



Office for Elementary, Middle, Secondary and Continuing Education  
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Child Nutrition Program Administration  
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## Child Nutrition Management System SFA/SFSP Sponsor Password Application

Please check program(s) for which you are requesting a password  SFA  SFSP

### Instructions

- The Child Nutrition Management System (CNMS) is a Web-based system that will enable SFAs (School Food Authorities)/SFSP (Summer Food Service Program) sponsors to update program information and submit claims on-line. The application is used to acquire a user name and password for accessing CNMS.
- Each SFA/SFSP sponsor can be assigned one primary user who can go on-line and establish additional SFA/SFSP sponsor users or management company users. SFA/SFSP Sponsor users can update program detail, prepare and submit claims on-line. Management company users can view program detail and prepare claims on-line, which can only be submitted on-line by an SFA/SFSP sponsor user.
- The application can be submitted at any time to the Child Nutrition Program Administration office. A user name and initial password will be assigned and e-mailed to the user. The user can then change the password on-line. Please allow two weeks for processing the application.
- The certification below must be signed by the Chief Administrative Officer or designee.

SFA/SFSP  
SPONSOR \_\_\_\_\_

LEA  
Code

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First name \_\_\_\_\_  
Middle initial \_\_\_\_\_  
Last name \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If applying for a password for Child Nutrition or SFSP have you been previously assigned a CNMS password?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, What is the User Name? \_\_\_\_\_

For security purposes, please answer **one** of the questions below. If you forget your assigned password, contact Child Nutrition Program Administration for assistance. You will be asked the question to confirm your identity.

Mother's maiden name? \_\_\_\_\_  
Birthplace? \_\_\_\_\_  
High school attended? \_\_\_\_\_

### Certification

I hereby certify that the above applicant for CNMS access is authorized to update program information and submit Child Nutrition Program claims.

\_\_\_\_\_  
Chief Administrative Officer or Designee

\_\_\_\_\_  
Date