

WDE Child Nutrition Programs Website

<https://portals.edu.wyoming.gov/cnp/>

National School Lunch Program
School Breakfast Program
Afterschool Care Program

Program Application



March 2012

NSLP Application Instructions

Type in your User ID and Password then click 'Log On'

Child Nutrition Program

Wyoming Department of Education

Returning Users: Log On

User ID:

Password:

Log On



Welcome to the Wyoming Nutrition Programs Online System. We hope you enjoy this online experience!

Last Updated: 3/1/2012

Having trouble logging in? Contact Crystal Kime at 307-777-5804 to learn your user name or have your password reset.

If you have problems with this site, please contact anyone in the Nutrition Programs section or call Crystal Kime at 307-777-5804 to be routed to the correct consultant.



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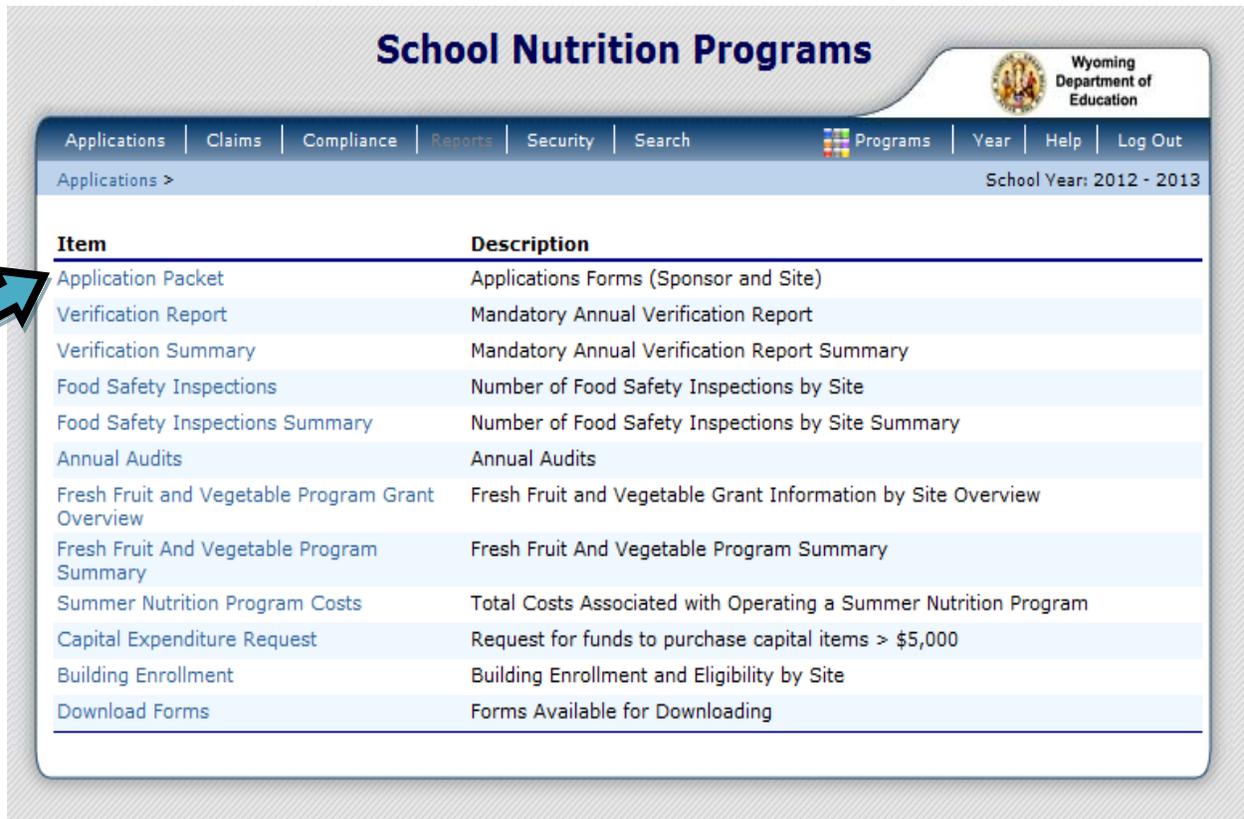
Click on the blue button.



Open the Applications tab



Open the Application Packet.



School Nutrition Programs Wyoming Department of Education

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

Applications > School Year: 2012 - 2013

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Fresh Fruit and Vegetable Program Grant Overview	Fresh Fruit and Vegetable Grant Information by Site Overview
Fresh Fruit And Vegetable Program Summary	Fresh Fruit And Vegetable Program Summary
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
Building Enrollment	Building Enrollment and Eligibility by Site
Download Forms	Forms Available for Downloading

Click on the appropriate date.



School Nutrition Programs Wyoming Department of Education

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

Applications >

Select School Year

0202000 Status: Active
Big Horn CSD #2
502 Hampshire Ave.
Lovell, WY 82431

Currently, there are 2 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2012 - 2013	07/01/2012 - 06/30/2013	Application Packet on File
2011 - 2012	07/01/2011 - 06/30/2012	Application Packet on File

< Back

Click on 'Sponsor Application'

School Nutrition Programs

**Wyoming
Department of
Education**

Applications | Claims | Compliance | Reports | Security | SearchPrograms | Year | Help | Log Out

Applications > Application Packet >School Year: 2012 - 2013

2012 - 2013 Application Packet

0202000 Status: Active
Big Horn CSD #2
502 Hampshire Ave.
Lovell, WY 82431

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

Action	Form Name	Latest Version	Status
View Modify	 Sponsor Application	Original	Pending Validation
Details	Checklist Summary		

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 Withdraw Packet

Show Packet History



Complete all of the open boxes 1-

School Nutrition Programs



Wyoming
Department of
Education

Applications | Claims | Compliance | Reports | Security | SearchYear | Help | Log Out

Applications > Application Packet >School Year: 2012 - 2013

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

[Show Changes](#)

2012 - 2013 SNP Sponsor Application

0202000 Status: Active
Big Horn CSD #2
502 Hampshire Ave.
Lovell, WY 82431

Version: Original

Sponsor Type

1. Type of Agency: Educational Institution

School Year Dates of Operation

2. Operational Dates: Start Date: End Date:

Street Address

3. Address Line 1:
Address Line 2:

4. City:

5. State: Zip:

Mailing Address

Same as the Street Address

6. Address Line 1:
Address Line 2:

7. City:

8. State: Zip:

Superintendent/Sponsoring Official

9. Name:	Salutation	First Name	Last Name
	Sup. <input type="text"/>	Dan <input type="text"/>	Coe <input type="text"/>
10. Email Address:	dcoe@bgh2.k12.wy.us <input type="text"/>		
11. Phone:	(307) 548-2259 <input type="text"/>	Ext: <input type="text"/>	Fax: (307) 548-7555 <input type="text"/>
12. Title:	Superintendent <input type="text"/>		

Child Nutrition Director

Same as the Superintendent/Sponsoring Official

13. Name:	Salutation	First Name	Last Name
	Ms. <input type="text"/>	Carola <input type="text"/>	Hyde <input type="text"/>
14. Email Address:	cahyde@bgh2.k12.wy.us <input type="text"/>		
15. Phone:	(307) 548-2247 <input type="text"/>	Ext: <input type="text"/>	Fax: (307) 548-7555 <input type="text"/>
16. Title:	Food Service Director <input type="text"/>		

Claim Preparer

Same as the Superintendent/Sponsoring Official

17. Name:	Salutation	First Name	Last Name
	Sup. <input type="text"/>	Carola <input type="text"/>	Hyde <input type="text"/>
18. Email Address:	cahyde@bgh2.k12.wy.us <input type="text"/>		
19. Phone:	(307) 548-2247 <input type="text"/>	Ext: <input type="text"/>	Fax: (307) 548-7555 <input type="text"/>
20. Title:	Food Service Director <input type="text"/>		

Hearing Official

21. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).

Job Title:

*Hearing Official must be in a position higher than the Reviewing Official.

Reviewing Official

22. This person reviews applications and makes eligibility determinations.

Job Title:

Verifying Official

23. This person verifies the eligibility of applicant households in accordance with program regulations.

Job Title:

Meal Count and Collection Procedures

24. Have your meal counting and claiming procedures at any of your sites been revised? Yes No

Eligibility Information

25. Does your organization use scanned applications? Yes No
26. Does your organization use online applications? Yes No

If you are an RCCI, complete 27-29.

Residential Child Care Institution (RCCI) only

27. What is the student population type? Residential only
 N/A
 Residential and day students
28. What documentation is used to qualify residential students for free meals? Statement of Facts
 N/A
 Other
 If Other, please describe:
29. What documentation is used to qualify day students for free and reduced price meals? N/A (residential only)
 Free and Reduced Priced Application
 None (all day students meals claimed at paid rate)
 Other

If your school contracts with a FSMC, complete 30-34, otherwise skip to number 35.

Food Service Management Company (FSMC)

30. Will the school nutrition program be managed by a Food Service Management Company (FSMC)? Yes No

Sponsor Contact for FSMC Contract

31. Name: Salutation First Name Last Name

32. Email Address:

33. Phone: Ext: Fax:

34. Title:

Vended Meals

35. Does your organization purchase meals from a School Food Authority (SFA)? Yes No
 Do you have an agreement? Yes No
36. Does your organization purchase meals/snacks from a vendor other than a School Food Authority (SFA)? Yes No
 Do you have an agreement? Yes No
37. Does your organization claim reimbursement for meals provided to a School Food Authority (SFA)? Yes No
 Do you have an agreement? Yes No
38. Does your organization vend meals to a School Food Authority (SFA)? Yes No

If Yes, please list the School Food Authority (SFA) name(s):

Severe Need Lunch - Reimbursement Rate Determination

Lunches claimed for School Year (2010 - 2011)

Total Free Lunches	Total Reduced Price Lunches	Total Lunches	Free & Reduced %	Qualify for extra \$.02 reimbursement rate
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %	No

Comments from Sponsor

39.

Make sure to click the small box or you will get an error message.

Certification



I hereby certify that neither this District/Agency nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal/State department or agency. I hereby certify that this District/Agency will comply with the requirements of the Wyoming Drug-Free Workplace Act of 1990 (Government Code §8350 et seq.), Federal Drug-Free Workplace Act of 1988 (Title 34 of Code of Federal Regulations Part 85, Subpart F) and provide a drug-free workplace by taking appropriate actions.

I certify under penalty of perjury that the information on this application form is true and correct to the best of my knowledge. I understand that this information is being given in connection with receipt of federal funds. Wyoming Department of Education officials may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the District/Agency, I hereby agree to comply with all state and federal laws and regulations governing Wyoming's Child Nutrition Programs. All children in attendance at this District/Agency will be offered the same meals, milk, snacks, and fruit/vegetable supplements with no physical segregation or other discrimination because of economic status, race, color, national origin, age, sex, or disability. I will ensure that all monthly claims for reimbursement represent meals, milk, snacks, and fruit/vegetable supplements served by category and that records are available to support these claims. I acknowledge that once approved by the Wyoming Department of Education, this application places in force the permanent agreement effective with the current program year start date and any subsequent addendum for the current program year.

Created By: TestUser11 on: 3/6/2012 8:47:56 AM Modified By: TestUser11 on: 3/6/2012 9:44:43 AM

Save

Cancel

VIEW | **MODIFY** | DELETE

If you do have errors, click on the 'Edit' button.

School Nutrition Programs



Wyoming
Department of
Education

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

Applications > Application Packet > School Year: 2012 - 2013

2012 - 2013 SNP Sponsor Application

0202000 Status: Active
Big Horn CSD #2
 502 Hampshire Ave.
 Lovell, WY 82431

The Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Wyoming Department of Education rules and regulations. All errors listed on the form must be corrected before the Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Application later.

School Nutrition Programs



Wyoming
Department of
Education

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

Applications > Application Packet > School Year: 2012 - 2013

2012 - 2013 Application Packet

0202000 Status: Active
Big Horn CSD #2
 502 Hampshire Ave.
 Lovell, WY 82431

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

Action	Form Name	Latest Version	Status
View Modify	➔ Sponsor Application	Original	Error
Details	Checklist Summary		

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

Show Packet History

The index card will explain what you need to change, make your corrections and click the red 'Save' button again.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below this is a breadcrumb trail 'Applications > Application Packet >' and the text 'School Year: 2012 - 2013'. The main heading is '2012 - 2013 SNP Sponsor Application'. Below the heading, the application details are shown: '0202000 Status: Active', 'Big Horn CSD #2', '502 Hampshire Ave.', and 'Lovell, WY 82431'. A table with a red header and yellow rows lists error messages:

Code	Error Description
1004	Opening Date cannot be prior to July 1st of the current school year.
1001	The certification checkbox must be checked.

Click on 'Finish'.

The screenshot shows the 'School Nutrition Programs' interface after a successful save. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The main heading is '2012 - 2013 SNP Sponsor Application'. Below the heading, the application details are shown: '0202000 Status: Active', 'Big Horn CSD #2', '502 Hampshire Ave.', and 'Lovell, WY 82431'. A message box contains the text 'The Application has been saved.'. At the bottom, there are two buttons: '< Edit' and 'Finish'.

When all corrections have been made or you are ready to submit, click on the red 'Submit for Approval'.

School Nutrition Programs

Wyoming Department of Education

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

Applications > Application Packet > School Year: 2012 - 2013

2012 - 2013 Application Packet

0202000 Status: Active
Big Horn CSD #2
502 Hampshire Ave.
Lovell, WY 82431

Packet Submitted Date:
Packet Approved Date:
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View Modify	✓ Sponsor Application	Original	Not Submitted
Details	Checklist Summary		

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** Withdraw Packet

Show Packet History

Next, you will receive a message asking if you want to continue, click the 'OK' button.

✓ Fresh Fruit And Vegetable Program Application Approved

Checklist Summary

Message from webpage

? You have clicked the 'Submit for Approval' button. Do you want to continue?

OK Cancel

The 'Status' column will indicate the application has been submitted.

Click on 'Checklist Summary' to make sure you have all of the necessary information completed.

School Nutrition Programs

 Wyoming Department of Education

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

Applications > Application Packet > School Year: 2012 - 2013

2012 - 2013 Application Packet

0202000 Status: Active Packet Submitted Date: 04/03/2012
Big Horn CSD #2 Packet Approved Date:
502 Hampshire Ave. Packet Original Approval Date:
Lovell, WY 82431 Packet Status: Submitted for Approval

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	Checklist Summary		



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

Show Packet History

You are Done 😊

