due to the COVID 19 Pandemic.

Section A - National School Lunch Program (NSLP)

A1. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

A2. Meal Service Times Begin Time: 11 AM :00 End Time: 12 Noon :00

A3. Will Offer versus Serve (OVS) be implemented for Lunch? Yes No

A4. What grades are utilizing Offer vs. Serve (OVS) for Lunch?

All: Early Education: 1st grade: 5th grade: 9th grade:
Head Start: 2nd grade: 6th grade: 10th grade:
Pre-Kindergarten: 3rd grade: 7th grade: 11th grade:
Kindergarten: 4th grade: 8th grade: 12th grade:

A5. How many Points of Service? 1

A6. Collection procedures for Lunch: Prepay in Cafeteria Office & F

A7. Will Lunch be served in the classroom? Yes No

A8. If no adult meal price, are adult charges a la carte? Yes No

Important: Question A9 should be left as is. If you are planning to start Provision 2 or CEP for the first time, please consult a Vermont Agency of Education Child Nutrition Consultant before proceeding.

~~A9. Provision Options~~

~~A. Site requesting to implement: Not Participating~~

~~B. If Participating, indicate:~~

~~Provision Base Year Begins:~~

Section B - School Breakfast Program (SBP)

Repeat the same steps as above in Section A.

Section B - School Breakfast Program (SBP)

B1. A. Months of Operation: (Check all that apply)

All:	<input type="checkbox"/>	Jul:	<input type="checkbox"/>	Aug:	<input checked="" type="checkbox"/>	Sep:	<input checked="" type="checkbox"/>	Oct:	<input checked="" type="checkbox"/>	Nov:	<input checked="" type="checkbox"/>	Dec:	<input checked="" type="checkbox"/>
Jan:	<input checked="" type="checkbox"/>	Feb:	<input checked="" type="checkbox"/>	Mar:	<input checked="" type="checkbox"/>	Apr:	<input checked="" type="checkbox"/>	May:	<input checked="" type="checkbox"/>	Jun:	<input checked="" type="checkbox"/>		

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri:	<input checked="" type="checkbox"/>	Mon:	<input checked="" type="checkbox"/>	Tue:	<input checked="" type="checkbox"/>	Wed:	<input checked="" type="checkbox"/>	Thu:	<input checked="" type="checkbox"/>	Fri:	<input checked="" type="checkbox"/>	Sat:	<input type="checkbox"/>	Sun:	<input type="checkbox"/>
----------	-------------------------------------	------	-------------------------------------	------	-------------------------------------	------	-------------------------------------	------	-------------------------------------	------	-------------------------------------	------	--------------------------	------	--------------------------

B2. Meal Service Times Begin Time: 8 AM :00 End Time: 10 AM :00

B3. Will Offer versus Serve (OVS) be implemented for Breakfast? Yes No

B4. What grades are utilizing Offer vs. Serve (OVS) for Breakfast?

All:	<input type="checkbox"/>	Early Education:	<input type="checkbox"/>	1st grade:	<input checked="" type="checkbox"/>	5th grade:	<input checked="" type="checkbox"/>	9th grade:	<input type="checkbox"/>
Head Start:	<input type="checkbox"/>	2nd grade:	<input checked="" type="checkbox"/>	6th grade:	<input type="checkbox"/>	10th grade:	<input type="checkbox"/>		
Pre-Kindergarten:	<input type="checkbox"/>	3rd grade:	<input checked="" type="checkbox"/>	7th grade:	<input type="checkbox"/>	11th grade:	<input type="checkbox"/>		
Kindergarten:	<input checked="" type="checkbox"/>	4th grade:	<input checked="" type="checkbox"/>	8th grade:	<input type="checkbox"/>	12th grade:	<input type="checkbox"/>		

B5. How many Points of Service? 1

B6. Collection procedures for Breakfast: Prepay in School Office & Pay

B7. Will Breakfast be served in the classroom? Yes No

B8. If no adult meal price, are adult charges a la carte? Yes No

B9. Provision Options

A. Site requesting to implement: Not Participating

B. If Participating, indicate:

Provision Base Year Begins:

Certification

Please check the box and enter your name to certify your application.

Certification

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Organization, I hereby agree to comply with all state and federal laws, regulations and provisions of Title 7 CFR Part 210 for the National School Lunch Program and Title 7 CFR Part 245 for Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools that govern the School Nutrition programs administered by the State. Additionally, the Organization shall comply with all provisions of Title 7 CFR Part 220, if this agreement applies to breakfast, and 7 CFR Part 250 and 7 CFR Part 252 for the USDA Foods Programs, if applicable.

In accordance with Federal law and U.S. Department of Agriculture policy, I certify that this Organization does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Certified By: Alex Onion Date: 6/4/2019

Next scroll to the bottom and click **Save**.

Click **Finish** to complete this site application.

School Nutrition Programs

VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

**SNP Site Application
For School Year:**

12345 Status: Active Allium School District DBA: 219 North Main Street, Suite 402 Barre, VT 05641 Type of Agency: Educational Institution Type of SNP Organization: Public	0001 Status: Active SHALLOT ELEMENTARY SCHOOL 219 North Main Street suite 402 Barre, VT 05641
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

The Site Application has been saved.

< Edit **Finish**

If you have errors within the site application they will be displayed. These errors must be corrected in order to finish the application process.

Click **Edit** to go back to the application page in order to make corrections.

School Nutrition Programs

VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

**SNP Site Application
For School Year:**

12345 Status: Active Allium School District DBA: 219 North Main Street, Suite 402 Barre, VT 05641 Type of Agency: Educational Institution Type of SNP Organization: Public	0001 Status: Active SHALLOT ELEMENTARY SCHOOL 219 North Main Street suite 402 Barre, VT 05641
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

The Site Application has been saved with errors and warnings.

Information entered is either incomplete or is not in compliance with the Child Nutrition Programs rules and regulations. All errors listed on the form must be corrected before the Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Application later.

< Edit **Finish**

Detailed information regarding the errors or warnings will be located at the top of the application page.

School Nutrition Programs

Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

**SNP Site Application
For School Year:**

12345 Status: Active Allium School District DBA: 219 North Main Street, Suite 402 Barre, VT 05641 Type of Agency: Educational Institution Type of SNP Organization: Public	0001 Status: Active SHALLOT ELEMENTARY SCHOOL 219 North Main Street suite 402 Barre, VT 05641
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------

Code	Error Description
3060	Pricing Information - Pricing information is required for each participating program.

Code	Warning Description
3214	SBP - Meal Service Time should be prior to 10:00 AM.

Specific error and warning information will be shown at the top of the organization application. Warnings will not prevent the application from being submitted but should be reviewed to ensure that all questions have been answered correctly.

Once everything has been corrected, click **Save** and **Finish**.

Repeat these steps for each site in the organization.

After all site applications are complete and free from errors, return to the main application packet screen by clicking the **Back** button.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

Application Packet - SNP Site List

12345 Status: Active
Allium School District
 DBA:
 219 North Main Street, Suite 402
 Barre, VT 05641
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Site ID / Site Name	NSLP	SBP	ASP	SMP	FFVP	Version / Status	% Enroll Free/Redc Oct 2018
	<input type="checkbox"/> Totals	2	1	0	0	0		
View Modify Admin	<input type="checkbox"/> 0001 Shallot Elementary School	X	X				Original / Not Submitted	0.0000
View Modify Admin	<input type="checkbox"/> 0002 Vidalia Middle High School	X					Original / Not Submitted	0.0000

Add Site Application

Total Sites Enrolled: 2

[< Back](#)

Completing the Renewal Process

Once you have completed each section of the application (Organization Application, Food Safety Inspection, Meal Pattern Compliance Dashboard, Checklist Summary and Site Applications), and there are no errors in any section, click the red **Submit for Approval** button to complete your renewal.

The screenshot displays the 'School Nutrition Programs' web interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. Below this, the 'Application Packet' section shows details for 'Allium School District' (ID: 12345, Status: Active). It lists the DBA, address (219 North Main Street, Suite 402, Barre, VT 05641), and agency type (Educational Institution). A table below lists the forms included in the packet, such as 'Organization Application', 'Food Safety Inspections', and 'Checklist Summary (2)'. At the bottom, a 'Site Applications' table shows counts for 'School Nutrition Program' and 'Seamless Summer Option'. A red 'Submit for Approval' button is highlighted with a yellow circle.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	0	2
Seamless Summer Option	0	0	0	0	0	0	0

A Child Nutrition Consultant from the AOE will review your application for renewal. If the application is found to be incomplete, you will receive an email notification that your application was returned. The necessary adjustments that must be made will be documented in the *Application Packet Notes for Organization* section. Click **View** next to *Application Packet Notes for Organization* to see the notes about required changes.

Make the necessary changes. Once the adjustments have been made click the red **Submit for Approval** button.

If you have any questions regarding the application renewal process, you may contact the following Child Nutrition Consultants:

Jennifer Hutchinson at jennifer.hutchinson@vermont.gov

Denise Blankenship at denise.blankenship@vermont.gov