

Permanent Agreement & Annual Enrollment for NSLP/SBP

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Program Specialist III

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

July 2024 - NAO



Just How “Permanent” is the Permanent Agreement?

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

- YES! Sometimes you do!
- If you have a change in administrators or signatures, 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.



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



Rev. 7/18

STATE OF MISSISSIPPI-DEPARTMENT OF EDUCATION
OFFICE OF CHILD NUTRITION

AGREEMENT BETWEEN SCHOOL FOOD AUTHORITY AND DEPARTMENT OF EDUCATION
(National School Lunch, School Breakfast, After School Care Snack, and Food Distribution Programs)

1. (Official name and mailing address of the District/School, RCCL or Administering Agency)

Please correct any information on above label.

2. I/we certify that the information contained in this Agreement, and all applicable forms, is true and correct to the best of my/our knowledge, that reimbursement will be claimed only for meals served to children, and that school(s)/sites do not discriminate on the basis of race, color, national origin, sex, age, or disability. Schools/sites participating the After-School Care Snack Program provide education or enrichment programs to the children receiving snacks. All meals claimed for reimbursement follow 7CFR 210 and other program regulations for food components/items and quantities, for documentation of the food items served, and for the number of children receiving the food.

SCHOOL FOOD AUTHORITY	STATE DEPARTMENT OF EDUCATION
Name _____	Name <u>Scott Clements</u>
By _____ (Signature)	By _____ (Signature)
Title _____	Title <u>Director, Office of Child Nutrition</u>
Date _____	Date _____

SIGNING OF AGREEMENT: The original Agreement must be signed and submitted, with all applicable forms, to the State Department of Education. When this Agreement is approved, a copy will be returned for the files of the School Food Authority.

If an alternate name is to be authorized to sign claim forms and correspond information regarding this Agreement, please complete this section. Authorization for an alternate signature on the SFS-4 (Monthly Claim For Reimbursement) and/or amendments to this Agreement:

Name of Alternate _____

Title of Alternate _____

Signature of Alternate _____

Phone Number _____

3. If a FAX is to be utilized to transmit information regarding the Agreement or the Claim for Reimbursement, the authorized signatures, as shown on this Agreement, are to be accepted as original on the FAX copy: FAX - YES NO (Circle or underline answer.)

This is the first page of a 12-page document

Who signs where?

SCHOOL FOOD AUTHORITY	STATE DEPARTMENT OF EDUCATION
Name _____	Name <u>Scott Clements</u>
By _____ (Signature)	By _____ (Signature)
Title _____	Title <u>Director, Office of Child Nutrition</u>
Date _____	Date _____

SIGNING OF AGREEMENT: **The original Agreement** must be signed and submitted, with all applicable forms, to the State Department of Education. When this Agreement is approved, a copy will be returned for the files of the School Food Authority.

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Name of Alternate _____

Title of Alternate _____

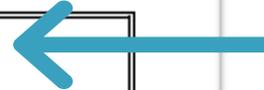
Signature of Alternate _____

Phone Number _____

- The **Main Signature** goes on top. This is typically the Superintendent.
- The **Alternate Signature** 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?

SCHOOL FOOD AUTHORITY	STATE DEPARTMENT OF EDUCATION
Name _____	Name <u>Scott Clements</u>
By _____ (Signature)	By _____ (Signature)
Title _____	Title <u>Director, Office of Child Nutrition</u>
Date _____	Date _____



The **State Agency** signs here

SIGNING OF AGREEMENT: **The original Agreement** must be signed and submitted, with all applicable forms, to the State Department of Education. When this Agreement is approved, a copy will be returned for the files of the School Food Authority.

If an alternate name is to be authorized to sign claim forms and correspond information regarding this Agreement, please complete this section. Authorization for an alternate signature on the SFS-4 (Monthly Claim For Reimbursement) and/or amendments to this Agreement:

Name of Alternate _____

Title of Alternate _____

Signature of Alternate _____

Phone Number _____

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 openly Identification



Annual Enrollment for NSLP/SBP in MARS

And Revisions!



**Welcome to the
Mississippi
Application &
Reimbursement
System!**

- 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)

- 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.

Permission to Access

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If you need access to MARS, you will need to complete the MARS login form

MARS System Login Authorization Form for User ID and Password

The Office of Child Nutrition (OCN) has developed a web based program system for collecting information related to the operation of USDA Food Nutrition Programs. This system utilizes user identification codes (ID's) and passwords to authenticate and certify the information submitted. **These ID's and passwords carry the same authority as an original signature.** This form allows you to identify the staff you will authorize to perform functions within our system. **Please list by each security function, the name of the individual who will perform these functions. These individuals will be given ID's and passwords for use in our system. You must enter at least one name for Section I Application and Agreements and one name for Section II Claim Submission.**

Organization Name:

Organization ID Number:

Organization Email:

OCN Program Specialist:

Program Name(s) : NSLP CACFP SFSP Special Milk

Application and Agreements: To submit or amend information for participation in USDA programs administered by OCN (New information, renewals, amendments, certification, and training registration). (TYPE or PRINT)

Name of Individual: Add Delete

Name of Individual: Add Delete

Name of Individual: (View Only Rights)

Claim Submission: Submission, updating, amending, monthly meal claims for reimbursement and financial claims. (TYPE or PRINT)

Name of Individual: Add Delete

Name of Individual: Add Delete

Name of Individual: (View Only Rights)

This form must be signed by this organization's Superintendent, Chief Executive Officer, President or duly authorized representative, as recognized on the program agreement on file with OCN.

To submit, mail to the address below, email the program specialist, or fax 601-359-7595.

Printed/Typed Authorized Name:

Authorized Signature: _____

Please return this form to:
Office of Child Nutrition
P.O. Box 771
Jackson, MS
39205

Let's Log in to MARS!

Mississippi Child Nutrition Mana x +

← → ↻ <https://cnms.mdek12.org/prod/Splash.aspx> 🔑 ★ ☆ 📄 👤

 MISSISSIPPI
DEPARTMENT OF
EDUCATION

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On



Welcome to the Mississippi Application & Reimbursement System!

System Maintenance

- The online system will be unavailable on Wednesday and Friday

PRO TIP:
Save this
link as a
favorite,
because
you will
use it
often!



<https://cnms.mdek12.org/prod/Splash.aspx>

MISSISSIPPI DEPARTMENT OF EDUCATION

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Welcome to the Mississippi Application & Reimbursement System!

System Maintenance

- The online system will be unavailable on Wednesday and Friday evening from 7:00 pm to 8:00pm (EDT) for regular maintenance.

Logging Into

- The "Forgot Your Password?" link on this page is NOT WORKING at this time! If you have forgotten your password and you need it reset, please feel free to contact the help desk or your program specialist. We apologize for any inconvenience. Thank you for your patience.**
- When resetting your password, please remember that your new password is 8-12 characters and must contain the following:
 - Minimum of 8 characters long
 - Contain at least one UPPERCASE letter
 - Contain at least one numeric character

Links

- Training Management
- Interested in Applying?

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 and SBP

CONTENT OVERVIEW

The following slides will point out the location of key elements in MARS



School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

School Year: 2021 - 2022

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

Show Changes

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 Nutrition Programs



MISSISSIPPI
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EDUCATION

Applications | Claims | Compliance | Reports | Security | Search  Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP > School Year: 2021 - 2022

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

Show Changes

2021 - 2022 SNP Site Application

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

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >

School Year: 2021 - 2022

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

Show Changes

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 Nutrition Programs

**MISSISSIPPI
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EDUCATION**

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >School Year: 2021 - 2022

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

[Show Changes](#)

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
--	--



For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity

An Overview



- 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

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.



State Board Policy



- 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!

School Nutrition Programs

MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

School Year: 2021 - 2022

SNP Search Options

School Nutrition Programs

MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2021 - 2022

Item	Description
Application Packet	Applications Forms (Organization and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Annual Audits	Annual Audits
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Request for funds to purchase capital items \geq \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Financial Report	School Food Annual Revenues and Expenditures Report
Download Forms	Forms Available for Downloading

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet >
School Year: 2021 - 2022

2021 - 2022 Application Packet

00001 Status: Active TEST SCHOOL DISTRICT 100 Commerce Street Cityville, MS 39000-0000	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Submitted
---	---

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
	Community Eligibility Provision (CEP) Schedule		Site Eligibility Missing
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	1	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Approve
Return
Deny
Withdraw Packet

This is the main dashboard for the Application Packet

School Nutrition Programs

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet >
School Year: 2021 - 2022

2021 - 2022 Application Packet

00001 Status: Active
TEST SCHOOL DISTRICT
 100 Commerce Street
 Cityville, MS 39000-0000

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
	Community Eligibility Provision (CEP) Schedule		Site Eligibility Missing
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	1	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Approve
Return
Deny
Withdraw Packet

Your Program Specialist will be listed right here!

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet >
School Year: 2021 - 2022

2021 - 2022 Application Packet

00001 Status: Active	Packet Submitted Date:
TEST SCHOOL DISTRICT	Packet Approved Date:
100 Commerce Street	Packet Original Approval Date:
Cityville, MS 39000-0000	Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
Modify Admin	Organization Application	Original	Error
Details	Community Eligibility Provision (CEP) Schedule		Site Eligibility Missing
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	1	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back
Submit for Approval
Approve
Return
Deny
Withdraw Packet

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

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2021 - 2022

2021 - 2022 Application Packet

00001 Status: Active Packet Submitted Date:
TEST SCHOOL DISTRICT Packet Approved Date:
100 Commerce Street Packet Original Approval Date:
Cityville, MS 39000-0000 Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
	Community Eligibility Provision (CEP) Schedule		Site Eligibility Missing
Details	Meal Pattern Compliance Dashboard		Pending
Details	➔ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	1	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Approve Return Deny Withdraw Packet

Click on “School Nutrition Programs” link at the bottom to be taken to a new screen that lists all of your school sites.

School Nutrition Programs



Applications | Claims | Compliance | Reports | Security | Search
Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SNP >
School Year: 2021 - 2022

2021 - 2022 Application Packet - SNP Site List

00001 Status: Active
TEST SCHOOL DISTRICT
 DBA:
 100 Commerce Street
 Cityville, MS 39000-0000

Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Site ID / Site Name		NSLP	SBP	ASCP	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2020
Select All: <input type="checkbox"/>		Totals	3	3	0	0	0		
<input type="checkbox"/> View Modify Admin	<input type="checkbox"/> 0001 TEST SITE		X	X				Original / Error (2)	0.0000
<input type="checkbox"/> View Modify Admin	<input type="checkbox"/> 0003 TEST HIGH SCHOOL		X	X				Original / Pending Validation	0.0000
<input type="checkbox"/> View Modify Admin	<input type="checkbox"/> 0004 TEST ELEMENTARY SCHOOL		X	X				Original / Pending Validation	0.0000

[Add Site Application](#)

[Print Selected Site Applications](#)

Total Sites Enrolled: 3

You can click “modify” next to each site name to complete information for that site.

School Nutrition Programs 

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2021 - 2022

2021 - 2022 Application Packet

00001 Status: Active
TEST SCHOOL DISTRICT
100 Commerce Street
Cityville, MS 39000-0000

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Not Submitted
	Community Eligibility Provision (CEP) Schedule		Site Eligibility Missing
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	✓ Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	3	0	0	0	0	3
Seamless Summer Option	0	0	0	0	0	0	0

< Back **Submit for Approval** Approve Return Deny Withdraw Packet

Show Packet History

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.

**What
Questions do
you have about
the information
presented?**





Kaneisha Barnett

Program Specialist III

kbarnett@mdek12.org

mdek12.org



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