



# MyIdahoCNP

## Idaho School Nutrition Reference Guide

### OVERVIEW

MyIdahoCNP is the online web-based sponsor management system where renewals are completed, claims are submitted, reviews are scheduled and tracked, financial reports are submitted, and capital expenditure requests are submitted for State agency (SA) review and approval prior to purchasing. This system also contains documents needed to operate Child Nutrition Programs under Applications > Download Forms, including the Application for Free and Reduced Price School Meals, manuals, review forms, and letter templates.

### TERMS TO KNOW

MyIdahoCNP – the online database used by School Food Authorities (SFAs).

Capital Expenditure Request – A purchase of any single piece of equipment or software valued at \$5,000 or more requires prior SA approval, with three comparable quotes uploaded. Upload Capital Expenditure Requests in MyIdahoCNP under Applications > Capital Expenditure Request.

Claim submission – The monthly entering of the meals served within the regulatory 60-day time frame.

Download Forms – A list of documents that can be downloaded for sponsor use. These documents can be found in MyIdahoCNP under Applications > Download Forms.

Financial Report – During the renewal process each year, the financial form in MyIdahoCNP under Applications > Financial Report must be completed using the district audit figures.

Food Safety Inspection Report – During the renewal process each year, the number of Food Safety Inspections received the prior year must be reported under Applications > Food Safety Inspections.

Paid Lunch Equity Provision (PLE) – A Federal regulation that requires paid lunch prices be similar to free Federal reimbursement rates minus the paid reimbursement rate.

Renewal – The annual process requiring a sponsor to update information in MyIdahoCNP. This information is used in determining reviewed sites, claiming months, civil rights compliance, and includes many documents that the sponsor is required to upload. These documents will be used as proof of program compliance.

Verification – Every November a sponsor must enter the results of Verification of their free and reduced applications into the system for reporting to USDA under Applications > Verification Report. Please see the Verification section in the Idaho School Nutrition Reference Guide for detailed information on this process.

## WHAT IS MYIDAHOCNP?

MyIdahoCNP includes information that is updated annually and may be changed as circumstances dictate. For example, revision is warranted when updating pricing information in the Site Application(s), e-mail contacts in the Sponsor Application; when uploading completed forms into the renewal application, such as the public release(s), wellness policy, non-program food revenue tool, paid lunch equity tool, and health inspection request(s); and when completing Food Safety Inspection information and Capital Equipment Requests. This data is necessary to help ensure and document compliance with regulations and so that required USDA reports can be accurately compiled by the SA.

### Pricing and Student Benefits

All prices charged to students for reduced and paid meals must be entered into the Site Application for each school in the school district. These prices will be checked during an administrative review. A school cannot charge children for meals or snacks claimed at the free reimbursement rate. Charges for a reduced price snack may not exceed 15 cents, reduced price breakfast may not exceed 30 cents and reduced price lunch may not exceed 40 cents. Charges for paid priced meals and snacks should be enough to cover the cost of food and labor.

### Claiming and Reimbursement

Schools may claim reimbursement for **one full breakfast, lunch, and snack, per child, per day**. Seconds and adult snacks cannot be claimed. Only meals with full required components qualify as reimbursable.

### Times of Operation

Times entered for breakfast, lunch, and snacks must be accurately entered during renewal, or updated as administration changes the times for meals, as these are the times when reviewers will plan on being at the school to observe meal service.

### Record Keeping

MyIdahoCNP allows for electronic recordkeeping of uploaded documents to ensure compliance with USDA regulations. In general, records must be kept for three years plus the current year.

## WHY IS MYIDAHOCNP IMPORTANT?

In MyIdahoCNP, the information entered and uploaded is used to determine compliance, claim reimbursement, record review findings, and keep a record of capital expenditure requests and approvals. Failure to update information or submit requests when needed may result in important notices not reaching the sponsor or reimbursement being withheld or delayed.

## RESOURCES

Additional resources may be available for this topic. Please check the Idaho School Nutrition Reference Guide website for copies of manuals, user guides, and helpful links to relevant subject matter.

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### For Questions Contact

Child Nutrition Programs  
Idaho State Department of Education  
650 W State Street, Boise, ID 83702  
208 332 6820 | [www.sde.idaho.gov](http://www.sde.idaho.gov)

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- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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