

# SNT Contract Manual

Version 7.3 – May 2014  
Wisconsin Department of Public Instruction  
School Nutrition Team (SNT)

## Contents

New Agencies .....	2
Entering the Food and Nutrition Site .....	2
How to Navigate the System.....	4
The Blue Menu Bar .....	5
The Yellow Menu Bar .....	6
Entering the SNT Contract Area.....	7
School Contract Preparer/Enterer .....	7
School Food Authority Information.....	8
Part 1: General Information .....	8
Part 2: School Food Authority Address Information .....	9
Part 3: School Food Authority Contact Information.....	10
Meal Charges, Purchase, and Officials Information .....	11
Part 1: Meal Charges.....	11
Part 2: Meal Purchase Information .....	12
Part 3: Officials Information.....	13
School Food Authority Policy Statement .....	14
Federal Awards Expended - Private Schools and RCCIs Only .....	16
Schedule ‘A’ (List of Schools Under School Food Agency).....	18
School Specific Policy Statement Information & School Specific Meal Charges .....	22
To add or delete a school .....	26
Site Count Mismatch Summary .....	27
Certification .....	28
Troubleshooting .....	29

## New Agencies

If you do not have a six-digit agency code provided by the School Nutrition Team at DPI, and this is your first time entering a contract for School Nutrition Programs, please follow these instructions:

1. Contact the DPI School Nutrition Team consultants (see the last page of this manual for [contact information](#)) to obtain a *temporary* agency code and a *temporary* password.
2. Follow the directions in the rest of this manual. Use this temporary agency code and the temporary password to log-in.

**Special notes** for new agencies:

- a. For **Schedule “A”**, you will need to enter *all* schools in your School Food Authority (SFA).
  - b. If you are a private SFA, or a Residential Child Care Institution (RCCI), you will need to complete the **Federal Awards Expended** screen. You will need to know the amount of federal funding you have received under various programs. If you have nothing to report, please enter zeroes (0) to continue.
  - c. If you have questions while entering your contract for the first time, please call the School Nutrition Team at 608-267-9228 and ask for your nutrition program consultant.
3. If you need to make changes to your contract between the time that you enter it, and the time that a consultant begins to approve it, you may continue to access the site using your temporary agency code and temporary password. Once the consultant starts working on your contract, you will not be able to make any changes until it is approved.
  4. Once your contract is approved, you will receive a letter with a *permanent* agency code and a *permanent* password. At that point, you will **no longer** be able to use the temporary log-in information. Using your *permanent* log-in information, you will be able to access the site and view or modify your contract at any time.

## Entering the Food and Nutrition Site

1. Go to <http://fns.dpi.wi.gov/> (See *Sample Screen 1*, on the next page).
  - a. There are a series of buttons in the middle of the page. On the right side of the page is **“Online Services”**.
  - b. Click on this button, which will bring you to the Online Services page (See *Sample Screen 2* on page 3).

**Sample Screen 1 – Child Nutrition Programs Homepage**



2. After you click this button, you will be brought to the Online Services page (*Sample Screen 2*). **Please bookmark this page** for quick access to your contracts and claiming website and other DPI online services.

**Sample Screen 2 – DPI Online Services**



3. There are three buttons across the top of the page. The one on the left is “Online Services Log-in”. Click this button, and select “Contracts and Claims”, the first link in the drop-down menu that appears (See *Sample Screen 3*, below).

### Sample Screen 3 – DPI Online Services Page – Drop-down Menu



4. This will bring you to a log-in screen (*Sample Screen 4*, below) where you will be able to log in using your agency code and password, and access your agency's contract.
  - a. **Do not bookmark this log-in screen** – if you wish to make a bookmark, please go back to Step 2 and bookmark at that point.

### Sample Screen 4 – Log-in Page



5. Enter your **agency code** – This is your six-digit agency code/agreement number.
  - a. Do not use hyphens - use only the numerals in the agency code.
  - b. Do not enter leading zeroes: For example, if your agency code is “012345”, only enter “12345”.
6. Type in your agency-specific **password**; this is the password assigned to you by DPI for ordering commodities, claiming reimbursement, and for contract purposes. If you have forgotten this password, please see [Troubleshooting](#) on page 29.

7. Click the “Submit” button.
8. The “Reset” button will clear all data entered in fields so it may be re-entered.
9. **Time limit on entering data** - A timer starts from the moment you enter the contract site. If no activity occurs for 30 minutes, you will receive an error message and need to return to the main “Log In” screen. Any movement on a page at all (such as going from one screen to another or moving to another entry field on the same page) will reset the 30-minute timer.

Once you are logged in, a menu of options will appear at the top of the screen.

## How to Navigate the System

### The Blue Menu Bar

#### Sample Screen 5



On this screen, you can see the following menu options:

**Home Day Care:** This is for Home Day Care providers only.

**School Nutrition Program:** This is for school agencies participating in Child Nutrition Programs.

**Community Nutrition Program:** This is for agencies participating in the Child and Adult Care Food Program (CACFP).

**Summer Food Program:** This is for sites participating in the Summer Food Service Program (SFSP).

**Special Milk Program:** This is for agencies participating in the Special Milk Program rather than other Federal child nutrition meal service programs.

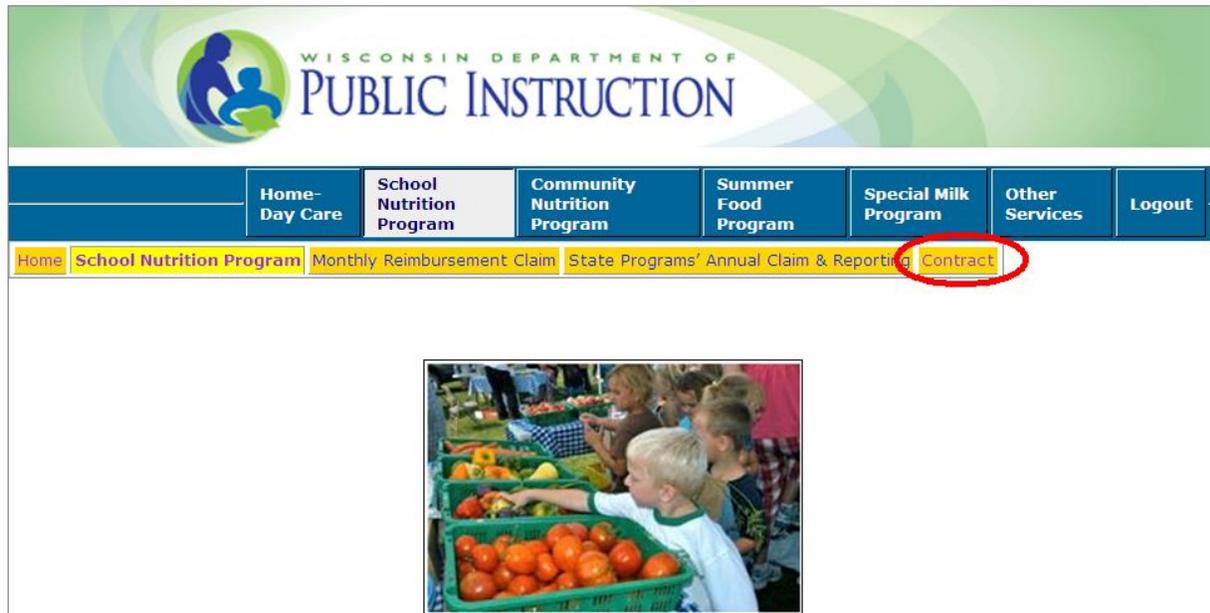
**Other Services:** This button links to the DUNS number entry page for agencies new to the DPI Child Nutrition Programs.

**Log Out:** This is where you can click, at any page on the website, to log out of your contract account. When you logout, you will need to re-enter your agency code and password to re-enter the FNS web site.

**Click** on the blue bar where it says “School Nutrition Program,” (See *Sample Screen 5*, above) this will change the yellow menu options. Notice that the blue “School Nutrition Program” button is

now highlighted white (See *Sample Screen 5.1*, below).

### Sample Screen 5.1



### The Yellow Menu Bar

On this screen (See *Sample Screen 5.1*, above), you can see the following menu options:

**Monthly Reimbursement Claim** - Use to enter school reimbursement claims, revise unpaid claims and review paid claims for all programs from this link. (Directions are not in this manual)

### State Programs' Annual Claim and Reporting

**Contract** - Use to access the school contract information to view, update and submit contract changes.

1. **Click “Contract,”** which is on the far right of the yellow menu options. This will again change the yellow menu options. Notice that the yellow “Contract?” button is now highlighted in a lighter color to show that this is the page you are viewing (*Sample Screen 6*, below).

### Sample Screen 6



2. Click on “Submit Contract” in the yellow menu options. You may notice that the yellow menu

options list out all the options you've clicked on so far. Clicking on "Submit Contract" will bring you to the first screen where you enter information for your contract.

## Entering the SNT Contract Area

**NOTE:** When you are in the "Submit Contract" section of the site, you **must** continue through the entire contract and click on "Submit" at the end. **Do not** just log out or close the website – logging out or closing the website without clicking the "Submit" button at the end will leave your contract "Open" so that DPI cannot access it.

## School Contract Preparer/Enterer

You will need to fill out this information **each time you enter the contract** to help DPI track changes made to the contract. An email address for the Contract Preparer is required (*Sample Screen 7*).

When you have finished entering the information, click the "**Continue**" button at the bottom of page.

**Note:** When entering phone number, phone extensions, or fax numbers, do not enter any symbols (such as -, ( ) or /) or spaces in the field. Enter numerals only. If there is no fax number or no phone extension, leave the field blank.

### *Sample Screen 7 – Contract Enterer Information*

**National School Food and Nutrition Program 2013-2014 Application**  
**Contract Enterer Information**

139999 - Test Agency

**[Contract Preparer/Enterer Information]**

Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application.

First Name <input style="width: 80%;" type="text"/>	Last Name <input style="width: 80%;" type="text"/>
Phone Number <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	Extension <input style="width: 40%;" type="text"/>
Email <input style="width: 95%;" type="text"/>	

 **CONTINUE**

## School Food Authority Information

**Note:** All fields must be completed. This screen has 3 sections.

**Reminder:** Per April 12, 2012 DPI Memo, titled *Electronic Reimbursement via Automated Clearing House*, all agencies must report their Federal Employer Identification Number (FEIN) to assist the transition of reimbursement payment methods.

### Sample Screen 8 – School Food Authority Information – General Information

National School Food and Nutrition Program 2014-2015 Application School Food Authority Information									
<b>139999 - Test Agency</b>									
<i>To apply for participation in the National School Food and Nutrition Program complete the application along with school(s) information and submit it to DPI.</i>									
<b>General Information</b>									
Legal Name of School Food Authority (School Agency)	Test Agency	County	Milwaukee						
Local Education Area (LEA)#	8124	Congressional District	4	Type of Governing Body	Public				
Estimate No. of Children to be served lunch daily	0	Federal Employer Identification Number							
Do you participate in USDA Foods program		If you utilize a Software Vendor, Please select from the following							
Provide Name if "Other" is selected as Software Vendor									
<b>Select if applicable to your agency (see definition in manual)</b>									
Residential Child Care Institution		Provision 2 Agency	No	2R Charter Agency		Do you Participate in Community Eligibility Provision		Select Cycle Year	

### Part 1: General Information

See *Sample Screen 8*, above.

1. A Local Educational Agency (LEA) number is assigned to each public school. If your agency is a *private SFA* or *RCCI*, enter the LEA number of the public school district where your mailing address is located.
2. If you do not know the Congressional District information for your school, click on the link:
  - a. [www.legis.state.wi.us](http://www.legis.state.wi.us). Then click on “Who represents me?” to find the district number.
3. If a software vendor is utilized for online applications and for the point of service, choose from the list provided. If the software vendor you utilize is not listed, choose “other” and provide the name of your software vendor on the next line.
4. Indicate the type of institution here **only** if one of the listed categories applies to your school agency.
  - a. **Residential Child Care Institution (RCCI)** is an institution which operates principally for the care of children in a residential setting.
  - b. **Provision 2 Agency** is an agency participating in the National School Lunch Program (NSLP) under Section 11 (a) (1), Provision 2 of the Richard B. Russell National School Lunch Act (42 USC 1759A). Under this provision to reduce paperwork, meals are served free to all students and applications to determine free and reduced price

meal eligibility are only collected once every four years. Schools participating in the Provision 2 claiming option must obtain approval from DPI.

- c. **2R Charter Agency** is *only* those schools chartered by the City of Milwaukee common council, UWM or MATC, and UW-Parkside on a pilot basis under authority granted by Section 118.40(2r) of the Wisconsin School Laws.
- d. **New! Community Eligibility Provision (CEP)** is a four year reimbursement alternative for high poverty LEAs and schools participating in the NSLP and the School Breakfast Program (SBP). Applications to participate in this provision are due to DPI between May 1 and June 30<sup>th</sup>. If you have submitted an application, please notate on the contract if you plan on participating as an entire SFA or as an individual school site or group of schools. Also notate which year of the cycle the LEA is in for CEP. If your SFA is participating as the entire district, CEP participation will be automatically notated on every school within your district on Schedule A. If you are participating as an individual site or group of schools, you will need to notate which schools are participating in CEP on schedule A, see page 22 .

- 5. The online contract field “Legal Name of School Food Authority (School Agency)” may only be changed by DPI. If a change is necessary, please contact the School Nutrition Team at 608-267-9228.

## Part 2: School Food Authority Address Information

- 1. Enter the complete SFA address information for the SFA office location. Use a street address in this field, *not* a PO Box. If any address does not have a fax number, leave the “Fax” field blank.
- 2. Enter the Correspondence Address to be used for School Nutrition Team mailings. You **must** enter this, even if it is the same as the SFA address. You may use a PO Box in this field.

### Sample Screen 8.1 – SFA Addresses & Contacts and Authority Contacts

Addresses and Contacts Numbers	
<b>School Food Authority Address</b>	
Street Address	<input type="text"/>
City	<input type="text"/> State Wisconsin <input type="text"/> Zip <input type="text"/>
Phone	<input type="text"/> Fax <input type="text"/>
<b>Correspondence Address (Enter Same as street, unless P.O Box is used)</b>	
Street/P.O Box No.	<input type="text"/>
City	<input type="text"/> State Wisconsin <input type="text"/> Zip <input type="text"/>
Phone	<input type="text"/> Fax <input type="text"/>
Authority Contacts Information	
<b>Authorized Representative</b>	
Title	<input type="text"/> None <input type="text"/>
First Name	<input type="text"/> Last Name <input type="text"/>
Work Phone	<input type="text"/> Extension <input type="text"/> Fax <input type="text"/>
Business Email	<input type="text"/>
<b>Food Service Manager</b>	
Title	<input type="text"/> None <input type="text"/>
First Name	<input type="text"/> Last Name <input type="text"/>
Work Phone	<input type="text"/> Extension <input type="text"/> Fax <input type="text"/>
Business Email	<input type="text"/>

### Part 3: School Food Authority Contact Information

See *Sample Screen 8.1*, previous page.

1. Email field(s) – You must enter an email address for the Authorized Representative and for the Food Service Manager.
2. Enter the email for the person who prepares the claims.
3. When you have entered information in all the fields, click the “**Continue**” button.
  - a. If any information is missing, you will be returned to the page with a “Validation Error” – the error will list what information is missing. (*See Sample Screen 9, below*)

#### *Sample Screen 9 – Validation Error*

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
<a href="#">Home</a> <a href="#">Submit Contract</a>							
<p><b>Validation Error:- You must correct the following error(s) before proceeding:</b></p> <ul style="list-style-type: none"><li>● Congressional District is required.</li><li>● County is required.</li><li>● Estimate No. of Children to be served lunch daily is required.</li><li>● Federal Employer Identification Number is required.</li><li>● Do you participate in USDA Foods program is required.</li><li>● Residential Child Care Institution is required.</li><li>● Provision 2 Agency is required.</li><li>● 2R Charter Agency is required.</li><li>● If you utilize a Software Vendor, Please select from the following is required.</li><li>● Do you Participate in Community Eligibility Provision is required.</li><li>● Street Address is required.</li><li>● City is required.</li><li>● Zip is required.</li><li>● Phone is required.</li><li>● Street/P.O Box No. is required.</li><li>● City is required.</li><li>● Zip is required.</li><li>● Phone is required.</li><li>● First Name is required.</li><li>● Last Name is required.</li><li>● Work Phone is required.</li><li>● Business Email is required.</li><li>● First Name is required.</li><li>● Last Name is required.</li><li>● Work Phone is required.</li><li>● Business Email is required.</li></ul>							

## Meal Charges, Purchase, and Officials Information

Note: This screen has 3 sections.

### Sample Screen 10-Meal Charges, Purchase and Officials Information

Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
<a href="#">Home</a>	<a href="#">Submit Contract</a>					
<b>National School Food and Nutrition Program 2014-2015 Application</b> <b>Meal Charges, Purchase and Officials Information</b> <b>139999 - Test Agency</b>						
<b>Indicate Charges</b> Charges will be applied to every school building under the school food authority. Please enter the highest reimbursable meal charges for each column. Different charges in a specific school building within the agency may be entered from Schedule "A" screen.						
Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Breakfast		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
After School Snack		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Special Milk Program	\$ 0					
<b>Meal Purchase Information</b> Select Food Service Provider Type <input checked="" type="radio"/> Self Operated <input type="radio"/> Food Service Management Company <input type="radio"/> Vendor <input type="radio"/> Another School Agency Under a Joint Agreement						
Select FSMC/Vendor/Another School Agency Name Self None None 0 - None						
<b>The following information must be completed by all agencies, except for RCCI's with residential students (i.e. no day students) only. Enter Name(s)/Titles [Enter 'none' in each box if you are RCCI's with Residential Students]</b>						
Determining Official Name - Individual(s) determining eligibility Title: None First Name: _____ Last Name: _____ Email: _____			Hearing Official Name - Not involved in original determination or verification Title: None First Name: _____ Last Name: _____			
Verifying Official Name - Verifies information, may be determining official Title: None First Name: _____ Last Name: _____ Email: _____			Confirming Official Name - Review applications selected for verification - may not be determining official Title: None First Name: _____ Last Name: _____			
Claim Preparer Email: _____						
						

### Part 1: Meal Charges

See *Sample Screen 10.1*, below.

1. Enter the *highest* reimbursable meal charge for each school type. **Do not include the \$ sign in the fields.**
  - a. If meal charges for **an individual school** differ from the district figures entered on this screen, please complete the ["School Specific Meal Charge"](#) page on Schedule "A" for that particular school site later in the contract (See directions for Schedule "A", starting on page 18).
  - b. If different meal prices are charged *within one school* (for example, K-2 = \$1.25 and

Grades 3-5 = \$1.50) **do not** complete the “*School Specific Meal Charge*” page, as only one price per building can be indicated.

2. If your agency does not participate in the listed program or does not charge students for
  - a. meals, enter a “0” (zero) in those meal charge areas. If you do not charge students, you *must*
  - b. still enter the adult price for a meal.
3. For the *Special Milk Program*, enter only the amount charged to students participating in this program. Do not enter the amount charged for a la carte milk.
4. All SFAs *must* enter an adult price for any program in which they participate.
5. When entering prices, be sure to include any price increase necessary per the Paid Lunch Equity tool.

**Sample Screen 10.1 – Indicate Meal Charges**

National School Food and Nutrition Program 2014-2015 Application Meal Charges, Purchase and Officials Information						
139999 - Test Agency						
<b>Indicate Charges</b>						
Charges will be applied to every school building under the school food authority. Please enter the highest reimbursable meal charges for each column. Different charges in a specific school building within the agency may be entered from Schedule "A" screen.						
Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Breakfast		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
After School Snack		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Special Milk Program	\$ 0					

**Part 2: Meal Purchase Information**

See *Sample Screen 10.2*, below.

1. For “Food Service Provider Type”, click the correct button for your school.
2. If using a “Vendor” or “Food Service Management Company,” select the name from the drop-down menu.
3. If your vendor or Food Service Management Company is not listed, please contact the School Nutrition Team at 608-267-9228.
4. If receiving meals from “Another School Agency Under a Joint Agreement?”, select the Agency/Code from the drop-down menu (Sorted by Agency Code).

## Sample Screen 10.2 – Meal Purchase Information

Select Food Service Provider Type	Select FSMC/Vendor/Another School Agency Name
<input checked="" type="radio"/> Self Operated	Self
<input type="radio"/> Food Service Management Company	None
<input type="radio"/> Vendor	None
<input type="radio"/> Another School Agency Under a Joint Agreement	0 - None

### Part 3: Officials Information

See Sample Screen 10.3, below.

Enter the name and title of the School Food Authority representatives assigned to each of the following responsibilities.

**Note:** *RCCIs with only residential students (who reside at the RCCI)* will not need to identify these officials and should enter “none” for each official. *RCCIs with day students (those who attend school for the day but do not reside at the RCCI)* will need to enter names for all listed officials.

1. **Determining Official** reviews the initial free/reduced-price meals applications, determines if the students are eligible for free or reduced-price meals, and notifies the household of the determination.
2. **Hearing Official** may be called upon to hear possible complaints or appeals on application determination or verification process results and possible discrimination in the operations of the program. The Hearing Official *should not* be a subordinate of the person serving as either the Determining Official or the Verifying Official. The Hearing Official *may not be* the same person as the Determining Official *or* the Verifying Official.
3. **Verifying Official** conducts the verification process including the selection of applications, notification of selection for verification, examination of materials submitted and notification of the results. The Verification Official must also submit the Verification Collection Report to DPI. The Verifying Official *may* be the Determining Official.
4. **Confirming Official** conducts a review of the information on the applications selected for verification to confirm that the correct determination of eligibility was initially made. If necessary, this person corrects the eligibility determination prior to completing the verification process. The Confirming Official *may not be* the same as the Determining Official.

### Sample Screen 10.3 – Officials Information

The following information must be completed by all agencies, except for RCCI's with residential students (i.e. no day students) only. Enter Name(s)/Titles [Enter 'none' in each box if you are RCCI's with Residential Students]

<b>Determining Official Name - Individual(s) determining eligibility</b> Title <input type="text" value="None"/> First Name <input type="text"/> Last Name <input type="text"/>	<b>Hearing Official Name - Not involved in original determination or verification</b> Title <input type="text" value="None"/> First Name <input type="text"/> Last Name <input type="text"/>
<b>Verifying Official Name - Verifies information, may be determining official</b> Title <input type="text" value="None"/> First Name <input type="text"/> Last Name <input type="text"/>	<b>Confirming Official Name - Review applications selected for verification - may not be determining official</b> Title <input type="text" value="None"/> First Name <input type="text"/> Last Name <input type="text"/>



5. Once you have updated all of your agency's information, click the **“Continue”** button.

### School Food Authority Policy Statement

See *Sample Screen 11*, below.

1. Enter information about each program provided in one or more schools in the SFA.
2. For all programs in which the SFA does not participate, select “Not in Program” under the “Meal Accountability System”.
3. If more than one “Money Collection Procedure” is used within the SFA, check all the boxes that apply.
4. “Program Start and End Dates” are the first and last date the program is offered to students. Schools planning on offering Seamless Summer Option should note that SFAs will be unable to claim reimbursement for operating days outside the contract's start and end dates.
5. If one or more schools in the SFA participate in state-funded programs, such as the Wisconsin School Day Milk Program or the Elderly Nutrition Program, enter that information on the Schedule “A” for that school. (See directions for completing Schedule “A” on pages 18-22)

**Sample Screen 11 – Policy Statement Information**

	<b>Home-Day Care</b>	<b>School Nutrition Program</b>	<b>Community Nutrition Program</b>	<b>Summer Food Program</b>	<b>Special Milk Program</b>	<b>Other Services</b>	<b>Logout</b>
<a href="#">Home</a> <a href="#">Submit Contract</a>							
<b>National School Food and Nutrition Program 2013-2014 Application Policy Statement Information</b>							
<b>139999 - Test Agency</b>							
<p>Information will be applied to every school building under the school food authority. If a specific school building within the agency has different procedures, they may be entered from Schedule "A" screen.</p> <p><b>Select Accountability System and Money Collection Procedure(s) that describes your School Food Authority</b></p> <p>For each program provided in one or more schools in the School Food Authority, select meal accountability system and money collection procedure(s) used in the majority of the schools to obtain accurate daily point of service counts by category (free, reduced price, paid). If a listed program is not offered in any of your schools, select "Not in Program". Program start date is the first date of student meal service served and program end date is the last day of student meal service.</p>							
<b>National School Lunch Program</b>							
Meal Accountability System		<input type="text" value="Not In Program"/>					
Describe, If Other		<input type="text"/>					
Money Collection Procedure (Check all that apply)							
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)							
Program Start Date		<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]		Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]			
Total Schools Serving Lunch		<input type="text" value="0"/>					
<b>School Breakfast Program</b>							
Meal Accountability System		<input type="text" value="Not In Program"/>					
Describe, If Other		<input type="text"/>					
Money Collection Procedure (Check all that apply)							
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)							
Program Start Date		<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]		Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]			
Total Schools Serving Breakfast		<input type="text" value="0"/> [Do not include Severe Need Breakfast sites]					
<b>Severe Need Breakfast Program</b>							
Meal Accountability System		<input type="text" value="Not In Program"/>					
Describe, If Other		<input type="text"/>					
Money Collection Procedure (Check all that apply)							
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)							
Program Start Date		<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]		Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]			
Total Schools Serving Breakfast		<input type="text" value="0"/> [Severe need request for each site must be reported on Schedule A]					

*Continued on next page...*

### Sample Screen 11 – Policy Statement Information – continued

After School Snack	
Meal Accountability System	<input type="text" value="Not In Program"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>
Program End Date	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>
Total Schools Serving Snacks	<input type="text" value="0"/>

Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)	
Meal Accountability System	<input type="text" value="Not In Program"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>
Program End Date	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/>
Total Schools Serving Milk	<input type="text" value="0"/>
Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.	
Select Milk Plan	<input type="text" value="Not In Plan"/>

 CONTINUE

6. Once you have entered all information, click the “Continue” button.

### Federal Awards Expended - Private Schools and RCCIs Only

**Note:** This page will appear *only* for **private schools and RCCIs**. Public schools must submit annual audits to DPI and therefore are not required to complete this page (See *Sample Screen 12*, below).

1. SFAs must report all sources of federal funds for the 2<sup>nd</sup> preceding school year. Enter financial data in the “**Amount Expended**” field(s) below. Reimbursement received from DPI for the School Lunch, School Breakfast, Special Milk, Commodities, and Child and Adult Care Food Programs from the 2<sup>nd</sup> preceding fiscal year should already be included. Federal nutrition grants (see #4, below) are not automatically calculated. If you were not in these programs in the 2<sup>nd</sup> preceding school year, these amounts should say “0”.
2. Do not change the amounts that are automatically entered for the National School Lunch Program, School Breakfast Program, Food Distribution Program (Commodities) and Special Milk Program. **Do not delete these lines**, even if you are a new agency and did not receive federal funds in the 2<sup>nd</sup> preceding school year.
3. Enter any other sources of federal funds. This includes any federal school nutrition grants (such as the Fresh Fruit and Vegetable Grant, the Kohl Breakfast Grants, or ARRA Equipment Grant). You will need to enter the CFDA number for any additional federal funding that you received (*see Sample Screen 12*).

- If you did not receive any funding for a particular program, enter "0" in the amount column. Do not delete the CFDA number or the Name of Federal Program.

**Sample Screen 12 – Federal Awards Expended (Private Schools and RCCIs Only)**

Home **Submit Contract**

**National School Food and Nutrition Program 2013-2014 Application  
Federal Awards Expended - (Private Schools and RCCIs only)**

**Audit Requirement:** The Code of Federal Regulations, Title 7-Agriculture, Part 3052(7 CFR Part 3052) establishes audit requirements. Specifically, Sect. 3052.200 requires an annual audit if nonfederal entities expend \$500,000 or more in a year in total federal awards. The \$500,000 audit threshold applies to all federal grant awards combined.

Section 3052.320 describes the report submission requirements for nonprofit agencies required to have an audit. To determine if your agency must have an audit conducted, complete the following table.

**Instructions:**  
This page applies only to private schools and RCCIs since public schools conduct annual audits. Private schools and all RCCIs must report the federal amount expended for each federal program providing funding. For your convenience, the department has already entered the amounts for the programs it administers with the exception of the Food Distribution Program. If the amounts are incorrect, please enter the correct numbers. If your agency participates in a federal program (i.e. Head Start, Title I, Eisenhower Grant, Fresh Fruit Vegetable Grant, etc.) in addition to the programs "listed" below, please provide the CFDA Code, name of the federal program and the federal amount expended. If the "Total Federal Amount Expended" exceeds \$500,000 an EIN number must be entered.

**139999 - Test Agency**

List Amount Expended in Federal programs for **Fiscal Year 2011 - 2012** for which your agency receives funding.

*Enter \$ Amount with NO comas. Only decimal is allowed.*

CFDA*	Name of Federal Program	Amount Expended (\$)
10.555	National School Lunch Program (Incl. After School Snack)	0
10.553	School Breakfast Program	0
10.556	Special Milk Program	0
10.550	Food Distribution Program (Commodities)	0
10.558	Child and Adult Care Program (Meal + Cash in Lieu Amt.)	0
		0
		0
		0
<b>Total Federal Awards Expended</b>		0
<b>Enter EIN Number</b>		0



*Continued on next page...*

**Sample Screen 12 – Federal Awards Expended (Private Schools and RCCIs Only), continued**



\*CFDA means the assigned federal number found in the Catalog of Federal Domestic Assistance Numbers

**Special Milk Program:**

Do not include state reimbursement from the Wisconsin School Day Milk Program

**Food Distribution:**

List the commodity entitlement from the Commodity Allocation and Receipt Summary Report.

**Total Federal Awards Expended:**

If the total federal awards expended is \$500,000 or more, your agency is required to comply with the audit requirement. Your agency must comply with the reporting specified in 7 CFR, Part 3052.

- Once you have entered all information, click the “Continue” button.

**Schedule “A” (List of Schools Under School Food Authority)**

This screen (Sample Screen 13, below) appears with a list of existing schools under the SFA Contract. If this is the **first time you are entering a contract**, it will be blank, and you will need to enter the information for each school in the SFA. For instructions on entering a new school, see [“To add or delete a school.”](#) on page 26.

**Sample Screen 13 – List of Schools Under School Food Authority (Schedule “A”) Continued on next page...**

Click on the underline name of each school to review and update information. For more information on when to use the school specific "Policy Statement", "Meal Charges", and "Delete this School" options please refer to the SNT Contract Internet Manual.

Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.

School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
<a href="#">Test Agency</a>	<a href="#">Meal Charges</a> <a href="#">Policy Statement Available - Require Update</a>				<a href="#">Delete</a>
123 City Street Small Town WI 99999	Lunch Menu Option [In Program] Lunch Offer Vs Serve [a]	No	No	Yes	Satellite
<b>Type:</b> Middle School	Breakfast Menu Option [9]				
<b>Grade Level</b>	Breakfast Offer Vs Serve [f]				
From: 04 To 05	After School Snack [Not In Program]				
CEP: Yes Cycle Yr. 1	Participate in CEP as [Group]				

**Sample Screen 13—List of Schools Under School Food Authority (Schedule “A”), continued**

Test Agency	Meal Charges			No	No	Yes	Delete
	Policy Statement Available - Require Update						
123 City Street Small Town WI 99999	Lunch Menu Option	[In Program]		No	No	Yes	Satellite
<b>Type:</b> Middle School	Lunch Offer Vs Serve	[a]					
<b>Grade Level</b>	Breakfast Menu Option	[9]					
From: <b>04</b> To <b>05</b>	Breakfast Offer Vs Serve	[f]					
CEP: <b>Yes</b> Cycle Yr. <b>1</b>	After School Snack	[Not In Program]					
	Participate in CEP as	[Group]					



**Offer Vs Serve Description**

**Lunch**

- (a) Three of five food components (Mandatory for Sr. high level)
- (c) No Offer versus Serve (Five of five food components)

**Breakfast**

- (f) Take a minimum of three items, decline no more than one menu item.
- (g) No Offer versus Serve (Must select all menu items as planned)

1. Click the bold, blue-font school name. This link takes you to the “School Schedule A” screen to enter or change any information for that particular school.
2. **Note:** Each school name must match what is listed in the Wisconsin School Directory for 2013-2014 published by DPI (visit <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch> if you do not have a printed copy of this directory).
3. **Example:** The linked name is “Test Elementary School”. Click on the school name and the “**School Schedule ‘A’ Information**” page will open (See *Sample Screen 13*, above).
4. Review and update the current information (*Sample Screen 13.1*, next page) for the selected school. If the school does not offer a listed program, select “**Not in Program**” from the drop- down choices in the Menu Option menu.

**Sample Screen 13.1 – School Schedule “A” Information: General Info and NSLP**

National School Food and Nutrition Program 2013-2014 Application School Schedule "A" Information	
139999 - Test Agency	
<b>School General Information:</b> <i>Enter numbers like Zip, Phone without hyphen or dashes.</i>	
School Name	Test Elementary
School Is	Other ( A school not designated as Charter or Choice)
School Type	Unknown
From:	Infants (under 12 months)
To:	Infants (under 12 months)
Street/Box No.	321 Small Road
City	Small City
State	Wisconsin
Zip	54321
<b>National School Lunch Program</b>	
Menu Option	In Program
Offer Vs Serve	None
<i>Optional - [Complete if Offer Vs Serve varies depending upon grade level]</i>	
Does this school has split Offer Vs Serve information	No
Split Grade From	
To	
Choose Offer Vs Serve For Split Grade Levels	
None	

5. **Breakfast Type:** If this school is a *Severe Need Breakfast* site, please select “Severe Need Breakfast” from the drop-down menu. Otherwise, please leave it set to “Non-Severe Need Breakfast”. If this school is a Severe Need Breakfast Site, enter the qualifying **lunch** numbers by category (free, reduced and paid) in the spaces provided. Remember that qualifying counts are obtained from **lunches** served in the 2<sup>nd</sup> preceding school year for this specific school. For example: for school year 2014-2015, report your **lunch** counts from school year 2012-2013 for this school. Once the numbers are entered the computer will calculate the percentage of meals. For more information, please view the webcast available at [http://fns.dpi.wi.gov/fns\\_sntwebcasts#snb](http://fns.dpi.wi.gov/fns_sntwebcasts#snb) (See *Sample Screen 13.2*, next page).
  - a. **Note:** On the “**Policy Statement**” you entered the number of sites participating in the School Breakfast Program and the number of sites participating in the Severe Need Breakfast Program. The total number of regular breakfast sites and severe-need breakfast sites must equal the number of sites indicated on the “**Policy Statement.**”
  - b. **Breakfast Model:** Please select all breakfast models used in the school building. Traditional Breakfast is defined as breakfast that is served in the cafeteria before the start of the school day. More information about different breakfast models is on our website at [http://fns.dpi.wi.gov/fns\\_sbp1](http://fns.dpi.wi.gov/fns_sbp1). This information is *required* for all schools participating in the School Breakfast Program. (See *Sample Screen 13.2*, next page)

**Sample Screen 13.2 – School Schedule “A” Information: School Breakfast Program**

School Breakfast Program	
Menu Option	In Program
Offer Vs Serve	Not in Program
Breakfast Type	
Breakfast Model	<input checked="" type="checkbox"/> Traditional <input type="checkbox"/> Mid-morning Breakfast <input type="checkbox"/> Breakfast in Classroom <input type="checkbox"/> Elimination of Reduced Price <input type="checkbox"/> Grab n Go <input type="checkbox"/> Universal Free
<b>Optional - [Complete if Offer Vs Serve varies depending upon grade level]</b>	
Does this school has split Offer Vs Serve information <input type="checkbox"/> No	
Split Grade From <input type="text"/> To <input type="text"/>	
Choose Offer Vs Serve For Split Grade Levels <input type="text"/>	
<b>[Complete Only For Severe Need Breakfast Request]</b>	
(a) Total Free Lunches Claimed	<input type="text" value="0"/> For SY 2011 - 2012
(b) Total Reduced Lunches Claimed	<input type="text" value="0"/> For SY 2011 - 2012
(c) Total Paid Lunches Claimed	<input type="text" value="0"/> For SY 2011 - 2012
(d) Total Free + Reduced	<input type="text" value="0"/> For SY 2011 - 2012
(e) Total Free + Reduced + Paid	<input type="text" value="0"/> For SY 2011 - 2012
(f) Annual Percentage (d/e * 100)	<input type="text" value="0"/> For SY 2011 - 2012

6. **Other Programs Offered:** If this school participates in any of these programs, please select “Programs Offered” from the drop down menu (See *Sample Screen 13.3*, below). If you would like more information about any of these additional programs, please contact the School Nutrition Team.

**Sample Screen 13.3 – School Schedule “A” Information – Other Programs Offered**

Other Programs Offered	
After School Care Snacks	Not In Program
Special Milk	Not In Program
Elderly Nutrition Program	Not In Program
Wisconsin School Day Milk	Not In Program
Fresh Fruit Vegetable Program	Not Applied

7. **Reporting the Number of Food Safety Inspections by School Building:** Each year, the law requires schools participating in the school lunch or breakfast program to have two food safety inspections. Per DPI protocol, one of these inspections may include a review of your food safety plan by an environmental health specialist from the Wisconsin Department of Health Services (DHS) or the local health department. Environmental Health Specialists must be physically present at the school and issue your agency a copy of their report. If you are not receiving the required number of inspections at each school, a written request for two inspections should be submitted to your regional DHS office or local health department.

In order for DPI to meet USDA reporting requirements, your agency must report the number of food safety inspections conducted at each meal preparation and/or serving location on an annual

basis. The number of inspections should be reported on each individual school page of Schedule A on the on-line contract, under “Meal Preparation and Food Safety Inspection”. Schools that share a meal preparation/serving location with another school, or schools that do not participate in the lunch or breakfast programs should select “meals not served” from the drop-down menu (see Sample Screen 13.4, below).

8. *New!* Indicate whether or not there is at least one food service staff person who is ServSafe Certified, or equivalent, at each site within the SFA.
9. **Federal Nutrition Standards & Meal Pattern Certification:** SFAs must attest that their Child Nutrition Programs at each site are following USDA’s new Meal Pattern for both breakfast and lunch for the current school year.
10. *New!* **Community Eligibility Provision (CEP):** If your entire SFA is participating in CEP, this section will pre-populate for you. If you are participating in CEP as a site or group, you will need to indicate which schools are participating in CEP by entering the requested information on each site in Schedule A.
11. Once you have entered all information, click on the “Continue” button.
12. The Schedule “A” screen will **re-appear** with your updated information.

**Sample Screen 13.4 – Meal Preparation, Food Safety Inspection and CEP**

<b>Meal Preparation and Food Safety Inspection</b>	
Site Type	Satellite
Food Safety Program Reviews #	Two Inspection
Is there a Food Service employee at this site that's ServSafe Certified or equivalent	Yes
Provide No. of Food Safety Program Reviews Occured Last Year	
<b>Federal Nutrition Standards and Meal Pattern Certification</b>	
This site attests to meeting the revised Federal Nutrition Standards and Meal Pattern regulations for the National School Lunch and School Breakfast Programs as required by the Federal Healthy, Hunger-Free Kids Act of 2010 for the current school year. <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Community Eligibility Provision Participation (CEP)</b>	
Does this site participate in CEP <input checked="" type="radio"/> Yes <input type="radio"/> No	
Select Cycle Year	One
Site Participating as	Group
If Group is Selected, select the group number for this Site	
	Two

**School Specific Policy Statement Information & School Specific Meal Charges**

Enter **School Specific Policy Statement information** by clicking the “Policy Statement” link. The School Specific Policy Statement is used to enter information for each individual school. If there is already existing School Specific Policy Statement information, the link will say “Policy Statement Available”. Please review and update the School Specific Policy Statement for each

site by clicking the link (see *Sample Screen 14*, below).

**Sample Screen 14 – Policy Statement/ Policy Statement Available Link**

Test Elementary	Meal Charges Policy Statement				Delete
Test Elementary	Meal Charges Available Policy Statement Available				Delete

Enter the **program start dates and end dates** for *every program* at *each site* that is part of the SFA. You will need to enter the School Specific Policy Statement for each school that is listed on Schedule “A” in order to enter the operating dates for that site, *even if* all sites or all programs have the same start and end dates.

1. Enter the meal accountability system for *every program* at *each site* on the School Specific Policy Statement. You will need to enter this information even if the same meal accountability system is used at all locations.
2. You only need to enter the money collection procedure if it is *different* than the money collection procedure for the entire SFA.

**Sample Screen 14.1 – School Specific Policy Statement Information**

National School Food and Nutrition Program 2013-2014 Application School Specific Policy Statement Information	
139999 - Test Agency 804 - Test Elementary	
Policy Statement will be applied to the specific school building under the school food authority.	
<b>National School Lunch Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]    Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
<b>School Breakfast Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]    Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
<b>Severe Need Breakfast Program</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]    Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]
<b>After School Snack</b>	
Meal Accountability System	<input type="text"/>
Describe, If Other	<input type="text"/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]    Program End Date <input type="text"/> / <input type="text"/> / <input type="text"/> [MM/DD/YYYY]

*Continued on next page...*

**Sample Screen 14.1 – School Specific Policy Statement Information – continued**

**Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)**

Meal Accountability System

Describe, If Other

Money Collection Procedure (Check all that apply)

Prepayment  Post-billing  Cash on Line  Non-Pricing (no students pays)

Program Start Date / /  [MM/DD/YYYY] Program End Date / /  [MM/DD/YYYY]

Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.

Select Milk Plan





**3. For example:**

a. **IF** the Agency Policy Statement indicates that the NSLP will operate from 9/1/2014 until 6/15/2015, and this school will operate the NSLP for those same dates. You will *still* need to enter these dates on this page, even though the information is the same.

**OR**

b. **IF** the Agency Policy Statement indicates that the Money Collection Procedures used in the SFA are Prepayment and Cash on Line. This school only does Prepayment. **Do not enter** school specific Money Collection Procedures on this page for this school. The information on the SFA School Policy Statement adequately details the money collection procedures.

4. After entering all data, click the **“Save”** button to save changes for this individual school.

5. The Schedule **“A”** screen will **re-appear** with your updated information. (See *Sample Screen 13*)

Enter **School Specific Meal Charges** (*only* if different from agency-wide information) by clicking the **“Meal Charges”** link here. Enter only if meal charges for this school are different from the charges entered on the “School Food Authority Meal Charges and Purchase Information” page. If there is already existing School Specific Meal Charge information entered, the link will say **“Meal Charges Available”**. Click on the link (See *Sample Screen 15*) to review and update the School Specific Meal Charges (See *Sample Screen 16*, next page).

**Sample Screen 15 – Meal Charges link/ Meal Charges Available link**

Test Elementary	<a href="#">Meal Charges</a> <a href="#">Policy Statement</a>					Delete
Test Elementary	<a href="#">Meal Charges Available</a> <a href="#">Policy Statement Available</a>					Delete

## Sample Screen 16 – School Specific Meal Charges Information

National School Food and Nutrition Program 2013-2014 Application School Specific Meal Charges Information						
139999 - Test Agency 804 - Test Elementary						
<b>Indicate Charges</b>						
Note: Based on the school grade level enter charges only for that grade only. For. e.g. if its an elementary school enter charges under 'Elementary column' Only. For all other columns enter zero as it is required.						
<b>Charges will be applied to the specific school building under the school food authority.</b>						
Item	Split-Sess Pre-K	Elementary	Middle/Jr.H.S	Sr.H.S	Reduced	Adult
Lunch		\$ <input type="text"/>				
Breakfast		\$ <input type="text"/>				
After School Snack		\$ <input type="text"/>				
Special Milk Program	\$ <input type="text"/>					





[\[SFA Information\]](#)
[\[Meal Charges-Vendors, Verifying Official\]](#)
[\[SFA Policy Statement\]](#)
[\[Schedule "A" Listing\]](#)

### 1. For example:

- a. **IF** you entered \$1.25 for the meal charge at the elementary school level, but one school contains only grades K – 2 and charges all students in that school \$1.00. The School Specific Meal Charges page should be completed for that school showing a charge of \$1.00. (See Sample Screen 16)

**OR**

- b. **IF** you entered \$1.25 for the meal charge at the elementary school level, but a K-6 school charges two different prices (\$1.00 for grades K-2 and \$1.25 for grades 3-6). Since the highest price at this school matches the price given on the School Food Authority Meal Charge page, **do not** enter School Specific Meal Charge information on this page. *It is not possible to indicate two charges for the same school on this contract.*
2. If a program is not offered or there are no meal charges at this school, enter “0” (zero) in the meal charge fields.
  3. If the Meal Charge information for this school now matches that for the School Food Authority, click the “Delete” button at the bottom of the page (See Sample Screen 16, above.)
  4. Click “Save” button when you are finished. This will save the changes on this school only. **Schedule A** will reappear (Sample Screen 13), and you can continue to update the Policy Statement and Meal Charge pages for other schools. You will see that the links now say “Meal Charges Available” and “Policy Statement Available” once those have been updated. (See Sample Screen 17, next page)

**Sample Screen 17 – List of Schools Under School Food Authority (Schedule “A”), after Policy Statement and Meal Charges have been updated for Test Elementary School**

National School Food and Nutrition Program 2013-2014 Application List of Schools Under School Food Authority (Schedule "A")							
139999 - Test Agency							
Click on the underline name of each school to review and update information. For more information on when to use the school specific "Policy Statement", "Meal Charges", and "Delete this School" options please refer to the SNT Contract Internet Manual.							
Note: when you have finished reviewing and updating information for each school on Schedule A and adding any new school not listed, click the "Submit Contract" button at the bottom of the page to submit your contract changes/renewal to the Department of Public Instruction.							
School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site		
<a href="#">Test Elementary</a>	<a href="#">Meal Charges Available</a> <a href="#">Policy Statement Available</a>				<a href="#">Delete</a>		
321 Small Road	Lunch Menu Option	[In Program]	No	No	No	Prep	
Small City WI 54321	Lunch Offer Vs Serve	[0]					
<b>Type:</b> Unknown	Breakfast Menu Option	[9]					
<b>Grade Level</b>	Breakfast Offer Vs Serve	[0]					
From: <b>IU</b> To <b>IU</b>	After School Snack	[Not In Program]					

**To add or delete a school**

**NOTE:** A school should only be deleted if it is no longer included in the SFA. Schools that do not participate in any school nutrition programs must still be listed. If a school does not participate, select “Not in Program” from the drop-down menu.

You may add or delete a school from **Schedule “A” – List of Schools Under School Food Authority** (See *Sample Screen 18*).

1. To delete a school
  - a. Open the **School Specific Schedule “A” Information** (See *Sample Screen 13*) by clicking on the name of the school.
  - b. Click on “**Delete**” at the bottom of the page to delete all school information. There is a separate link for each school. See *Sample Screen 18*.

**Sample Screen 18 – School Specific Schedule A, bottom of page**

<b>Meal Preparation and Food Safety Inspection</b>	
Site Type	Preparation
Food Safety Program Reviews #	None Provide No. of Food Safety Program Reviews Occured Last Year
<b>Federal Nutrition Standards and Meal Pattern Certification</b>	
This site attests to meeting the revised Federal Nutrition Standards and Meal Pattern regulations for the National School Lunch and School Breakfast Programs as required by the Federal Healthy, Hunger-Free Kids Act of 2010 for the current school year. <input checked="" type="radio"/> Yes <input type="radio"/> No	
<a href="#">[SFA Information]</a> <a href="#">[Meal Charges-Vendors, Verifying Official]</a> <a href="#">[SFA Policy Statement]</a> <a href="#">[Schedule "A" Listing]</a>	

2. If you accidentally delete a school, return to the **Schedule “A”** page and click **“New Record”** to re-enter the school’s information. (See *Sample Screen 19*).
3. **To add a new school** starting from Schedule A
  - a. Click **“New Record”** This should only be used to add schools not already listed on Schedule A. (See *Sample Screen 19*).

**Sample Screen 19 – List of Schools Under School Food Authority (Schedule “A”), New Record**

Test Elementary	Meal Charges Available					Delete
	Policy Statement Available					
321 Small Road	Lunch Menu Option	[In Program]	No	No	No	Prep
Small City WI 54321	Lunch Offer Vs Serve	[0]				
<b>Type:</b> Unknown	Breakfast Menu Option	[9]				
<b>Grade Level</b>	Breakfast Offer Vs Serve	[0]				
From: <b>IU</b> To <b>IU</b>	After School Snack	[Not In Program]				



- b. Enter data in **“Schedule ‘A’ Information for a New School”** for each new school as you did for the other schools in the list ([Return to Schedule A](#)). **Reminder:** Schools not participating in the NSLP must be entered, and **“Not on Program”** can be selected from the drop down.
- c. When you have entered all information for the new school, including the **Policy Statement** or **Meal Charges** if applicable, click on the **“Continue”** button.

**Site Count Mismatch Summary**

1. The total number of schools reported for each program offered on the **School Food Authority Policy Statement** must match the total number of sites reported on Schedule A.
2. If the number of sites for any of the programs does not match, this screen (*Sample Screen 20*, next page) will appear.
3. Check the School Policy Statement and/or School Schedule **“A”** pages by clicking on the buttons at the bottom of the page, correct the information and re-submit the contract.

### Sample Screen 20 – School Count Mismatch Summary

**National School Food and Nutrition Program 2013-2014 Application  
School Count Mismatch Summary**

139999 - Test Agency

Total schools count reported on policy statement for one or more programs does not match with total number of schools reported on Schedule A offering that program(s). Please check the table below to see mismatch summary of school count listed by program.

Programs Offered	Total # of Schools reported on Policy Statement	Total # of Schools reported on Schedule A
National School Lunch Program	0	1

In order to successfully submit contract, total school count reported on policy statement and schedule A should match. Please correct the school count and submit the contract again.

### Certification

1. After you have finished adding or updating information for Schedule “A”, click on the “Continue” button at the bottom of the page (See [Sample Screen 13](#)).
2. This will bring you to the Certification page ([Sample Screen 21](#), below).

### Sample Screen 21 – Contract and Agreement Certification

**National School Food and Nutrition Program 2013-2014 Application  
Contract and Agreement Certification**

139999 - Test Agency

[Click Here to View the Agreement](#)

**CERTIFICATION**

- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- I agree to abide by the terms and conditions of the Contract and Agreement

→  I agree to Certification

[\[SFA Information\]](#) [\[Meal Charges-Vendors, Verifying Official\]](#) [\[SFA Policy Statement\]](#) [\[Schedule "A" Listing\]](#)

- a. You must accept the terms and conditions of the Permanent Agreement, as updated for 2014-2015. Click the “I Agree” button on the new certification page to accept the agreement. A link to the Permanent Agreement appears on this page – please be sure to review and print a copy for your records.

3. Then click the “Submit” button to submit your contract to DPI for review and approval.
4. This will bring you to a confirmation page (*Sample Screen 22*, below). After you have accepted the terms and conditions of the Permanent Agreement and your contract data has been received at the DPI, the following message appears, “Contract successfully submitted to DPI ...”

### Sample Screen 22 – Contract Application Submitted

The screenshot displays the following content:

- Navigation Bar:** Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, Other Services, and Logout (circled in red).
- Page Header:** National School Food and Nutrition Program 2013-2014 Application Contract Application Submitted
- Agency ID:** 139999 - Test Agency
- Message:** CONTRACT SUCCESSFULLY SUBMITTED TO DPI...
- Text:** Your agency's contract information has been successfully submitted to the Department of Public Instruction (DPI) and is now LOCKED for review by an assigned consultant. Contract changes will become effective after they have been reviewed and approved by the DPI consultant. If needed, the consultant will contact your agency to resolve issues with your contract prior to approval.
- Text:** You may modify any information submitted to the DPI before the contract is reviewed by DPI Consultant. However, once the contract is under review, you will receive a message that the contract is locked.
- Text:** Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**
- Buttons:** Home (circled in red) and Logout (circled in red).

5. Click “**Home**” to return to the Menu for further modifications.
6. Click on the blue “**Logout**” button at the top right to exit the FNS system.
7. At any point (until DPI begins approving your contract), you may log in and make changes to your contract. Once your contract is approved, you may also make changes at any point. Should you make any changes throughout the school year, be sure you follow through the whole contract until the end and submit it to DPI; otherwise, changes will not be saved.

## Troubleshooting

1. **If you forget your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov).
2. **To change your password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Changing this password will change the password for all related child nutrition applications, including claims for reimbursement, ordering commodities, contract access, etc. If you change your agency’s

password, you will need to notify other staff in your agency that need to use those functions of the new password.

3. **To return to a prior page/screen**, click on one of the links at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages. **If you click on the “Back” icon** at the top of the screen, your data will **not be saved** from the screen you are currently on.
4. **To print your contract**, you will need to print each screen, either as you go through and enter the information, or by logging in again and going through and printing each screen. Remember to print the School Specific Schedule “A”, and any School Specific Policy Statements or Meal Charges. As a reminder, each time you log-in to print or view the contract, it is necessary to push submit each time, if even if changes are not made.
5. **Exiting the program:** To exit the contract system, click the **“Logout”** button. This button is part of the blue bar at the top of the screen, on the far right.
6. **Prior to contacting DPI** with questions related to entering data on your contract, please be prepared to answer the following questions:
  - a. What is your agency code?
  - b. What information are you trying to enter? (**Example: “School Contract”**)
  - c. What screen are you viewing? (**Example: “1, entry screen”, “Schedule A”, “School Specific Information”**)
  - d. What page/s in this manual are you referring to? **Page numbers are listed at the bottom-center of each manual page.**
  - e. Be sure you have the manual with you when you call, so that you can note the answer to your question in the manual for future reference.
7. **Making changes to your contract:** You can access and update your contract online at any time. Remember to click the “Continue” or “Save” button at the bottom of each screen, and to submit the contract at the end of the process to make sure your updates will be sent to the School Nutrition Team for approval.

***Contacting the School Nutrition Team:***

Department of Public Instruction  
School Nutrition Team  
125 S. Webster Street  
Madison, WI 53707  
608-267-9228 (phone)  
608-267-0363 (fax)  
[ryan.brownell@dpi.wi.gov](mailto:ryan.brownell@dpi.wi.gov)