

# School Nutrition Programs Online Contract Manual 2020-21

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## 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. New agencies will be contacted by a DPI School Nutrition Team Nutrition Program Consultant and provided a *temporary* agency code and a *temporary* password.
2. Follow the instructions in this manual. Use your 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) listed on the [Wisconsin School Directory](https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicDistrictsSearch) (<https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicDistrictsSearch>).
  - 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) and 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 before 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 reviewing 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 *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.

## Overview of the Online Contract

The Online Contract is an agreement between the School Food Authority (SFA) and DPI. In order for a SFA to participate in the USDA Child Nutrition Programs and any Wisconsin-offered nutrition programs, the contract must be completed annually and submitted for review. It is reviewed and approved by a Nutrition Program Consultant. The Online Contract indicates important contact information and the programs in which the SFA participates. It also allows for the claiming of reimbursable meals for the programs indicated in the Online Contract. The attestation statement is confirmation of the data and agreement to follow the regulations of the Child Nutrition Programs, as outlined in the [Permanent Agreement](#).

The Online Contract must be completed and updated annually by May 31<sup>st</sup>.

## Entering the Child Nutrition Programs Site

1. Go to [dpi.wi.gov/school-nutrition](http://dpi.wi.gov/school-nutrition) for the School Nutrition Programs webpage.
2. Scroll down to **Quick links** on the left navigation bar.  
Click on **“Online Services”** on the left side of the screen.
  - We suggest **bookmarking** the [Wisconsin Child Nutrition Online Services](#) Webpage. Online Services is where agencies update their contract, submit claims, submit reports, and access information about their agency.
  - For the online version of **this Instruction Manual**, click on “School Nutrition Team – National School Lunch Program – Contracts”. Then on the Contracts webpage, click on “School Nutrition Online Contract Manual”. Also review the [“Permanent Agreement/Policy Statement”](#).
3. Click on **“Online Services Log-in”**.
4. This will open the Online Services portal **LOG IN** screen.
  - a. **Do not bookmark this log-in screen** – please go back to the Online Services webpage and bookmark at that point.
5. Enter the **Agency Code** – This is the six-digit agency code.
  - a. Do not use hyphens – use only the numerals in the agency code.
  - b. Do not enter leading zeroes: For example, if the agency code is “012345”, only enter “12345”.
6. Enter the agency-specific **Password**; this is the password assigned to the SFA by DPI for ordering USDA Foods (commodities), claiming reimbursement, and contract purposes. If this password is forgotten, please see the section [Troubleshooting](#) at the end of this document.
7. Click the **“Submit”** button.  
(Do not click in the “Reset” button unless the field entries need to be cleared.)

### NOTES:

**Time limit on entering data** – A timer starts from the moment of log-in. If no activity occurs for 30 minutes, an error message will be received indicating the 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.

**The contract is not submitted to DPI until the “I agree to Certification” box is checked and the “Submit Contract” button is clicked on the last screen.** To submit the contract to DPI, click **“Continue”** though the entire contract, check the “I agree to Certification” box, and click on the **“Submit”** button at the end. **If the website is closed or the user logs out without clicking “Submit” – the contract will remain open for editing, and DPI will not be able to review or approve it.** Once logged in, a menu of options will appear at the top of the screen.

# Navigating the Online Services System

## The Blue Menu Bar

On this screen, in the blue menu bar, are listed the following menu options (List of Programs):

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

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

**Review:** For CACFP users.

**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 and Online Services. When you logout, you will need to re-enter your agency code and password to re-enter the Online Services web site.

1. Click on “**School Nutrition Program,**” in the blue menu bar (see *Sample Screen 5*, above). This will drop down a new, yellow menu bar with additional options (see *Sample Screen 5.1*, next page).

## The Yellow Menu Bar

On this screen (see *Sample Screen 5.1*, above), the following menu options are listed:

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

**State Programs’ Annual Claim & Reporting:** Use to enter annual claims and the Annual Financial Report.

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

**Grants:** Use to enter Fresh Fruit and Vegetable Program application and claims.

**SFA Verification:** Use to enter Verification Collection Report.

**Reports:** Use to view Child Nutrition Report

**Other Services:** Use to submit Paid Lunch Price Report and submit Menu Certification workbooks.

1. Click **“Contract”** in the middle of the yellow menu options. Once clicked, further menu options will appear in the yellow menu bar. Notice that the yellow **“Contract”** button is now highlighted in a lighter color to show that this is the active page being viewed (see *Sample Screen 5.2*, below).
2. Click on **“Submit Contract”** in the yellow menu options. This allows access to a new contract or modifications and updates to be made to an existing contract to be made.

Click on **“Submit Contract”** to begin entering information into the SFA online contract.

(Click on **“View Approved Contract”** to view and print the current approved contract. To modify or submit the 2020-2021 Application/Contract **“Submit Contract”** must be chosen.)

## Entering the School Nutrition Programs Contract

**Remember to print your contract.** To do this, each entry screen will need to be printed, either as the information is entered or by logging in again and printing each completed screen. Remember to print the School Specific Schedule **“A”**, and any School Specific Policy Statements. You may also print these as a PDF and save it on your computer.

### Contract Preparer/Enterer Information

Completion of this information is required **each time the online contract is accessed**. This helps DPI track changes made to the contract. An email address for the Contract Preparer is required.

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

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

### School Food Authority Information

**There are three parts to this screen.**

#### Part 1: General Information

1. The **“Legal Name of School Food Authority (School Agency)”** box may only be changed by DPI. If an agency name change is necessary, please contact the School Nutrition Team at 608-267-9228.
2. A Local Educational Agency’s (LEA) number is assigned to each public school. If the agency is a *private SFA* or *RCCI*, enter the LEA number of the public school district where the mailing address

is located.

3. Enter your [Congressional District Number](#).
4. Point of Service Software - If a software vendor is utilized for the point of service, choose from the list provided. If the software vendor used is not listed, choose "other" and provide the name of your software vendor on the next line.
5. Free and Reduced Price Meal Application Software - If a computer or web-based free and reduced price meal application is used, please select or enter the name of the vendor of the software system used. If a software vendor is used but the name is not on the list, choose "other" and provide the name of your software vendor on the next line. If a system is used that identifies eligibility based on data manually entered from a paper application, please select or enter the name of the system used.
6. Select if applicable to your agency - Click on the drop downs and select "Yes" or "No". 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. **Independently Authorized Charter School or Independent Charter Agency** is only those schools chartered (under Wis. Stats. 118.40(2r) or (2x)) by the City of Milwaukee, the chancellor of any institution in the University of Wisconsin (UW)-System, any technical college district board, the Waukesha County Executive, the college of Menominee Nation, the Lac Courte Orielles Ojibwa community college, or the UW-System Office of Educational Opportunity.
  - d. **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). Schools participating in the CEP must obtain approval from DPI.

Click on the drop down arrows and select:

For "Do you Participate in Community Eligibility Provision" indicate if the SFA participates SFA-wide or site/group-based.

If you select "Yes – SFA wide", select the cycle year of participation in CEP, and click on "Select Cycle Year". If SY 2020-21 will be the first year of participation, select "One".

**Note for completing Schedule A:** If the SFA is participating in CEP SFA-wide, the system will automatically notate CEP participation for each school listed on Schedule A. If participating as individual sites or group of schools, indicate which schools are participating in CEP on Schedule A and assign each site a corresponding school or group number.

## Part 2: Addresses and Contacts Numbers

1. Enter the complete SFA street address information for the SFA office location. Use a street address in this field, *not* a P.O. Box. If any address does not have a fax number, leave the “Fax” field blank.
2. Enter the Correspondence Address. This **must** entered, even if it is the same as the SFA address. A Post Office (P.O.) Box may be entered in this field.

## Part 3: Authority Contacts Information

1. Email field(s) – You must enter an email address for the Authorized Representative and for the Food Service Director.
2. When all fields are completed, click the “**Continue**” button.

**Note about Validation Error:** If any required information is missing, a “Validation Error” message will appear at the top of the page – the error will list what information is missing.

## Meal Charges, Purchase, and Officials Information

**Note:** This screen has 6 parts.

### Part 1: Paid Lunch Equity (PLE)

All SFAs must complete the **PLE Survey**.

If the December 31, 2019 balance in your nonprofit foodservice account is zero or positive, the agency SFA does not need to upload any files here (see [SNT Announcement April, 2020](#)). and your If the December 31, 2019 balance in the nonprofit foodservice account was negative, the PLE Tool must be completed and uploaded into the online contract. SFAs that are required to submit the online PLE Tool for SY 2020-21 are instructed to save that Excel file in an accessible location on a local computer. Screen 8 asks to upload the PLE Tool from the local computer.

If the Agency’s Excel PLE Tool for SY 2020-21 cannot be located, please go to DPI’s [financial](#) webpage, and scroll down to the Paid Lunch Equity School Year 2020-2021. Open the Instructions and the Paid Lunch Equity Tool SY 2020-21.

**\*\*If it is need to leave the online contract to complete the PLE Tool, remember to click the Continue arrow at the bottom to save changes to the online contract.\*\***

1. Click on the “**Upload**” button on the right side of the screen.
2. Click on the “**Browse...**” button. This gives you access to your computer folders and documents so you can navigate to the PLE Tool.
3. Select your PLE Tool 2020-21 School Year Excel file from your computer.
4. Click “**Open**”.
5. Click on “**Upload**”.

Once "Upload" is selected, the screen will return to the Meal Charges, Purchase and Officials Information Page. The PLE file will be listed under the File Name.

## Part 2: Vended Meals Agreement or Joint Agreement with another SFA

This is only for agencies that have an existing vended meals agreement or joint agreement with another SFA, this is not for your prime vendor agreement.

Locate and scan the signed agreement for the 2020-2021 school year along with any attachments and amendments and the restaurant license into one PDF file. Upload that **one** file here. Only one document can be uploaded and it must be PDF format.

1. Click on the “**Upload**” button on the right side of the screen.
2. Click on the “**Browse...**” button. This gives access to the local computer folders and documents. Locate the Vended Meals or Joint Agreement documents.
3. Select the PDF file from the local computer.
4. Click “**Open**”.
5. Click on “**Upload**”.

## Parts 3: Indicate Charges

1. Enter the *highest* reimbursable meal charge for each school type. **Do not include the \$ sign in the fields.**
  - a. If the agency does not participate in the listed program or does not charge students for meals, enter a “0” (zero) in those meal charge areas. If students are not charged, an adult meal price must still be entered.
2. 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.**
3. All SFAs *must* enter an adult price for any program in which they participate.
4. When entering prices, be sure to include any price increase necessary per the PLE tool.

## Part 4: Meal Purchase Information

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

## Part 5: Officials Information

NEW: Enter the name, title, email address and phone number of the SFA representatives assigned to each of the following responsibilities.

**Note:** SFAs that participate in CEP district wide and 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.

- **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.
- **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.
- **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 or the Confirming Official.
- **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 Hearing Official or the Determining Official.

## Part 6: Claim Preparer Information

1. **Claim Preparer** will be the person primarily responsible for submitting monthly claims.
2. Click the “**Continue**” button.

## Policy Statement Information

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 in the SFA, check all the boxes that apply.
4. “Program Start and End Dates” are the first and last dates that the program is offered to students. **Don’t forget to extend the end date to include Seamless Summer Option or if the NSLP is extended into the summer (for summer school).** SFAs will be unable to claim reimbursement for operating days outside the contract’s start and end dates.  
The program start date should be the date that the first meal (or snack) is served after (on or after July 1, 2020) and the end date should be the date the last meal is served (on or before June 30, 2021).
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 instructions for completing Schedule “A”.)

6. Once all information is entered, click the “Continue” button at the bottom of the screen.

## 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.

1. SFAs must report all sources of federal funds for the 2<sup>nd</sup> preceding school year. **(For the 2020-2021 contract, this will be the information from the 2018-2019 school year.)** Enter financial data in the “Amount Expended” field(s) below. Reimbursement received from DPI for the School Lunch, School Breakfast, Special Milk, USDA Foods, and Child and Adult Care Food Programs from the second 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 second 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, USDA Foods 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 or the USDA Equipment Grant). You will need to enter the CFDA number for any additional federal funding that you received.
4. 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.
5. Once all information is entered, click the “Continue” button.

## List of Schools under School Food Authority (Schedule “A”)

This screen lists all the existing schools under the SFA Contract.

Each school name listed on Schedule A, and the information about the school, should match what is listed in the current [Wisconsin School Directory](#) published by DPI.

1. If this is a new SFA, there will be no schools listed here. All schools in the SFA will need information entered, by site. Click on “New Record” to add schools and for instructions on how to enter a new school, see section [“To add or delete a school”](#).
  - a. Review each school’s information by clicking the bold school name (for example above, click on “Test Elementary”.)
  - b. Once click on school name, the “School Schedule A” screen opens to enter or change any information for that particular school.

### **Does this site operate under an Alternate School Food Authority Agreement?**

If a school listed on Schedule A is operating under this contract due to an [Alternate School Food](#)

[Authority Agreement](#), select “yes” from the dropdown. This means that this school is operating as a site in this SFA contract and is not listed on any other online contract as a site. The site listed as operating under an Alternate School Food Authority Agreement has waived its right to its reimbursement. Typically, this is a small private school operating under a public school that has agreed to assist with the administration of the program. An annual signed agreement is required and requested as part of the contract renewal.

2. Review and update the current information (see *Sample Screen 12.1*, on 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.

### School Breakfast Program - Breakfast Type

There are two options for breakfast, Severe Need Breakfast and Non-Severe Need Breakfast. Severe Need Breakfast has a higher reimbursement rate. A school may qualify for Severe Need Breakfast if 40% or more *lunches* served in the 2<sup>nd</sup> preceding year were at the free or reduced price.

**NEW:** If this school is a Severe Need Breakfast site, beginning with the 2020-2021 online contract, the qualifying *lunch* meal count numbers, from the 2018-2019 school year, will prepopulate. 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 2020-2021, *lunch* counts from school year 2018-2019 will prepopulate for each qualifying school.

- a. **Note:** The total number of regular breakfast sites and severe-need breakfast sites must equal the number of sites indicated on the SFA “Policy Statement.”
- b. **Breakfast Model:** Please select all breakfast models used in the school building. Traditional 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 [School Breakfast](#) website. This information is *required* for all schools participating in the School Breakfast Program.

**NEW:** If the site newly qualifies for Severe Need Breakfast, a message in red will appear alerting the SFA this

3. **Other Programs Offered:** If this school participates in any of these programs, please select “Programs Offered” from the drop down menu. If you would like more information about any of these additional programs, please contact the School Nutrition Team.
4. **Meal Preparation and Food Safety Inspection:** Use the drop down and select “Preparation” if meals are prepared at this site; select “Satellite”, if meals are prepared off site and delivered to this site.

If this site does not participate in programs, for Site Type, select “Satellite”; for Food Safety Program Review #, select “No Meals Served”; for Federal Nutrition Standards, select “No”.

**Note about Safety Inspections:** Each year, regulations require 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 Agriculture, Trade and Consumer Protection (DATCP) or the local (county or city) health department. Environmental Health Specialists must be physically

present at the school and issue the agency a copy of the report. If the SFA is not receiving the required number of inspections at each school, a written request for two inspections should be submitted to the local regulatory authority.

- a. In order for DPI to meet USDA reporting requirements, the agency must report the number of food safety inspections conducted at each meal preparation and/or serving location on an annual basis. Use the drop down arrow to report the number of inspections for each individual school page of Schedule A.
  - b. Indicate whether or not there is at least one food service staff person who is ServSafe Certified, or equivalent, at this site.
5. **Federal Nutrition Standards and Meal Pattern Certification:** SFAs must attest that the participating Child Nutrition Programs at each site are following USDA's new meal pattern for both breakfast and lunch for the current school year by selecting "Yes".
6. **Community Eligibility Provision Participation:** If the SFA is participating in CEP SFA-wide, the system will automatically indicate CEP participation on every school on Schedule A. If participating as an individual site or group of schools, on Schedule A it will need to be indicated which schools are participating in CEP. Also select the cycle year and select the group number.
7. **Alternate Meal Service Locations:** Does this school claim meals, milk, and/or afterschool snacks which are served at a location with a different address than the location of this school?

Examples include:

- **Separate school building**
  - This school is made up of multiple buildings located at different addresses with separate meal serving locations. List the other school building location(s) that serve meals, milk, and/or snack.
- **Alternate education program site**
  - Students eat meals at alternate education program sites with different addresses from where they are enrolled. DPI has not assigned these alternative education programs a school code.
- **Offsite Community Program**
  - Afterschool snacks are served in a community location, such as the Boys and Girls Club. The afterschool snack site is located within the attendance area of this school, so these snacks are claimed at this school.

If you click "**No**", click "**SAVE**" at the bottom of the screen, and **go to page 25**, Policy Statement (School Specific).

If click "**Yes**", and "**SAVE**" a pop up for "**New Record**" will appear. Complete this for Alternate Meal Service Locations.

Complete the information for this alternate meal service location and click "**SAVE**".

Click "**New Record**" to add more alternative meal locations or click "**Continue**" which will return to Schedule A. Click "**Back**" to correct any errors.

8. Once all Alternate Meal Locations are entered, click on the "**CONTINUE**" button. This will return you

to the Schedule “A” List of Schools Screen.

## Policy Statement (School Specific)

The Policy Statement for each school must be updated every year.

To enter Policy Statement information for each school, click on the “**Policy Statement**” link. If there is already existing School Specific Policy Statement information, the link will say “**Policy Statement Available**”.

1. Enter the meal accountability system for *every program* at *each site* on the School-Specific Policy Statement. Enter this information even if the same meal accountability system is used at all locations.
  2. Enter the money collection procedure if it is *different* than the money collection procedure for the entire SFA.
  3. Enter the program start and end dates for *every program* at *each site* that is part of the SFA. Complete the School-Specific Policy Statement for each school that is listed on Schedule “A,” *even if* all sites or all programs have the same start and end dates. The program start date should be the date the first meal (or snack) is served, on or after July 1, 2020 and the end date should be the date the last meal is served, on or before June 30, 2021.
  4. Examples:
    - a. The Agency Policy Statement indicates that the NSLP will operate from 9/1/2020 until 6/15/2021, and this school will operate the NSLP for those same dates. These dates will need to be entered on this, school-specific policy, page even though the information is the same.
- OR**
- b. 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.
5. After entering all data, click the “**Save**” button to save changes for this individual school.
6. Return to the Schedule “A” List of Schools screen.

## To Add or Delete a School on Schedule “A”

Each school name listed on Schedule A, and the information about the school, should match what is listed in the current [Wisconsin School Directory](#) published by DPI.

If a school is listed on the Wisconsin Directory, it should be listed on Schedule A of the contract. If a school does not participate in the USDA Child Nutrition Program, select “**Not in Program**” from the drop-down menus for each program.

1. To delete a school:

- a. Open the School Specific Schedule A Information by **clicking on the name of the school** hyperlink.
  - b. For “Does this site operate under an Alternate School Food Authority Agreement”, select “**No**” from the drop down.
  - c. Select **Not in Program** from the drop down menus for all programs.
  - d. For “Alternate meal service location”, select the “**No**” button.
  - e. Click “**Save**”.
  - f. Click on the **name of the school** to return to School Specific Information page.
  - g. Scroll down and click “**Delete**” at the bottom of the page.
2. Confirm the school has been deleted on the list of schools on Schedule A. If a school is mistakenly deleted, contact DPI SNT immediately for troubleshooting at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) or 608-267-9228.

**Important:** If a school is mistakenly deleted, back out of Schedule A without saving. If the school is still mistakenly deleted, immediately contact the School Nutrition Team at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) or 608-267-9228, and we will help troubleshoot.

3. **To add a new school** to Schedule “A”:
  - a. Click “**New Record**”. This should only be used to add schools not already listed on Schedule “A”. Enter data in “**Add New School Schedule “A” Information**” 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 in Program” can be selected from the drop down.
  - b. Click “**Save**” to return to the List of Schools.
4. Click on the “**Policy Statement**” and complete the information for this new school. The school code will default to “0” until it is entered by a DPI Consultant.
5. Click “**Continue**”, when finished updating, adding and deleting schools on Schedule A.

## 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 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.

## Certification

1. Clicking “**Continue**” at the bottom of Schedule A (see [Sample Screen 11](#)) will bring up the Certification page (see [Sample Screen 15](#), below).
  - a. **A link to the Permanent Agreement appears on this page – please be sure to click on this link, review the entire Agreement, and print a copy for your records.**

- b. The terms and conditions of the Permanent Agreement, as updated for 2020-2021, must be accepted. Click the “**I Agree**” button on the new certification page to accept the agreement.
2. Then click the “**Submit**” button to submit the contract to DPI for review and approval.
3. Once “**Submit**” is selected, a confirmation page (see *Sample Screen 16*, below) will appear. After accepting 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 ...”
4. Click “**Home**” to return to the Menu for further modifications.
5. Click on the blue “**Logout**” button at the top right to exit the FNS system.
6. At any point (until DPI begins approving the contract), the contract is accessible for making changes by logging in. Once the contract is approved, changes can also be made at any point. Should changes be made throughout the school year, be sure to follow through the whole contract until the end and submit it to DPI; otherwise, changes will not be saved.

## Troubleshooting and DPI Contacts

1. **If the password is forgotten:** 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 the agency’s password is changed, be sure to notify other staff in the 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 indicate the screen. 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 the “**Back**” icon at the top of the screen is clicked, the data will **not be saved** from the screen you are currently on.

4. **To print the contract, each screen** will need to be printed, either as each screen is completed 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. As a reminder, with each log-in, it will be necessary to click “continue” or “submit” at each page, through the whole contract, even when changes are not made. Every log-in must be followed by submitting the contract.
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 data entry of the contract, please be prepared to answer the following questions:

- a. What is the agency code?
- b. What information is being entered? (Example: “My PLE Tool”)
- c. What screen is being viewed? (Example: “Screen 4 – log in page”, or “Screen 8 – the Paid Lunch Equity Upload page”)
- d. What page/s in this manual is referenced? **Page numbers are listed at the bottom-center of each manual page.**
- e. Be sure to have the manual available, so that the answer to the question can be noted in the manual for future reference.

7. **Making changes to the contract:** the online contract can be accessed and updated at any time (unless it is currently open and being reviewed by a DPI consultant).

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 ensure that the updates will be sent to the School Nutrition Team for approval.

**Wisconsin Department of Public Instruction - School Nutrition Team**

Email: [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov) / Ph: 608-267-9228