

2008-09 Annual Renewal Online Instructions
(Please do not submit a paper renewal if you are filing an on-line renewal).

The on-line Annual Renewal mirrors the paper version. Therefore, all information to be reviewed and renewed is displayed on the same web screen. Under **Program** on the menu bar, select **SFA Profile/Renewal**. Then select the 2008-09 school year. The new **SFA Profile/Renewal** will display.

If you have questions regarding any screen while you navigate through CNMS, click on the **Help** icon on the menu bar.

To update information, please follow these directions:

- Click on the links associated with the various fields. The applicable CNMS program module will then display. If there is more than one field which needs to be updated, after the first update, please click **Program** on the menu bar, and select **SFA Profile/Renewal**; then 2008-09 school year. This will return you to the renewal page so you may update another field. This must be done after each update.
- Be advised that the Food Service Director and CN Fiscal Contact are required fields. In addition, the School Business Official is a required field for all public SFAs. Click on your **School Name** at the top of the **SFA Profile/Renewal** to make necessary changes to these fields. If information has not been completed for these fields, a message will appear under **Contact People**. To add a new contact, click on your **School Name**, then **Contact People** click on **New**, enter information and insert. To add a new telephone number, click on your **School Name**, then **Contact People**, select **Contact Devices** and **New**, enter telephone number (including area code and extension if applicable) and insert.

Recipient Agency Program Information: Please review all information and make changes as necessary.

- **Grades in Building, Menu Options, and Snack Needy** - Click on these fields to update information. See specific instructions for the other items below.
- **Meal times** - Review the programs for each recipient agency to reflect correct meal times. This field may be updated by clicking on **Program Information**.
- **Months of Operation** - This field may be updated through **Program Information** as well. Make changes as necessary. However, If a recipient agency which previously had a program start date of September or later will be participating in July and/or August, a letter on your agency's letterhead indicating the recipient agency name(s), recipient agency code(s) and a description of the education offerings must be faxed to the regional representative for your area by **July 16, 2008**. Upon approval, the Child Nutrition Program Administration Office will make the change(s). You cannot make the change from September to July or August online. It must be done by our office if deemed eligible. If not completed by July 16, you will not be able to claim for July or August 2008.
- **Breakfast Status** needs to be determined for 2008-09: *Reg* (Regular) or *SN* (Severe Need). The percentage of free and reduced price lunches in the 2006-07 school year is also shown. If the percentage indicated is 40% or more, the RA qualifies for Severe Need reimbursement in the 2008-09 school year. Severe Need reimbursement rates are higher, but are no longer subject to actual cost limitations. Although severe need cost reports are no longer required, you will still need to meet the 40 percent requirement of free and reduced price lunches served in the second

preceding year to qualify for severe need and the renewal will automatically be marked yes if the RA qualified to receive severe need rates.

- **Snack Needy Status** is indicated for the current year if an RA participates in snack: *R* (Regular) or *N* (Needy). All snacks are reimbursed at the free rate in Needy RAs. RAs will automatically qualify for Needy status in the 2008-09 school year if the 2008 March lunch claim's free and reduced eligibles are 50% or more of enrollment. The March data will be posted in June 2008 on the Child Nutrition Knowledge Center (<http://www.nysed.gov/cn/cnms.htm>). If the RA is not listed, the RA does not qualify for needy status; therefore, snacks must be claimed for free, reduced and paid reimbursement based on correctly approved applications and the child's eligibility category. However, in some instances, individual middle and high school RAs may qualify, even if they do not meet the 50% threshold. Contact your child nutrition program representative for additional guidance on the Needy status of a RA.

You are no longer able to add a new program for an existing RA. You must contact your regional representative to obtain the appropriate paperwork for completion to be submitted to our office for approval.

Once you have completed the review and update of your agency's renewal, read the certification statement and click on **I Agree**. Your Annual Renewal is then processed. It is no longer necessary to renew each individual Recipient Agency. You will still have access to the **SFA Profile/Renewal** to view a comprehensive profile of your Child Nutrition Programs. For more detailed instructions, click on **Help** on the menu bar on the **SFA Profile/Renewal** screen. Please **do not** send a paper copy to the Child Nutrition Program Administration Office once you have filed your renewal on-line.

It is important to note that information contained in the **SFA** and **RA Annual Information** screens can be updated during the course of the school year, as well. In addition, the **Contact People** module in the **School Food Authority** and **Recipient Agency General Information** screens may be updated at any time.

Since we often contact CNMS users by telephone, fax and e-mail, it is important that you maintain current information in your user profile. Go to **Change User Info** on the main menu and update information as necessary.

If you wish to add or delete an RA, please contact your Child Nutrition Program Administration Regional Office for the proper procedures to follow. These changes cannot be processed on-line.