New Administrator Orientation - Part I
School Year 2021-2022

Mary Burks
School Support Division, Director
State Board of Education  STRATEGIC PLAN GOALS

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community
Permanent Agreement & Annual Enrollment for NSLP/SBP

Mary Geter
EDUC SCHOOL FOOD SERVICE SUPERVISOR, III

September 2021 - NAO
Just How “Permanent” is the Permanent Agreement? 5

Do I ever have to re-do my permanent agreement?

• YES! Sometimes you do!

• If you have a change in administrators or signatories, the SA will ask you to re-do the Permanent Agreement.

• We generally check this when we process your annual application in MARS, but may ask you do to re-do it mid year if you have a change in administration.

• You may go for years without having to re-do your permanent agreement.
## Dual Function of the Permanent Agreement

### Agreement for Participation

In relevant programs

- NSLP
- SBP
- ASCP
- Food Distribution
- SSO

### Online Agreement

Agreement between the SA and SFA to conduct business through MARS
This is the first page of a 12-page document
Who signs where?

- **The Main Signatory** goes on top. This is typically the Superintendent.

- **The Alternate Signatory** goes below. This is typically the CND, but may be the Business Manager or someone else. It is up to your district.
Who signs where?

The State Agency signs here.
Contents of Permanent Agreement

What is contained in this document?

• Roles & responsibilities of the SFA and MDE
• Meal Pricing requirements
• Submitting claims
• Role of the SFA in preventing discrimination
• Elimination of Overt Identification
Annual Enrollment for NSLP/SBP in MARS

And Revisions!
Each organization that participates in any Child Nutrition (CN) Program is required to enroll annually in the MS Application & Reimbursement System (MARS)

Enrollment Typically occurs in July/August each year to coincide with the beginning of the new School Year (SY)
Revisions

• Once the Application is approved by the SA, Revisions can be made at any time by the SFA.

• The SA will be notified that the Revision has been submitted, allowing the SA to then approve the Revision.

• The Application must be in an approved status in order for the SFA to submit a claim.
If you need access to MARS, you will need to complete the MARS login form.
Let’s Log in to MARS!
PRO TIP: Save this link as a favorite, because you will use it often!
Here it is again

About the Home Page

**Bulletin Board**
The bulletin board is managed by MDE and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

**Log on**
The log on section is where authorized users enter their User ID and password.

If you forgotten your password, or lockout contact the School Support Help Desk at 601-576-5000
Once you successfully log on, the Programs page is displayed.

Actual access to specific modules is based on the user’s security rights.

The School Nutrition Program (SNP) module will be used most often as it will contain the NSLP, SBP and SSO
CONTENT OVERVIEW

The following slides will point out the location of key elements in MARS
<table>
<thead>
<tr>
<th>Program Name</th>
<th>School Nutrition Programs</th>
</tr>
</thead>
</table>

### 2021 - 2022 SNP Site Application

<table>
<thead>
<tr>
<th>ID</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>TEST SCHOOL DISTRICT</td>
</tr>
<tr>
<td></td>
<td>DBA: 100 Commerce Street</td>
</tr>
<tr>
<td></td>
<td>Cityville, MS 39000-0000</td>
</tr>
<tr>
<td></td>
<td>Type of Agency: Educational Institution</td>
</tr>
<tr>
<td></td>
<td>Type of SNP Organization: Public</td>
</tr>
<tr>
<td>0001</td>
<td>TEST SITE</td>
</tr>
<tr>
<td></td>
<td>100 N. Franklin</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 10</td>
</tr>
<tr>
<td></td>
<td>Cityville, MS 39000-0000</td>
</tr>
</tbody>
</table>

**School Year:** 2021 - 2022
### 2021 - 2022 SNP Site Application

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Name</th>
<th>DBA</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>Active</td>
<td>TEST SCHOOL DISTRICT</td>
<td>100 Commerce Street Cityville, MS 39000-0000</td>
<td>Type of Agency: Educational Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Type of SNP Organization: Public</td>
</tr>
<tr>
<td>0001</td>
<td>Active</td>
<td>TEST SITE</td>
<td>100 N. Franklin P.O. Box 10 Cityville, MS 39000-0000</td>
<td></td>
</tr>
</tbody>
</table>
School Nutrition Programs

2021 - 2022 SNP Site Application

00001  Status: Active
TEST SCHOOL DISTRICT
DBA:
100 Commerce Street
Cityville, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

0001  Status: Active
TEST SITE
100 N. Franklin
P.O. Box 10
Cityville, MS 39000-0000

School Year: 2021 - 2022
2021 - 2022 SNP Site Application

00001  Status: Active
TEST SCHOOL DISTRICT
DBA:
100 Commerce Street
Cityville, MS 39000-0000
Type of Agency: Educational Institution
Type of SNP Organization: Public

00001  Status: Active
TEST SITE
100 N. Franklin
P.O. Box 10
Cityville, MS 39000-0000
For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity
• To participate in the School Nutrition Program, Organizations must submit an Application Packet to the State for review and approval.

• A new Application Packet must be submitted and approved at the beginning of each year.

• Certain information from the previous year’s application rolls over into the new program year.

• The Organization may modify this data for the new program year or keep the prior year’s data for use in the current application.
Application Packet

Complete and Submit it Early!

- Begin working on the packet as soon as the SA notifies you that the Application Packet is available in MARS.
- You cannot be reimbursed until your application is approved.
- You will not be reimbursed for any meals served prior to packet approval.
• The annual Application, Agreement and Free/Reduced Meal Policy related to receipt of Federal Funds for the National School Lunch Program, School Breakfast Program and Food Distribution Program shall have final approval by the State Department of Education prior to the service of any meals under the program.
Let’s complete your annual application!
Click on “Application” from the Options Menu
Click on “Application Packet”
Application Packet Dashboard

This is the main dashboard for the Application Packet.
TAKE NOTE OF YOUR PROGRAM SPECIALIST

Your Program Specialist will be listed right here!
Complete Your Organization Application

You can click on “Modify” to complete your Organization Application
Complete Your Organization Application

Please add your Start Date as October 1, 2021. The End Date is your last day of school.
Complete Your Organization Application

**Determining Official**

This person reviews applications and makes eligibility determinations.

<table>
<thead>
<tr>
<th>Question</th>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>44.</td>
<td></td>
<td>Software</td>
<td>Company</td>
</tr>
<tr>
<td>45.</td>
<td></td>
<td>Computer</td>
<td></td>
</tr>
</tbody>
</table>

**Confirming Official**

<table>
<thead>
<tr>
<th>Question</th>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.</td>
<td></td>
<td>Latosha</td>
<td>Hubbard</td>
</tr>
<tr>
<td>47.</td>
<td></td>
<td>Food Service Director</td>
<td></td>
</tr>
</tbody>
</table>

Question 44 & 46 must be different.
To View Your Site Applications

Click on “School Nutrition Programs” link at the bottom to be taken to a new screen that lists all of your school sites.
You can click “modify” next to each site name to complete information for that site.

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
<th>NSLP</th>
<th>SBP</th>
<th>ASCP</th>
<th>SMP</th>
<th>FFVP</th>
<th>% Enroll Free/Redc Oct 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select All:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modify Admin</td>
<td>0001 TEST SITE</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Original / Error (2)</td>
</tr>
<tr>
<td>View</td>
<td>Modify Admin</td>
<td>0003 TEST HIGH SCHOOL</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Original / Pending Validation</td>
</tr>
<tr>
<td>View</td>
<td>Modify Admin</td>
<td>0004 TEST ELEMENTARY SCHOOL</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Original / Pending Validation</td>
</tr>
</tbody>
</table>

Add Site Application  
Print Selected Site Applications  
Total Sites Enrolled: 3
Once all information has been entered, you should be able to click on “Submit for Approval” at the bottom of the main page of your Application Packet dashboard.
If you have any questions regarding how to complete or submit your application packet, please contact your assigned Program Specialist.
Simmons (Food Distribution System)

Donna Stubbs
To access the **SIMMONS System**, go to the MDE Website: [https://www.mdek12.org/](https://www.mdek12.org/)
MAPS
(Purchasing System)

Bill Urban
To access the **MAPS System**, go to the MDE Website: [https://www.mdek12.org/](https://www.mdek12.org/)
MARS System

Mary Burks
Director of School Support Division

September 13, 2021
Benefits and Features

• The system is a user-friendly web application that allows authorized users to submit applications, claims, and miscellaneous forms via the Internet.

• Key System Features:
  
  • Manages information regarding Organization’s applications, claims, and reports.
  
  • Ability to save partially completed forms on-line, allowing the user to complete the process later.
  
  • Individual User IDs and Passwords for secure login to program functions and accurate tracking of user behavior.
School Year Enrollment Process (Renewal)

• In order to participate in the School Nutrition Program organizations must submit an Application Packet to the State for review and approval.

• The Application Packet contains the Organization’s application, site application(s), and other required forms.

• A new Application Packet must be submitted and approved at the beginning of each year.

• Certain information from the previous year application rolls over into the new program year.

• The organization may modify this data for the new program year or keep the prior year data to use in the current application.
Accessing the Web Site

- You can access the system from any computer connected to the Internet by opening your Internet browser and entering the system URL in the browser’s address line.
- The system URL for the production environment is: https://cnms.mdek12.org/prod/Splash.aspx

- TIP: You can add this URL to your browser’s FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site.


The Home Page

• Logging On:
  • Access the system by typing the URL into the address line of your web browser.
  • Enter your assigned User ID.
  • Enter your Password.
  • Select Log On.

NOTE: For Security reasons the system will automatically log you out after twenty (20) minutes of inactivity.
Username: abcdef
Password: Welcome1

Tip: The Password is case-sensitive, passwords will have to be 8 characters long containing at least 1 capital letter and 1 number.
If your organization is participating in more than one program you will first come to the “Buttons Page”.

Select “School Nutrition Programs”
Once you are logged into the top portion of the application, the tool bar contains key menu items that provide basic information about your location within the system and your organization.
Accessing the Application Packet

Select Application

If prompted click “ENROLL”

Select Application Packet

Select the packet item you want to Access under “Action”
Data Entry Screens

Data entry screens in the system offer the user some or all the following options: **VIEW, MODIFY, and DELETE**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.
The following table describes each of the possible screen options:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Presents the screen information in ‘view-only’ mode. In this mode, the user cannot modify any data.</td>
</tr>
<tr>
<td>Modify</td>
<td>Presents the screen in ‘modify’ mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.</td>
</tr>
</tbody>
</table>
Under “Site Application” select “School Nutrition Program”

A list of your Organization’s sites will appear, as well as your Organization’s profile.” Click “Modify” to begin updating your site information.
Modifying Sites

1. Select **Modify** next to the site application you would like to view. The Site’s Application is displayed.
2. Modify any desired information.
3. Select **Save**. A confirmation screen displays.
4. Select **Edit** to return to the Site Application screen. -OR- Select **Finish** to return to the SNP Site List screen.
5. Repeat Steps 1 through 4 for each site that will participate in the program.

**TIP:** The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the State, a revised application must be submitted (i.e., the Revise option is displayed).
56. Do you claim the meals you sell on monthly claim for reimbursement?  
   Yes  
   No

Qualifying Information

57. Does your SFA make significant changes to any of the following: Letter to Household, Free and Reduced Price School Meal Application and Public Release provided by OCN?  
   Yes  
   No

58. Are you collecting Income Eligibility Application (IEA) forms electronically?  
   Yes  
   No

59. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?  
   Yes  
   No

General Questions

60. Has the Organization received $750,000 or more in TOTAL federal funds for any programs administered?  
   Yes  
   No

   If yes, enter amount of federal funds received.  
   1,006,986.04
Community Eligibility Provision

- Organizations interested in participating in the Community Eligibility Provision (CEP) must complete the CEP Schedule.

- This item is automatically added to the Application Packet screen when the Organization answers “Yes” to the “Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?” question under the Qualifying Information section of the Organization Application (Question 59).
Accessing the CEP Schedule

• If the Organization is interested in participating in the CEP offered by the USDA, the CEP Schedule must be completed.

• Automatically added to the Application Packet screen when the Organization answers “Yes” to the “Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?” question under the Eligibility Information section of the Organization Application.
A screen like this will appear. Let's take a look!

**Summary**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Show Detail</th>
<th>Number of Sites</th>
<th>First Year</th>
<th>Year Used</th>
<th>Nbr of Identified Students</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Reimburse % Free</th>
<th>Reimburse % Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unassigned</td>
<td>🗡️</td>
<td>0</td>
<td>2016</td>
<td>2015</td>
<td>400</td>
<td>500</td>
<td>80.00</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Individual</td>
<td>🗠️</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group 1</td>
<td>🗠️</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site’s identified student data.

For each site, identify whether the site will qualify based on its individual numbers (“Individual”) or as a group (“Group #”).

**Grouping**

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Group</th>
<th>First Year</th>
<th>Year Used</th>
<th>Nbr of Identified Students</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Reimburse % Free</th>
<th>Reimburse % Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Test Site 1</td>
<td>🗠️</td>
<td>2016</td>
<td>2015</td>
<td>200</td>
<td>250</td>
<td>80.00</td>
<td>100.0</td>
<td>0.0</td>
</tr>
<tr>
<td>0002</td>
<td>Test Site 2</td>
<td>🗠️</td>
<td>2016</td>
<td>2015</td>
<td>200</td>
<td>250</td>
<td>80.00</td>
<td>100.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Checklist

• A checklist is automatically generated based upon answers to specific questions from the organization and site applications.

• The checklist identifies supplemental documents that need to be submitted to the state.

• The checklist feature allows organizations to keep track of documents and their dates of submission.

• State users use this feature to identify when documents have been received and to denote the status of the documents.

To Access a Checklist:
1. On the blue menu bar, select Applications. The Applications menu screen displays.
Application Packet

Application Packets can be submitted to the State once all required online forms and supporting documents are completed and saved without errors.

• **The Application Packet must contain:**
  • A completed Organization Application with no errors.
  • At least one completed SNP Site Application with no errors.
  • All items in the Checklist are identified as submitted to MDE with a submitted date.
  • A Food Service Management Company contract with a status of “Submitted”, if applicable.
  • A CEP Schedule with a status of “Submitted”, if applicable.
Error and Warnings

- **Errors appear in red** and must be corrected before the form can be submitted. **Warnings appear in blue** and indicate an “out of the ordinary” data value. Warning errors do not need to be corrected prior to form submission.

<table>
<thead>
<tr>
<th>Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>327000</td>
<td>Board Member Type must be selected.</td>
</tr>
</tbody>
</table>

**Board Member Information**

1. Board Member Type: [Dropdown]
2. Length of Time on Board: [2 Years]

<table>
<thead>
<tr>
<th>Code</th>
<th>Warning Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>The Application Packet is not considered complete until the prior year’s Food Safety Inspection Report has been submitted.</td>
</tr>
</tbody>
</table>
Verification Report

• To access a Verification Report
  1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
  2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

• To complete or modify a Verification Report
  1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
  2. On the menu, select **Verification Report**. The Verification Reports list screen displays.
  3. Select Modify next to the year that you would like to enter data into the Verification Report. The Verification Report screen for the designated year selected is displayed.
  4. Enter information into the screen fields provided.
  5. Select **Save**. A confirmation screen displays.
  6. Select **<Edit** to return to the Verification Report screen.
    - OR -
    Select **Finish** to return to the Verification Reports list screen.
<table>
<thead>
<tr>
<th>Select Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 - 2022</td>
<td>&lt; Selected</td>
</tr>
<tr>
<td>2020 - 2021</td>
<td></td>
</tr>
<tr>
<td>2019 - 2020</td>
<td></td>
</tr>
<tr>
<td>2018 - 2019</td>
<td></td>
</tr>
<tr>
<td>2017 - 2018</td>
<td></td>
</tr>
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<td>2016 - 2017</td>
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<td>2015 - 2016</td>
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<td>2011 - 2012</td>
<td></td>
</tr>
<tr>
<td>2010 - 2011</td>
<td></td>
</tr>
</tbody>
</table>
## School Nutrition Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Organization and Site)</td>
</tr>
<tr>
<td>Verification Report</td>
<td>Mandatory Annual Verification Report</td>
</tr>
<tr>
<td>Food Safety Inspections</td>
<td>Number of Food Safety Inspections by Site</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>FFVP Application Packet</td>
<td>Fresh Fruit and Vegetable Program Application Forms (SFA and Site)</td>
</tr>
<tr>
<td>Capital Expenditure Request</td>
<td>Request for funds to purchase capital items (\geq 5,000)</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>

School Year: 2021 - 2022
MARS Verification Reporting

<table>
<thead>
<tr>
<th>Action</th>
<th>School Year</th>
<th>Received Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify</td>
<td>2021 - 2022</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>Modify</td>
<td>2020 - 2021</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>View</td>
<td>2019 - 2020</td>
<td>12/16/2019</td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>2018 - 2019</td>
<td>02/13/2019</td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>2017 - 2018</td>
<td>01/02/2018</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Verification Reporting

School Nutrition Programs

SFA Verification Collection Report
For School Year: 2017 - 2018

00040 Status: Active
HUSTON PUBLIC SCHOOLS
DGA
412 South Main Street
Greenville, MS 38702-1619
Type of Agency: Educational Institution
Type of SNP Organization: Public

General Information
Type of Organization: Public

Verification Contact Information
1. Name: 
   Salutation: Ms.
   First Name: 
   Last Name: 
2. Email Address: 
3. Phone: 
4. Title: Food Service Director

Instructions
ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filling an SFA Verification Collection Report.

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students
All SFAs must report Section 1.

1. Total schools (Do not include RCCIs):
   - Number of Schools OR Institutions: 11
   - Number of Students: 4,874
2. Total RCCIs (Do not include schools counted in 1-1):
   - Number of Schools OR Institutions: 0
   - Number of Students: 0
3. RCCIs with day students (Report ONLY day students in 1-2aB):
   - Number of Schools OR Institutions: 0
   - Number of Students: 0
4. RCCIs with NO day students:
   - Number of Schools OR Institutions: 0
   - Number of Students: 0
### Verification Reporting

**Section 2 - SFAs with schools operating alternate provisions**

Only SFAs with alternative provisions must report Section 2.

<table>
<thead>
<tr>
<th>Provision Description</th>
<th>A. Number of Schools AND Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-3 Operating the Community Eligibility Provision (CEP):</td>
<td>11</td>
<td>4,874</td>
</tr>
<tr>
<td>2-4 Operating other alternatives for NSLP and SBP:</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2-5 Operating an alternate provision(s) for only SBP or only NSLP:</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Section 3 - Students approved as FREE eligible NOT subject to verification**

All SFAs must report Section 3 or check box 3-1 if applicable.

- 3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e., NON BASE year Provision 2/3 or CEP for all schools).
- 3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the latter method.
- 3-3 Students directly certified through other programs:
  - Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Early Start, or non-applicant but approved by local officials.
  - DO NOT INCLUDE SNAP students already reported in 3-2.
- 3-4 Students certified categorically FREE eligible through SNAP letter method.
  Include students certified for free meals through the family providing a letter from the SNAP agency.

**Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application**

All SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

<table>
<thead>
<tr>
<th>Provision Description</th>
<th>A. Number of Applications</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1 Approved as categorically FREE Eligible, Based on those providing documentation (e.g., a case number for SNAP, TANF, FDPIR on an application)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4-2 Approved as FREE eligible, Based on household size and income information.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4-3 Approved as REDUCED PRICE eligible, Based on household size and income information.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>T-1 Total FREE Eligible Students Reported</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>T-2 Total REDUCED PRICE Eligible Students Reported</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Verification Reporting

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable.

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.
   (See Instructions for list of exemptions.)
   [Instructions]

5-2 Was verification performed and completed?
   - Yes, completed by November 15th
   - Yes, completed after November 15th
   - No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:
   - Standard (Lesser of 3% or 3,000 error-prone)
   - Alternate one (Lesser of 3% or 3,000 selected randomly)
   - Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications:
   Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA.
   (i.e., not one of the schools and/or RCCIs in the SFA performed direct verification.)
   If 5-6 is checked, skip 5-7.

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE
eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID
as of November 15th.

5-8 Results of Verification by Original Benefit Type
   For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
   Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).
# Verification Reporting

## Result Category

<table>
<thead>
<tr>
<th></th>
<th>A. FREE-Categorically Eligible</th>
<th>B. FREE-Income Based on income/household size application</th>
<th>C. REDUCED PRICE-Income Based on income/household size application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Responded, NO CHANGE:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>2. Responded, Changed to REDUCED PRICE / FREE:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>3. Responded, Changed to PAID:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>4. NOT Responded, Changed to PAID:</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**VC-1 Total questionable applications verified for cause** (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

**Corrective Action Plan Attachments**

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

Attachment Count: 0
# Food Safety Reporting

## School Nutrition Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Organization and Site)</td>
</tr>
<tr>
<td>Verification Report</td>
<td>Mandatory Annual Verification Report</td>
</tr>
<tr>
<td><strong>Food Safety Inspections</strong></td>
<td>Number of Food Safety Inspections by Site</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>FFVP Application Packet</td>
<td>Fresh Fruit and Vegetable Program Application Forms (SFA and Site)</td>
</tr>
<tr>
<td>Capital Expenditure Request</td>
<td>Request for funds to purchase capital items &gt; = $5,000</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Downloading</td>
</tr>
</tbody>
</table>
Food Safety Inspections

- The Food Safety Inspections screen allows Organizations to enter annual food safety inspection information for each of their sites.

- Food Safety Inspection reports are submitted for the prior year. Hence, during the 2020-2021 year, Organizations are submitting Food Safety Inspection reports for the 2019-2020 year.

- To access a Food Safety Inspections Report:
  - On the blue menu bar, select Applications. The Applications menu screen displays.
  - On the menu, select Food Safety Inspections. The Food Safety Inspections list screen displays.
Food Safety Inspections

• To complete or modify a Food Safety Inspections Report:

1. On the blue menu bar, select Applications. The Applications menu screen displays.

2. On the menu, select Food Safety Inspections. The Food Safety Inspections list screen displays.

3. Select Modify next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.
Food safety inspections

• To complete or modify a Food Safety Inspections report

1. Enter information into the screen fields provided.

2. Select Save. A confirmation screen displays.

3. Select <Edit to return to the Food Safety Inspections screen.
   -OR-
   Select Finish to return to the Food Safety Inspections list screen.
Food Safety Inspections Reporting

School Nutrition Programs

Food Safety Inspections

<table>
<thead>
<tr>
<th>School Year</th>
<th>Received Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 - 2018</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>08/07/2017</td>
<td>Approved</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>2014 - 2015</td>
<td></td>
<td>Not Started</td>
</tr>
<tr>
<td>2013 - 2014</td>
<td></td>
<td>Not Started</td>
</tr>
</tbody>
</table>
Food Safety Inspections Reporting

![Food Safety Inspections Reporting](image)

### Food Safety Inspections for School Year (SY) 2017 - 2018

**HUSTRON PUBLIC SCHOOLS**

**Address:**
412 South Main Street
Huston, MS 38702-1619

**Type of Agency:** Educational Institution

**Type of SNAP Organization:** Public

#### Instructions

Indicate the number of Food Safety Inspections conducted at each listed site between July 1, 2017 and June 30, 2018. If you did not select “Two” or “Three or more” in item 1a, you MUST also indicate WHY you did not meet the regulation by selecting one of the options in item 1b. If you select “Other”, enter the reason in the space provided.

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name and Address</th>
<th>1. Safety Inspections performed in 2017 - 2018. For each site indicating either &quot;Zero&quot; or &quot;One&quot;, select the reason in 1b.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1a. Food Safety Inspections 1b. Reason for fewer than two inspections conducted (Select the most predominant reason).</td>
</tr>
</tbody>
</table>

There are no Organization Applications for this Program Year.

#### Food Safety Inspection Summary

<table>
<thead>
<tr>
<th>Site Summary</th>
<th>Reasons Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Requested, Not Completed</td>
</tr>
<tr>
<td>One</td>
<td>Schd. Inspector Not Avail.</td>
</tr>
<tr>
<td>Two</td>
<td>N/A</td>
</tr>
<tr>
<td>Three or More</td>
<td>Other</td>
</tr>
<tr>
<td>Total Sites</td>
<td>Total Reasons</td>
</tr>
</tbody>
</table>

| 0 | 0 + 0 + 0 + 0 = 0 |
| 0 | 0 + 0 + 0 + 0 = 0 |
| 0 | 0 + 0 + 0 + 0 = 0 |

**Save**  **Cancel**
## Community Eligibility Provision

### School Nutrition Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Manager</td>
<td>SNP Organization’s Profile, Site and Hold Information</td>
</tr>
<tr>
<td>Application Packet</td>
<td>Applications Forms (Organization and Site)</td>
</tr>
<tr>
<td>Verification Report</td>
<td>Mandatory Annual Verification Report</td>
</tr>
<tr>
<td>Verification Summary</td>
<td>Mandatory Annual Verification Report (FNS-742) Summary</td>
</tr>
<tr>
<td>Food Safety Inspections</td>
<td>Number of Food Safety Inspections by Site</td>
</tr>
<tr>
<td>Food Safety Inspections Summary</td>
<td>Number of Food Safety Inspections by Site Summary</td>
</tr>
<tr>
<td>Annual Audits</td>
<td>Annual Audits</td>
</tr>
<tr>
<td>Annual Audit Status Summary</td>
<td>Annual Single Audit Status Summary</td>
</tr>
<tr>
<td>FFVP Grant Overview</td>
<td>Fresh Fruit and Vegetable Program Grant Information by Site Overview</td>
</tr>
<tr>
<td>FFVP Invitations and Approvals</td>
<td>Fresh Fruit and Vegetable Program Invitations and Approvals</td>
</tr>
<tr>
<td>FFVP Application Packet</td>
<td>Fresh Fruit and Vegetable Program Application Forms (SFA and Site)</td>
</tr>
<tr>
<td>Capital Expenditure Request</td>
<td>Request for funds to purchase capital items &gt;= $5,000</td>
</tr>
<tr>
<td>Site Enrollment</td>
<td>Site Enrollment and Eligibility information for the month of October</td>
</tr>
<tr>
<td>Community Eligibility Provision</td>
<td>Enrollment and Eligibility for Community Eligibility Provision</td>
</tr>
<tr>
<td>Download Forms</td>
<td>Forms Available for Download</td>
</tr>
</tbody>
</table>
Community Eligibility Provision

• The Community Eligibility Provision screen allows Organizations to enter their April Directly Certified (DC) Students and Site Enrollment data for each of their sites. This data is used in determining a site’s potential eligibility in participating in the USDA Provision 4 CEP program. Sites which have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

• Note: Data entered on this screen used to determine eligibility in the following school year (e.g., April 2020 data is used to determined CEP eligibility for the 2020-2021 school year).

• COVID–19: Child Nutrition Response #6: Due to COVID-19 USDA waived the ISP may be calculated using data drawn any time between April 1, 2020, and June 30, 2020/ reporting until August 31, 2020.
Access the Community Eligibility Provision Schedule

• To complete or modify CEP Site Eligibility:

• On the blue menu bar, select Applications. The Applications menu screen displays.

• On the menu, select Community Eligibility Provision. The Community Eligibility Provision (CEP) Site List screen displays.

• Select Modify next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.
Accessing the Community Eligibility Provision Schedule

• Enter number of Directly Certified students and the total Student Enrollment for each site.

• Select Save. A confirmation screen displays.

• Select <Edit to return to the Site Enrollment screen.
  -OR-
  Select Finish to return to the Site Enrollment list screen.
### Community Eligibility Provision (CEP) Site List

#### Huston Public Schools
**DBA:**
412 South Main Street
Huston, MS 38702-1619
Type of Agency: Educational Institution
Type of SNP Organization: Public

<table>
<thead>
<tr>
<th>Action</th>
<th>School Year</th>
<th>Reporting Date</th>
<th>Open Date</th>
<th>Close Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>2017 - 2018</td>
<td>April 1, 2018</td>
<td>April 1, 2018</td>
<td>September 8, 2018</td>
<td>Not Started</td>
</tr>
<tr>
<td>View</td>
<td>2016 - 2017</td>
<td>April 1, 2017</td>
<td>April 1, 2017</td>
<td>September 8, 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>2015 - 2016</td>
<td>April 1, 2016</td>
<td>January 1, 2015</td>
<td>May 30, 2016</td>
<td>Approved</td>
</tr>
<tr>
<td>View</td>
<td>2014 - 2015</td>
<td>April 1, 2015</td>
<td>March 27, 2015</td>
<td>April 15, 2015</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Community Eligibility Provision (CEP) Site Eligibility
For School Year: 2017 - 2018

Huston SCHOOL DISTRICT

General Information
- Reporting Date: April 01, 2018
- Due Date: April 15, 2018

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.
## Community Eligibility Provision (CEP) Site List

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>SNAP</th>
<th>Other</th>
<th>Total</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Eligible?</th>
<th>Potentially Eligible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>HUSTON HIGH SCHOOL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>HUSTON LOWER ELEMENTARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>HUSTON MIDDLE SCHOOL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>HUSTON UPPER ELEMENTARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Sites: 4

**Internal Use Only**

Date Received: [Not Started]

Status: Not Started

Date Approved: [Not Started]
A screen similar to this will appear. Let's take a look!

---

### Sites Eligible for CEP

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>SNAP</th>
<th>Other</th>
<th>Total</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Eligible?</th>
<th>Potentially Eligible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>HUSTON HIGH SCHOOL</td>
<td>300</td>
<td>10</td>
<td>310</td>
<td>500</td>
<td>62.00%</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>0002</td>
<td>HUSTON LOWER ELEMENTARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0003</td>
<td>HUSTON MIDDLE SCHOOL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0004</td>
<td>HUSTON UPPER ELEMENTARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Sites:** 4

---

**Internal Use Only**

- **Date Received:** Not Started
- **Status:** Not Started
Community Eligibility Provision Schedule

• The data does not roll over.
• Each year during renewal, the data will have to be re-entered by the organization at the screen explained in the previous slides.
An organization submits a reimbursement claim to the State for every month in which one or more sites participates in the School Nutrition Programs. Organizations may enter organization and site information into the monthly claim form beginning at the first of every month.

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact our office.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.
The table identifies the steps related to submitting and processing a claim:

<table>
<thead>
<tr>
<th>Performed by</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Organization  | • Complete the Claim for Reimbursement form(s) for the selected claim month.  
               | • Submit error-free claim to State for processing.                      |
| State         | • Review and approve claim.                                            
               | • Select claim for Inclusion in the payment process.                    
               | • Submit for payment                                                   |
Organizations use the Claims Menu to access claim functions, view current claim rates, or view payment summaries.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim - SNP</td>
<td>School Nutrition Program Claims</td>
</tr>
<tr>
<td>Claim - SSO</td>
<td>Seamless Summer Option Claims</td>
</tr>
<tr>
<td>Claim - FFVP</td>
<td>Fresh Fruit and Vegetable Program Claims</td>
</tr>
<tr>
<td>Claim Rates</td>
<td>View current claim rates</td>
</tr>
<tr>
<td>Payment Summary</td>
<td>Summary of payments made to this Organization</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Date Created</td>
<td>This date is set to the current system date when the claim is initially created.</td>
</tr>
<tr>
<td>Date Modified</td>
<td>This date is set to the current system date when the claim is initially created and each time the claim is saved.</td>
</tr>
<tr>
<td>Date Received</td>
<td>This date is typically set to the date the claim was first submitted to the State. The date can be changed by an authorized State user via the Internal Use Only section of the claim form until the claim has been processed for payment.</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>This date is set to the current system date each time the claim is submitted for payment and contains no errors. These claims are identified with a status of “Accepted”. Accepted claims can be modified until they are included in a payment batch.</td>
</tr>
<tr>
<td>Date Processed</td>
<td>This is the date that the claim was added by the State into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., “batched”), it cannot be modified.</td>
</tr>
</tbody>
</table>
Claim Entry

- The Claim Entry function is used to enter, modify, and view claims. The system provides the ability to submit claims at the Organization or site level. In order to create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.
2. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
   - If an Organization has already been selected, the Claim Summary screen displays.
   - If no Organization has been selected, use the Organization Search to search for and select an Organization.
3. Select the Claim Month you would like to submit a claim. The Claim Month Details screen displays.
Non-Discrimination Statement

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Mary Burks
Director of School Support Division
mburks@mdek12.org