



HCNP Systems


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





SY 24-25 Renewal Application

- ▶ Email notification was sent on May 21, 2024
- ▶ Read the instructions carefully **before** completing the renewal application





HCNP Systems



Welcome to **CNP web**

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

Hawaii Child Nutrition Programs
School Nutrition Programs

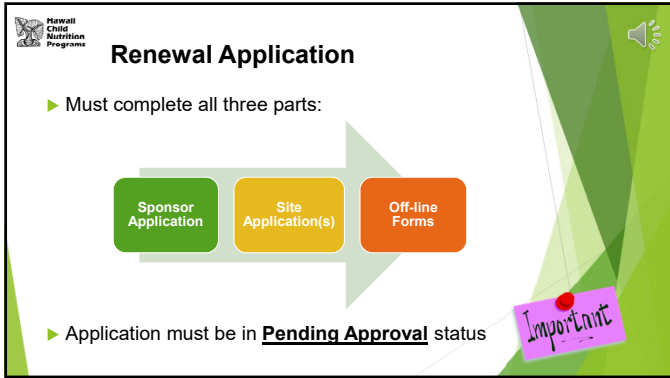
E-mail: Rachel.Itano@k12.hi.us
E-mail: Kasey.Kawamoto@k12.hi.us

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
2024	July 2023	June 2024
2025	July 2024	June 2025



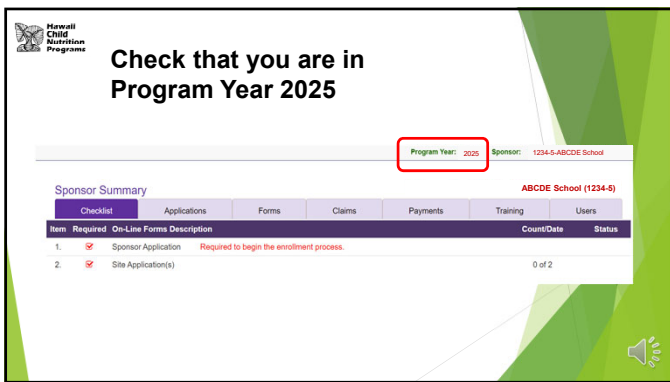
Renewal Application

▶ Must complete all three parts:

- Sponsor Application
- Site Application(s)
- Off-line Forms

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

Important

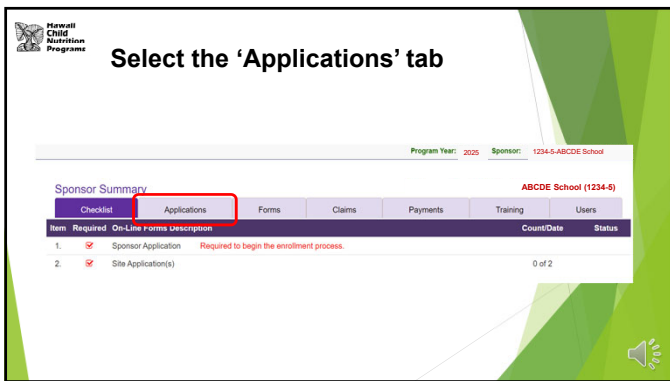


Check that you are in Program Year 2025

Program Year: 2025 Sponsor: 1234-5-ABCDE School

Sponsor Summary ABCDE School (1234-5)

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: 2025 Sponsor: 1234-5-ABCDE School

Sponsor Summary ABCDE School (1234-5)

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		

Add Sponsor Application

ABCDE School (1234-5)

Number	Name	Revision	Status	Date Approved	Action
Site Application(s)					
123	ABCDE Elementary School				+
456	ABCDE Middle School				

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

Sample Sponsor Application

Vendor / Food Service Management Company - 1

Vendor Type:

Vendor Name:

Address:

City/ST/Zip:

Contact Information:
 Name:
 Phone: Ext:

Contract Begin Date: End Date: \$ Amount:

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




Sample Sponsor Application

Verification Method

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

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

▶ USDA Eligibility Manual for School Meals, July 2017: https://fns-prod.azureedge.us/sites/default/files/cn/SP36_CACFP15_SFSP11-2017a1.pdf




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:



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 identified, correct all errors and resubmit

Add Site Application

Sponsor Summary ABCDE School (1234-5)

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 Programs

Accountability Procedures

98. 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:

99. Brand Name of the POS Computer System:

100. POS Computer System data input method:

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

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

Hawaii Child Nutrition Programs

102. Student Payments made by:

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

103. Point of Service (Meals are counted):

End of Line Exception

104. **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 reconciled daily for accuracy.

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



Hawaii Child Nutrition Programs

Site Application

- ▶ Verify existing information and make any changes
- ▶ Add information that is not carried over
- ▶ Certify (field 106) and submit application
- ▶ If any errors are identified, correct errors and resubmit

Hawaii Child Nutrition Programs

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**

Hawaii Child Nutrition Programs

Off-line Forms

DON'T FORGET

- ▶ **Single Agreement**
 - ▶ Must be signed and submitted by ALL SFAs
- ▶ **Fresh Fruit and Vegetable Program Application**
 - ▶ Must upload if participating in FFVP
- ▶ **Off-Campus Meal Service and Counting Locations**
 - ▶ Must upload if 'Yes' to question #22 on site application

Hawaii Child Nutrition Programs

Sponsor Summary ABCDE School (1234-5)

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

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Single Agreement					
2.		Free and Reduced Price Meal Policy Statement					
3.		Authorizing Officials for Free and Reduced-Price Applications					
4.		Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal					
5.		FIMAC Contract					
6.		Vended Meals Contract					
7.		Intergovernmental Agreement for Vended Meals					
8.		On-Campus Meal Service and Counting Locations					
9.		W-9					
10.		SPICED3 Documentation					
11.		Hawaii Tax ID Numbers					
12.		Lobbying					
13.		Debarment & Suspension					
14.		Fresh Fruit and Vegetable Program Application					
15.		Off-Campus Meal Service and Counting Locations					

Enter Dates for Required Off-Line Forms

Sponsor Summary ABCDE School (1234-5)

Item	Required	On-Line Forms Description	Count/Date	Status
1	✓	Sponsor Application		Pending Submission
2	✓	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	05/01/2024	05/01/2024		⬇
2	✓	Free and Reduced Price Meal Policy Statement	2	05/01/2024	05/01/2024		⬇
3	✓	Authorizing Officials for Free and Reduced-Price Applications	2	05/01/2024	05/01/2024		⬇
4	✓	Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal	2	05/01/2024	05/01/2024		⬇

Remember to do this last step


Sponsor Summary ABCDE School (1234-5)

Item	Required	On-Line Forms Description	Count/Date	Status
1	✓	Sponsor Application		Pending Approval
2	✓	Site Application(s)	2 of 2	Pending Approval
3	✓	Forms Submitted to State for Approval	05/01/2024	Pending Approval



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'

 **Deadline**


► **SY 24-25 Renewal Application:**
► **FRIDAY, JUNE 21, 2024**




 **Reminders**



- Three parts to the renewal application: Sponsor Application, Site Application(s), and Offline forms
- Make sure all information is accurate and up to date
- Complete and upload all offline forms with the red check mark
- Complete and submit the Single Agreement – **applies to ALL SFAs**
- If applicable, upload the FFVP application(s) and completed Off-Campus Meal Service and Counting Locations form
- Make sure the status is in **Pending Approval**
- Deadline: **Friday, June 21, 2024**



 **QUIZ**

Please take the Renewal Application Training Quiz

Go to: <https://forms.gle/8nPhkFcCk85K8Eiv7>

Code word: pending approval

