

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](#).
 - 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

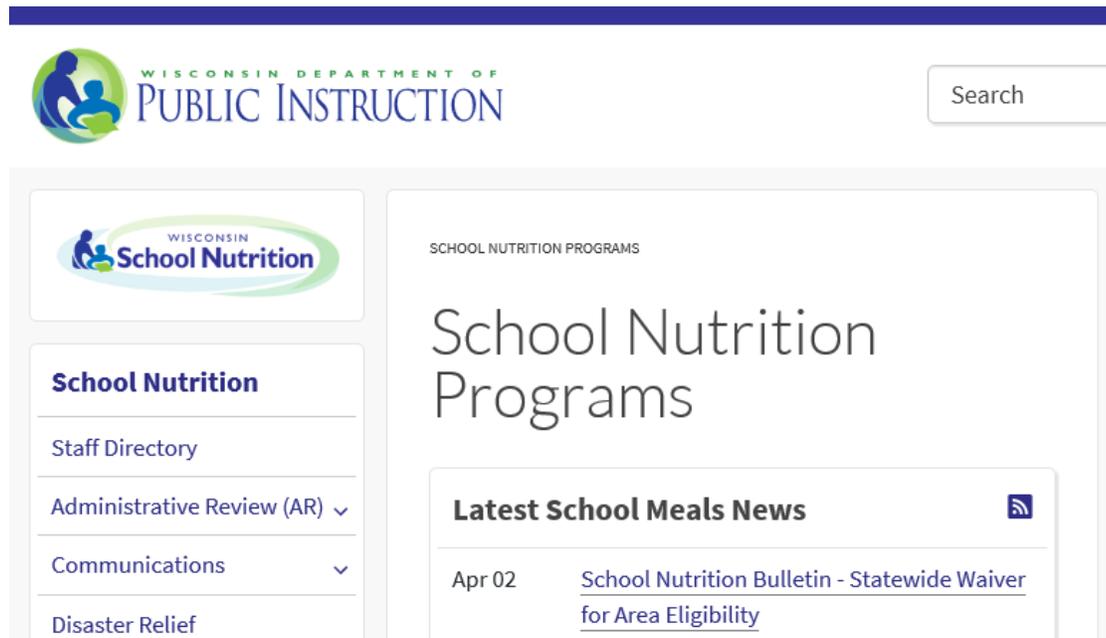
The Online Contract is an agreement between the School Food Authority (SFA) and DPI. In order for a SFA to participate in the USDA Child Nutrition Programs and any Wisconsin-offered nutrition programs, the contract must be completed annually and submitted for review. It is reviewed and approved by a 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 31st.

Entering the Child Nutrition Programs Site

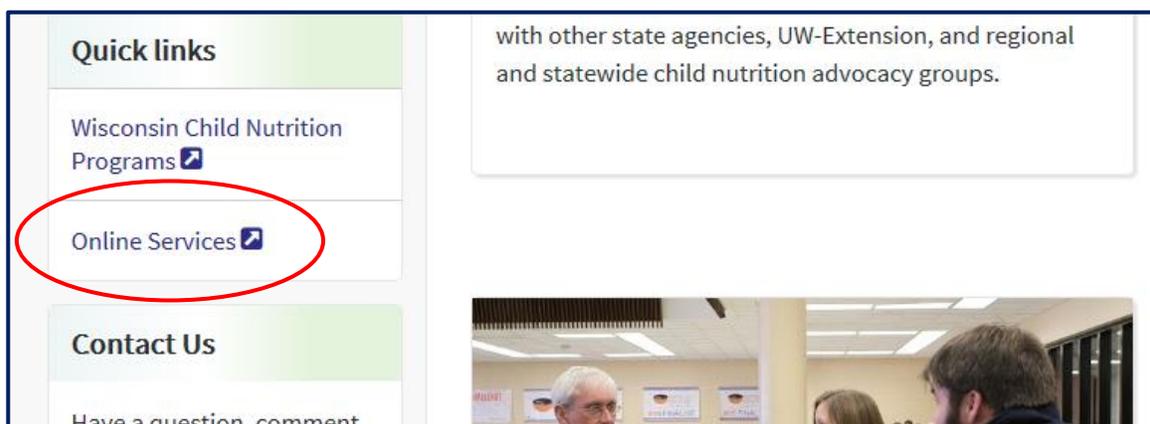
1. Go to dpi.wi.gov/school-nutrition (see *Sample Screen 1*, below) for the School Nutrition Programs webpage.

Sample Screen 1 – School Nutrition Program Webpage (top)



2. Scroll down to **Quick links** on the left navigation bar (see *Sample Screen 2*, below). Click on **“Online Services”** on the left side of the screen.

Sample Screen 2 – School Nutrition Program Webpage (near bottom)



➡ We suggest **bookmarking** the [Wisconsin Child Nutrition Programs Online Services](#).
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**, on the left navigation bar, 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**” (see *Sample Screen 3, below*).

Sample Screen 3 – School Nutrition Online Services Webpage

The screenshot shows the Wisconsin Department of Public Instruction's online services portal. The header includes the department logo and a search bar. The left sidebar contains a 'Wisconsin Child Nutrition Programs' section with 'Online Services' highlighted, and a 'Quick links' section with 'School Nutrition Team' selected. The main content area features three buttons: 'Online Services Log-in' (circled in red), 'Aids Register', and 'USDA Foods Ordering System'. A purple arrow points to the top right of the page with a callout box: 'Bookmark this page for future easy access to Online Services'. A green arrow points to the 'School Nutrition Team' link in the left sidebar.

4. The Online Services portal **LOG IN** screen will open (see *Sample Screen 4, below*).

- 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.

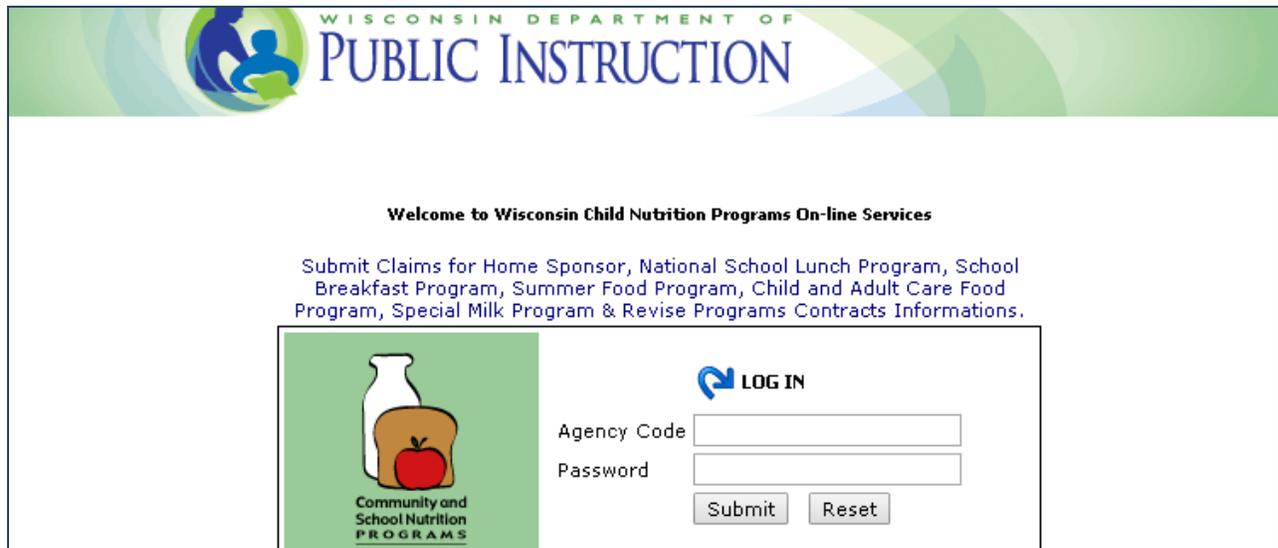
- Do not use hyphens – use only the numerals in the agency code.
- Do not enter leading zeroes: For example, if your agency code is “012345”, only enter “12345”.

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 entry fields need to be cleared.)

Sample Screen 4 – Log-in Page



The screenshot shows the login page for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top, there is a header with the Wisconsin Department of Public Instruction logo and name. Below the header, the text reads "Welcome to Wisconsin Child Nutrition Programs On-line Services". Underneath, there is a list of services: "Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations." The main content area features a logo for "Community and School Nutrition PROGRAMS" on the left, which includes an illustration of a milk carton, a loaf of bread, and an apple. To the right of the logo is a "LOG IN" button with a circular arrow icon. Below the "LOG IN" button are two input fields: "Agency Code" and "Password". At the bottom of the input fields are two buttons: "Submit" and "Reset".

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 pop up 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.

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

Navigating the Online Services System

The Blue Menu Bar

Sample Screen 5 - List of Programs



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 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.

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).

Sample Screen 5.1 School Nutrition Program



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).

Sample Screen 5.2 - Contract



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 the contract. To do this, each entry screen will need to be printed, 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 (see *Sample Screen 6*, below).

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.

Sample Screen 6 – Contract Preparer/Enterer Information

991234 - ABC 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 type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>	Extension <input type="text"/>
Email	<input type="text"/>		

 **CONTINUE**

School Food Authority Information

There are three parts to this screen.

Sample Screen 7 – General Information

	Home-Day Care	School Nutrition Programs	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Submit Contract						
School Nutrition Programs 2020-2021 Application School Food Authority Information							
<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>							
General Information							
Legal Name of School Food Authority (School Agency) <input type="text"/> County <input type="text"/>							
Local Education Area (LEA)# <input type="text"/> Congressional District <input type="text"/> Type of Governing Body <input type="text"/>							
Estimate No. of Children to be served lunch daily <input type="text"/> Federal Employer Identification Number <input type="text"/>							
Do you participate in USDA Foods program <input type="text"/>							
Point of Service Software							
If you utilize a software vendor for point of service, select from the following <input type="text"/>							
Provide name if "other" is selected <input type="text"/>							
Free and Reduced Price Meal Application Software							
If you utilize a software for applications, select from the following <input type="text"/>							
Provide name if "other" is selected <input type="text"/>							
Select if applicable to your agency (see definition in manual)							
Residential Child Care Institution <input type="text"/>							
Provision 2 Agency <input type="text"/>							
2R Charter Agency <input type="text"/>							
Do you Participate in Community Eligibility Provision <input type="text"/> Select Cycle Year <input type="text"/>							

Part 1: General Information

See *Sample Screen 7*, above.

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. If you do not know the Congressional District Number, click on the link:
 - a. www.house.gov/htbin/findrep?ZIP=53222&Submit=FIND+YOUR+REP+BY+ZIP.
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 the 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 the 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 the 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

See *Sample Screen 7.1*, below.

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 be entered**, even if it is the same as the SFA address. A P.O. Box may be entered in this field.

Sample Screen 7.1 - SFA Addresses and Contacts Numbers and Authority Contacts Information

Addresses and Contacts Numbers

School Food Authority Address

Street Address
City State Zip
Phone Fax

Correspondence Address (Enter Same as street, unless P.O Box is used)

Street/P.O Box No.
City State Zip
Phone Fax

Authority Contacts Information

Authorized Representative

Title
First Name Last Name
Work Phone Extension Fax
Business Email

Food Service Director

Title
First Name Last Name
Work Phone Extension Fax
Business Email

 **CONTINUE**

Part 3: Authority Contacts Information

1. Email field(s) – Enter an email address for both the Authorized Representative and for the Food Service Director.
2. When all the 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 (see *Sample Screen 7.2*, below).

Sample Screen 7.2 – Validation Error (Example)

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Se
Home Submit Contract						
<p>Validation Error:- You must correct the following error(s) before proceeding:</p> <ul style="list-style-type: none">• Congressional District is required.• County is required.• Estimate No. of Children to be served lunch daily is required.• Federal Employer Identification Number is required.• Do you participate in USDA Foods program is required.• Residential Child Care Institution is required.• Provision 2 Agency is required.						

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 of the nonprofit foodservice account is zero or positive, the SFA will not need to upload any files here (see [SNT Announcement, April, 2020](#)).

If the December 31, 2019 balance of 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.wi.gov/school-nutrition/national-school-lunch-program/financial, 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 needed 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.****



Sample Screen 8 – Paid Lunch Equity (PLE)

Paid Lunch Equity (PLE)
Upload a copy of the current school year PLE tool which your SFA used to determine pricing for 2020- 2021 school year. If your SFA is a non-pricing school or participates in CEP district wide, the PLE tool is not required.

File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
20-21 SY PLE Tool.xlsx	04/30/2020		Upload

1. Click on the “**Upload**” button on the right side of the screen.

Sample Screen 8.1 – Upload file for Paid Lunch Equity (PLE) Tool

[Upload file for Paid Lunch Equity(PLE)]

Click Browse button to select Excel (XLS/XLSX) to upload

Selected File : **Browse...**



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

Once “Upload” is selected, the screen will return to the Meal Charges, Purchase and Officials Information Page. There, 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 the 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.

Sample Screen 8.2 – Vended Meal Agreement or Joint Agreement with another SFA

Vended Meals Agreement or Joint Agreement			
If applicable, upload a copy of vended meals agreement, including any amendments, attachments and restaurant license and scan into one PDF file , and upload it here. For joint agreements, upload the current school year agreement.			
File Name	Date File Last Uploaded	File Last Uploaded	Upload/Update
			Upload

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 document.
3. Select the PDF file from the local computer.
4. Click “Open”.
5. Click on “Upload”.

Parts 3: Indicate Charges

Sample Screen 8.3 – Indicate Charges and Meal Purchase Information

Indicate Charges

Enter the highest paid meal price charged in the school food authority (SFA) for each column. Enter zeros if your SFA is **district wide** non-pricing, CEP, or Provision 2.

* Reminder: The adult meal price must be equal to or higher than the sum of the highest student price plus federal and state reimbursements, plus USDA food value, and any extra reimbursements the school receives, such as the performance-based reimbursement of 6 cents and/or the extra 2 cents for schools with 60% or more free and reduced price lunches.

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					

Meal Purchase Information

Select Food Service Provider Type	Select FSMC/Vendor/Another School Agency Name
<input checked="" type="radio"/> Self Operated <input type="radio"/> Food Service Management Company <input type="radio"/> Vendor <input type="radio"/> Purchase meals from another SFA under a Joint Agreement	Self None None 0 - None
Only one meal purchase type can be selected above. SFAs that operate with more than one of the meal purchase types listed above, please explain here	
<div style="border: 1px solid black; height: 30px;"></div>	

See Sample Screen 8.3, above.

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 fields. If students are not charged, **an adult meal price must still 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

See *Sample Screen 8.3*, above.

1. For “Food Service Provider Type”, click the correct button for the 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).
 - c. **NEW:** If the SFA operates with more than one meal purchase type, indicate the other meal purchases options in the box provided.

Part 5: Officials Information

See *Sample Screen 8.4*, below.

NEW: Enter the name, title, email address and phone number of the SFA representative 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.*

Sample Screen 8.4 –Officials Information

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

Determining Official Name - Individual(s) determining eligibility Title <input type="text" value="Food Service Director"/> First Name <input type="text" value="Lucy"/> Last Name <input type="text" value="Appleby"/> Email <input type="text" value="lucyapp@gmail.com"/> Phone Number <input type="text" value="4146783525"/>	Hearing Official Name - Not involved in original determination or verification Title <input type="text" value="Operations Manager"/> First Name <input type="text" value="John"/> Last Name <input type="text" value="Green"/>
Verifying Official Name - Verifies information, may be determining official Title <input type="text" value="Food Service Director"/> First Name <input type="text" value="Lucy"/> Last Name <input type="text" value="Appleby"/> Email <input type="text" value="lucyapp@gmail.com"/> Phone Number <input type="text" value="4146783525"/>	Confirming Official Name - Review applications selected for verification - may not be determining official Title <input type="text" value="Operations Director"/> First Name <input type="text" value="Jessica"/> Last Name <input type="text" value="Weber"/>

Claim Preparer Information Claim Official Title <input type="text" value="Food Service Director"/> Claim Official First Name <input type="text" value="Lucy"/> Claim Official Last Name <input type="text" value="Appleby"/> Claim Official Email <input type="text" value="lucyapp@gmail.com"/> Phone Number <input type="text" value="4146783525"/>

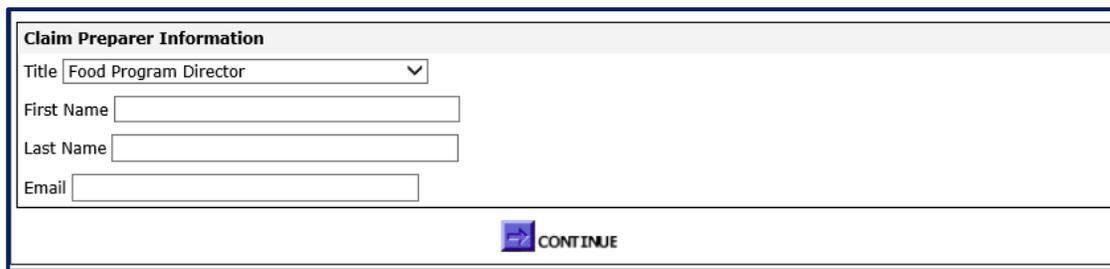
<p>Determining Official reviews the initial free/reduced-price meals applications, determines if the students are eligible for free or reduced-price meals, and notifies the household of the determination.</p>	<p>Hearing Official may be called upon to hear possible complaints or appeals on application determination or verification process results and possible discrimination in the operations of the program. The Hearing Official <i>should not</i> be a subordinate of the person serving as either the Determining Official or the Verifying Official. The Hearing Official <i>may not be</i> the same person as the Determining Official or the Verifying Official or the Confirming Official.</p>
<p>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 <i>may</i> be the Determining Official.</p>	<p>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 <i>may not be</i> the same as the Hearing Official or the Determining Official.</p>

Part 6: Claim Preparer Information

See *Sample Screen 8.5*, below.

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

Sample Screen 8.5 –Claim Preparer Information



The screenshot shows a web form titled "Claim Preparer Information". It contains the following fields: a dropdown menu for "Title" with "Food Program Director" selected, and text input fields for "First Name", "Last Name", and "Email". At the bottom center of the form is a blue button with a right-pointing arrow and the text "CONTINUE".

Policy Statement Information

See *Sample Screen 9*, next page.

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, on or after July 1, 2020. 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.

Sample Screen 9 – Policy Statement Information

School Nutrition Programs 2020-2021 Application	
Policy Statement Information	
<p>Enter information about each program provided in one or more schools in the SFA. For all programs in which the SFA does not participate, select "Not in Program". Program Start and End Dates are the first and last date the program is offered to students. If any 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.</p>	
National School Lunch Program	
Meal Accountability System	<input type="text" value=""/>
Describe, If Other	<input type="text" value=""/>
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=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY] Program End Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY]
Total Schools Serving Lunch	<input type="text" value=""/>
School Breakfast Program	
Meal Accountability System	<input type="text" value=""/>
Describe, If Other	<input type="text" value=""/>
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=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY] Program End Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY]
Total Schools Serving Breakfast	<input type="text" value=""/> [Do not include Severe Need Breakfast sites]
Severe Need Breakfast Program	
Meal Accountability System	<input type="text" value=""/>
Describe, If Other	<input type="text" value=""/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input checked="" type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY] Program End Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY]
Total Schools Serving Breakfast	<input type="text" value=""/> [Severe need request for each site must be reported on Schedule A]
After School Snack	
Meal Accountability System	<input type="text" value=""/>
Describe, If Other	<input type="text" value=""/>
Money Collection Procedure (Check all that apply)	
<input type="checkbox"/> Prepayment <input type="checkbox"/> Post-billing <input type="checkbox"/> Cash on Line <input checked="" type="checkbox"/> Non-Pricing (no students pays)	
Program Start Date	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY] Program End Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY]
Total Schools Serving Snacks	<input type="text" value=""/>
Special Milk Program (Half-day Kindergarten and Pre-Kindergarten Only)	
Meal Accountability System	<input type="text" value=""/>
Describe, If Other	<input type="text" value=""/>
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=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY] Program End Date <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> [MM/DD/YYYY]
Total Schools Serving Milk	<input type="text" value=""/>
Type of plan for providing milk to split-session kindergarten and pre-kindergarten students.	
Select Milk Plan	<input type="text" value="Not In Plan"/>
	

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. See *Sample Screen 10*, below.

1. SFAs must report all sources of federal funds for the 2nd 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 the SFA did not participate in these programs in the second preceding school year, these amounts should be “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 a new agency and did not receive federal funds in the 2nd 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). 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.

Sample Screen 10 – 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 \$750,000 or more in a year in total federal awards. The \$750,000 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. If the amounts are incorrect, please enter the correct numbers. If your agency participates in a federal program (i.e. IDEA, Title Programs, 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 \$750,000 an EIN number must be entered.

List Amount Expended in Federal programs for **Fiscal Year 2018 - 2019** 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)	927712.67
10.553	School Breakfast Program	429905.60
10.556	Special Milk Program	0
10.550	Food Distribution Program (Commodities)	74831.15
10.558	Child and Adult Care Program (Meal + Cash in Lieu Amt.)	72236.55
		0
		0
		0
Total Federal Awards Expended		1504685.97
Enter EIN Number		0

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

This screen (see *Sample Screen 11*, below) 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. (Visit <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch> to view the current edition of this directory.)

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”](#).

Sample Screen 11 – List of Schools Under School Food Authority (Schedule “A”)

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.

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.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
856 - Test Elementary	Policy Statement Available				Delete
321 Small Road Small City WI 53221 Type: Elementary/Sec Combined Alternate Meal Service Locations: No Grade: KG To 08 CEP: NO Cycle Yr. 0	Lunch Participation [In Program] Breakfast Participation [Not In Program] After School Snack [Not In Program] Participate in CEP as []	No	No	No	Prep

- 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.

Sample Screen 12 – School Information Under School Food Authority (Schedule “A”)

School Nutrition Programs 2020-2021 Application
School Schedule "A" Information

School General Information: Enter numbers like Zip, Phone without hyphen or dashes.

School Name: School Is:

School Type: From: To:

Street/Box No. City State Zip

Does this site operate under an Alternate School Food Authority Agreement

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

If a school listed on Schedule A is operating under an Alternate School Food Authority Agreement, select “yes” from the dropdown (see *Sample Screen 12*, above). 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. More information can be found here on our website at dpi.wi.gov/school-nutrition/procurement/alternate-agreement. **An annual signed agreement is required and requested as part of the contract renewal.**

- 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 2nd 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 2nd 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.

Sample Screen 12.1 – Schedule A, National School Lunch Program and School Breakfast Program

National School Lunch Program		
Participation	In Program ▼	
School Breakfast Program		
Participation	In Program ▼	
Breakfast Type	Severe Need Breakfast ▼	
Breakfast Model	<input type="checkbox"/> Traditional <input type="checkbox"/> Mid-morning Breakfast <input checked="" type="checkbox"/> Breakfast in Classroom	
	<input type="checkbox"/> Elimination of Reduced Price <input type="checkbox"/> Grab n Go <input type="checkbox"/> Universal Free	
[Complete Only for Severe Need Breakfast Qualification. A school may qualify for Severe Need Breakfast if 40% or more lunches served in the 2nd preceding year were at the free or reduced price.]		
(a) Total Free Lunches Claimed	69453	For SY 2018 - 2019
(b) Total Reduced Lunches Claimed	0	For SY 2018 - 2019
(c) Total Paid Lunches Claimed	79	For SY 2018 - 2019
(d) Total Free + Reduced	69453	For SY 2018 - 2019
(e) Total Free + Reduced + Paid	69532	For SY 2018 - 2019
(f) Annual Percentage (d/e * 100)	99.89	For SY 2018 - 2019

- 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.” **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 website at <http://dpi.wi.gov/school-nutrition/school-breakfast-program>. This information is *required* for all schools participating in the School Breakfast Program.
- c. **NEW:** If the site newly qualifies for Severe Need Breakfast, a message in red will appear to alert the SFA this site qualifies based on 2018-19 lunch claim data.

Sample Screen 12.2 Schedule A, School Breakfast Program

School Breakfast Program [This site qualifies for Severe Need Breakfast, based on second preceding year NSLP Free/Reduced claim data]

Participation	In Program	
Breakfast Type	Non-severe Need Breakfast	
Breakfast Model	<input checked="" type="checkbox"/> Traditional	<input type="checkbox"/> Mid-morning Breakfast
	<input type="checkbox"/> Elimination of Reduced Price	<input type="checkbox"/> Universal Free
	<input type="checkbox"/> Grab n Go	<input type="checkbox"/> Breakfast in Classroom
<p>[Complete Only for Severe Need Breakfast Qualification. A school may qualify for Severe Need Breakfast if 40% or more lunches served in the 2nd preceding year were at the free or reduced price.]</p>		
(a) Total Free Lunches Claimed	21897	For SY 2018 - 2019
(b) Total Reduced Lunches Claimed	0	For SY 2018 - 2019
(c) Total Paid Lunches Claimed	0	For SY 2018 - 2019
(d) Total Free + Reduced	21897	For SY 2018 - 2019
(e) Total Free + Reduced + Paid	21897	For SY 2018 - 2019
(f) Annual Percentage (d/e * 100)	100.0	For SY 2018 - 2019

- 3. **Other Programs Offered:** If this school participates in any of these programs, please select “Programs Offered” from the drop down menu (see Screen 12.2, below). If you would like more information about any of these additional programs, please contact the School Nutrition Team.

Sample Screen 12.3 – School Schedule “A” Information – Other Programs Participation

Other Programs Participation	
Afterschool Snack Program	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

- 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 (see Sample Screen 12.3, below). 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”.

Sample Screen 12.4 – Meal Preparation and Food Safety Inspection

Meal Preparation and Food Safety Inspection	
Site Type	Preparation ▼
Food Safety Program Reviews #	Two Inspection ▼ Provide No. of Food Safety Program Reviews Occured Last Year
Is there a Food Service employee at this site that's ServSafe Certified or equivalent	Yes ▼

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”.

Sample Screen 12.5 – Federal Nutrition Standards and Meal Pattern Certification

Federal Nutrition Standards and Meal Pattern Certification	
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	

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 the group number.

Sample Screen 12.6 – Community Eligibility Provision Participation (CEP)

Community Eligibility Provision Participation (CEP)	
Does this site participate in CEP <input checked="" type="radio"/> Yes <input type="radio"/> No	
Select Cycle Year	Three ▼
Site Participating as	Group ▼ If Group is Selected, select the group number for this Site Three ▼

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.

Sample Screen 12.7 – Alternate Meal Service Locations

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 main school building (Examples: this school serves at two buildings with different mailing addresses, serves at offsite alternate education programs, or afterschool snack is served at an offsite community location)? Yes No

BACK SAVE DELETE

If 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.

School Nutrition Programs 2020-2021 Application
Alternate Site Information

Add/Update alternate Site(s) information which are serving meals at different address than the school.

Alternate Site Name Site Type

BACK NEW RECORD CONTINUE

Complete the information for this alternate meal service location and click “SAVE”.

School Nutrition Programs 2020-2021 Application
Modify Alternate Site Information

Provide the name, school type, address and meal(s) served at this location.

Alternate School Name	Boys & Girls Club
School Type	alternate education program site ▼
Other description	
Street/Box No.	12 Other Street
City	Abctown
State	Wisconsin ▼
Zip	22222

Select which of the following programs are served at this location : (Check all that apply)

<input type="checkbox"/> Special Milk Program	<input checked="" type="checkbox"/> National School Lunch Program
<input checked="" type="checkbox"/> School Breakfast Program	<input type="checkbox"/> After School Snack
<input type="checkbox"/> Wisconsin School Day Milk program	





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

School Nutrition Programs 2020-2021 Application
Alternate Site Information

Add/Update alternate Site(s) information which are serving meals at different address than the school.

Alternate Site Name	Site Type
Boys & Girls Club	alternate education program site





- Once all Alternate Meal Locations are entered, click on the “CONTINUE” button. This will return again 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 (see *Sample Screen 11*, below). If there is already existing School Specific Policy Statement information, the link will say “Policy Statement Available”.

Sample Screen 11 – Return to List of Schools Schedule A – Policy Statement

List of Schools Under School Food Authority (Schedule "A")						
<p>Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.</p> <p>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.</p>						
School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site	
Test Elementary	Policy Statement Available - Require Update					Delete
321 Small Road Small City WI 54321 Type: High School Grade Level From: 09 To 12 CEP: NO Cycle Yr. 0	Lunch Participation [In Program] Breakfast Participation [Not In Program] After School Snack [Not In Program] Participate in CEP as []	No	No	No	Satellite	
 						

Sample Screen 13 – Policy Statement – School Specific

School Nutrition Programs 2020-2021 Application School Specific Policy Statement Information	
1433 - Test Elementary	
Policy Statement will be applied to the specific school building under the school food authority.	
National School Lunch Program	
Meal Accountability System	<input type="text" value="v"/>
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]
School Breakfast Program	
Meal Accountability System	<input type="text" value="v"/>
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]
Severe Need Breakfast Program	
Meal Accountability System	<input type="text" value="v"/>
Describe, If Other	<input type="text"/>

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 specific 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 (see *Sample Screen 13.1*).

Sample Screen 13.1 – 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

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 (visit <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch> if you do not have a printed copy of this directory).

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 (see *Sample Screen 11.1*; next page):
 - 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 or 608-267-9228.

Sample Screen 11.1 – School Specific Schedule A, Deleting a School

School General Information: Enter numbers like Zip, Phone without hyphen or dashes.

School Name School Is

School Type From: To

Street/Box No. City State Zip

Does this site operate under an Alternate School Food Authority Agreement

National School Lunch Program

Participation

School Breakfast Program

Participation

Breakfast Type

Breakfast Model

Traditional Mid-morning Breakfast Breakfast in Classroom

Elimination of Reduced Price Grab n Go Universal Free

[Complete Only for Severe Need Breakfast Qualification. A school may qualify for Severe Need Breakfast if 40% or more lunches served in the 2nd preceding year were at the free or reduced price.]

(a) Total Free Lunches Claimed	<input type="text" value="0"/>	For SY 2016 - 2017
(b) Total Reduced Lunches Claimed	<input type="text" value="0"/>	For SY 2016 - 2017
(c) Total Paid Lunches Claimed	<input type="text" value="0"/>	For SY 2016 - 2017
(d) Total Free + Reduced	<input type="text" value="0"/>	For SY 2016 - 2017
(e) Total Free + Reduced + Paid	<input type="text" value="0"/>	For SY 2016 - 2017
(f) Annual Percentage (d/e * 100)	<input type="text" value="0"/>	For SY 2016 - 2017

Other Programs Participation

Afterschool Snack Program

Special Milk

Elderly Nutrition Program

Wisconsin School Day Milk

Fresh Fruit Vegetable Program

Meal Preparation and Food Safety Inspection

Site Type

Food Safety Program Reviews Provide No. of Food Safety Program Reviews Occured Last Year

Is there a Food Service employee at this site that's ServSafe Certified or equivalent

Federal Nutrition Standards and Meal Pattern Certification

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. Yes No

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 main school building (Examples: this school serves at two buildings with different mailing addresses, serves at offsite alternate education programs, or afterschool snack is served at an offsite community location)? Yes No

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 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" (see *Sample Screen 11.2*, below). 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.

Sample Screen 11.2 – List of Schools Under School Food Authority (Schedule "A"), New Record

Listed below are all the site(s) reported for your agency. Click on the school name to review and update information. For more information on when to use the school specific "Policy Statement" and "Delete this School" options, refer to the SNT Contract Manual found on the SNT website.

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.

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
 					

Sample Screen 11.3 – List of Schools Under School Food Authority (Schedule "A"), New Record

School Nutrition Programs 2017-2018 Application
Add New School Schedule "A" Information

60084 - Alma School District

School General Information: Enter numbers like Zip, Phone without hyphen or dashes.

School Name School Is

School Type From: To:

Street/Box No. City State Zip

Does this site operate under an Alternate School Food Authority Agreement

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.

Sample Screen 11.3 – List of Schools Under School Food Authority (Schedule "A"), New Record

DPI School Code - School Name & Address	Program Offered	Split Sess. Special Milk	Elderly	Wisc. School Day	Type of Site
0 - Test Elementary	Policy Statement				Delete
321 Small Road Small City WI 53222 Type: Elementary School Alternate Meal Service Locations: No Grade: KG To 08 CEP: NO Cycle Yr. 0	Lunch Participation [In Program] Breakfast Participation [In Program] After School Snack [Not Area Eligible] Participate in CEP as <input type="text"/>	No	No	No	Prep
 					

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 (*Sample Screen 14*) 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 14 – School Count Mismatch Summary

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	3	1
Severe Need School Breakfast Program	2	0
After School Snacks Program	2	0

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.

 BACK

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).

Sample Screen 15 – Contract and Agreement Certification

School Nutrition Programs 2020-2021 Application
Contract and Agreement Certification

402712 - Early View Academy of Excellence
[Click Here to View the Permanent 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 Permanent Agreement

 I agree to Certification



- 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...”

Sample Screen 16 – Contract Application Submitted

CONTRACT SUCCESSFULLY SUBMITTED TO DPI...

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.

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.

Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

 **Home**

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 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.
2. **To change the password:** Contact the DPI Federal Aids and Audit Section (FAAS) for assistance: Jacque Jordee at 608-267-9134 or 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 current screen.

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 – the 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 / Ph: 608-267-9228