

Summer Food Service Program (SFSP) Renewal Applications Non-School Food Authority (Non-SFA) Instructions Fiscal Year (FY) 2026

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General Information

Background/Resources

1. [7 CFR 225.6 – State Agency Responsibilities](#)
 - a. ODE CNP is required to review and approve annual updates to the application materials for each active SFSP agreement. We refer to this as Renewals.
2. [FNS Summer Food Service Program Resources](#)
3. [FNS Non-Congregate Summer Meal Service Resources](#)
4. [ODE CNP Summer Meal Programs Webpage – SFSP and SSO Materials](#)
5. [ODE CNP SFSP Webpage – SFSP Only Materials](#)
6. [ODE CNP SFSP Memos and News Announcements](#)

Timeline

1. Renewal Memos sent to Sponsors – **March 17, 2026**
2. CNPweb opens to Sponsors for SFSP Renewals – **April 1, 2026**
3. Civil Rights and Racial and Ethnic Data Trainings due – **April 17, 2026**
4. SFSP Annual Training due – **April 17, 2026**
5. Offline and Online Renewal Application Documents due – **April 17, 2026**

Renewal Application Requirements

All Sponsors

1. Sponsors must submit offline forms to the Community Nutrition email address:
ode.communitynutrition@ode.oregon.gov.
 - a. **Rural Non-Congregate Meals Only:** Sponsors interested in serving non-congregate meals in rural areas must submit the Meal Distribution Plan (MDP) and supporting documentation required for non-congregate meals directly to the assigned Child Nutrition Specialist.
 - If the MDP includes home delivery information the document must be submitted securely. Connect with your assigned specialist prior to submitting to be sent a direct link and instructions for submitting.
2. Sponsors must meet the due dates identified in the [Timeline](#) section of these instructions and additional due dates established by the assigned Child Nutrition Specialist.

Non-Profit/Public Sponsors (including tribes)

1. Must complete:

a. [Training requirements](#)

- Annual Training
- Civil Rights Trainings
- Non-Congregate Meals Training (if applicable)

2. Must submit:

a. [Offline forms](#)

- Free Meal Policy Statement
- Budget Workbook (excel)
- Vended meal agreements (*if applicable*)
- Area eligibility documentation for new or expired sites (*if applicable*)
- Site proximity documentation (*new open sites only, if applicable*)
- Rural Area Documentation for Non-Congregate Meals (*if applicable*)
- Meal Distribution Plan for Rural Non-Congregate Meals (*if applicable*)
- Sample Bulk Meal Distribution Documentation (*if applicable*)
- Alternative Guardian Pick Up Process (*if applicable*)
- CNPweb Forms (*if applicable*)

b. [Online forms](#)

- Sponsor Info Sheet (CNPweb)
- Budget (CNPweb)
- Management Plan (CNPweb)
- Site Info Sheet(s) (CNPweb)

Training Requirements

Renewing Food Program Coordinators listed on line 33 of the CNPweb Sponsor Information Sheet must complete annual training requirements. Authorized Representatives and Food Program Coordinators that are new for FY 2026 must contact their assigned Child Nutrition Specialist for specific training requirements that may be required in addition to the annual training requirements.

Additional training(s) may be required pending guidance from USDA.

Annual Training

ODE CNP is hosting live webinars for SFSP FY2026 Annual Training. All sponsors must attend one of the two options. If you are unable to attend, contact your assigned Child Nutrition Specialist for a recorded version and accompanying assessment.

- Register in advance for **March 19, 2026** at 09:00 AM Pacific Time (US and Canada) at: <https://www.zoomgov.com/meeting/register/-LBXBctORbOkSGs15S6xxQ>
- Register in advance for **March 31, 2026** at 2:00 PM Pacific Time (US and Canada) at: <https://www.zoomgov.com/meeting/register/lcZlXHnJTTS1ZBj1JJ9wyQ>

Civil Rights Trainings

The Food Program Coordinator listed on line 33 of the CNPweb Sponsor Information Sheet must annually complete:

- [Civil Rights in the Child Nutrition Programs Training, Jan 2024 Version](#)
- [Racial and Ethnic Data Collection Training](#)
- [Civil Rights Annual Training Quiz](#)

Non-Congregate Meals Trainings

Food Program Coordinators for sponsors operating non-congregate meals in rural areas must complete the following trainings and certify on the Meal Distribution Plan (MDP) that the trainings have been completed. These trainings are available on the [SFSP Training Webpage](#).

- Non-Congregate Summer Meals in Rural Areas: Meal Service Models and Requirements
- Non-Congregate Summer Meals in Rural Areas: Approval and Reporting
- [Rural Non-Congregate Meals Quiz](#)

If the Food Program Coordinator is new for the upcoming summer, the sponsor has not operated non-congregate meals previously, or the sponsor had significant operational problems operating non-congregate meals in the prior year, additional non-congregate trainings may be assigned.

Offline Forms

Free Meal Policy Statement

All sponsors must annually complete and submit the Free Meal Policy Statement, which can be downloaded from the Packet Tab in CNPweb.

Budget Workbook (excel)

Sponsors must submit a budget for the current SFSP fiscal year. See the Excel Budget Coversheet tab for additional information.

To access the Excel Budget, click on the *Packet* tab in CNPweb, scroll down to the Annual SFSP Budget Form line, and click on the Excel icon in to download it.



Packet	Applications	Activity	Claims	Payments	Users		
Assigned Specialist:							
Item	Req	On-Line Forms Description	Count/Date				
1	☆	Sponsor Information Sheet			Approved		
2	☆	Sponsor Management Plan			Approved		
3	☆	Sponsor Budget Form			Approved		
4	☆	Site Information Sheet	24 of 24		Approved		
5		Forms Submitted to State for Approval	5/27/2025		Approved		
6		Forms Approved by the State	5/27/2025		Approved		
Item	Req	Off-Line Forms Description	Lan	link	Date Sent	Date Received	Date Approved
7		State Agency-Sponsor Agreement	English				
8		Free Meal Policy Statement	English				
9		Resources:	English				
10		Annual Vended Meal Agreement	English				
11		One Month Menu	English				
12		Annual SFSP Sponsor Budget Form	English				
13		Housing Authority Document	English				



Vended Meal Agreement

Sponsors who utilize vended meals must have a current Vended Meal Agreement on file with ODE. Submit a signed Vended Meal Agreement if ODE does not have a current version.

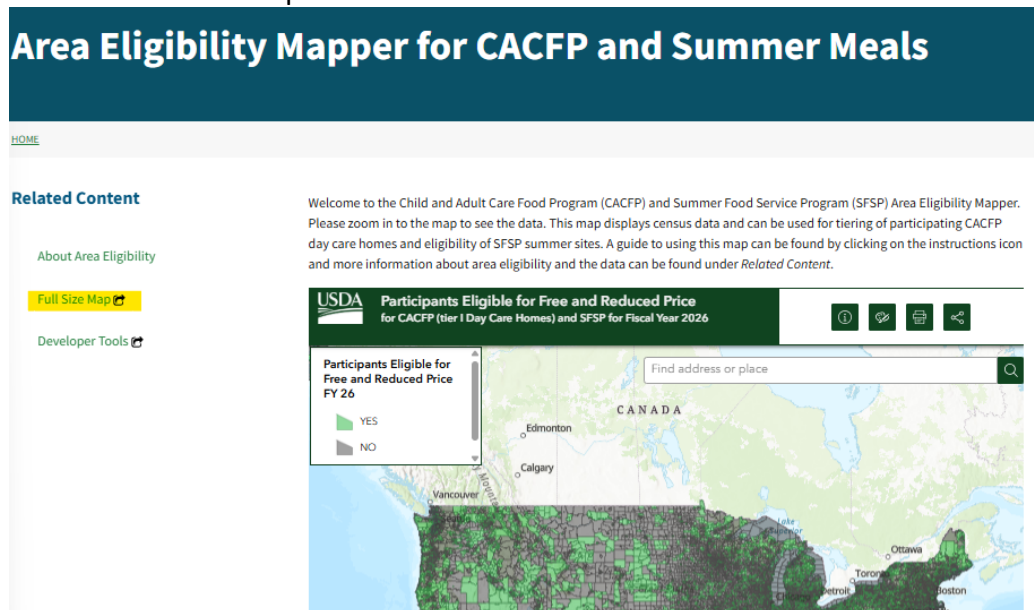
- ODE has a [Vended Meal Agreement Template](#) for Sponsors, if needed.

Area Eligibility Documentation

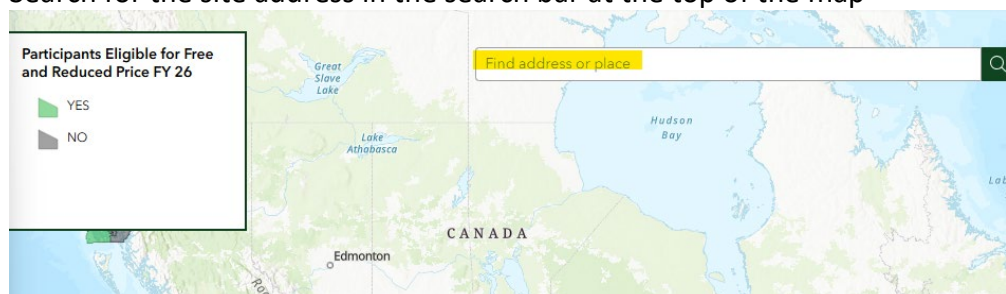
Open, National Youth Sports Program (NYSP), Closed Enrolled (area eligible) and Migrant sites that are new or have expired eligibility are required to submit eligibility documentation. Area eligibility documentation options include:

Census Data: If using this option, the sponsor must submit a screenshot of the map, showing the census number and the site address. Census data can be found using one of the following options:

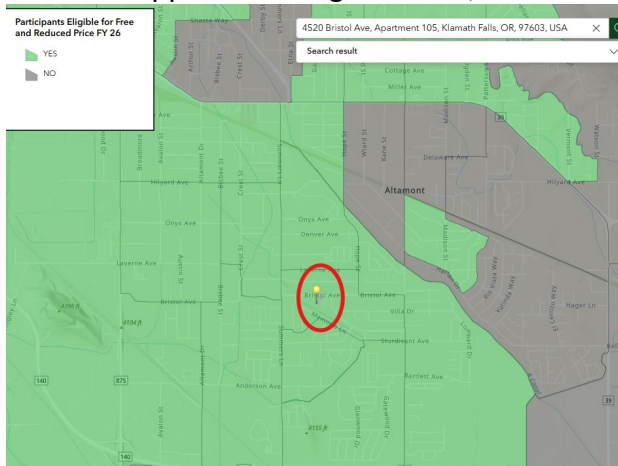
- [FNS Area Eligibility Map](#)
 - Tips for using the [FNS Area Eligibility Map](#) website:
 - Click on “Full Size Map” in the left side bar



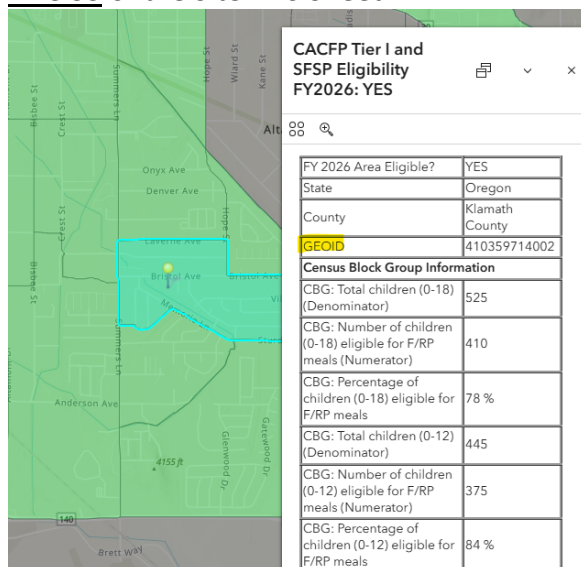
- Search for the site address in the search bar at the top of the map



- If the site appears in the green area, it's in an eligible area.



- Click on the map next to the search result; use the “GEOID” number on Line 33 of the Site Info Sheet.



- If the site appears in a gray area, it's not an eligible census block area.

- [FRAC Map](#)
- [Area Eligibility Worksheet](#)

School Data: If using this option, the sponsor must submit a screenshot of the Free and Reduced Price List with the effective date, school name and number, and F/RP percentage. If the site is not located at the eligible school, then a map which shows a site is located within the attendance boundaries of an eligible school, or a letter from an attendance or transportation official from the school district must also be submitted. Use:

- [Free and Reduced Price Eligibility List – October 2025 Data \(effective March 1, 2026\)](#)
- **Tip:** use the sort and filter options in the excel document to bring the school data you are searching for to the top of the screen to ensure the snip includes the F/RP List information and effective date.

Tribal Authority Documentation: Sponsors may document area eligibility by submitting documentation from a tribal authority which certifies that the proposed site is located on a Tribal reservation or on trust land where 50% or more of the children in the defined area are eligible for free or reduced price school meals.

Note: ODE CNP recommends submitting area eligibility documentation for all Open, NYSP, and Closed Enrolled (area eligible), and Migrant sites due to changes with Medicaid and SNAP that may impact eligibility in the future. Area Eligibility is good for five years.

Site Proximity Documentation

When adding new open summer meal sites, sponsors will be responsible for documenting the new site's location using the [FNS Capacity Builder](#) with both the current fiscal year's *FNS CACFP SFSP Eligibility* and the previous fiscal year's *Summer_meal_sites* selected in the *Layers* panel.

- If adding multiple new open summer meal sites that are less than 1 mile apart, sponsors will need to use an online map, such as Google Maps, and submit the map (via a screenshot, PDF, or link) that includes the distance between the sites.
- For new open sites that are within .5 miles of one another, sponsors must submit documentation to support why both sites are needed in close proximity.
- If the new site is intended to replace a previously approved site, the sponsor must submit an Inactivate Site form for the previously approved site in addition to the Add Site form.

Rural Area Documentation for Non-Congregate Meals

Sponsors applying for non-congregate meal service in rural areas must use the [SFSP Rural Designation Tool](#) to determine if the location where non-congregate meals are distributed to participants is considered rural.

Sponsors must electronically submit documentation (screenshot, PDF, etc.) to their assigned specialist that shows the site is in a rural area to be eligible to serve non-congregate meals. Acceptable documentation must show the address of the site, the location of the site on the map, and the date the data was accessed. To use the [SFSP Rural Designation Tool](#) take the following steps:

- Enter the address you want to determine in the search box.
 - Be sure to select the correct address as options will auto populate from locations around the United States with similar names.
- Use the plus and minus tools or scroll to zoom into the desired location.
- The current layer has all the categories of rural. If the address is within a green area, it is considered rural.
- You can use the folder button on the upper left side of the map to turn on and off the individual rural categories.
- Submit acceptable documentation as described above to your assigned specialist for each site that you are requesting to serve rural non-congregate meals at.

Exceptions can be made if the sponsor is able to demonstrate they are in a rural pocket, but this requires USDA Western Regional Office (WRO) approval on a case-by-case basis. If your site is not in a rural area per the SFSP Rural Designation Tool, but you believe it may be in a rural pocket, contact your assigned specialist for directions on what to submit for USDA WRO consideration.

Meal Distribution Plan for Rural Non-Congregate Meals (excel)

Sponsors who are in eligible rural areas may apply to serve non-congregate meals by completing a Meal Distribution Plan (MDP). Instructions for completing the Meal Distribution Plan are included in the document. To apply for non-congregate meal service sponsors must submit the following, as applicable:

- [Non-Congregate Meal Service Training](#) must be completed as part of the annual training requirements if the sponsor is utilizing rural non-congregate meal service. The Food Program Coordinator must certify on the MDP that the training was taken.
- [CNPweb Site Information Sheet](#) with the non-congregate meal section completed per instructions for each site where meals will be distributed to participants.
 - Those operating non-congregate as Home Delivery (residential locations) are only required to have a CNPweb site information sheet for the location where the routes initiate. The individual homes where meals will be delivered must be included on the Meal Distribution Plan excel document. All home delivery stops must be approved by ODE CNP prior to delivery.
- [Area eligibility documentation](#) (i.e. census map or school F/RP list) for each site and home delivery address (if applicable), unless operating a conditional non-congregate, camp, or closed enrolled site using individual participant eligibility information.
- [Site proximity documentation](#) for any new open sites listed in CNPweb.
- [Rural area documentation](#) (i.e. rural designation map) for each site and home delivery address (if applicable).
- [Meal Distribution Plan \(MDP\) for Summer Meals](#) for all rural non-congregate meal service plans.
 - If the MDP includes participant identifiable data, such as participant names, home addresses, and/or individual eligibility information, the MDP must be sent through the Secure File Transfer system or through a secure OneDrive link. Connect with your assigned specialist prior to submitting to be sent a direct link and instructions for submitting.
- [Sample Bulk Meal Distribution Documentation](#) for any site that is applying to provide bulk food items for non-congregate meal service in rural areas.
- [Alternative Guardian Pick Up Process](#) if the sponsor is opting to allow more than just the legal parent/guardian, siblings, or grandparents pick up meals on behalf of the child. Only required if the sponsor is allowing proxies to pick up meals on behalf of children.

Sample Bulk Meal Distribution Documentation

Sponsors that elect to utilize the bulk meal distribution option must submit sample menu documentation that will be provided to participants. The documentation must clearly identify the creditable food items and portion sizes to be used to make each reimbursable meal. Ensure that the sample documentation demonstrates that meals provided meet meal pattern and that it will be easy for the general population to understand.

Alternative Guardian Pick Up Process

Sponsors that are approved to serve rural non-congregate meals may opt to allow parent/guardian pick up of the non-congregate meals. ODE CNP defines a parent/guardian as a legal parent/guardian, a sibling, or a grandparent. ODE CNP may approve alternative guardians (e.g. proxies) to pick up meals for children on a case-by-case basis. For a sponsor to be approved to allow other guardians (e.g. proxies) to pick up meals for children, they must submit in writing to their Child Nutrition Specialist a description of a system that preemptively collects permission from the participant's parent/guardian and identifies the permitted adult(s). ODE CNP must approve this system prior to the sponsor implementing it. Sponsors are required to email their specialist a description or copy of their plan.

Other previously unidentified adults may not pick up meals without the child(ren) present. USDA guidance explicitly states that childcare providers, such as childcare center day care staff and family day care home staff, may not pick up meals for the children in their care without the children being present at the meal distribution.

Sponsors that only allow the legal parent/guardians, siblings, or grandparents to pick up meals on behalf of the child, are not required to submit a written explanation of the system for approving proxies.

CNPweb Forms

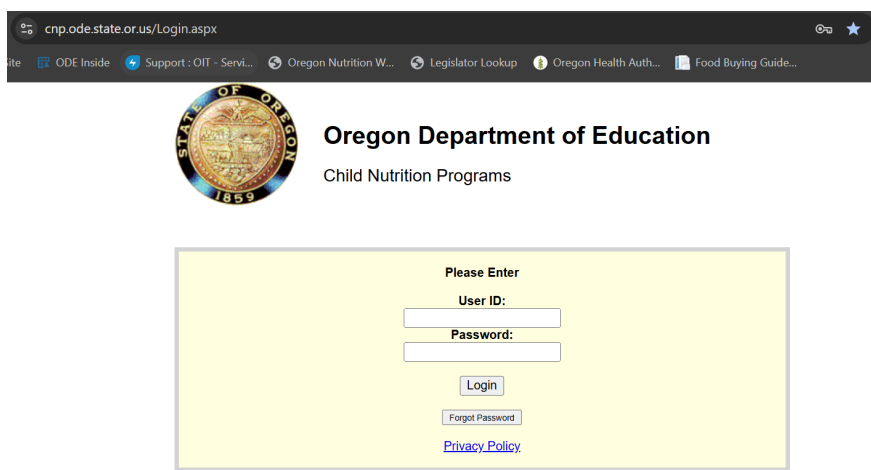
Complete the following forms as necessary and submit to ode.communitynutrition@ode.oregon.gov. These forms are available on the [CNPweb](#) Packet tab.

- To add new sites, complete and submit the **Site Add/Modify form**
- To remove sites, complete and submit the **Inactivate Site form**
- To modify CNPweb users:
 - To add users, complete and submit the **User Authorization Request and Certification Form**
 - To remove users, submit the **User Authorization Termination Form**

Online Forms (CNPweb Applications)

Accessing SFSP in CNPweb

1. Go to the [ODE CNPweb webpage](#) and enter your User ID and Password. Click *Login* when done.
 - As a reminder CNPweb logins are only to be used by the individual they are assigned to. If CNPweb access is needed for sponsor staff, complete an [User Authorization Request and Certification Form](#).



2. Click on the blue *Summer Food Service Program* puzzle piece



3. This is the Splash Page and is used for announcements and reminders. Please review and click *Continue*

After reading this message, click on the "Continue" button at the bottom of the page.

As of May 20, 2025 - claims will revert to be processed once a week on Tuesday (Wednesdays on weeks with a Monday holiday)

Claim Reminders

- **January Claim Deadline:** April 1/March 31 (Leap year)
- **February Claim Deadline:** April 29
- **March Claim Deadline:** May 30
- **April Claim Deadline:** June 29
- **May Claim Deadline:** July 30
- **June Claim Deadline:** August 29
- **July Claim Deadline:** September 29
- **August Claim Deadline:** October 30
- **September Claim Deadline:** November 29
- **October Claim Deadline:** December 30
- **November Claim Deadline:** January 29
- **December Claim Deadline:** March 1/February 29 (Leap year)

Please note: If claim deadline falls on a National Holiday, Saturday or Sunday, deadline moves to next business day.

Claims are turned off on TUESDAYS, starting at 7 AM, so ODE CNP may process claims (unless Monday is a holiday, when claims are then processed on Wednesdays).

For the most up to date information subscribe to the [SFSP Corner Newsletter](#) and check out past newsletters and Memos on the [SFSP Memos and New Announcements](#) page.

Continue

4. Select the Program Year that you want to access

Oregon Department of Education
Child Nutrition Programs

SFSP Summer Food Service Program

Applications Process Maintenance Reports Resources Help Programs Logoff

Home > Select Year

Program Year: 0 Sponsor: 000000-No Sponsor Selected

Program Year Selection

Year	Program Begin Date	Program End Date
2008	10/01/2007	09/30/2008
2009	10/01/2008	09/30/2009
2010	10/01/2009	09/30/2010
2011	10/01/2010	09/30/2011
2012	10/01/2011	09/30/2012
2013	10/01/2012	09/30/2013
2014	10/01/2013	09/30/2014
2015	10/01/2014	09/30/2015
2016	10/01/2015	09/30/2016
2017	10/01/2016	09/30/2017
2018	10/01/2017	09/30/2018
2019	10/01/2018	09/30/2019
2020	10/01/2019	09/30/2020
2021	10/01/2020	09/30/2021
2022	10/01/2021	09/30/2022
2023	10/01/2022	09/30/2023
2024	10/01/2023	09/30/2024
2025	10/01/2024	09/30/2025
2026	10/01/2025	09/30/2026

5. This will take you the Sponsor Summary page for the CNPweb application. The page you will see here is the information in the *Packet* tab

Oregon Department of Education
Child Nutrition Programs

SFSP Summer Food Service Program

Applications Advances Accounting Process Maintenance Reports Resources Help Programs Logoff

Home > Application Menu > Sponsor Summary

Program Year: 2026 Sponsor: 1210001-John Day/Canyon City Parks and Rec

Bottom of Form

Sponsor Summary

Assigned Specialist: No specialist currently assigned.

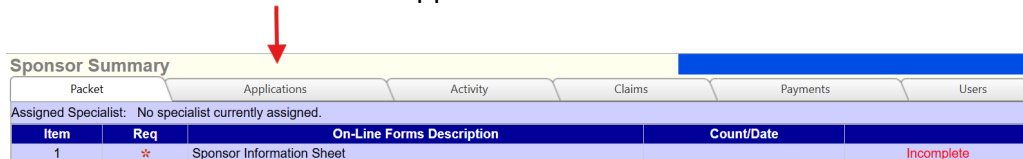
Item	Req	On-Line Forms Description	Count/Date	
1	★	Sponsor Information Sheet		Incomplete
2	★	Sponsor Management Plan		Incomplete
3	★	Site Information Sheet	0 of 3	Incomplete

From here, as part of the application process, users can access:

- Off-line Forms in the *Packet* Tab

Item	Req	Off-Line Forms Description	Lan	link	Date Sent	Date Received	Date Approved
6		State Agency-Sponsor Agreement	English				

- On-Line CNPweb forms in the Applications Tab



Sponsor Summary

Packet Applications Activity Claims Payments Users

Assigned Specialist: No specialist currently assigned.

Item	Req	On-Line Forms Description	Count/Date
1	★	Sponsor Information Sheet	Incomplete

Sponsor Information Sheet

Addresses:

Ensure all addresses are spelled correctly and properly capitalized.

- Address must be the full formal address for the Sponsor including St., Ave, or Rd, etc.
- The Mailing Address may be copied to the Street Address if the box is checked

Mailing Address	Street Address
(1)Addr1: PO Box 123	(6) Addr1: 456 North Street
(2)Addr2:	(7) Addr2:
(3)City: Anytown	(8) City: Anytown
(4)State: OR (5) Zip Code: 97000	(9) State: OR (10) Zip Code: 97000
	(11) County: Baker County
☐ Copy from Mailing Address	

Contacts:

Ensure contact information is accurate, especially email addresses, and they have CNPweb access. See CNPweb - Users Tab for a list of current users. Ensure surnames (Mrs., Ms., Mr.) are included for all listed contacts unless the individual does not want a surname to be used.

It is best practice to have more than one staff person listed in the Authorized Representative, Food Program Coordinator, Financial Office Contact, and Claim Contact roles. *Titles used in these positions must match what is entered on the Management Plan.*

If the Authorized Representative or Food Program Coordinator are new in FY 2025, SFSP New Sponsor/ New Staff Training must be submitted in place of annual renewal training. Contact your assigned Child Nutrition Specialist for more information.

- Authorized Rep - must be an individual that has contract signature authority for the organization.
 - Common positions with this ability include: the Chief Executive Officer, Superintendent, Executive Director, or Business Office Manager.
 - If your organization also operates School Nutrition Programs and/or Child and Adult Care Food Program, the Executive Contact in NSLP or Authorized Rep in CACFP must match the information for the Authorized Representative for SFSP in CNPweb.

- Food Program Coordinator - must be the individual that provides oversight and day to day management for the program.
 - ODE CNP requires the person listed be an *employee of the organization*.
- Business Manager/Financial Office Contact - must be an individual that is responsible for financial recordkeeping.
 - ODE CNP requires the person listed be an *employee of the organization*.
- Claim Contact - must be the individual that submits monthly claims in CNPweb.
- Food Service Management Company (FSMC) Contact - must be the individual who is the main contact for Food Service Management Company. This contact information is only applicable to sponsors receiving meals and/or services through a Food Service Management Company.
 - This contact position cannot be the same individual included for the Food Program Coordinator.
 - Sponsors with a Vended Meal Agreement may disregard this section.

General Information:

Line 68: Select "Application Type" from the drop-down list that describes your organization type.

- Options include: School Food Authority, Private Non-Profit Organization, Residential Camp/ Upward Bound, National Youth Sports Program (NYSP), Govt. Authority

Line 79-80: Select "Yes" if your organization purchases unitized meals, with or without milk, from a vendor or Food Service Management Company (FSMC), which will be served at approved site(s), or purchases management services.

- If "Yes" is selected on line 79, then list the name of the organization's FSMC or Vendor as identified on a Vended Meal Agreement or FSMC Agreement.

Line 69: Only select "Yes" if your organization wishes to receive USDA donated commodities.

- When "Yes" is selected, your organization will be electing to participate in the USDA Foods program for the *next* fiscal year.
- Typically, only School Food Authorities and large non-profits organizations that can store pallets of food participate in USDA donated commodities

Line 70-71: Sponsors must select "Yes" and list the services provided. This may be education, enrichment, etc.

Line 72: Select "Yes" if your organization participates in any of the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) or Special Milk Program (SMP). The programs the organization has an agreement to operate will automatically be checked by the system.

Line 73: Select "Yes" or "No". If you are unsure, contact your assigned specialist.

Line 74: The question is regarding the efforts and methods used to conduct outreach minority and grass roots organizations. Responses may include having a multicultural outreach coordinator, bilingual staff, promotional materials produced in additional languages, flyers posted at schools, partner with local churches, etc.

Advances:

Line 75-78: If needed, select “Yes” to elect to receive an advance payment on SFSP reimbursement. Complete lines 76-78 if an advance is requested.

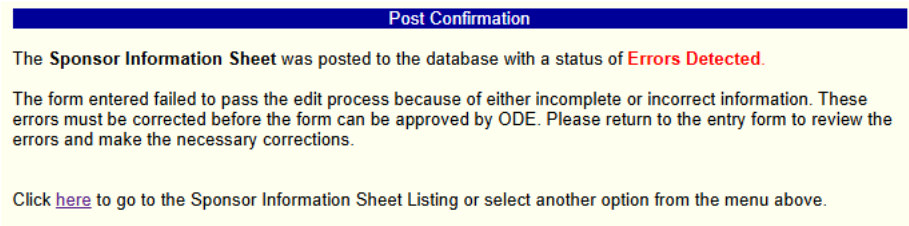
Single Audit Compliance:

Line 81: Select “Yes” if your organization expended more than \$1,000,000 in federal funds during the organization’s previous fiscal year. This audit is also commonly referred to as the A-133 Audit.

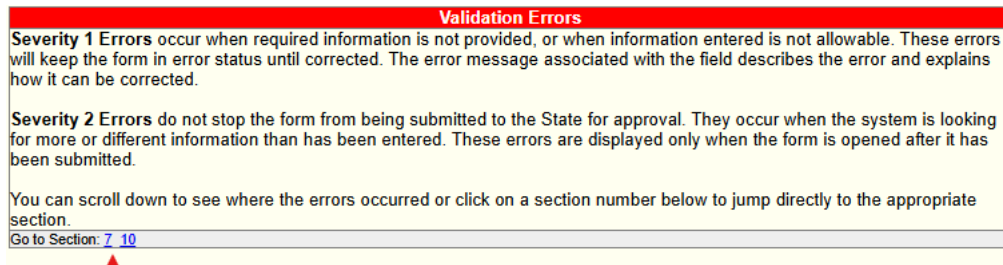
Certification:

Read and certify that the information listed on the CNPweb Sponsor Information Sheet is true and correct.

- Click the Save button at the bottom of the page once reviewed. This will change the status of the Sponsor Information Sheet to “Pending Submission” until the entire CNPweb renewal application packet has been submitted.
- If a message appears that states **Errors Detected**, that can be one of two things.



- For the first type of error, required information may be missing. Click on the section link(s) to go to the section has errors. Revise the section if it is available. If the section is unavailable, it is the second type of error, described below.



- For the second type of error, there may be more information needed, but the error will not stop the application from being submitted. Continue with completing information in CNPweb.

Budget (CNPweb)

There are two parts to the SFSP budget, the offline [Excel Budget Workbook](#) (which details of the organization's SFSP budget) and the CNPweb Sponsor Budget (how ODE approves the organization's SFSP budget). The budget in CNPweb will be completed based on the approved Excel SFSP Budget.

To access the Sponsor Budget in CNPweb, click on the *Applications* tab and click Add under *Action* for the Sponsor Budget.

Refer to the "Summary" tab of the approved Excel budget document for the information to enter on this CNPweb sheet.

Click the Save button at the bottom of the page once it is completed and reviewed. This will change the status of the Budget to "Pending Submission" until the entire CNPweb renewal application packet has been submitted.

Management Plan

Careful review and updating of the management plan, including a comparison with Sponsor Information, Site Information sheets, and the budget is an essential component of renewals that supports program integrity.

To access the Sponsor Management Plan in CNPweb, click on the *Applications* tab and click Add under *Action* for the Sponsor Management Plan.

Part One: Sponsor Information

Lines 1-6: The person who completes the Management Plan must be listed in these lines. This must be the same person who is either listed as the Authorized Representative or the Food Program Coordinator in the Sponsor Info sheet. This must also be the person who submits the entire CNPweb renewal application packet into pending approval.

Line 7: If the organization is a CACFP sponsor and the existing CACFP management plan will be applied to all child nutrition (CN) programs, meaning the organization will adequately and effectively implement all aspects in the management of these programs, then you may check the corresponding box in this field.

- While most of the management plan will be grayed out (unfillable) there will still be areas that need completion. Review the management plan and address any SFSP specific questions that are unanswered by the CACFP management plan.

Line 8: The person completing the form must check the box to certify that they have read and understand the non-discrimination statement.

Part Two: Financial Viability and Financial Management

Fiscal Resources and Financial History:

Lines 9 - 13: Access to other funds are required to continue operation without reimbursements in the case of temporary interruption of funding such as a government shutdown or problem with the state payment system.

- Information entered in these fields must match the Coversheet of the Excel budget.

Lines 14 – 19: At the very least sponsors must select to withhold future monthly reimbursement or unrestricted funds.

- Withholding from future reimbursement is the easiest way for ODE and the sponsor to repay funds.
- It is highly advisable that the organization also has discretionary funds.

Part Three: Administrative Capability

Institutional Structure and Capability:

Lines 20 - 39: List the position or title (not the name of the staff person) that fills the listed function.

- If there is a double check system for a function, use “/” between the two titles to indicate the two roles in this function.
- Position/Title in this section must match the titles on the Sponsor Info Sheet if a person carrying out the function is listed on both forms.
 - Be sure that staff with a SFSP function are also included for labor costs on the Operational Staff and Admin Staff tabs on the budget (if applicable).
 - Positions/titles listed in management plan must match position/titles on the budget.
- Line 35 only applies to programs with camp or closed enrolled sites using individual participant income eligibility information. All other programs will enter “N/A” on this line.

Site Monitoring:

Lines 40 - 43: Site monitoring is a common finding. Effective and timely monitoring is a key contributor to accountability and capability.

- Line 41: List the number of all first two-week visits plus all site monitoring reviews.
 - Example: If a sponsor has 3 new sites and 4 current sites, the number of site monitoring reviews would be 10 (3 First Two Week Visits plus 7 Site Monitoring Reviews).
- Line 42: To describe the institution’s follow-up procedure, the corresponding field must describe processes for both findings and serious deficiencies. The procedure must use both “finding” and “serious deficiency” in the description, even if the same process is used for both.
 - When training is required (as is required for any serious deficiencies), include the title/ position of who will lead the training, the method for training, and a description of the documentation.

- Serious Deficiency is a program violation at a significant proportion, such as site has not been completing point-of-service meal counts for weeks. A finding is a program violation that is not of significant proportion, such as during the meal service, a couple of meals were counted as reimbursable, that did not meet meal pattern requirements.
- **Line 43:** In the case a monitor is unavailable to perform the monitoring duties, the corresponding field must identify how the institution will ensure the facilities are monitored in accordance with 7 CFR 225.15, including any staff. The staff listed here must match the staff positions/ titles listed under the Institutional Structure and Capability section above.
 - Title/position that will be the backup for the site monitor must also be identified.
- **Pre-operational Visits:** please note that in addition to the first two-week and four-week monitoring visits from line 41, sponsors must complete a pre-operational visit for each site that meets one or more of the following:
 - New sites
 - Sites that experienced operational problems in the previous year
 - Existing sites that are new to non-congregate meal service

Part Four: Program Accountability

Governing Board of Directors:

Line 44: If the Board of Directors is listed on the organization's website, it should match the information submitted in this section.

- If not, please provide an explanation to your assigned Child Nutrition Specialist
- School Districts/Universities/ Community Colleges- If the organization has a governing board or committee, this section must be completed with that group's information.
- Organizations must disclose relationships that board members have with the institution, if any.
- Non-profit boards must have at least three members in the state of Oregon.

System for Adjusting Planned Meals:

Line 45: Describe the process for staff to adjust the number of meals planned/ordered based on need. This may be due to planned events or decreases in attendance, as well as fewer participants than originally planned.

Fiscal Accountability

Line 46: A bank account for the institution is required.

Lines 47-57: Some of this documentation is required while others are as applicable.

- The following are required for all:
 - "Itemized receipts, invoices, and bills," "Bank records," and "Balance Sheet" are required.
 - "Procurement documentation" is a requirement in the SFSP.

- The following are required if included on the SFSP budget:
 - “Timesheets” and “payroll records” are required if staff time is charged to the SFSP.
 - “Rental agreements” are required if facility rental costs are charged to the SFSP.
 - “Board minutes” must be checked if the board approves any SFSP expenses on the SFSP budget
 - “Cost allocation plans” are required if expenses are allocated.
 - Include “Indirect Cost Rate” under “Other”, indirect costs are charged to the SFSP.

Lines 58-59: Indicate how frequently SFSP receipts and expenditures are validated against the budget.

Line 60 – 71: For methods to consolidate and submit reimbursement claims:

- Several items must be checked, only select those that are required for your program type.
 - The following are required for all program types:
 - Point of service meal counts are used for preparing the claim. Menus and menu documentation reviewed for meal pattern compliance.
 - Regulatory edit checks are performed prior to submission for reimbursement.
 - Only approved meal types are claimed.
 - Reimbursement is not claimed for meals served in excess of the site authorized capacity or total enrollment.
 - Meals are only claimed for approved facilities/sites.
 - Meals are only claimed for participants that are within the regulatory age limit.
- Items selected must match the sponsor’s written process for submitting an accurate meal claim and/or accepted corrective actions, if applicable.
- If “Claims are reviewed by a second party for accuracy prior to submission for reimbursement” and/or “Back up claim staff” are checked, more than one staff person must be listed on Line 21 under the “Institutional Structure and Capability” section above.

Line 72: Select “No” if one or more of the sites is unaffiliated, meaning it is legally distinct from the organization. Discuss with your assigned specialist if you are unsure.

Lines 74 - 80: Several methods may be selected here, only select those as applicable. Methods selected must be on the organization’s written procedure for ensuring SFSP funds received are only used for allowable costs.

- The following is required for all:
 - Referred to FNS Instruction, and ODE Budget Guidance.
 - Only costs included in the annual budget are charged to SFSP.
 - Receipts are reviewed to ensure no unallowable costs are accounted as SFSP costs.
- The following are required if on the approved budget:
 - Cost Allocation Plans”

Lines 81 - 92: Several methods may be selected here, only select those as applicable.

- “Annual Single Audits are performed.” must be checked if the organization expends more than \$1,000,000 in federal funds a year.
- The following fields should be checked:
 - Board reviews SFSP expenditures and gives approval prior to purchases being made.
 - Board makes fiscal decisions for SFSP.

Line 93: Sponsors are required to have a written [procurement policy](#). This field must be marked “yes”.

Record Keeping

Lines 94-108: Select the location of the record named or select “Not Applicable” if the record is not applicable to the organization’s SFSP operations.

Line 109: Describe the specific location where the documents will be housed

- Example: At the central office in a locked filing cabinet in the director’s office

SFSP Training

Lines 110 – 120: Select the methods used for on-going training as applicable.

- Lines 119 – 120: Sponsors must also select “Other” to provide a description of the resources used for *on-going* training staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Lines 121 – 126: Select the methods used for new staff training as applicable.

- Lines 125 – 126: Sponsors must also select “Other” to provide a description of the resources used for training *new* staff (e.g. ODE materials, organization prepared, etc.) and how training is documented (e.g. certification form, signed agenda, e-mail certification, etc.)

Line 127: Describe how you will address a change in the Food Program Coordinator position.

- Process must include notifying ODE CNP, updating CNPweb sponsor info sheet, giving user access to CNPweb, and training.
- If there is a back-up system for the Food Program Coordinator (FPC), include the back-up position/ title and how they are prepared for the duties.

Line 128: Characterize the organization’s employee turnover rate as either high, medium, low or none.

Meal Service and Other Operational Requirements

Lines 129 – 138: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).

- The following are required for all program types:
 - Plan and evaluate menus to ensure SFSP meal pattern compliance
 - Maintain menu documentation, e.g. recipes, CN labels, PFS, Standard of Identity Product labels, etc.
 - Provide staff training on meal pattern requirements
 - Ensure adequate amounts of food and milk are purchased, prepared, and served
 - Perform meal observations to ensure amounts served meet or exceed minimum portion sizes for age group(s) of participants served
 - Ensure dated menus document actual foods served daily (substitutions due to menu changes are recorded on a working menu)

Lines 139 – 149: Several methods may be selected here, only those as applicable. Methods selected must align with the program type(s).

- The following are required for all program types:
 - Make complaint forms available
 - Maintain a Civil Rights log
 - Offer SFSP program and serve meals to all participants regardless of race, color, sex (including gender identity and sexual orientation), age, disability, or national origin
 - Include the nondiscrimination statement on required documents and websites
 - Display "And Justice for All" poster for public viewing
 - Collect racial/ethnic data annually based on current participants
 - Provide annual civil rights training provided to all staff
 - Ensure staff are able to verbalize the civil rights requirements
 - Maintain written policies and procedures

Certification:

Read and certify that the information listed on the CNPweb Management Plan is true and correct.

- Click the Save button at the bottom of the page once reviewed. This will change the status of the Management Plan to “Pending Submission” until the entire CNPweb renewal application packet has been submitted.

Site Information Sheets

To access the Site Info Sheets in CNPweb, click on the *Applications* tab and click Add under *Action* for the Site Info Sheet you wish to create or update.

Addresses:

Ensure all addresses are spelled correctly and properly capitalized. This address is used to show open and restricted open meal sites on the Summer Meals Mapper on the [USDA Meals 4 Kids](#) website.

Lines 1 – 5: Ensure the mailing address is accurate for the site.

- If the Mailing Address is the same as the Site Address, select the “check here” box to copy the information over

Mailing Address		Street Address	
(1) Addr1:		(6) Addr1:	
(2) Addr2:		(7) Addr2:	
(3) City:		(8) City:	
(4) State:	OR ▼	(9) State:	OR ▼
(5) Zip Code:		(10) Zip Code:	
		(11) County:	▼
☐ Check here to copy Mailing Address to Street Address			

Lines 6 - 11: Street Address

- This must be the street address, not the name of the site, to appear in the summer food mapper.

Site Supervisor:

Lines 18-25: Site Supervisor

- This must be the individual that is responsible for daily site operations and onsite for most meal services.
- The individual listed on these lines may not be the same individual responsible for monitoring the site (refer to Line 26 of the Management Plan).

General Information:

Line 26: Site Type

- Sponsors may only elect one site type option for the site.
- Refer to the [SFSP Site Type Comparison Chart](#) for guidance on site types
 - Restricted Open cannot be selected until after program operations have begun but then needs to limit the meal site's attendance for reasons of space, security, safety, or control. This type of site is still open to the public on a first come, first served basis.
 - Note: For all Closed Enrolled sites that are using Area Eligibility to qualify, please explain the need for operating a closed enrolled site at this location on Line 38.

Line 27 - 39: Site Eligibility

- Options will be based on Site Type. Only one option is allowed, and ineligible options will gray out and sponsor will be unable to select.
 - Note: For existing sites, this section must only be revised if a site has expiring eligibility.
- **School Data** – Complete this section using the current [Free and Reduced Price Eligibility List \(F/RP list\)](#). To use school data, the school must have 50% or higher on the “Percent Eligible” column within the Free/Reduced Price list.
 - Line 28: School’s site number as listed on the F/RP List
 - Line 29: Percentage exactly as listed on the F/RP List
 - Line 30: Full school name
 - Line 31: Ensure this is completed in this format: mm/yyyy
 - If using the current F/RP list, this must be 10/2025 to reflect the month the data was pulled from.
 - Line 32: Full school district name
- **Census Data** – Sponsors may use one of the [census data options](#) to qualify a site.
 - Line 33: Census block group ID must match the census map submitted for the address listed on line 6.
 - Line 34: If using adjacent census block groups to qualify the site sponsors must submit a completed [Area Eligibility Worksheet](#) along with the appropriate census maps. See the instructions on the worksheet.
- **Income Applications** – This type of eligibility would be used only for camps, closed enrolled sites, or conditional non-congregate sites that do not qualify under area eligibility.
 - For closed enrolled sites - To qualify a site based on income applications, at least 50% of enrolled children must qualify for free or reduced price school meals.
 - Conditional Non-Congregate and Camps – only those participants that are free and reduced price eligible can have meals claimed for them
 - Sponsors do not submit income applications to ODE CNP during renewals. This information is verified during administrative reviews.
 - Line 35: Projected number of all enrolled participants
 - Line 36: Projected number of participants eligible for F/RP meals
- **Migrant or Housing Authority Information** -documentation must be submitted to ODE CNP from the Migrant or Housing Authority Official identifying the site is an eligible Migrant Program or Housing Authority location.
- **Other** -include what is used to qualify the site in Line 37.

- Line 38: Closed enrolled sites that are using area eligibility to qualify must provide justification for operating a closed enrolled site at the location.
- Line 39: This check box is only applicable to camp sites, conditional non-congregate or closed enrolled using income eligibility documentation.

Line 40: A first two-week site visit is required and may not be waived when one of the following is true:

- Site is new (did not operate under the sponsor agreement in the previous FY)
- Existing site that is new to providing non-congregate meal service
- Site has been determined by the sponsor or ODE CNP to need a visit based on significant operational problems in the prior year
- Site has a high number of staff turnover

If any of the above are true, select “No” and plan to complete the first two week visit once operations begin. Add the date of the visit to line 98.

If none of the above are true, “Yes” may be selected and the first two week visit requirement may be waived.

NOTE: First Two Week Visits and Site Reviews may be conducted together within the first two weeks of operations; but both forms must be completed. Even if the site does not operate for four weeks, a four week review must be conducted.

NOTE: in addition to the first two-week and four-week monitoring visits, sponsors must complete a pre-operational visit for each site that meets one or more of the following:

- New sites
- Sites that experienced operational problems in the previous year
- Existing sites that are new to non-congregate meal service

Lines 41-42: If “Yes” is selected on line 41, a description of activities offered must be included on Line 42 to ensure program requirements are met.

Line 45: Must complete what is done with leftover meals. Examples provided with the question.

Lines 46 – 47: If “yes” is selected on line 46, a description of how site staff will ensure only the allowable food items are taken offsite and the actions taken if unallowable items are taken offsite must be included on line 47.

- Sites operating non-congregate meals must select “Yes” on line 46 and state “All components allowed offsite for non-congregate meal service”

Line 48: Sponsors must at least notify the local health department of the intent to provide a food service at the site and maintain documentation of the request.

Line 49 – 50: Select from the dropdown.

- On-site Kitchen - The kitchen is at the meal site.
- Shared Kitchen - The kitchen is at the meal site and is shared with another organization or used for other purposes.
- Satellite Kitchen - Meals are prepared at another location (i.e. a central kitchen) and transported to the meal site.
- FSMC/Vended Meals - The meals are prepared by another organization, that is not governmental, and the sponsor pays the other organization for these meals. (Must have an approved VMA on file with ODE.)
 - If meals are vended, include the name of the vendor. ***This includes a Food Service Management Company.***
- Intergovernmental - Meals are prepared by another governmental organization (i.e. school, community center, etc.) and the sponsor, a government organization itself, pays this organization for these meals. (Must have an approved IGA on file with ODE.)

Line 51: If the Sponsor has a FSMC Contract or Vended Meal Agreement, notification to ODE CNP is required if the Sponsor would like to waive the unitized meal requirement.

- If the Sponsor is a School Food Authority (SFA) and would like to utilize Offer Versus Serve, the Sponsor must request to waive the requirement.

Line 52: Minimum response must include:

- How to identify a reimbursable meal
- Where the point-of-service meal count is taken
- A description of the form used to record meal count.

Line 53: Select the appropriate Meal Service Style:

- Family style - all components are available on the table, in bulk, with participants seated around it. Participants serve themselves and may take as much or little as they want of each meal component. Family style should only be selected by a Closed Enrolled or Camp site. Family style meal service should not be used at other types of sites.
- Restaurant - Participants are seated and a complete meal is given to them.
- Cafeteria - Participants go through a line to receive a meal and then are seated.
- Family/Restaurant - This is a combination meal service where some items are pre-portioned and others are self-serve.

Line 54 and 55: Sponsors must select “Yes” if doing offer versus serve (OVS) at the site.

- Regulations only allow SFAs to elect OVS for SFSP. If an SFA uses a vendor or FSMC then refer to line 51.
- Line 55: If “Yes” is selected for line 54, then describe what an OVS reimbursable meal (for the meal types served at the site) looks like, how OVS requirements will be communicated to the participants, and actions staff will take if participants do not select a meal meeting OVS meal pattern requirement.

Line 56: Select the type of point of service meal count taken at the site.

- “Actual” count is completed by taking a meal count by participant name.
 - Camps and Conditional Non-Congregate sites must select “Actual.”
- “Head Count” is completed with using a clicker and/or tally sheet to record only the number of meals served at a site during a meal service.
-

Line 57: Include how meals will be stored until meal service to ensure food safety standards are maintained.

Line 58: A mobile meal site is a site along a meal delivery route. Staff operating the meal delivery will serve, supervise, and close meal service at one meal site, load up, and then go to another site. By doing so they will operate multiple meal sites one at a time.

- Each meal service stop along a meal route must have a corresponding CNPweb site sheet, except for home delivery stops.

Line 59-60: Sponsor must select if the site is outdoors. If the site is outdoors, be sure there is a description of what arrangements are for inclement weather.

- Include the address of an alternative site if one is available.

Non-Congregate Feeding

All rural non-congregate meals served at a site must have an approved FY 2026 [Meal Distribution Plan](#) on file with ODE CNP.

Line 61: Sponsor may select “Yes” to Line 61 if:

- Sponsor will serve non-congregate meals in a qualifying rural area
 - Submit documentation of the site address in a qualifying area. See [Rural Area Documentation for Non-Congregate Meals](#).

Line 62: If there is an alternative site for congregate sponsor must mark “yes”, if not, “no” must be marked.

Line 63: If “no” on Line 62, this line must be “yes”.

Line 64: Must be selected if operating a Rural Non-Congregate Meal Site.

Lines 65-66: If USDA gives waiver approval, further instructions will be provided by ODE CNP at that time.

Line 67: If selected, Line (68) must provide circumstances in which non-congregate feeding will be utilized, that do not follow under the other three options. Example includes unanticipated school closure.

Line 69: Check all styles of non-congregate meals offered at the site

- Sponsors doing Home Delivery must check the boxes that closely align with their meal service (i.e. Bulk Meals, Multi-Day Meals, Grab and Go). Then state on Line 100 Home Delivery will be done for the non-congregate meals.

Lines 70- 71: If line 64 is checked, these lines must be answered

Line 72: Sponsor must describe how they will ensure only the maximum number of meals per child per day are served and claimed. Examples include conducting an actual meal count, having families register for meals, displaying signage and explaining site rules each day, and using time/ distance constraints to prevent families from travelling to multiple sites.

Line 73: If rural-congregate is being served, the sponsor needs to detail what the service days look like. Example: "Serving M- Th daily lunches and on Friday lunches for Fri-Sun" or "Serving 3 days of lunches and breakfasts on Monday for Mon- Wed and Thursday for Thurs- Sat."

Operating Dates

Review the information in this section carefully. This information will be included on the [USDA Meals 4 Kids](#) website.

Lines 74-75: Enter begin and end dates. Ensure they are in the mm/dd/yyyy format and are supported by the other information provided in this section.

- SFSP sites can be approved to operate between the last day of school for SY2025-26 and first day of school for SY2026-27

Line 76: List site closure dates when the site will be closed on a normally planned operating day (e.g. Fourth of July). Dates must be listed as mm/dd/yyyy and if multiple dates are listed use a semicolon (;). Ranges must be separated by a dash (-).

Line 77: Include any scheduled dates of field trips. Dates must be listed as mm/dd/yyyy. If site does not have any scheduled field trips, leave blank.

Lines 78-79: For open sites that have "field trips," meaning meals are served to participants away from the approved site, sponsors must identify if the site will remain open to the community during these days/times.

- If the site needs to close, the sponsor must enter the plan in line 79 to ensure that the community still has meal access during field trips

Lines 80-91: For each month of SFSP operations, enter the total number of operating days based on the information provided in Lines 74-75 and Lines 94-98 (Days Meals Served).

- Ensure the Number of Operating Days for each month is consistent with the begin and end dates.
- For sites serving multiple days' worth of meals at one time for non-congregate meal service, include only the days that meals are physically distributed to participants. This is a change from previous practices per Federal Regulation.

- Example, if a site is serving meals on Monday for 5 days starting June 16, 2026, they will only list 3 operating days in line (88).

Meal Service:

Line 92: Select the meal pattern to be used in the summer program.

- All organizations are eligible to use the SFSP Meal Pattern
- Only School Food Authorities may opt to use the NSLP Meal Pattern

Line 93: SFSP regulations allow for the adjusting of meal portion sizes for younger children. Check the box if the site will be using the CACFP meal pattern for children ages six and under. If the site will be serving infants under one, inform your assigned specialist by email in addition to checking the box on this line.

- If you are not a current CACFP sponsor, you will be required to submit CACFP meal pattern training documentation as well as a one week CACFP menu to your assigned specialist.
- For current CACFP sponsors that request to serve infants, you may be required to submit CACFP meal pattern training documentation as well as a one week CACFP infant menu if your organization had major findings with the infant meal pattern during the last CACFP administrative review.

Lines 94-98:

Meal Times:

- Breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper.
- A minimum of one hour must elapse between the end of one meal service and the beginning of another (except for residential camps and non-congregate sites).

Days Meals Served: Select every day of the week where meals are distributed to participants.

- If the site is applying to serve multiple days' worth of meals at one time for non-congregate meal service only check the day the meals are physically distributed to the participant.

ADA (Average Daily Attendance): This is the anticipated number of participants the site will serve, per meal, in a day.

CAP (Site Cap): This is the highest number of participants that may be served per meal at that site in a day.

- For renewing sites, the site cap may reflect a 10% increase from the previous year's claimed ADA. An increase above this must be requested by email to your assigned specialist with a justification for the increase. For new sites, the site cap must be reflective of the population of children in the area that may be served by the site. See the [SFSP Site Cap Quick Reference Guide](#) for more information.

Offer vs Serve: Must match line 54.

- Regulations only allow SFAs to elect OVS for SFSP. Refer to line 51.
- SFAs may utilize either the NSLP or SFSP meal pattern when doing OVS. This must correspond with the meal pattern selected in line 92.
- Sponsor must be in good standing to select OVS

Type:

- If Vended is selected:
 - Line 46 in the site info sheet must have “Vended Meals” selected.
 - Ensure the appropriate contact information is included on the Sponsor Info Sheet if using a FSMC.

Style:

- If sponsor has selected Hybrid or Non-Congregate, ensure that Line (64) is checked and lines (69-73) are complete and align with the meal type selection.

Shift: Select yes, if the site stops meal service for a period of time, and reopens to serve a different group of children at a different meal time.

- If there is a second meal time, list in general comments.

Line 99: Ensure that there is an adequate number of staff for the ADA and CAP identified on lines 94-99.

Line 100: This section is reserved for comments related to the site’s meal service that need approval from ODE CNP and cannot be captured in the lines above.

- **Site Monitoring:** Please add the site review dates that you plan to conduct your site reviews, including Two Week Visit (if applicable) and Four Week Review.

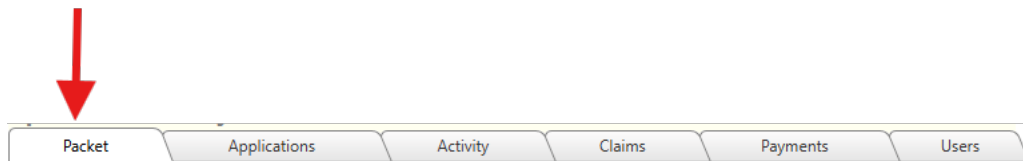
Submitting Information in CNPweb for Approval

To be able to submit forms for Pending Approval, all the Online forms must be in Pending Submission.



Packet	Applications	Activity	Claims	Payments	Users
Assigned Specialist: Eliza Kondo (971) 304-6025 eliza.kondo@ode.oregon.gov					
Item	Req	On-Line Forms Description	Count/Date		
1	*	Sponsor Information Sheet		Pending Submission	
2	*	Sponsor Management Plan		Pending Submission	
3	*	Sponsor Budget Form		Pending Submission	
4	*	Site Information Sheet	25 of 25	Pending Submission	

To submit information in CNPweb for approval, go to the *Packet* tab.



Scroll down to the bottom of the screen. Select the [check here box](#) and click the [Submit](#) button.

A screenshot of a web form. At the top, there is a link: 'Click [here](#) to Enter Dates for Off-Line Forms'. Below this, there is a checkbox labeled 'Check here and click on the "Submit" button below to submit forms to the State for Approval.' Below the checkbox, there is a line of text: 'Once the forms have been submitted to the State Agency, no additional changes can be made prior to Approval.' At the bottom right of the form, there is a 'Submit' button. At the bottom left, there is a link: '↑ Top of Form'.

- If this section is unavailable, that means one of the items above has not been met. Please review information in the Packet tab to ensure that all forms are in Pending Submission, and all required off-line forms have dates and have been submitted to ODE CNP. If there are still issues, please contact your assigned Child Nutrition Specialist.

If you have any questions about these instructions, please contact your assigned Child Nutrition Specialist.