

Revised 07-2006	NUTRITION SERVICES USER DOCUMENTATION NATIONAL SCHOOL LUNCH PROGRAM
Form ID: NDE-01-014 NDE-01-015	SUBJECT: Program and Site Applications

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Logging On

Address (URL): <http://cnp.nde.state.ne.us>

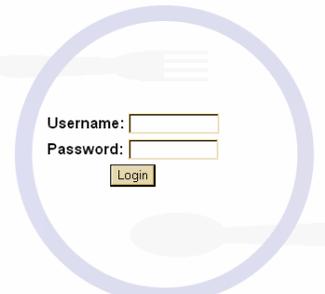
This is the Child Nutrition Program Splash Screen.



Always scroll down this page for updates and current information.

Log in screen:

Nebraska Department of Education - Test
CNP 2004 Program



Username:

Password:

Type your User ID in the user name field. Enter your password and click once on 'Login'.

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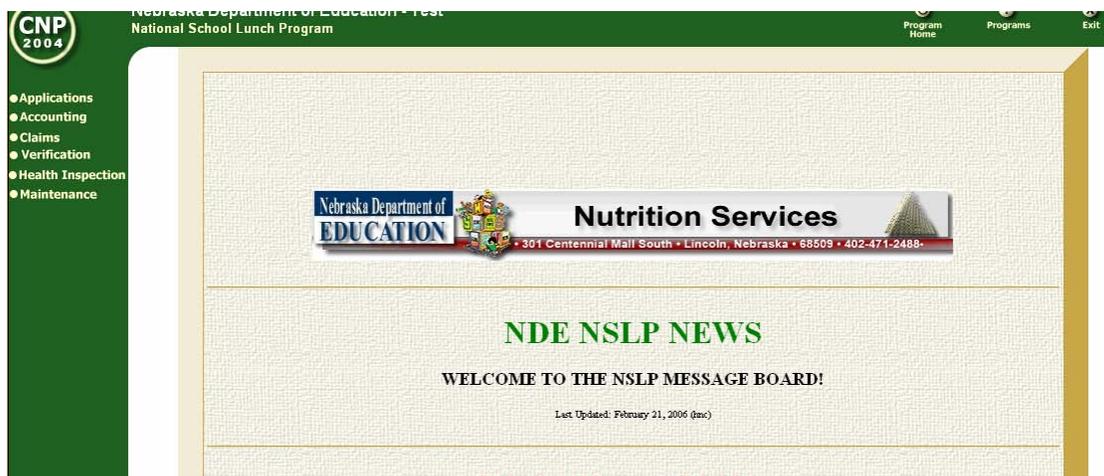
Please protect your ID and Password. If you lose your ID and Password, you must call us and we will instruct you on retrieving them.

If you type your User ID or Password **incorrectly**, the following screen appears.

**The System could not Log you on.
 Please check your user name and password and try again.**



When you type in your User ID and Password correctly the screen on the next page appears.



Always scroll down this page for additional news and important information.

Side Bar Menu

This screen has a side bar menu. The side bar menu is displayed according to user privilege.

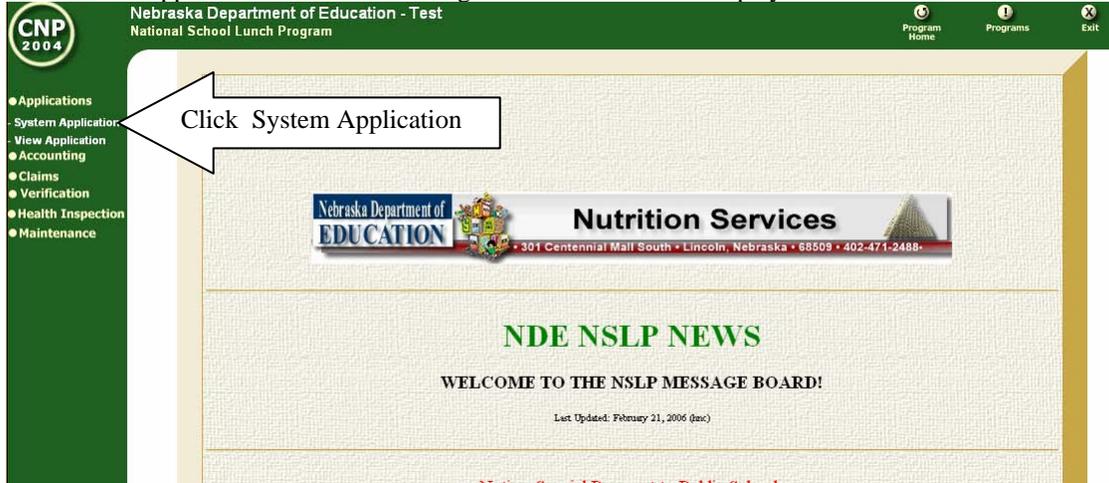
Note-In addition to accessing the Application, the side bar is used to access the following areas:

- Accounting—the Annual Financial Statement for nonpublic schools and Residential Child Care Institutions (RCCIs) which must be entered by July 15 each year
- Claims—monthly claims for reimbursement
- Verification—verification summary must be entered by December 1 each year.
- Health Inspections—the number of health inspections performed during the past school year must be entered on or before October 15 each year
- Maintenance—allows you to change your password.

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Applications

Click once on Applications and the following sidebar menu will be displayed.

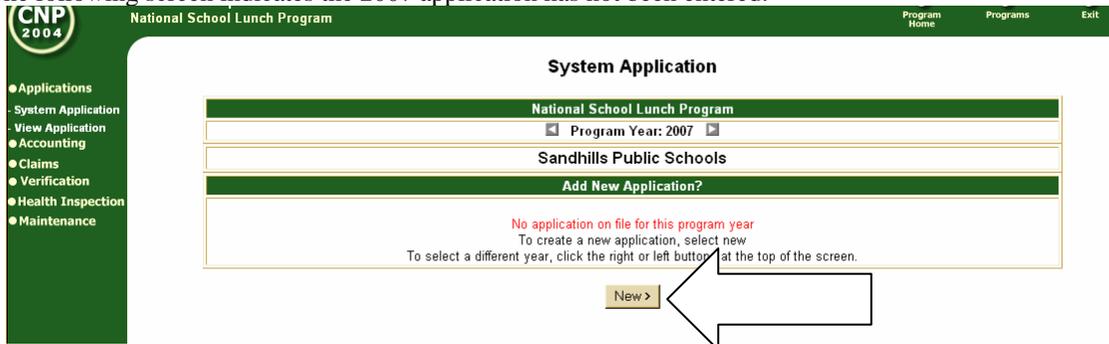


Click once on System Application and the following screen will appear:



Choose the Program Year you wish to enter. For example school year 2006-07 corresponds with Program Year 2007.

The following screen indicates the 2007 application has not been entered.



Click on New> to enter the 2007 application.

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Nebraska Department of Education - Test
National School Lunch Program

Nutrition Services
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

NDE 01-014

Program Application
National School Lunch, School Breakfast and Special Milk Programs

System			
System Name	System Number	Federal ID(FTIN)	Program Year
Sandhills Public Schools	05-0071	470536605	2007

Street Address		Mailing Address	
Address:	Hwy 2	Address:	PO Box 460
Address: (cont.)		Address: (cont.)	
City:	Dunning	City:	Dunning

The Program Application opens first. The entire page must be updated for the new Program Year.

Note: To move between fields use the Tab key or mouse do not use the Enter key.

If you hit the enter key, the following screen appears.

Nebraska Department of Education - Test
National School Lunch Program

NDE 01-014

System Application

National School Lunch Program

Program Year: 2007

Sandhills Public Schools

Add New Application?

No application on file for this program year
To create a new application, select new
To select a different year, click the right or left buttons at the top of the screen.

New >

If this happens, you can click on the bottom New > or click on the Back button in the upper left of the screen to go back to the application.

When the System application is complete; click the Submit button at the bottom of the form.

The following screen will appear. There will be at least one error because a site application has not yet been entered.

Nebraska Department of Education - Test
National School Lunch Program

Nutrition Services
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

NDE 01-014

Program Application
National School Lunch, School Breakfast and Special Milk Programs

The application information was successfully saved but contains the following errors and/or warnings.

Application Error(s)	
Code	Description
371	Click on "Finish" below and add a Site Application for each participating site.

Finish

System			
System Name	System Number	Federal ID(FTIN)	Program Year
Sandhills Public Schools	05-0071	470536605	2007

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When you click on the Finish button, the following screen will appear:

Click on the green Go button beside Site Applications and the following screen will appear:

Click on the Add a Site button at the bottom of the page and the following screen will appear:

This screen shows the eligible sites for this district. Click on the [Click here to enroll Sandhills High School in the NSLP Program](#). The following screen will appear.

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System

System Name	System Number	Site Name	Site Number	Program Year
Sandhills Public Schools	05-0071	Sandhills High School	1	2007

Physical Street Address

Address:

Address: (cont.)

City:

State: Zip Code:

County:

Programs

	Begin Date	End Date
<input type="checkbox"/> School Lunch	<input type="text"/>	<input type="text"/>

The site application should then be entered. Please update and complete all information on the site application.

When the site application is complete, click the Submit button. If all information has been provided, the following screen appears.

System

System Name	System Number	Site Name	Site Number	Program Year
Sandhills Public Schools	05-0071	Sandhills High School	1	2007

The site application information was successfully saved.

Clicking the Finish button will go back to either allow another site to be entered or it will go back to the System Information menu.

System Information

System		
System Name	Agreement Number	Program Year
Sandhills Public Schools	05-0071	2007
<input checked="" type="checkbox"/> Program Year: 2007		
<input type="button" value="Go"/>	System Application	INCOMPLETE 1 Error(s)
<input type="button" value="Go"/>	Site Applications	1 Site Application(s)
<input type="button" value="Go"/>	Authorized Signers	1 Authorized Signature(s)
<input type="button" value="Go"/>	Supporting Documents	0 Complete 1 Incomplete
<input type="button" value="Go"/>	Submit Package to NDE for Approval	
<input type="button" value="Go"/>	Transaction History Report	

NDE Approval Information

Click on Green Go Button next to Supporting Documents.

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If you need to submit any additional information, it will appear as in the example below.

This screen indicates this school does not count at the end of the line, so a waiver request must be submitted. By clicking on the [Point of Service Waiver](#), the form can be downloaded, completed and mailed, faxed or saved and attached to e-mail back to our office.

After submitting the document by email or regular mail, please click the box under Document submitted/uploaded to NDE. This will complete the date field.

Click Submit and the following screen appears.

Click Finish.

This screen still has an error. When you open the System Application, it will list the error. For this example, the original error was the Supporting Documents were needed. Since they have been entered, the System Application should be resubmitted.

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Click the Green Go Button beside System Application. At the bottom of the System Application, click submit and the following page appears.

Nebraska Department of Education - Test
National School Lunch Program

Nutrition Services
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

NSLP System Application

System			
System Name	System Number	Federal ID(FTIN)	Program Year
Sandhills Public Schools	05-0071	470536605	2007

The application information was successfully saved.

[Finish](#)

Click Finish and you will be returned to the following page.

Nebraska Department of Education - Test
National School Lunch Program

System Information

System		
System Name	Agreement Number	Program Year
Sandhills Public Schools	05-0071	2007

Program Year: 2007

	System Application		No Errors
	Site Applications		1 Site Application(s)
	Authorized Signers		1 Authorized Signature(s)
	Supporting Documents		1 Complete 0 Incomplete
	Submit Package to NDE for Approval		
	Transaction History Report		

NDE Approval Information

Submitted For	Status	Approval Date	Approved By

Click the Green Go Button beside Submit Package to NDE for Approval. This page indicates you have successfully submitted the entire package for approval.

Nebraska Department of Education - Test
National School Lunch Program

Package Submit for Approval Status Page

Sponsor		
Sponsor Name	Sponsor Number	Program Year
Sandhills Public Schools	05-0071	2007

The package has been submitted for review.

[<Back](#)

[Exit button](#)

You will receive a letter when your application has been approved. You may now log off by clicking the Exit button in the top right corner.