



Office for Prekindergarten through Grade 12 Education  
School Operations and Management  
Child Nutrition Program Administration / Summer Food Service Program  
99 Washington Avenue-Room 1623-OCP, Albany, NY 12234-0055  
Tel (518) 486-1086 Fax (518) 474- 9920  
Web address [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

**May, 2012**

**To: Summer Food Service Program (SFSP) Sponsors**  
**From: Child Nutrition Program Administration, SFSP Office**  
**Subject: Instructions for Completing the 2012 SFSP On-Line Renewal/Agreement**

The SFSP Renewal/Agreement component of the Child Nutrition Management System (CNMS) is now active for the 2012 – 2013 School Year.

The following documents must be submitted to the New York State Education Department (SED) prior to site and/or sponsor approval:

- [Child & Adult Care Food Program \(CACFP\) Information Form](#), for each SFSP site that also receives federal funds from CACFP. This form can be completed and submitted on-line.
- [Copy of Signed Contract/Extension](#) with a Food Service Management Company or SFA and bid award summary, if applicable. Please submit by fax or mail.

For sites that did not operate in 2011, complete either the [New Site Information Sheet – Non Camp Sites form](#) or the [New Site Information Sheet-Camp Sites form](#) and submit to SED by mail with original signatures for approval:

The [2012 SFSP Agreement](#) can be viewed and downloaded here and from CNMS.

To begin the Renewal/Agreement on-line:

Go to [www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

Click on “Click here to Enter” CNMS

Log in with User Name and Password

Click “I Agree” to agree to the terms listed

Put your cursor on “Program” on the yellow toolbar

Click on “SFSP Renewal”

Click on “Find”

The instructions show how to input the necessary information and also how to navigate from screen to screen. To return to the SFSP Renewal screen click on the “SFSP Renewal” link, if available, or from the yellow toolbar, put your cursor on “Program”, click on “SFSP Renewal,” and click “Find.” If you need to update information that is not accessible, please contact the SFSP office.

Review and update all information that has been “rolled” from last year.

[Budget](#) and [Advances](#) should not be addressed until all of the site information is entered for each site.

Items in red are required information to be input before the sponsor is able to submit the renewal.

Throughout the renewal whenever any data is input always click the ‘[Save](#)’ or ‘[Insert](#)’ button before continuing to the next step.

**SFSP Profile**  
2010-11

Sponsor Name - 555555555555

**Approval Date:**

Street Address  
City, State, Zip Code

**Address**

**SFSP Region** SFSP 9

**Authorized Official** Name Name

**General Phone** (555) 555-5555

**Email** address@domain.org

**Fax** (555) 555-5555

**Representative 1** Name Name

**Email**

**General Phone**

**Fax**

**Representative 2**

**Email**

**General Phone**

**Representative 3**

**Representative 4**

**Program Participation** Summer Food Service Program

**Commodities** No

**Staff Charts** [Admin Chart](#) \$0 [Operating Chart](#) \$0

**Budget** Admin \$0 Operating \$0

**Advances** June not eligible operating < 10 days  
July not eligible operating < 10 days  
August not eligible operating < 10 days

Complete all site information first. Then complete staff charts, then the budget, and lastly an advance request

This paragraph lists all of the information that must be input or updated to complete the renewal.  
  
\*\*\*Your paragraph may be substantially larger\*\*\*

Ethnic Categories		Racial Categories	
Hispanic or Latino	0	American Indian or Alaska Native	0
Non-Hispanic or Latino	0	Asian	0
		Black or African American	0
		Native Hawaiian or Other Pacific Islander	0
		White	0
<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>

The following information is missing. It is required to complete the Annual Renewal:  
 Sponsor Site 1 Eligibility record not found    Sponsor Site 1 meals missing    Sponsor Site 1 Eligibility record not found  
 Sponsor Site 1 missing site kitchen record    Sponsor Site 1 meals missing Staff Charts not completed    Budget is missing

[National School Lunch Program\(NSLP\) - Click Here for Profile](#)

2010-11 SFSP Profile  
Annual Site Information

**INDEX:**

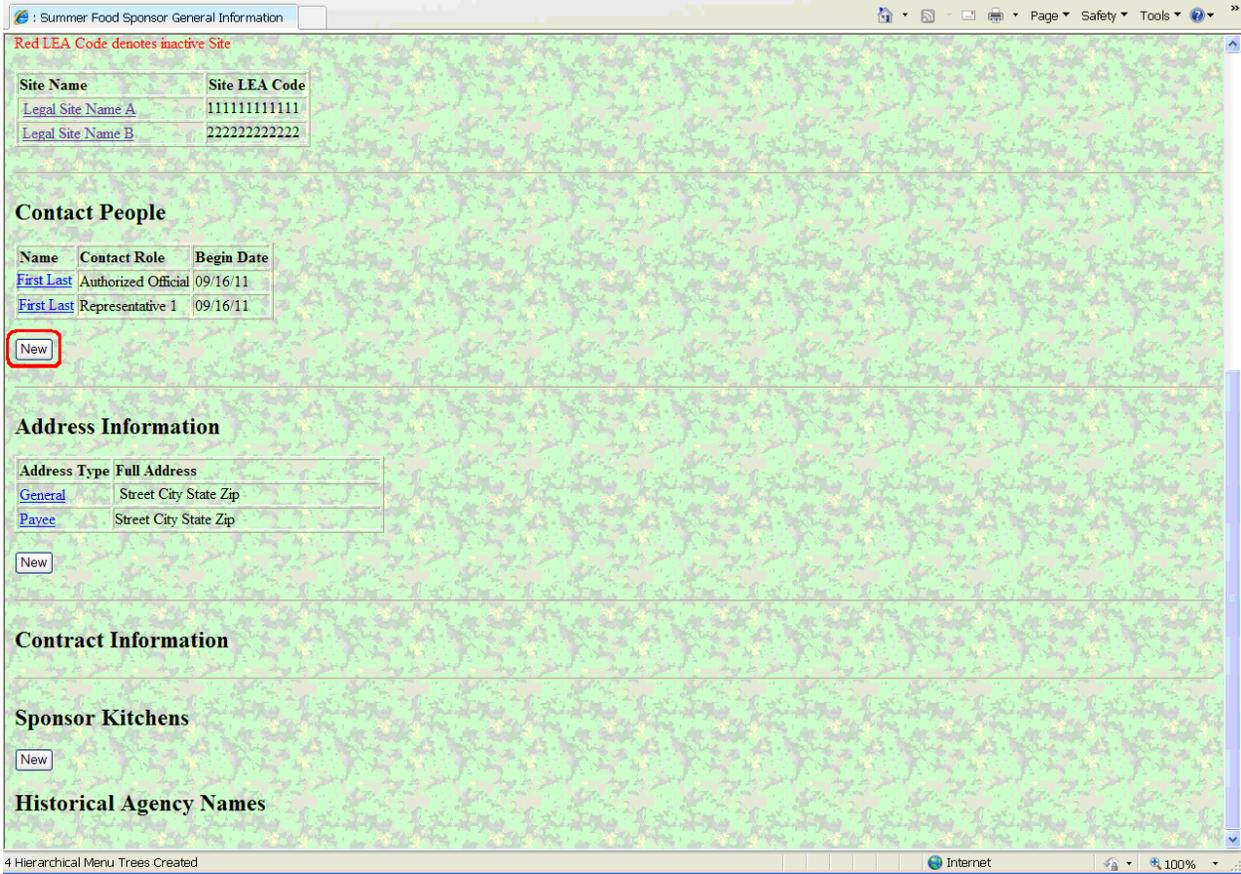
- Advance - [pg. 26](#)
- Camp Sessions - [pg. 18-20](#)
- Commodities (USDA Foods) – [pg. 26](#)
- Site Eligibility – [pg. 4-5](#)
- Site Program Information – [pg. 11-17](#)
- Staff Charts – [pg. 21-23](#)

- Budget – [pg. 24-25](#)
- Civil Rights Requirement – [pg. 26](#)
- Contact Information – [pg. 2-3](#)
- Site Kitchen – [pg. 6](#)
- Sponsor Kitchens – [pg. 9](#)

From the **SFSP Profile** screen (pg.1), clicking [Authorized Official](#), [Representative {1,2,3,4}](#), [General Phone](#), [Fax](#), or [Email](#) will bring up this screen.

At this screen you can choose to add or change **Contact People**. Click the **New** button beneath the **Contact People** table and enter the information ([see pg.3](#)).

To update information for existing contact people, click on that persons **Name** in the table. Phone, fax numbers and E-mail addresses can also be added or updated.



Click **New** under contact people if you have new representatives to add. Click **Delete** to delete the contact person. Authorized Official and Representative 1 cannot be deleted, click **New** to update their information, if necessary.

Add the new **Authorized Official** and/or **Representatives**.

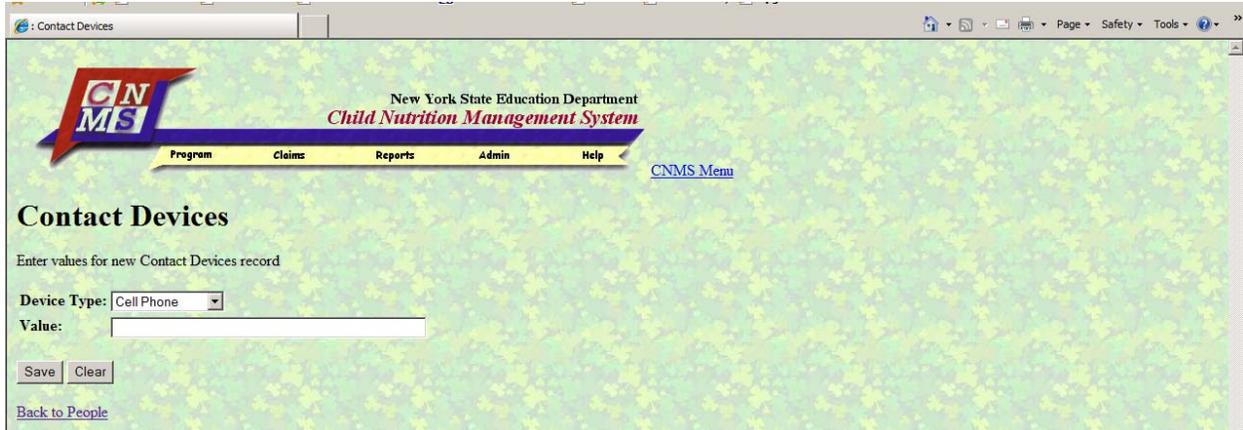
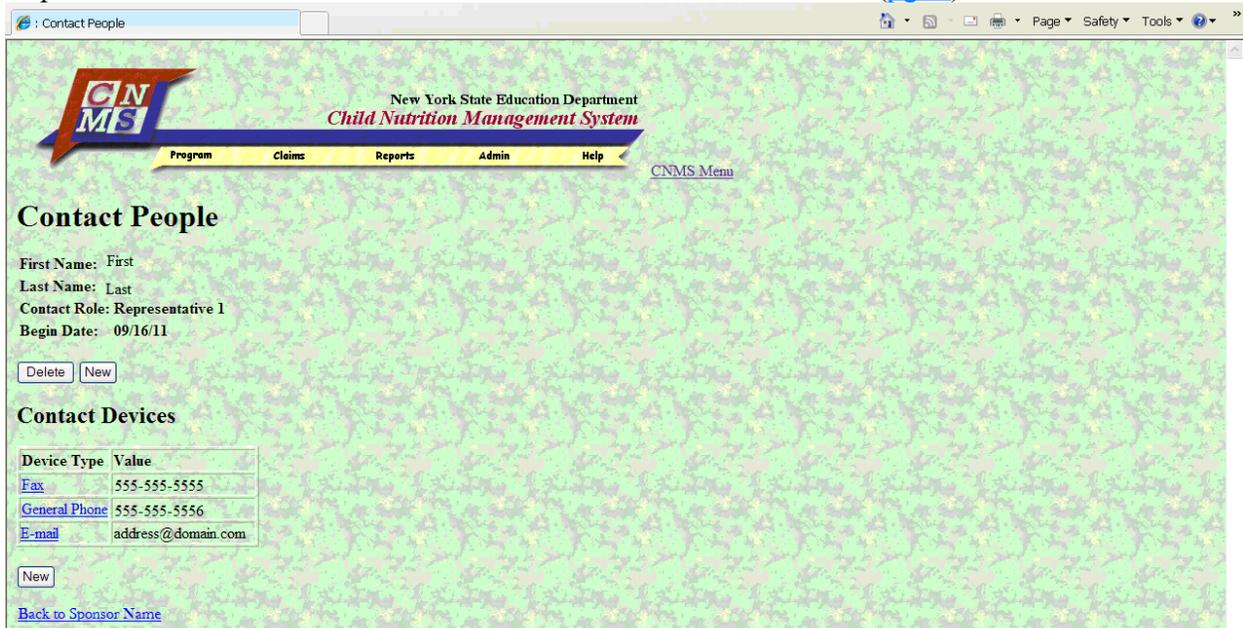
Then click **New** under ‘**Contact Devices**’ (brings you to bottom screen) to add a ‘Device Type’ or edit a phone number or email.

Use the drop down box by clicking the down arrow that is to the right of the ‘Device Type’ box.

Enter the phone number or email address in the ‘**Value**’ box, click **Save**.

Click **New** again on the same page to enter other contact device type information and click **Save**.

Repeat until all information is entered. Return to the renewal screen ([pg. 1](#)).



On the SFSP Renewal page, site information will have to be updated and reviewed. Make sure: Eligibility, Method of Service, Start Date and End Date, Days of Service, Meal Times, Site Kitchen, Kosher Option(if applicable), Offer vs. Served Option, Flexible Off-Site Consumption(FOC), number of Points of Service(POS), Milk Waiver, and all other applicable information is correct for the current year, for each site. Update if needed. (Click on the name of the meal [Breakfast, Lunch, Supper, or Supplement] to bring up the screen to update [See pg. 13])

If below ‘[Eligibility/Due](#)’, in the site information table is ‘Not Found’ the eligibility must be updated. Click on ‘[Eligibility/Due](#)’ above ‘Not Found’ and input the appropriate eligibility information. If a future date is under ‘[Eligibility/Due](#)’ no action is necessary.

The following information is missing. It is required to complete the Annual Renewal:

- Eligibility record not found
- meals missing B
- chool Eligibility record not found
- School missing site kitchen record I
- chool meals missing Staff Charts not completed
- Budget is missing

National School Lunch Program(NSLP) - Click Here for Profile

2010-11 SFSP Profile  
Annual Site Information  
Insert Sponsor Kitchens

chool LEA Code	Rural/Urban	Kosher	Eligibility/Due	Method of Service	Site Type
B 235 North	Urban		Not Found	Satellite	Closed Enrolled in Non-Needy Area

Milk Waiver N Contract N

**SFSP Program Information** Click here if site not operating

Start Date	End Date	Approval Date	1st Week Site Visit	Self Review by	Site Kitchen
07/01/10	09/02/10		07/08/10	07/28/10	

Mon Tue Wed Thu Fri Sat Sun Participation/Enrollment Offer Vs Served FOC Menu Option POS

NSLP Access National School Lunch Program details from NSLP Profile Link at the top of this page.

x LEA Code	Rural/Urban	Kosher	Eligibility/Due	Method of Service	Site Type
	Rural		Not Found	Self Prep	Open

Milk Waiver N Contract N

**SFSP Program Information** Click here if site not operating

Start Date	End Date	Approval Date	1st Week Site Visit	Self Review by
07/01/10	09/02/10		07/08/10	07/28/10

Mon Tue Wed Thu Fri Sat Sun Participation/Enrollment Offer Vs Served FOC Menu Option POS

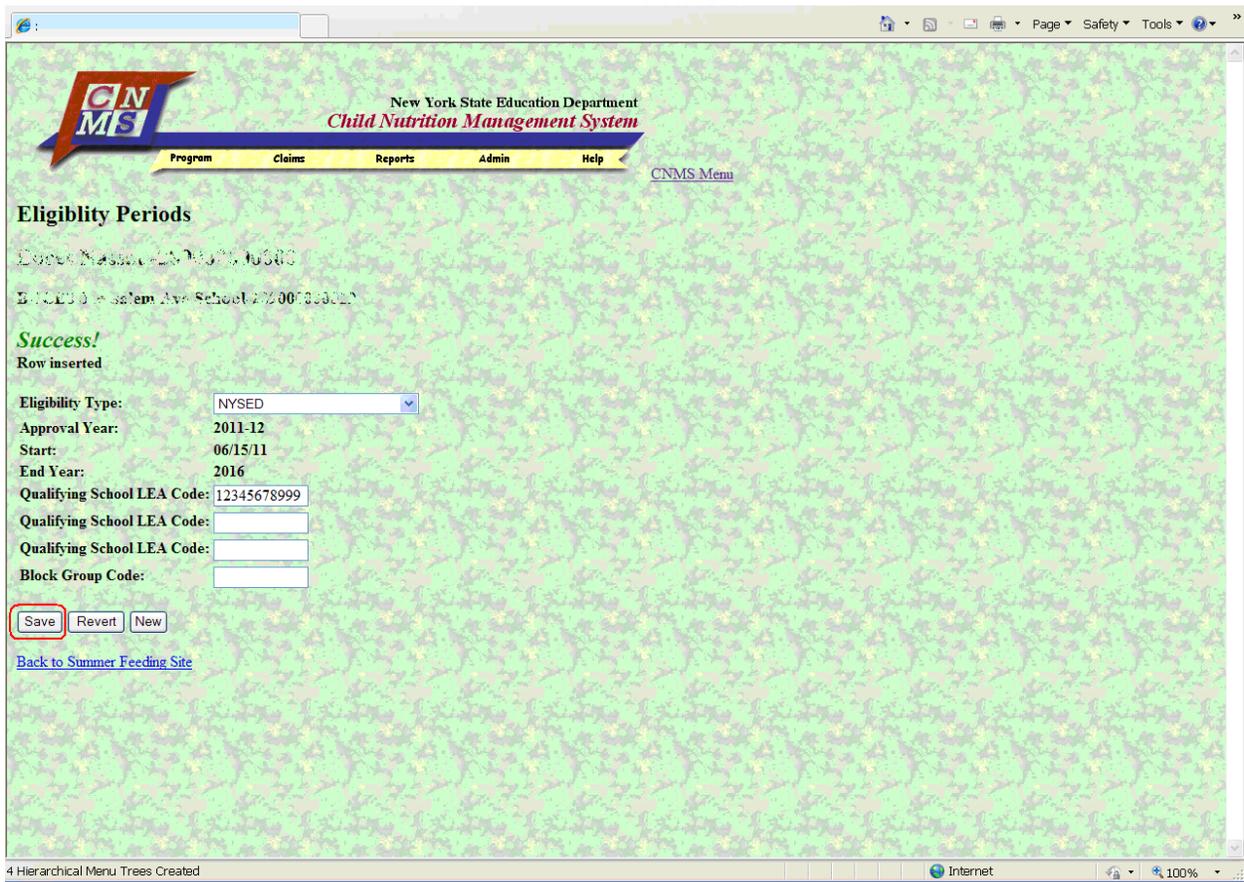
4 Hierarchical Menu Trees Created Internet 100%

Select 'Eligibility Type' by clicking on the grey arrow and choose the appropriate type from the drop down list.

If using NYSED data, enter the '**Qualifying School LEA Code**'. Use an eligible school's LEA code, only use the site's own LEA Code if the site is a qualifying school. (Found on SED's [Summer Open Eligible School's](#) list).

If using Census Data, use the '**Block Group Code**' and then click '**Save**'.

Then click [Back to Summer Feeding Site](#) link on the bottom of the page.



From the **SFSP Renewal** screen (pg.4), click [Site Kitchen](#) to enter the satellite site's kitchen information.

SFSP Renewal

Query Key: 2048968Z  
 Package: 32830  
 Urban  
 Household Income Application 2012  
 Self Prep  
 Closed Enrolled in Non-Needy Area

[Milk Waiver](#) Requested 16  
[Contract](#) N

**SFSP Program Information** [Click here if site not operating](#)

Start Date	End Date	Approval Date	1st Week Site Visit	Self Review by									
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Participation/Enrollment	Offer Vs Served	FOC	Menu Option	POS		
07/01/11	09/30/11		07/08/11	07/28/11			N/A N/A 120	Yes	Yes	SFSPMP	1		
<a href="#">Breakfast</a>	09:30am-10:00am	09:30am-10:00am	N/A	09:30am-10:00am	09:30am-10:00am	N/A N/A 120		No	Yes	TMP	1		
<a href="#">Lunch</a>	N/A	N/A	12:00pm-01:00pm	N/A	N/A	N/A N/A 120							

Camp Types: 30 Old Wives Lf's Trng Prg  
 New Enroll: 07/11/11

LEA Code: 8000000000  
 Rural/Urban: Urban  
 Kosher: 4  
 Eligibility/Due: Household Income Application 2012  
 Method of Service: Satellite  
 Site Type: Residential Camp

[Milk Waiver](#) Requested 60  
[Contract](#) N

**SFSP Program Information** [Click here if site not operating](#)

Start Date	End Date	Approval Date	1st Week Site Visit	Self Review by	Outstanding Camp Permit	<a href="#">Site Kitchen</a>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Participation/Enrollment	Offer Vs Served	FOC	Menu Option	POS	
07/01/11	10/03/11		07/08/11	07/28/11	Y							
<a href="#">Breakfast</a>	08:00am-09:00am	08:00am-09:00am	08:00am-09:00am	08:00am-09:00am	08:00am-09:00am	08:00am-09:00am	DR	Yes	Yes	SFSPMP	2	
<a href="#">Lunch</a>	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	12:00pm-01:00pm	DR	Yes	Yes	SFSPMP	2	
<a href="#">Supper</a>	05:00pm-06:00pm	05:00pm-06:00pm	05:00pm-06:00pm	05:00pm-06:00pm	05:00pm-06:00pm	05:00pm-06:00pm	DR	Yes	Yes	SFSPMP	2	
<a href="#">Supplement</a>	03:00pm-04:00pm	03:00pm-04:00pm	03:00pm-04:00pm	03:00pm-04:00pm	03:00pm-04:00pm	03:00pm-04:00pm	DR			Snack	16	

[Sessions](#)

Start Date	End Date	# Enrolled	# Eligible	# Enrolled	# Eligible	# Enrolled in	# Eligible in	Eligibility Due
		Residential Campers	Residential Campers	Day Campers	Day Campers	other State Program	other State Program	
07/01/11	08/01/11	100	50	50	25			07/24/11
08/02/11	10/03/11	120	60	100	50			08/07/11

http://portal.nysed.gov/pls/cn/cn3130saa\$ra\_ann\_details.queryviewbykey?P\_RAD\_ID=2048968Z\_CHK=32830#kitchen

Beneath **Site Kitchen**, click **New**. This will bring up the screen on page 8.

The screenshot shows a web application interface with the following sections:

- Commodities Eligibility:**
- Camp Permit Received:**
- 6oz. Milk Waiver:** N
- 6oz. Milk Waiver # Children:** 60
- First Week Site Visit Required:**
- Buttons: Save, Revert, New

---

- Site Kitchen**  
No Records returned  
**New** (highlighted with a red box)  
[Back to Camp Apples](#)

---

- Claims Information**

Program Name	View/Revise
Summer Food Service Program	<a href="#">View</a>

  
[Back to Camp Apples](#)

---

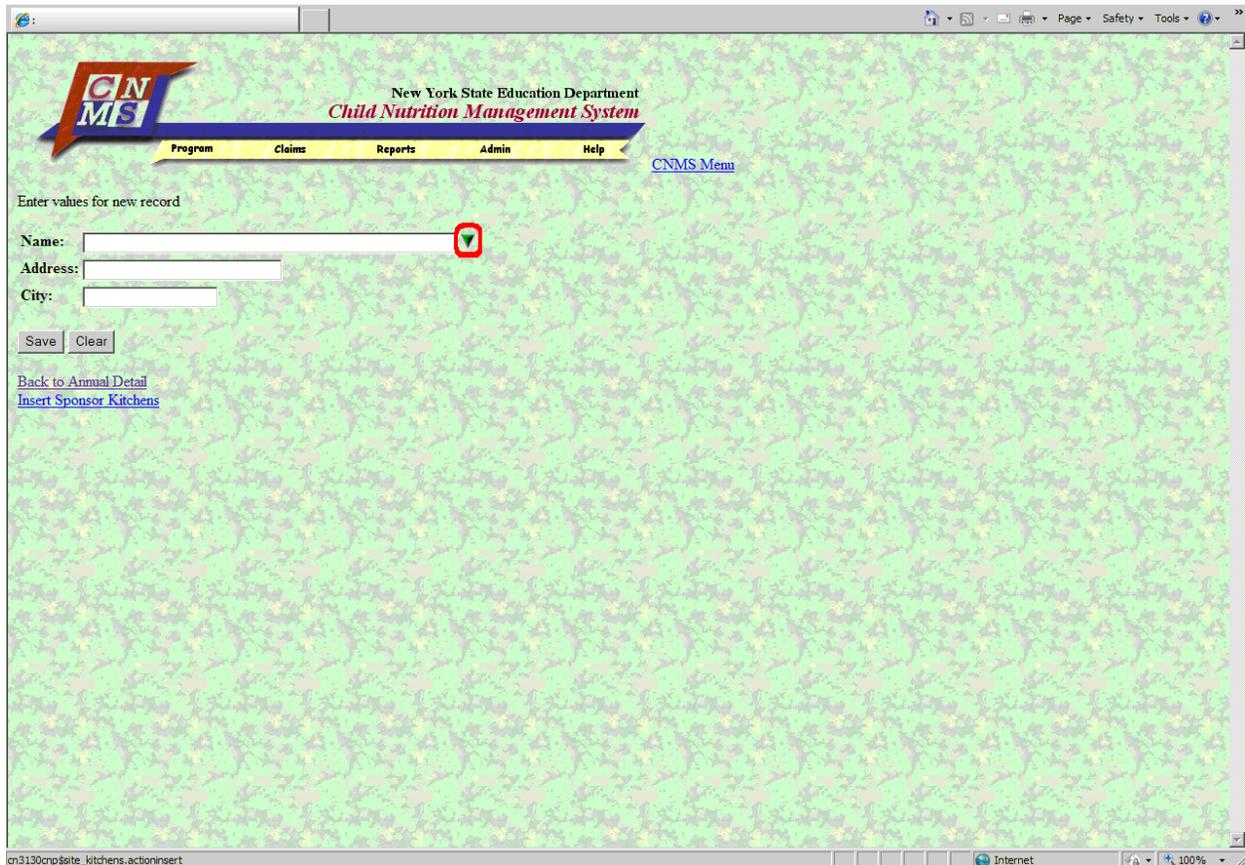
- Site Programs**

Program Name	Approval Date	Begin Date	End Date	End Participation Date
<a href="#">Summer Food Service Program</a>		07/01/11	10/03/11	

Record 1 of 1

**New**  
[Back to Camp Apples](#)

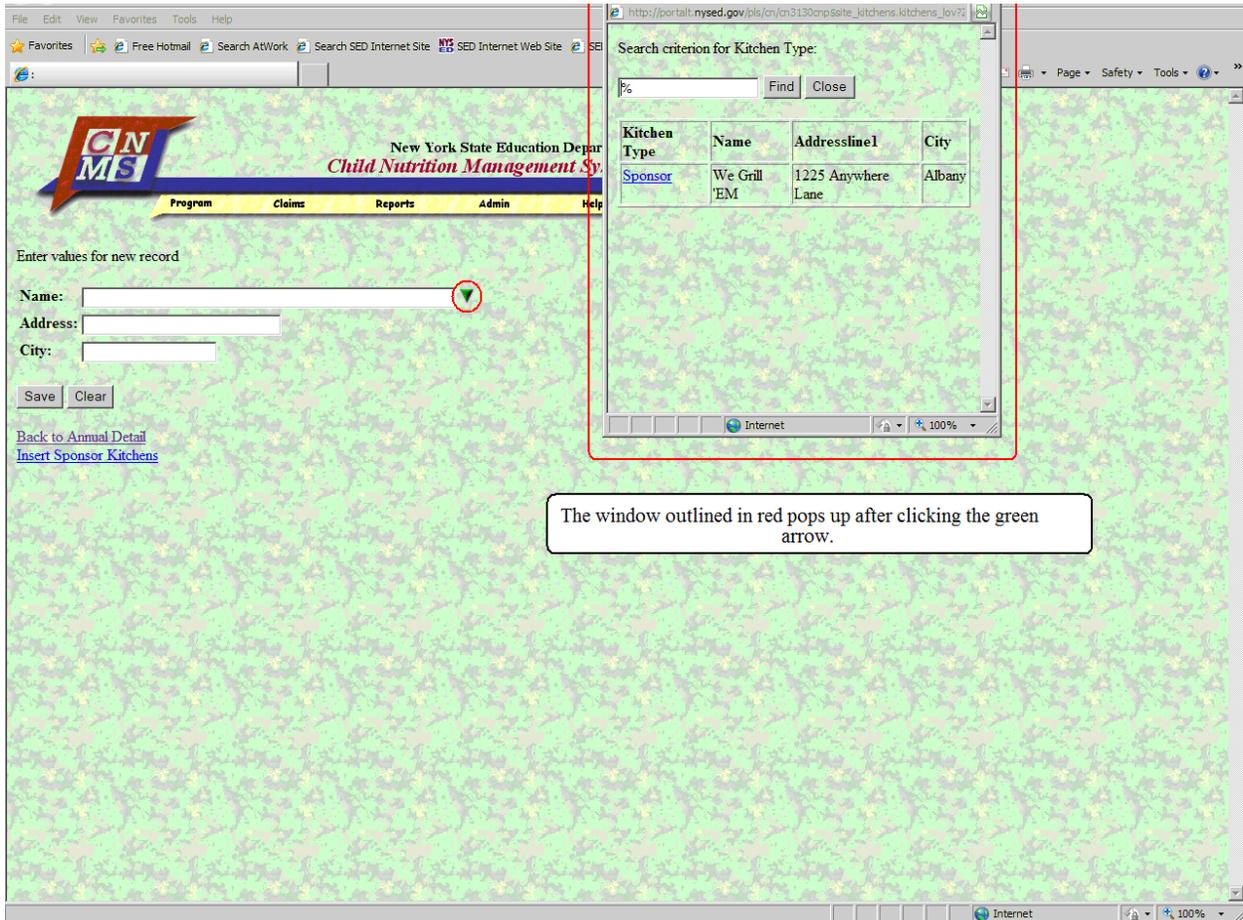
Click on the green arrow to the right of the 'Name:' box to bring up the available kitchens. **Do not use this process of adding a kitchen if the kitchen is a 'Sat-Prep' site.** Make sure any 'Sat-Prep' sites are on the sponsors profile before continuing.



In the new window that opens, any Sat-Prep sites will be available as site kitchens, as well as, any previously entered Sponsor kitchens.

Choose the appropriate kitchen by clicking the corresponding '[Sponsor](#)' or '[site](#)' link from the **Kitchen Type** column in the grid.

If the kitchen is not available in the pop-up window, a new Sponsor Kitchen must be input. Click '[Insert Sponsor Kitchens](#)' underneath the **Save** and **Clear** buttons to enter the information for a new Sponsor Kitchen. (The Sponsor Kitchens page can also be accessed from the SFSP Profile page. [Insert Sponsor Kitchens](#) is directly above the first Site Information table/chart.)



For new **Sponsor Kitchens** input the name and address of each kitchen the sponsor uses.

Click the **Insert** tab on the bottom of the page.

Once completed, go back to the **Renewal** screen.

From the renewal page the newly created Sponsor Kitchen must be selected through the process described earlier, starting on [pg. 6](#).

Return to the **Renewal** screen.

**Sponsor Kitchens**

Program Claims Reports Admin Help CNMS Menu

Name: We Grill 'EM Cafe Address: 1222 Antwhere Lane  
Address2: City:  
State: NY Zip: 86753  
County: Albany Insert? Clear

Name: Address:  
Address2: City:  
State: Zip:  
County: Albany Insert? Clear

Name: Address:  
Address2: City:  
State: Zip:  
County: Albany Insert? Clear

Name: Address:  
Address2: City:  
State: Zip:  
County: Albany Insert? Clear

Name: Address:  
Address2: City:  
State: Zip:  
County: Albany Insert? Clear

**Insert**

4 Hierarchical Menu Trees Created Internet 100%

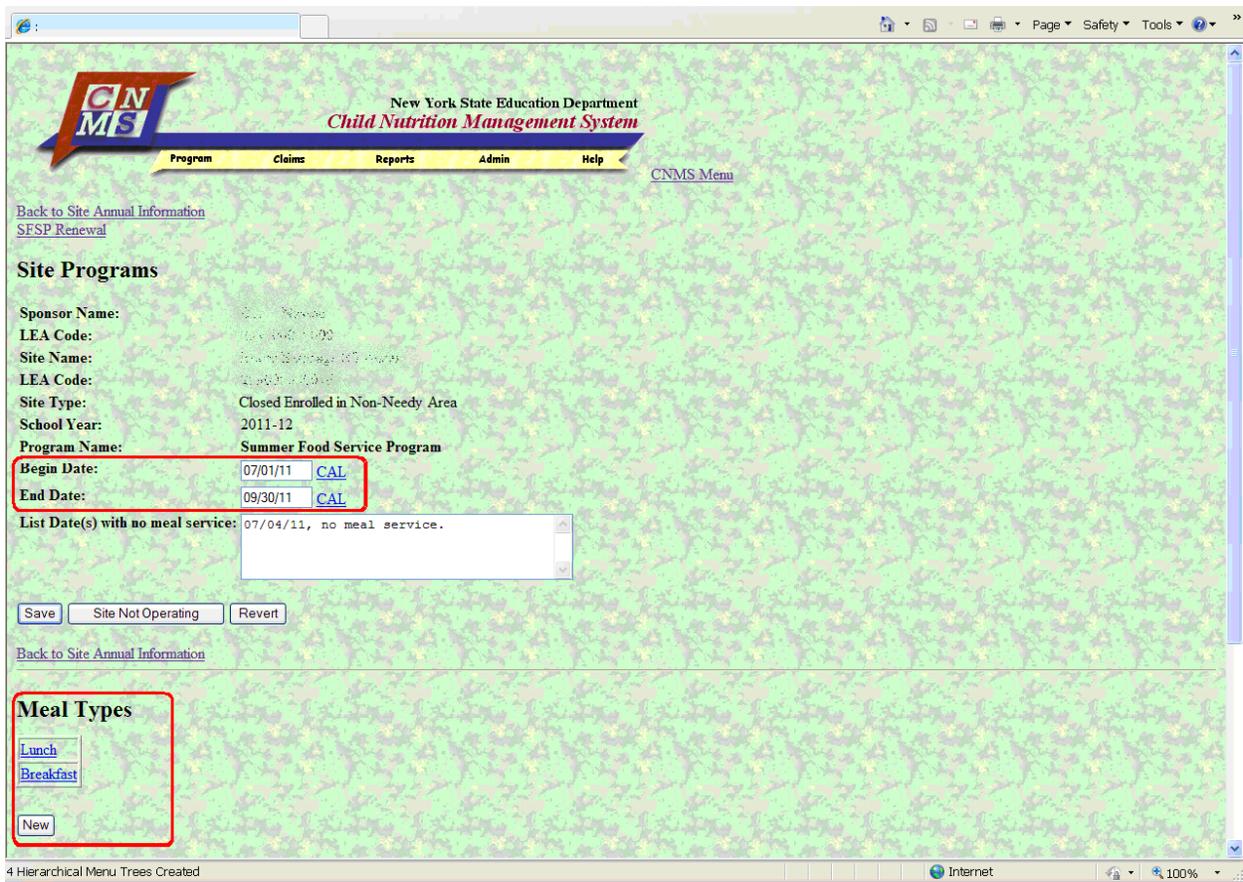
Click the '[SFSP Program Information](#)' link (pg. 4) in the site information chart to continue entering site information.

Enter the **Begin Date** and **End Date**, use the '[CAL](#)' link to bring up a calendar to choose the date, and click '**Save**'. The date must be entered in MM/DD/YY format.

Click the **New** button below 'Meal Types' on this same page to add a meal, or click the meal type ([Breakfast](#), [Lunch](#), [Supper](#), [Supplement](#), [Snack](#)) to change days and/or times.

If deleting a meal, click on meal type, scroll down and click '**Delete**'. (Pg. 13)

If changing meal times, click on the **Meal** ([Breakfast](#), [Lunch](#), [Supper](#), [Supplement](#), [Snack](#)) then, on the next page (pg. 13), scroll to the bottom and click **Create Update Days**.



Enter the meal type using the **Name** drop down box. Click the grey arrow, choose Breakfast, Lunch, Supper, Supplement or Snack, then check the appropriate information for each (FOC [Flexible Offsite Consumption], Offer vs. Serve).

If closed enrolled in non-needy area enter “**Projected # of Eligibles**”.

Enter “**Participation/Enrollment**”

**Camp sites** will enter the **Participation/Enrollment and Eligibles** on the **Sessions** screen at a later time. Camp sites indicate what types of campers participate at each meal by checking the appropriate box(es), for residential, day, or other campers.

Enter in number for ‘**Points of Service**’.

Then click ‘**Save**’.

The screenshot displays the CNMS web application interface. At the top, the logo for CNMS (Child Nutrition Management System) is visible, along with the New York State Education Department name. A navigation menu includes Program, Claims, Reports, Admin, and Help. The main content area is titled "Meal Types" and contains a form for entering meal information. The form fields are as follows:

- Name:** A dropdown menu with "Breakfast" selected.
- Menu Option:** A dropdown menu with "Summer Food Service Program Meal Pattern" selected.
- FOC:** A checkbox labeled "Flexible Offsite Consumption: Are children allowed to take the fruit/vegetable component off site? Check if yes." which is checked.
- Offer vs. Serve:** A dropdown menu with "Y" selected.
- Projected # Eligibles:** An empty text input field.
- Participation/Enrollment:** A text input field containing the number "120".
- Points Of Service:** A text input field containing the number "2".
- Residential Campers:** An unchecked checkbox.
- Day Campers:** An unchecked checkbox.
- Other Campers:** An unchecked checkbox.

At the bottom of the form, there are "Save" and "Clear" buttons. The "Save" button is highlighted with a red box. Several callout boxes with arrows pointing to the form fields provide the following instructions:

- Choose Breakfast, Lunch, Supper, Snack, or Supplement.
- Choose the appropriate Meal Pattern
- Flexible Offsite Consumption: Are children allowed to take the fruit/vegetable component off site? Check if yes.
- Choose Y or N for Offer vs. Serve from drop-down
- For Closed Enrolled in Non-Needy areas only. Must be at least 50% of total enrollment to qualify the site.
- Total number of children being served at this meal. All sites enter this.
- For Camp sites only. Check the box if that type of camper is participating for this meal. Must be done for each meal served.

To enter or change the days and/or times for the meal service click on [CREATE UPDATE DAYS](#) (scroll to bottom of page).

**Success!**  
Row inserted

Site Name: [text]  
LEA Code: [text]  
Sponsor Name: [text]  
LEA Code: [text]  
Site Type: Open  
School Year: 2011-12  
Name: Lunch  
Menu Option: Summer Food Service Program Meal Pattern  
FOC:   
Offer vs. Serve: [dropdown]  
Projected # Eligibles: [text]  
Participation/Enrollment: 120  
Meal ADP Waiver: N  
Points Of Service: 2  
What Campers will Participate:  
Residential Campers:   
Day Campers:   
Other Campers:

Save Delete Revert New

Delete button from pg. 11  
Only if the meal is being deleted.

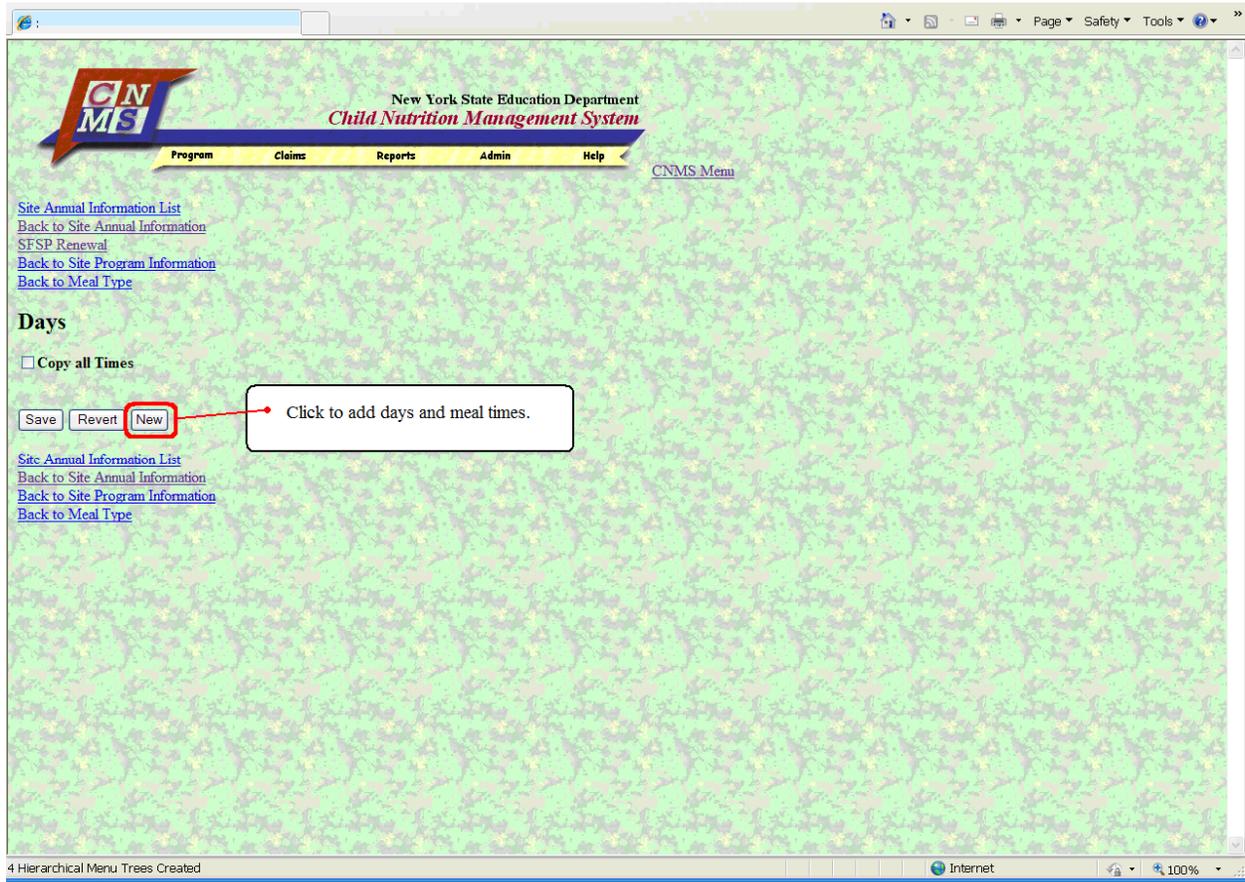
**Days**  
No Records returned

[CREATE UPDATE DAYS](#)

To enter or update the days or times for the meal, click this link

[Site Annual Information List](#)  
[Back to Site Annual Information](#)  
[Back to Site Program Information](#)

Click the **New** tab on this page.



Enter the first **Day** of your meal service (Monday-Sunday) from the grey drop down tab.

Enter the **Begin Time** and **End Time** in the HH:MM(AM or PM) format

Then click the next day from the next drop down tab and the same **Begin Time** and **End Time** will automatically populate.

If you want a different time for each day, you will have to change the times manually.

After the correct times for each site are entered click **Save**.

The screenshot shows the CNMS web application interface. At the top, there is a logo for CNMS and the text "New York State Education Department Child Nutrition Management System". Below this is a navigation menu with options: Program, Claims, Reports, Admin, Help, and a link to CNMS Menu. On the left side, there are several links: Site Annual Information List, Back to Site Annual Information, SFSP Renewal, Back to Site Program Information, and Back to Meal Type. The main content area is titled "Days" and "Breakfast". It contains a table with columns for Day, Begin Time, End Time, and Insert?. The table is populated with data for Monday through Friday, all showing a Begin Time of 08:00AM and an End Time of 09:00AM. Each row has a "Clear" button. Below the table is a "Save" button. A callout box with the text "Note HH:MM format." is positioned to the right of the table. At the bottom of the page, there are more links: Site Annual Information List, Back to Site Annual Information, Back to Site Program Information, and Back to Meal Type. The browser's status bar at the bottom shows "4 Hierarchical Menu Trees Created" and "Internet" with a 100% zoom level.

Day	Begin Time	End Time	Insert?
Monday	08:00AM	09:00AM	✓ Clear
Tuesday	08:00AM	09:00AM	✓ Clear
Wednesday	08:00AM	09:00AM	✓ Clear
Thursday	08:00AM	09:00AM	✓ Clear
Friday	08:00AM	09:00AM	✓ Clear
			Clear
			Clear

After clicking save you will see “Rows inserted successfully” (highlighted below). If there is a mistake with the format or some other mistake with the times, there will be an error message. Make sure the times are in the proper HH:MM(AM/PM) format, that no meal times overlap, and that supper doesn’t begin after 7pm or end past 8pm.

Click [Back to Meal Type](#) link to add another meal type if needed.

For camps, click [Back to Site Program Information](#) on the bottom of the page, see pg. 18.

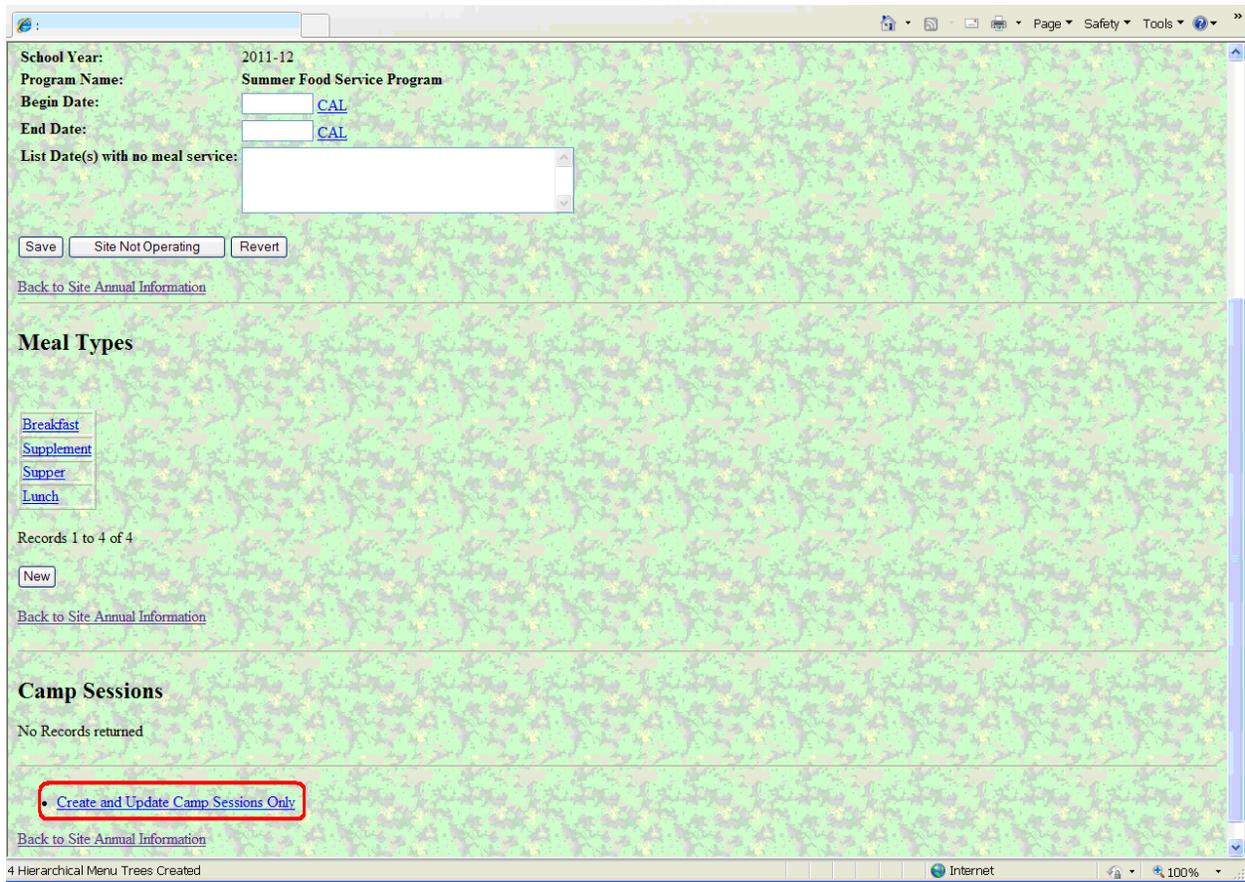
If no other meal types are needed for this site, click [SFSP Renewal](#).





For camp sites, click • [Create and Update Camp Sessions Only](#), scrolling to the bottom of this page for the link.

Then click **New.**



Enter the camp site's session **Begin** and **End Dates** and the number of **Enrolled** and **Eligible Residential Campers, Day Campers and Campers Enrolled in Other State Program**. Use the [CAL](#) button to bring up a calendar for assistance. Use the comment box to indicate all days where there is no meal service or any limited meal service for the corresponding session.

Then click **Save**, scroll to the bottom of the page.

**Create and Update Camp Sessions Only**

Begin Date	End Date	# Enrolled Residential Campers	# Eligible Residential Campers	# Enrolled Day Campers	# Eligible Day Campers	# Enrolled in Other State Program	# Eligible in Other State Program	Comments	Insert?
07/01/11 <a href="#">CAL</a>	07/30/11 <a href="#">CAL</a>	100	50	20	10				✓ Clear
07/31/11 <a href="#">CAL</a>	09/04/11 <a href="#">CAL</a>	120	60	15	10				✓ Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear
<input type="text"/> <a href="#">CAL</a>	<input type="text"/> <a href="#">CAL</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Clear

4 Hierarchical Menu Trees Created

Note the ‘Rows inserted successfully: #’ message. The # should be equal to the number of sessions that were input. If all rows were not inserted successfully make sure all information is in the correct format, all the dates are correct, and that sessions do not have overlapping days.

Then click [SFSP Renewal](#) at the bottom of the page to return to the renewal screen. (Scroll to the bottom)

**Rows inserted successfully: 2**

Begin Date	End Date	# Enrolled Residential Campers	# Eligible Residential Campers	# Enrolled Day Campers	# Eligible Day Campers	# Enrolled in Other State Program	# Eligible in Other State Program	Comments	Insert?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<a href="#">CAL</a>	<a href="#">CAL</a>								<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<a href="#">CAL</a>	<a href="#">CAL</a>								<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<a href="#">CAL</a>	<a href="#">CAL</a>								<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<a href="#">CAL</a>	<a href="#">CAL</a>								<input type="button" value="Clear"/>

4 Hierarchical Menu Trees Created

## Staffing Charts:

For both Administrative and Operational Staff Charts:

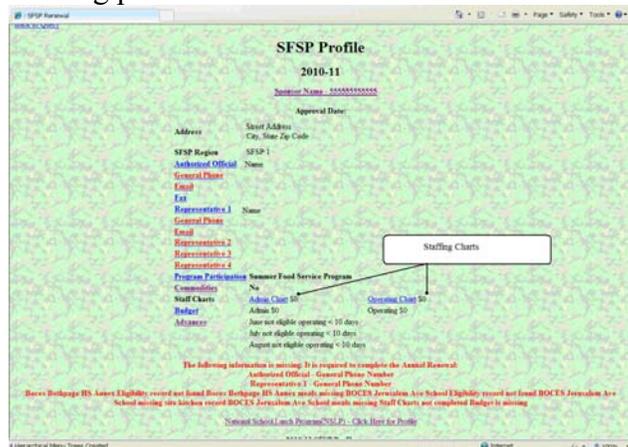
**All staff that do not have supervisory or managerial duties must be paid an hourly wage that is at or above the minimum wage, and be paid at least every 2 weeks. Refer to NYS Labor laws.**

See page 22 of this document for the administrative staffing chart and page 23 for the operational staffing chart.

All staff working with the SFSP need to be represented on the staffing chart. This includes workers that are volunteers or any staff paid from funds other than the SFSP reimbursement. For small programs it is possible that one person works multiple positions, and can be entered as such.

Click 'New' to enter staff. This will allow up to five staff members to be added. If more than 5 positions are needed, save the first five, then click 'New' again to get five new available lines.

Use the drop down box to select the 'Position' of the staff being entered. If more than 1 worker has the same position, be indicated that in the 'Number of Staff in Position Column', indicate the number of Program Adults for each position in the 'Number of Program Adults Column' ([Click here for guidance on Program Adults](#)). Indicate what funds are being used to pay each position by selecting the category from the 'Paid By' drop down box. Select 'Hourly' if the worker is paid hourly and if some of their pay comes from the SFSP reimbursement. Select 'Salary' if the worker has a supervisory or managerial position is on salary, and if some of their pay comes from the SFSP reimbursement. If the worker is paid, but not from the SFSP reimbursement, select 'Non-SFSP Funds'. If the worker is an unpaid volunteer, select 'Volunteer'. Indicate the worker's hourly wage in the 'For staff paid hourly enter wage or Begin wage range (to)' column. If more than one worker is in a position, and each have different hourly wages, indicate the wage using the 'For staff paid hourly enter wage or **Begin wage range ( to)**' and 'End wage range' columns. If any fringe benefits are paid using SFSP reimbursement indicate the amount in the 'Fringe Benefits' column. In the 'Total Cost Attributed to the SFSP' column include the total of wages and fringe benefits being paid out of the SFSP reimbursement.



## Administrative Staff Chart:

Review the general staffing chart instructions on pg. 21 before continuing.

Start by clicking the [Admin Chart](#) (Administrative Chart) in blue from the Renewal ([SFSP Profile](#)) screen.

First, you will be prompted to enter an Administrator first. (This could be your Authorized Official or Superintendent).

Enter all Administrative Employees working on the SFSP Program. Use the drop down box.

Then click **Save**.

The total of the Total Cost Attributed to the SFSP will automatically populate the Salaries/Fringe Benefits item of the Administrative Costs column on the budget.

An error will occur if more than 15% of projected reimbursement is allocated to Administrative Costs, including salaries.

Administrative Staff Chart

New York State Education Department  
*Child Nutrition Management System*

Program Claims Reports Admin Help [CNMS Menu](#)

### Administrative Staff Chart

Position	Number of Staff In Position	Number of Program Adults	Paid By	For staff paid hourly enter wage or Begin wage range ( to)	End wage range	Fringe Benefits	Total Cost Attributed to the SFSP	Insert?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> to <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>

[Operational Staff Chart](#)

[Administrative Staff Chart](#)

[Back to Annual Detail](#)

Use these links to go between the Staffing Charts. 'Back to Annual Detail' links to the 'SPONSOR ANNUAL INFORMATION' page.

Message from webpage

Enter required Administrator information first

Waiting for http://portalt.nysed.gov/pls/cn/cn3120saa\$admin\_staff\_chart.forinsert?p\_sad\_sad\_id=310298&P\_54=8P\_20=1

## Operational Staff Chart:

Review the general staffing chart instructions on pg. 21 before continuing

Next enter the operational staff by clicking the **Operational StaffChart** in blue.

You will need to enter in your Site Supervisor first.

After completing the chart click **Save**.

To return to the renewal page, click **Back to Annual Detail** tab, then, on the new page, click on the **SFSP Renewal** tab, which will be towards the top of the page.

The screenshot shows a web browser window titled "Operational Staff Chart". The page header includes the logo for the New York State Education Department's Child Nutrition Management System (CNMS) and a navigation menu with options: Program, Claims, Reports, Admin, and Help. Below the header, the title "Operational Staff Chart" is displayed. The main content area features a table with the following columns: Position, Number of Staff in Position, Number of Program Adults, Paid By, For staff paid hourly enter wage or Begin wage range ( to), End wage range, Fringe benefits, Total Cost to SFSP, and Insert?. The table contains four rows of data for Site Supervisor, Cook/Chef, Kitchen Help, and Driver, each with a "Clear" button in the Insert? column. Below the table is a "Save" button. On the left side, there are three blue links: "Operational Staff Chart", "Administrative Staff Chart", and "Back to Annual Detail". A callout box points to these links with the text: "Use these links to go between the Staffing Charts. 'Back to Annual Detail' links to the 'SPONSOR ANNUAL INFORMATION' page." The browser's status bar at the bottom shows "4 Hierarchical Menu Trees Created" and "Internet" with a 100% zoom level.

Position	Number of Staff in Position	Number of Program Adults	Paid By	For staff paid hourly enter wage or Begin wage range ( to)	End wage range	Fringe benefits	Total Cost to SFSP	Insert?
Site Supervisor	1	1	Salary	0 to	0	150	3000	✓ Clear
Cook/Chef	1	1	Hourly	16.00 to	16.50	175	4000	✓ Clear
Kitchen Help	1	1	Hourly	7.25 to	7.35	100	3100	✓ Clear
Driver	1	1	Hourly	9.25 to	9.25	50	3000	✓ Clear
						0	0	Clear

Save

[Operational Staff Chart](#)  
[Administrative Staff Chart](#)  
[Back to Annual Detail](#)

Use these links to go between the Staffing Charts. 'Back to Annual Detail' links to the 'SPONSOR ANNUAL INFORMATION' page.

Now you may enter your budget. Click **Budget** to get to the budget screen.

The screenshot shows a web browser window titled "SFSP Renewal". The main content is titled "SFSP Profile 2010-11". It lists various fields such as "Sponsor Name", "Approval Date", "Address", "SFSP Region", and contact information for an "Authorized Official" and four "Representative"s. A table shows "Program Participation" for "Summer Food Service Program" with "Commodities" set to "No". It also displays "Staff Charts" for "Admin" and "Operating" categories, both at "\$0". A red warning message states: "The following information is missing. It is required to complete the Annual Renewal: Authorized Official - General Phone Number, Representative 1 - General Phone Number, Boces Bethpage HS Annex Eligibility record not found, Boces Bethpage HS Annex meals missing, BOCES Jerusalem Ave School Eligibility record not found, BOCES Jerusalem Ave School missing site kitchen record, BOCES Jerusalem Ave School meals missing, Staff Charts not completed, Budget is missing". A link for "National School Lunch Program(NSLP) - Click Here for Profile" is at the bottom. A callout box with a black border and white background contains the text "Click for Budget Page" and points to the "Budget" link in the "Staff Charts" section.

**SFSP Profile**  
2010-11

Sponsor Name - 555555555555

Approval Date:

Address Street Address  
City, State Zip Code

SFSP Region SFSP 1

[Authorized Official](#) Name

[General Phone](#)

[Email](#)

[Fax](#)

[Representative 1](#) Name

[General Phone](#)

[Email](#)

[Representative 2](#)

[Representative 3](#)

[Representative 4](#)

[Program Participation](#) Summer Food Service Program

[Commodities](#) No

[Staff Charts](#) [Admin Chart](#) \$0 [Operating Chart](#) \$0

[Admin](#) \$0 [Operating](#) \$0

[Advances](#) June not eligible operating < 10 days  
July not eligible operating < 10 days  
August not eligible operating < 10 days

**The following information is missing. It is required to complete the Annual Renewal:**  
Authorized Official - General Phone Number  
Representative 1 - General Phone Number  
Boces Bethpage HS Annex Eligibility record not found Boces Bethpage HS Annex meals missing BOCES Jerusalem Ave School Eligibility record not found BOCES Jerusalem Ave School missing site kitchen record BOCES Jerusalem Ave School meals missing Staff Charts not completed Budget is missing

[National School Lunch Program\(NSLP\) - Click Here for Profile](#)

4 Hierarchical Menu Trees Created Internet 100%

Payroll from the staffing charts for both **Operational** and **Administrative Costs** are automatically entered; a sum of the 'Total Cost Attributed...' columns from the respective staff charts.

Enter the appropriate expenses keeping in mind at least 90%, and no more than 100% of the total projected reimbursement must be allocated, with no more than 15% directed towards Administrative Costs. The information above the chart that begins with 'Based on program operating...' has the maximum amount to budget and the maximum allowable for Administrative Costs.

Once you have completed the budget, print a paper copy for your records or manually record what was input then click the **Save** button. Return to the SFSP Profile page to complete any other items, to request commodities (USDA Foods), or to request an advance.

Click [Back to Annual Detail](#) on the bottom of the page.

Then click [SFSP Renewal](#) on the top of the page.

SFSP Renewal

### Budget

Page 001  
000000000000

2010-11

Based on program operating dates and projected participation, current year federal program reimbursement is \$0 . Please indicate how this money will be allocated to projected allowable program costs by completing the budget. The amount of reimbursement attributable to administrative costs cannot exceed \$0 . Total budget (Administrative Costs + Operating Costs) cannot exceed \$0 .

Administrative Costs		Operational Costs (Sites)	
Salaries/Fringe Benefits:	<input type="text" value="0"/>	Food Service Labor/Fringe Benefits:	<input type="text" value="0"/>
Rent for Office Space:	<input type="text" value="0"/>	Food:	<input type="text" value="0"/>
Office Supplies:	<input type="text" value="0"/>	Non-Food Supplies:	<input type="text" value="0"/>
Administrative Mileage:	<input type="text" value="0"/>	Transportation of Food:	<input type="text" value="0"/>
Audit Fees:	<input type="text" value="0"/>	Utilities:	<input type="text" value="0"/>
Telephone:	<input type="text" value="0"/>	Equipment Rental:	<input type="text" value="0"/>
Postage:	<input type="text" value="0"/>	Depreciation of Non-Expendable Equipment:	<input type="text" value="0"/>
Printing/Copying:	<input type="text" value="0"/>	Kitchen Rental:	<input type="text" value="0"/>
FSMC Bid Advertisement:	<input type="text" value="0"/>	Truck Rental:	<input type="text" value="0"/>
Insurance:	<input type="text" value="0"/>	Refuse Removal:	<input type="text" value="0"/>
Indirect Costs:	<input type="text" value="0"/>	Transportation Children (Rural Only):	<input type="text" value="0"/>
	<input type="text" value=""/>	Equipment Repairs (normal maintenance only):	<input type="text" value="0"/>

Save Clear

[Back to Annual Detail](#)

These two fields are filled in automatically with total labor costs from the staff charts. Any adjustments to labor costs must be done by adjusting the staff charts.

Done Internet 100%

To request Commodities (USDA Foods) click [Commodities](#) on the renewal page (see pg. 1). The page pictured below will come up. From the 'Commodities:' click the drop down box arrow and select either 'Regular' or 'Kosher'. Click the 'Save' button.

To request an Advance, click [Advance](#) on the renewal page (see pg.1). The page pictured will come up. Click on the 'Request [Month] Advance' button. A new window will pop-up with the amount of the requested advance. Click 'Submit Request' in the new window. Non-school sponsors requesting an August advance must indicate staff training was completed, projected administrative costs do not differ significantly from the approved budget, and that the sponsor is operating the number of sites for which the administrative budget was approved.

Indicate the Ethnic and Racial breakdown of the area serviced by your area/institution (by percentage.) The two ethnic categories must total 100%; the five racial categories must total 100%.

**SPONSOR ANNUAL INFORMATION**

Sponsor Name:  
LEA Code:  
School Year:  
Advance Approval:  Yes  
Non-school sponsors must assure these three items were completed to request an August advance. Check the boxes to indicate they were completed.

June Advance not available - operating < 10 days.  
Request July Advance  
Request August Advance

Staff Training Completed:   
Budget Approved Sites:  (Sponsor is operating the # of sites which administrative budget was approved.)  
Cost vs Budget:  (Projected administrative costs do not differ significantly from approved budget.)

Commodities: No  Use this drop down box to request commodities (USDA Foods). Select 'Regular' or 'Kosher' then click 'Save'.

**Ethnic Categories:**  
Hispanic or Latino:   
Non-Hispanic or Latino:

**Racial Categories:**  
American Indian or Alaska Native:   
Asian:   
Black or African American:   
Native Hawaiian or Other Pacific Islander:   
White:

Indicate the Ethnic composition of the area serviced by your agency/institution, by percent. The total must equal exactly 100%.

Indicate the Racial composition, using the five listed categories, of the area serviced by your agency/institution, by percent. The total must equal exactly 100%

Last Updated:

**August SFSP Advance Worksheet**

CNMS  
Program Claims

CNMS Memu

**August SFSP Advance Worksheet**

School Year 2011-12  
Uta Of Kiryas Joel-Boys  
441202228240

SFSP Advance Requested: \$48,504

Staff Charts

On the SFSP Profile/Renewal screen (below), once everything that was in **RED** has been completed, a certification statement will replace the paragraph of necessary updates.

After reviewing all information on the profile/renewal and reading the certification statement, click the **Submit Updates** button.

**Please note: Your application has not be submitted until you click the **Submit Updates** tab.**

**An email will be sent to the address on file to verify that the application has been submitted. School sponsors will get an email stating that their program has been approved.**



The New York State Education Department in accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, and Room 326 W. Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-5964 (voice and TTY). The USDA is an equal opportunity provider and employer.