Only an Authorized Representative may insert the new application.

First, click on the Add New/Renewal Application link

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome KASSANDRA REDDELL   Monday, June 18, 2018 2:02:28 PM

Child Nutrition Programs - Application System

OKLAHOMA CITY

County: [ ]   District: [ ]   FY: [2018 ▼]   [Select]   [Checklist]

[Applications]   [Manage Users]   [Generate Site Alert]

School Food Authority Maintenance

SFA Information

School Food Authority Name

County And District

Mailing Address

Address Line1 [   ]

Address Line2 [   ]

City [Oklahoma City]

Claims Program

Add New/Renewal
Application
Administrative Functions
Application Search
Apply for Participation
File Upload
Home
Manage Non-Accredited
Sites
Privacy Statement
Rates/Eligibility Scale
Maintenance

Next, you will be directed to a page that looks like the one below. Now click on the "Add New/Renewal Application" button.

Select		SFAName	Start Date	End Date	Date Submitted	Status	Type	Coordinator	Fiscal Year
Select	Delete		07/01/2017	6/30/2018		Incomplete	1		2018
Select	Delete		07/01/2016	6/30/2017		Incomplete	1		2017
Select	Delete		07/01/2015	6/30/2016		In-Office Approval	1		2016
Select	Delete		07/01/2014	6/30/2015		In-Office Rejected	1		2015
Select	Delete		07/01/2013	6/30/2014		In-Office Approval	1		2014

1 2

(You may only delete applications which have no on line forms completed)

Click Add New/Renewal Application to add a new application or renewal application.

[Add New/Renewal Application]

Deleted Applications

Click Submit to add this new application or renewal application.

Select "NSLP" to create a new National School Lunch Program Application. Select "SFSP" to create a Summer Food Service Program Application. If any of the Entity specific information (SFA or SFSP Sponsor) below is incorrect please go to the School Food Authority Maintenance Page or the CNP Business Maintenance Page and make adjustments or select another County and District. Enter the Fiscal Year before clicking on Submit.

◉ NSLP   ○ SFSP

Name	
County and District	
Facility ID Number	1680
Entity Type	NSLP LEA Pricing
Institution Type	Public School
Fiscal Year	

Submit

Deleted Applications

Now click on the "NSLP" button and your district information will appear in the boxes. All you will need to do is enter the Fiscal Year. Now click "Submit". Your application will now appear at the top of your list. You will have to complete this process EVERY year.

1) After inserting the new year application, you will need to review and certify the Authorized Representative (AR) section in the SFA Maintenance page. Please contact the CNP office if the AR section is not current.

2) After certifying the AR section, you will need to complete and certify the Permanent Policy Statement found the Checklist, before having access to the other forms found on the Checklist.