

CNIPS QUICK TIPS FOR PY 12-13 APPLICATIONS- SNP Sponsors

BEFORE YOU BEGIN

This Quick Reference Guide is intended to be used as a supplement to the Sponsor User Manual in order to expedite online program updates. Please read your SNP Sponsor User Manual before you begin the application process.

ACCESSING THE SITE

CNIPS is accessed by entering <https://cnips.education.ky.gov/cnips/> on your Internet Browser.

APPLICATION SUBMISSION

***SELECT PGM YEAR 2012-2013.**

1. Complete a **Sponsor Application** by:

- ☞ **Applications**
- ☞ **Application Packet**
- ☞ **Modify** Sponsor Application
- ☞ (if applicable) **Modify** CEO Schedule
- ☞ **Details** Checklist Summary

2. Complete all the **Site Applications** by:

- ☞ **School Nutrition Program**
- ☞ **Modify**
- ☞ **Save** (correct any errors)
- ☞ **Finish** – SNP Site List should show all green checkmarks once fully complete
- ☞ **Back** to Application Main Menu

2. Complete the **CEO Site List** by:

- ☞ **Applications**
- ☞ **Community Eligibility Option**
- ☞ **Detail**
- ☞ **Save** (correct any errors)
- ☞ **Finish**
- ☞ **Back** to Application Main Menu

Repeat the above steps for each site that will be serving meals during 2012-2013.

CHECKLIST SUBMISSION

- ☞ **Modify** Checklist in App Main Menu

For all Checklist Items that have been sent to SCN, check the box and enter the date that you submitted the items.

- ☞ **Save**
- ☞ **Back** to Application Main Menu

APPLICATION PACKET SUBMISSION

In order to submit your application packet for approval, the following must be complete:

Note: Green checkmarks adjacent to each checklist item signify that the item is ready for submission.

- ☞ Sponsor App = Submission status of "Not Submitted"
- ☞ Site Apps = Pending Submission
- ☞ Checklist = all items submitted to SCN each with a submitted date
- ☞ **CEO Only** – completed CEO Schedule with a status of "Submitted"
- ☞ **Submit for Approval** after all the above items are complete

*You should now receive a message that your application is being processed. The application packet status will now change to **Submitted for Approval** and the date submitted for approval will display.*

DOWNLOAD FORMS

Required forms are conveniently available in CNIPS. You may for download these forms by:

- ☞ **Applications**
- ☞ **Download Forms** – Select the form to download

OBTAINING ASSISTANCE

Lost/Forgotten Password? Contact the COT Help Desk at (502) 564-7576.

CNIPS Questions? The SCN Help Desk or your program consultant can assist you. You may reach them at (502) 564-5625.

The SNP Sponsor User Manual is available for download on SCN's web site: <http://education.ky.gov/KDE/Administrative+Resources/School+and+Community+Nutrition/Nutrition+Programs/Online+Reporting.htm>

APPLICATION READINESS CHECKLIST (See Reverse Side)



Welcome to CNIPS!

CNIPS Recipe for Success!

Below is a listing of ingredients you will need to have available when you complete your application packet in order to have a successful submittal in the CNIPS system.

Sponsor Application

- Beginning and End Dates of School
- Contact Information for Superintendent, FSD, and Claims Preparer
- Names/Title of Determining, Verification and Hearing Officials
- Type of POS system
- FSMC Contact Information
- District Attendance Factor
- Number of lunches served by category in SY 10-11 (July through June)

Site Application(s)

For NLSP and SBP

- Cafeteria Manager's Contact Information
- Number of lunches served by category in SY 10-11 (July through June) for this site
- Grades at this site
- Meal Prices
- Meal Service Times
- Grades for OVS
- If the Site is Participating in CEO or Prov 2
- How Many POS for each Meal Service

For ASCP:

- End of School Day Time
- Qualifying School
- Enrichment/Educational Activities
- ASCP Contact

Checklist

- Electronic Copies of all Required Documents
- OR**
- SCN Fax Coversheet if not Sending Electronically

SSO Site Application(s)

- Site Supervisor Contact Information and Site's Physical Address
- Type of Site and Documentation of Site Eligibility (e.g., Open – 50% Main Elementary 2012)
- How the SSO will be Advertised
- Organization Providing Staff if not District Staff
- Number of lunches served by category in SY 10-11 (July through June) for the school used in qualifying this site