

Application Renewal Instructions and Checklist
Special Milk Program Sponsors
Fiscal Year 2009-10
Due Date: May 8, 2009

PLEASE send a complete packet in one mailing and copy all materials for your records before submitting.

Sponsor Application Form (CNP2000) - Required

ROLLOVER, UPDATE AND SUBMIT on CNP2000 internet site @ <http://www.sde.idaho.gov/site/cnp> .

1. Log into CNP2000.
2. Click on the NSLP section of the pie chart.
3. Click on Applications and then Sponsor Application.
4. Select 2010 for Program year.
5. Select New and update the application.
 - Verify that all sponsor information is correct.
 - Double check that **ALL** e-mail addresses, mailing addresses and phone numbers for the program contact, superintendent and claim contact are correct.
 - Check that claiming months correspond to those months you will be submitting a claim.

Site Application Form (CNP2000) - Required

After updating the Sponsor Application, YOU MUST ROLLOVER SITE INFORMATION TO COMPLETE THE RENEWAL PROCESS.

ROLLOVER, UPDATE AND SUBMIT on CNP2000 internet site @ <http://www.sde.idaho.gov/site/cnp> .

1. Click on Site.
2. Click on Add Site.
3. All available sites will be listed.
4. Select sites participating in 2010.
- 5.

If you are opening a

new site this year, contact the State Department of Education. We will set up the new site.

6. Enter starting and ending dates for Special Milk.
7. Be sure that all areas contain current information for **EACH** site.

RETURN THESE DOCUMENTS BY MAIL – The following documents may be found at this address <http://www.sde.idaho.gov/site/cnp> .

Renewal Agreement/Authorized Signer Form - Required

Download, sign and RETURN ORIGINAL

1. Hearing Official cannot be the same person that “oversees” the Free Milk Application Process.
2. You **MUST** complete the entire section of the box titled “Signatures of Local Sponsors Governing Officers”. The Food Service Supervisor and Superintendent/Executive Officer both **MUST** sign and date the renewal agreement for SDE approval.
3. All employees authorized to submit claims must complete the “CNP 2000 Authorized Signer” section at the end of this form. This includes the Food Service Supervisor who signed this agreement.

Authorized Signer Form

Any new authorized signers must complete a user authorization form to obtain a user name and password for CNP 2000. This form is available on the CNP website. Click on the Special Milk Program picture. This form is located under the Documents for Sponsor Use area.

AVAILABLE ON WEBSITE:

Free Milk Application, Parent Letter, Press Release and Instructions

Download and use.

If you want to use a different form or edit the prototype, you must submit the changed form to SDE for approval before printing and distributing to families.

Attach Income Guidelines to the Press Release before submitting.