


HCNP Systems

- ▶ Secure Log In
 - ▶ User Authorization Form
 - ▶ Available at: <https://hcnp.hawaii.gov/overview/nsfp/>
 - ▶ Click on 'Program Resources'; 'HCNP Systems'



SY 22-23 Renewal Application

- ▶ Email notification was sent on July 12, 2022
- ▶ Read the instructions carefully before completing the renewal application



HCNP Systems




Welcome to



Sign In

Enter User ID:

Enter Password:




Select Program

Program Selection


Program Code	Program Description
SNP	School Nutrition Programs

Sign Out



Notice Board


Click Continue to go to the Program Year selection screen or select a Menu option



School Nutrition Programs

E-mail: Rachel.Itano@k12.hi.us
 E-mail: Kasey.Kawamoto@k12.hi.us
 E-mail: Shirley.Robinson@k12.hi.us

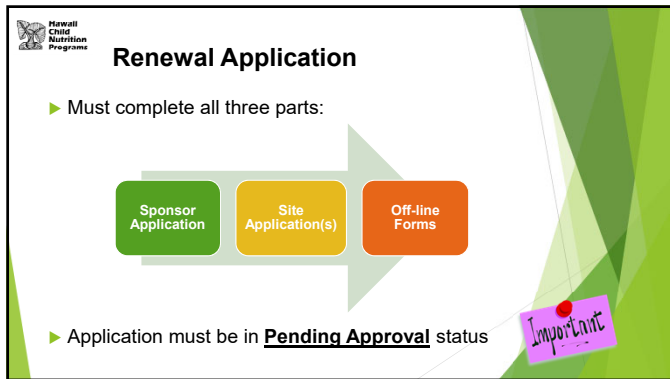
Continue



Select the Program Year

Program Year Selection

Program Year	Program Begin Date	Program End Date
2014	July 2013	June 2014
2015	July 2014	June 2015
2016	July 2015	June 2016
2017	July 2016	June 2017
2018	July 2017	June 2018
2019	July 2018	June 2019
2020	July 2019	June 2020
2021	July 2020	June 2021
2022	July 2021	June 2022
2023	July 2022	June 2023



Renewal Application

► Must complete all three parts:

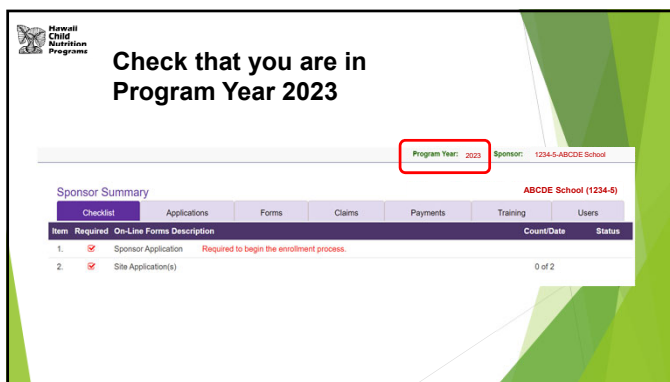
Sponsor Application

Site Application(s)

Off-line Forms

► Application must be in **Pending Approval** status

Important



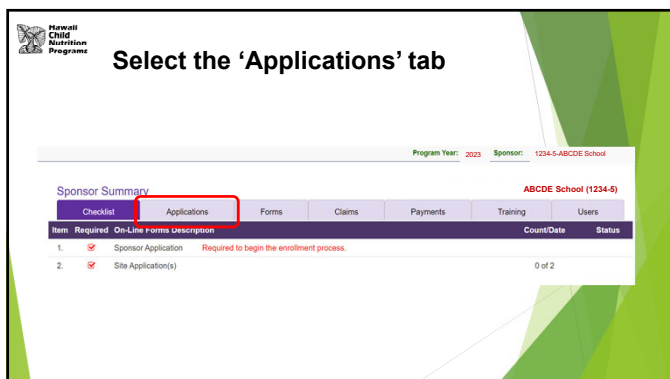
Check that you are in Program Year 2023

Program Year: 2023 Sponsor: 1234-5-ABCDE School

Sponsor Summary

Checklist Applications Forms Claims Payments Training Users

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Application	Required to begin the enrollment process.	
2.	<input checked="" type="checkbox"/>	Site Application(s)	0 of 2	



Select the 'Applications' tab

Program Year: 2023 Sponsor: 1234-5-ABCDE School

Sponsor Summary

Checklist Applications Forms Claims Payments Training Users

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Application	Required to begin the enrollment process.	
2.	<input checked="" type="checkbox"/>	Site Application(s)	0 of 2	

Hawaii Child Nutrition Program

Add Sponsor Application

Sponsor Summary ABCDE School (1234-5)

Checklist	Applications	Forms	Claims	Payments	Training	Users
Number	Name	Revision	Status	Date Approved	Action	
Sponsor Application						
Site Application(s)						
123	ABCDE Elementary School					
456	ABCDE Middle School					

Hawaii Child Nutrition Program

Sponsor Application

- ▶ Some information from the preceding Program Year will automatically transfer over
 - ▶ Address and Contact Information
- ▶ Information not carried over
 - ▶ Vendor/FSMC and Contact Information
 - ▶ Wellness Policy
 - ▶ Verification Method
 - ▶ Meal Price Information
 - ▶ Professional Standards
 - ▶ Single Audit Compliance

Hawaii Child Nutrition Program

Sample Sponsor Application

Vendor / Food Service Management Company and Contact Information

If Sponsor contracts with a Vendor or Food Service Management Company (FSMC) for meals served at ANY of the Sponsor's sites, please complete information for each Vendor/FSMC the Sponsor contracts with.

Vendor / Food Service Management Company - 1

Vendor Type: Food Service Management Company

Vendor Name: Food Service Management Company

Address: School/School District Vendor

City St Zip: 98

Contract Begin Date: End Date: \$ Amount: 0.00

Is this a new contract? ☐ Yes ☐ No

If, No will you be renewing the contract with this vendor/food service management company this Program Year? ☐ Yes ☐ No

Indicate Renewal Year:

Add Lines Click "Add Lines" for additional Vendor / FSMCs

Hawaii Child Nutrition Programs

Sample Sponsor Application

Verification Method

27. The Sponsor is requesting the following Verification selection method:

☐ Standard
☐ Alternate 1
☐ Alternate 2
☐ Not Required (RCCL, CEP District-wide, or Provision 2 or Provision 3 District-wide and not in a Base Year)

Hawaii Child Nutrition Programs

Sample Sponsor Application

29. Do students pay for meals at any of the Sponsor's sites? ☒ Yes ☐ No

If Yes, enter the Meal Pricing information below:

	Breakfast		Lunch		After School Snack		Special Milk
	Paid	Redc	Paid	Redc	Paid	Redc	Paid
30. Preschool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31. Elementary	3.00	0.30	4.50	0.40	0.00	0.00	0.00
32. Middle/Jr.High/Intermediate	3.00	0.30	4.50	0.40	0.00	0.00	0.00
33. High School	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34. Adult	3.75		5.50		0.00		

If the Sponsor operates the Special Milk Program, enter the average cost of 1/2 pint of milk:

Hawaii Child Nutrition Programs

Sponsor Application

- ▶ Verify existing information and make any changes
- ▶ Add information that is not carried over
- ▶ Certify the information that is not carried over
- ▶ Certify the information (field 42) and submit the Sponsor Application
- ▶ If any errors are identifies, correct all errors and resubmit

Add Site Application

Sponsor Summary

ABCDE School (1234-5)

Checklist	Applications	Forms	Claims	Payments	Training	Users
Number	Name	Revision	Status	Date Approved	Action	
Sponsor Application						
		0	Pending Submission			
Site Application(s)						
123	ABCDE Elementary School				+	
456	ABCDE Middle School				+	

Site Application

- ▶ Most information from the previous year's approved Site Application will carry over
 - ▶ Contact Information
 - ▶ Program Participation Information (NSLP, SBP, FFVP)
 - ▶ Accountability Information
- ▶ Information not carried over:
 - ▶ Program Participation (ASP, SSO)
 - ▶ Food Safety Inspection Information

Sample Site Application

General Information

15. Site Type:

16. Campus Type:

17. Classification of Site:

18. ☐ Yes ☒ No Is this Site a Year Round School?

19. If Yes, what is the number of days in the Vacation Period?

20. ☒ Yes ☐ No Are meals served in locations other than the regular dining areas (such as classrooms, kiosks, other buildings, gyms, etc.)?

21. If Yes, how many other locations?

22. ☐ Yes ☒ No Does this site regularly serve meals to students off campus?

23. If Yes, how many off campus locations?

Hawaii Child Nutrition Program

Sample Site Application

► **Residential Child Care Institutions (RCCIs) ONLY:**

► **Answer #24-25**

24. If this is a Licensed Site, complete the following:
 License Effective Date: License Expiration Date:

25. License Number:

➔ (Submit a copy of current License to HCNFP)

Hawaii Child Nutrition Program

Sample Site Application

► **Do NOT complete the CEP section**

Community Eligibility Provision

Site data in this section should be entered specific to this individual site. Total Enrollment is the total number of students with access to this site's NSLP and SBP. Site Identified Students is the number of identified students only for this site.

CEP data is required for CEP participation. The CEP ISP should be entered according to how the site is participating in CEP: individual site ISP, aggregate group ISP for a group of schools, or aggregate SPA-wide ISP. When the site is participating as part of a group of schools or as part of the SPA-wide group, a group name must be entered exactly the same for each site participating in that group.

	Year 1 (2023)
33. Total Site Enrollment:	<input type="text"/>
34. Site - Identified Students:	<input type="text"/>
35. Site ISP:	<input type="text"/>
36. Site Free Claiming %:	<input type="text"/>

Hawaii Child Nutrition Program

Sample Site Application

National School Lunch Program

41. Participation: Regular Claiming

42. Months Meals Served:

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Do students pay for Lunches at this Site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

43. Do students pay for Lunches at this Site?
☒ Yes ☐ No

44. Select Grades - Offer vs Serve (OVS) is implemented (Offer vs Serve is required for Grades 6, 10, 11, 12):

Grade	Ungraded	Head Start/Quality Enrolled	Predschool	Kindergarten
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

45. Lunches Served:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Lunches Served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Breakfast Program

46. Participation: Regular Claiming **Eligible for Severe Need Breakfast**

47. Months Meals Served:

Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Do students pay for Breakfast at this Site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

48. Do students pay for Breakfast at this Site?
☒ Yes ☐ No

49. Select Grades - Offer vs Serve is implemented:

Grade	Ungraded	Head Start/Quality Enrolled	Predschool	Kindergarten
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

50. Breakfast Served:

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast Served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hawaii Child Nutrition Program
After School Snack Program

55. Participation: Site Eligibility: Greater than or equal to 80% ←

56. Months Meals Served:

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

57. Snack Served:

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

58. Time Snack Program Begins:

59. Contact Name: Phone:

60. Snack Eligibility: ☐ Not Area Eligible - Site F/R eligibility less than 50%
☐ Area Eligible - Site F/R eligibility 50% or greater
☐ Area Eligible - Attendance Area F/R eligibility 50% or greater

61. If Area Eligible by Attendance Area enter the name of the closest school with 50% or greater F/R eligibility:
 School / Site Name:

62. Site Number:

63. Program Name:

64. Activities:

Hawaii Child Nutrition Program
Area Eligibility Options for School Year 2022-2023

1. SY 21-22 October Data
2. Use SY 19-20 F/R Application Data (*Option 1 from SP 10-2022*)
3. Use "CEP Data" (*Option 2 from SP 10-2022*)
 - ▶ Site Identified Student Percentage (ISP) x 1.6

SP 10-2022 Area Eligibility for Summer 2022 and School Year 2022-2023:
https://fns-prod.azureedge.us/sites/default/files/resource-files/SP10_CACFP08_SFSP04-2022os.pdf

Hawaii Child Nutrition Program
Fresh Fruit and Vegetable Program

65. Participation: Site Eligibility: Not Eligible for Fresh Fruit and Vegetable Program

66. Months Meals Served:

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

67. Contact Name:

68. Address:

69. City:

70. State:

71. Zip Code:

72. Describe the FFP implementation plan for this site. Include a description of how the FFP will be integrated with other efforts to promote good health and nutrition, reduce obesity and encourage physical activity. Examples: integration nutrition education in the daily curriculum, using free USDA Team Nutrition materials, incorporating the FFP into the school's Wellness Policy.

73. Describe how free fresh fruits and vegetables will be made available to enrolled students at this site during the school day, outside of the NSLP and SSP meal periods. Examples: Canteen stands in the cafeteria, bulk and vegetables in classrooms, vending machines dispensing fresh fruit and vegetables.

74. Describe partnership activities already established or planned as part of the FFP implementation at this site. For each partnership listed, indicate if the partner is contributing, or will contribute non-Federal resources to the FFP. Examples of partnerships: Local growers, health departments, extension services, local government, or fruit and vegetable industry representatives.

By submission of this application the School District administration, the school administration, and School Food Service certify that the Fresh Fruit and Vegetable Program will be implemented and conducted according to the policies and procedures required by the USDA. Further, the school administration and the School Food Service agree to participate in any USDA approved evaluation and to provide information requested by the specified deadlines.

Hawaii Child Nutrition Programs

Seamless Summer Option (SSO)

75. Participation:

76. Months Meals Served:

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

The sponsor will advertise availability of meals to the neighborhood community by:

77. ☐ School Communication ☐ School Registration Form ☐ Press release

78. Date of Public Media Notice:

79. Program Start Date: Program End Date:

80. ☐ Yes ☐ No

Does this Site serve meals only to children enrolled in summer school programs? (If this site intends to serve meals only to children enrolled in a summer school program, the site is not eligible to participate in the Seamless Summer Option. The site may receive reimbursement under the NSLP and/or SBP for meals served only to children enrolled in a summer school program.)

Hawaii Child Nutrition Programs

CORRECT

92. 1st Annual Inspection:

☒ Received a health inspection during school year 2021 - 2022.

93. Enter date inspection occurred:

☐ A health inspection was requested during school year 2021 - 2022, but was not completed. (enter if request is available)

☐ No health inspection was requested during school year 2021 - 2022.

94. 2nd Annual Inspection:

☐ Received a health inspection during school year 2021 - 2022.

95. Enter date inspection occurred:

☒ A health inspection was requested during school year 2021 - 2022, but was not completed. (enter if request is available)

☐ No health inspection was requested during school year 2021 - 2022.

96. ☐ This school has received three or more Health Inspections.

WRONG

92. 1st Annual Inspection:

☐ Received a health inspection during school year 2021 - 2022.

93. Enter date inspection occurred:

☒ A health inspection was requested during school year 2021 - 2022, but was not completed. (enter if request is available)

☐ No health inspection was requested during school year 2021 - 2022.

94. 2nd Annual Inspection:

☐ Received a health inspection during school year 2021 - 2022.

95. Enter date inspection occurred:

☒ A health inspection was requested during school year 2021 - 2022, but was not completed. (enter if request is available)

☐ No health inspection was requested during school year 2021 - 2022.

96. ☐ This school has received three or more Health Inspections.

Hawaii Child Nutrition Programs

Accountability Procedures

97. Collection and Meal Counting Method:

☐ Name Checklist/Roster

☐ Tickets

☐ POS Computer System

☐ Other


If "POS Computer System" is selected for Meal Counting Method please enter the following:

98. Brand Name of the POS Computer System:

99. POS Computer System data input method:

PIN	Barcode Reader	Verbal Identifier
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

100. If "Other" is selected for Collection and Meal Counting Method enter description of Procedure used:



101. Student Payments made by:

- ☐ Cash in Serving Line
- ☐ Prepaid Daily
- ☐ Prepaid Weekly
- ☐ Prepaid Monthly
- ☐ Monthly Billing
- ☐ Non-Pricing


102. Point of Service (Meals are counted):

☒ End of Line ☐ Exception

103. ☐ **Standard Exception Procedures** - Check here if the following procedures are followed.


Procedures: Due to the physical facilities, a more accurate meal count occurs when the official count is made at the beginning of the serving line with an adult checking each tray for a reimbursable meal at the end of the serving line. Sufficient supervision and barriers will be positioned to prevent any student from leaving or entering the serving line between these two points. If a non-reimbursable meal is identified, appropriate corrective action will be taken regarding the child's selections or the meal will not be counted as reimbursable in any category. A kitchen and office meal count will continue to be recorded daily for accuracy.

104. If **Exception** is selected but the above Standard Exception Procedures are not used, describe the SFA's procedure:





Site Application

- ▶ Verify existing information and make any changes
- ▶ Add information that is not carried over
- ▶ Certify (field 105) and submit application
- ▶ If any errors are identified, correct errors and resubmit



Off-line Forms

- ▶ Off-line forms must be submitted to HCNP as part of the renewal application
 - ▶ Upload off-line forms by clicking the upload button 
- ▶ Forms marked with the red check mark  are **REQUIRED**
- ▶ Single Agreement
 - ▶ Must be signed and submitted by all SFAs

Hawaii Child Nutrition Program

Sponsor Summary ABCDE School (1234-5)

Checklist	Applications	Forms	Claims	Payments	Training	Users
Item Required	On-Line Forms Description	Count/Date	Status			
1. <input checked="" type="checkbox"/>	Sponsor Application		Pending Submission			
2. <input checked="" type="checkbox"/>	Site Application(s)	2 of 2	Pending Submission			
Item Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	Single Agreement	2				2
2. <input checked="" type="checkbox"/>	Free and Reduced Price Meal Policy Statement	2				2
3. <input checked="" type="checkbox"/>	Authorizing Officials for Free and Reduced-Price Applications	2				2
4. <input checked="" type="checkbox"/>	Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal	2				2
5.	FSMAC Contract					2
6. <input checked="" type="checkbox"/>	Vended Meals Contract					2
7.	Intergovernmental Agreement for Vended Meals					2
8. <input checked="" type="checkbox"/>	On-Campus Meal Service and Counting Locations	2	7/15/2022			2
9.	W-9	2				2
10.	SCV(C) Documentation					2
11.	Hawaii Tax ID Numbers					2
12.	Lobbying	2				2
13.	Debarment & Suspension	2				2
14.	Fresh Fruit and Vegetable Program Application	2				2

☒ Enter Dates for Required Off-Line Forms

Hawaii Child Nutrition Program

Sponsor Summary ABCDE School (1234-5)

Checklist	Applications	Forms	Claims	Payments	Training	Users
Item Required	On-Line Forms Description	Count/Date	Status			
1. <input checked="" type="checkbox"/>	Sponsor Application		Pending Submission			
2. <input checked="" type="checkbox"/>	Site Application(s)	2 of 2	Pending Submission			
Item Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	Single Agreement	2				2
2. <input checked="" type="checkbox"/>	Free and Reduced Price Meal Policy Statement	2				2
3. <input checked="" type="checkbox"/>	Authorizing Officials for Free and Reduced-Price Applications	2				2
4. <input checked="" type="checkbox"/>	Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal	2				2
5.	FSMAC Contract					2
6. <input checked="" type="checkbox"/>	Vended Meals Contract					2
7.	Intergovernmental Agreement for Vended Meals					2
8. <input checked="" type="checkbox"/>	On-Campus Meal Service and Counting Locations	2	7/15/2022			2
9.	W-9	2				2
10.	SCV(C) Documentation					2
11.	Hawaii Tax ID Numbers					2
12.	Lobbying	2				2
13.	Debarment & Suspension	2				2
14.	Fresh Fruit and Vegetable Program Application	2				2

☒ Enter Dates for Required Off-Line Forms


Hawaii Child Nutrition Program

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Single Agreement	2				2
2. <input checked="" type="checkbox"/>		Free and Reduced Price Meal Policy Statement	2	7/15/2022	7/15/2022		2
3. <input checked="" type="checkbox"/>		Authorizing Officials for Free and Reduced-Price Applications	2				2
4. <input checked="" type="checkbox"/>		Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal	2				2

Hawaii Child Nutrition Programs

Final Steps

Important

- ▶ At the bottom of the Checklist tab, you should see "Submit to the State for Approval"
- ▶ Click  to submit your renewal application to the State for approval
- ▶ Check that your application is in "Pending Approval" status

Hawaii Child Nutrition Programs

Sponsor Summary **ABCDE School (1234-5)**

Item	Required	On-Line Forms Description	Count/Date	Status
1.		Sponsor Application	2 of 2	Pending Submission
2.		Site Application(s)		Pending Submission

Item	Required	On-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Single Agreement		7/15/2022	7/15/2022		
2.		Free and Reduced Price Meal Policy Statement		7/15/2022	7/15/2022		
3.		Authorizing Officials for Free and Reduced Price Applications		7/15/2022	7/15/2022		
4.		Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal		7/15/2022	7/15/2022		
5.		FDSMC Contract					
6.		Vended Meals Contract		7/15/2022	7/15/2022		
7.		Intergovernmental Agreement for Vended Meals					
8.		On-Campus Meal Service and Counting Locations		7/15/2022	7/15/2022		
9.		W-9					
10.		SE1103 Documentation					
11.		Hawaii Tax ID Numbers					
12.		Lobbying					
13.		Debarment & Suspension					
14.		Fresh Fruit and Vegetable Program Application		7/15/2022	7/15/2022		

☒ Enter Dates for Required Off-Line Forms

☒ Submit all forms to the State for Approval

Remember to do this last step

Hawaii Child Nutrition Programs


Pending Approval Status

Sponsor Summary **ABCDE School (1234-5)**

Item	Required	On-Line Forms Description	Count/Date	Status
1.		Sponsor Application	2 of 2	Pending Approval
2.		Site Application(s)		Pending Approval
3.		Forms Submitted to State for Approval	7/15/2022	Pending Approval


Item	Required	On-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Single Agreement					
2.		Free and Reduced Price Meal Policy Statement		7/15/2022	7/15/2022		
3.		Authorizing Officials for Free and Reduced Price Applications		7/15/2022	7/15/2022		
4.		Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal		7/15/2022	7/15/2022		

Make sure the status is PENDING APPROVAL



Approval Process

- ▶ NSLP Specialist will review the Sponsor Application, Site Application(s), and Off-line forms
 - ▶ Specialist will either approve the renewal or send forms back to the SFA for correction
 - ▶ SFA must make all corrections and resubmit the application
- ▶ The application is approved when the status is 'Approved'



Deadlines

- ▶ **SY 22-23 Renewal Application:**
 - ▶ **FRIDAY, JULY 29, 2022**

