

## **How to submit a Renewal for the School Nutrition Programs (SNP) in ND Foods**

### **Step 1: Gather Required Information**

Before you log into ND Foods, collect the following items to help you answer questions during the renewal process:

1. Paid Lunch Equity Tool (2025–2026), if applicable. This Excel worksheet has been an annual requirement since 2012. Completing the tool shows whether the Sponsor will use General Funds to cover pricing gaps instead of raising student lunch prices.
  - This year, a Sponsor can request an exemption from completing the tool and raising student lunch prices if the Nonprofit School Foodservice Account (05) has an ending balance of \$0 or higher. Please see Step 4 for more information on the PLE Tool.
2. Ending Balance from the Nonprofit School Foodservice Account. To be used for a PLE Exemption request in Step 4.
3. Prime Vendor Bid Award: Identifies the food distributor awarded the food service bid for the year. Used in Step 4.
4. Annual Civil Rights Training Date: The scheduled date for training all staff involved in the school meal program, from eligibility to meal service. Used in Step 4.
5. School Board-Approved Meal Prices: Meal prices for students and adults for each applicable program—breakfast, lunch, and/or afterschool snack, as applicable. Used in Step 4.
6. Food Safety Certification: Each lead Food Service Worker at each serving site must have a valid certification. This information will not be used in the renewal process; however, the renewal will not be approved without a valid certification for each site manager. Please see Step 7 for more information.
7. If applicable, name of computer software program for Meal Counting and Meal applications. Used in Step 9.
8. Average Daily Membership for each site from SY 2024-2025 if the Sponsor wants the local ADM rather than the State average as the Attendance Factor. Please see Step 9 for more information on the Attendance Factor.
9. Daily school schedule with meal service time for breakfast, lunch and afterschool snack, as applicable. Used in Step 9.

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### **Step 2: Log into ND Foods**

Access the ND Foods system here: <https://apps.nd.gov/dpi/cnfd/ndfoods/login.htm>

<b>New User?</b> Click the “Create Account” link and follow the wizard.
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Once your account is created, please **call us with your username**. We must activate your access to the ND Foods program.

### Step 3: Start the Renewal Process

Once logged into ND Foods, the following screen will pop up:

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

**NDDPI** NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

**NDF**  **DS**

[Main Menu](#)







#### Main Menu

Menu	Work Queue
<a href="#">Sponsor Profile</a> <a href="#">My Requests</a> <a href="#">Search Files</a> <a href="#">Contact Us Form</a>	<b>!</b> You have 1 unread message(s). <a href="#">View</a> <ul style="list-style-type: none"><li>Claims Not Submitted (<a href="#">27</a>)</li><li>Renew Application - <a href="#">Renew SNP</a></li></ul>

1. In the Work Queue (right side of the screen), click “Renew SNP.”
2. This will open the Renewal Summary Page (screenshot below), which lists all required sections.
3. You must complete each section before submitting.

### Renew School Nutrition (SNP) Application for 2026

The following information needs to be reviewed, updated and submitted to DPI.

Info	General	SNP Details	Program Docs
Sponsor Details	 <a href="#">Incomplete</a>	 <a href="#">Incomplete</a>	 <a href="#">Incomplete</a>
Individuals	NA	 <a href="#">Incomplete</a>	NA
<b>Sites</b>			
Anamoose Public School	 <a href="#">Incomplete</a>	 <a href="#">Incomplete</a>	NA
<a href="#">Add A New Site</a>			
<a href="#">Add An Existing Site</a>			
<a href="#">Discontinue Site(s)</a>			

Submit Renewal

Decline Renewal

Return

**!** **Declining Renewal?** If the Sponsor will not operate the NSLP in SY 2025–2026:

- Click **“Decline Renewal.”**
- Complete the confirmation section that will open up, then click **“Save”** and **“Submit to DPI.”**
- Please also contact CNFD so we can gather a few details about your exit from the program.

**Step 4. Sponsor Contact Information:** Click on the ‘Incomplete’ under the General column and Sponsor Row (Link #4). (*The Step number has been superimposed on the image next to each link it is associated with.*)

### Renew School Nutrition (SNP) Application for 2026

The following information needs to be reviewed, updated and submitted to DPI.

Info	General	SNP Details	Program Docs
Sponsor Details	<b>4</b> <a href="#">Incomplete</a>	<b>5</b> <a href="#">Incomplete</a>	<b>6</b> <a href="#">Incomplete</a>
Individuals	NA	<b>7</b> <a href="#">Incomplete</a>	NA
<b>Sites</b>			
Anamoose Public School	<b>8</b> <a href="#">Incomplete</a>	<b>9</b> <a href="#">Incomplete</a>	NA
<a href="#">Add A New Site</a>			
<a href="#">Add An Existing Site</a>			
<a href="#">Discontinue Site(s)</a>			

[Submit Renewal](#)

[Decline Renewal](#)

[Return](#)

Clicking on each ‘Incomplete’ link will open a new screen. The ‘Incomplete’ link for General/Sponsor details is similar to this image:

#### Edit Sponsor

Organization Name: Anamoose School District 14

Organization Type: Public

LA No: 25014

Region: 2 - Minot

County: 25

Telephone:  (2223334444) Ext:

Fax:  (2223334444)

\*Receive Direct Deposit: ☒ Yes ☐ No

To request direct deposit, please mail the completed [Direct Deposit Authorization Form](#) to DPI.

#### Mailing Address

\*Address Line 1:

Address Line 2:

\*City, State, Zip:  North Dakota  (55555)

Validate Address: ☒ Yes ☐ No

#### Shipping Address

\*Same as mailing address: ☒ Yes ☐ No

☒ I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

[Cancel](#) [Save](#)

Please carefully check the General contact details for the Sponsor.

Once everything is correct, click the button next to “I certify to the best of my knowledge....” And then the SAVE button. This will exit the General Sponsor Details and bring you back to the initial Renewal page where the Red dot should now show Green next to the completed task.

**Step 5. Sponsor Details:** Click on the ‘Incomplete’ under the SNP Details column and Sponsor Sponsor Details row. (Link #5) A screen similar to this image will open up:

**Edit Sponsor School Nutrition (SNP) Details**

Sponsor: Anamoose School District 14  
 LA No: 25014  
 Year: 2026  
 Especially Needy Eligible: No  
 Meets Meal Pattern Cert.: Yes  
 Date Approved: 11/2012  
 Contribute General Fund to Food Service: ☐ Yes ☒ No  
 \*Primary Distributor:   
 \*PLE Requirement Exemption: I certify that the nonprofit food service account had a zero or positive balance on June 30, 2024 and would like to request an exemption from completing the PLE requirement.  
☒ Yes ☐ No  
 June 30, 2024 Fund Balance:   
 \*Annual Civil Rights Training Will Be Completed By:

**Meal Prices**  
 Enter the price for each meal or "NA" for those that are not applicable.

Category	Breakfast	Lunch	After School Snack
Adult			
Adult Guest			
Elementary			
High School			
Middle School			
Reduced Price			
Student Guest			

**2026 Average Meal Prices - Statewide**

Category	Breakfast	Lunch	After School Snack
Adult	\$2.00	\$4.00	
Adult Guest	\$2.00	\$4.00	
Elementary	\$1.00	\$2.00	
High School	\$1.00	\$2.00	
Middle School	\$1.00	\$2.00	
Reduced Price			
Student Guest	\$1.00	\$2.00	

☐ I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

The top 5 rows will be prepopulated and cannot be changed. If there is an error, please contact DPI.

**Notes on these rows:**

1. **LA No:** means the ‘Local Agency Number’. It is also known in other DPI reports as the ‘State ID number.’ This may help you remember the number when a Food service report, application or waiver asks for the LA No.
2. **Especially Needy Eligible:** When a sponsor is designated as Especially Needy Eligible, the reimbursement rate for free and reduced-price eligible lunches will increase by \$.02 because the Local Agency served a school population two years previous in which 60% or more of meals are served to children qualifying for free and reduced-price meals.
3. **Meets Meal Pattern Cert.:** Reimbursement rates for all lunch eligibilities receive an incentive of \$.09 to serve meals that meet the federal meal pattern requirements. When the Sponsor is up for review, menus and meals served will be reviewed to ensure that the school should continue to receive the Meal Pattern Certification Incentive.

For the rows that need Sponsor Input (highlighted yellow in the image above):

A. **Contribute General Fund to Food Service:** Yes or No.

This question is asking if the General Fund (01) transferred money to the Nonprofit School Food Service Account (05) to offset the required increase to student meal pricing from the Paid Lunch Equity Tool.

This question is not asking if the General Fund pays for student seconds or adult meals for teachers who perform monitoring duties during lunch. These and a number of other cases should be invoiced from the Nonprofit School Foodservice account, and the General Fund (or another nonfederal source) pays the bill.

**B. Primary Distributor:** Click on the box next to this for the drop-down list.

Please choose the broadline Food service distributor from which the kitchen will source the majority of its food this year. The Prime Vendor usually requests in their contract that at least 75% to 80% of the food purchases are made from the winning vendor awarded through proper procurement procedures.

**C. PLE Requirement Exemption:** *I certify that the nonprofit food service account had a zero or positive balance on June 30, 2024, and would like to request an exemption from completing the PLE requirement.* Yes or No

[USDA memo SP 12-2025](#) allows a Sponsor to request an exemption from the requirements of the Paid Lunch Equity (PLE) tool for School Year 2025-2026. If the Sponsor had a zero or positive end balance in the nonprofit School Foodservice Account (05) at the end of LAST school year, the Sponsor can request the exemption by answering “Yes”.

- A ‘Yes’ answer will open up another box that requires the ending balance of the Nonprofit School Foodservice account (05). Please enter the ending balance.

- A ‘No’ answer means that the Sponsor does not want to request the exemption from the requirements of the Paid Lunch Equity (PLE) tool. This means the Sponsor must complete the tool and implement the meal pricing increase calculated by the PLE tool. Reminder: the maximum increase that a Sponsor must raise lunch pricing is ten cents, although a Sponsor may increase the price more than ten cents if needed.

The 25-26 Paid Lunch Equity Tool can be accessed on the NDDPI-CNFD website here: [SNP Forms / Tools | North Dakota Department of Public Instruction](#)

**D. Annual Civil Rights Training Will Be Completed By:** Click on the Calendar icon or enter a date (mo/day/year).

Civil Rights training is required every year for all staff who will be working with the school meal programs.

**Note:** Please **DO NOT** enter the date of a Back to School Workshop (BTSW) as Civil Rights training will not be held at this year’s BTSW.

The date of Civil Rights training should be the date that the Sponsor plans a beginning-of-the-school-year staff training. Remember that all staff who work with the school meal programs are required to complete professional development each year, including the civil rights training.

- This date should not be later than the first day of school, as annual Civil Rights training is required for all staff to begin the year with compliant Civil Rights procedures.
- Remember that those running the Afterschool Snack program also must have the Civil Rights training.
- NDDPI-CNFD has recorded webinars on the civil rights training to watch, or a PowerPoint presentation for a DIY seminar, or the written training sheet can be used

with documentation that all staff involved in the school meal process, from eligibility to food service, have taken the training.

- **Note: Staff who have not been hired by that date will still need the training during the onboarding process, but do not consider this in the completion date needed for this renewal.**

E. **Meal Prices:** Breakfast, Lunch, and Afterschool Snack, for students and staff.

All boxes must be filled. If the program is not operated or the school does not accommodate the population subset, fill in the box with 'NA'.

1. **Student pricing** for each grade group in the School District. If there are multiple prices for each grade group, enter the highest price for the grade group.

- **For Non-pricing Schools**, enter 'NA' in student meal pricing.

**Note: Reduced price for breakfast and lunch programs must be set to \$0 again this year as the State of ND will again be covering these charges. Please check the Point of Sale software to ensure that the Sponsor's pricing structure matches what is reported here.**

2. **Adult meal pricing:**

- a. Adult meal prices must meet federal requirements that include current reimbursement rates and commodity value per meal.

- b. **For pricing schools,**

- i. Breakfast must be set at **least \$\_\_ higher** than the highest student breakfast price to account for the reimbursement received for meals. Note: SY 2024-2025 required Adult Breakfast price to be at least \$.39 higher than the highest student breakfast price.
- ii. Lunch must be set at **least \$\_\_ higher** than the highest student lunch price to account for the reimbursement received and the commodity value received for meals.

Note: SY 2024-2025 required Adult Lunch price to be at least \$.96 higher than the highest student lunch price.

- c. **For non-pricing schools (Provision 2 and District Wide CEP)**

- i. Breakfast must be set at least **\$\_\_** [2025-2026 reimbursement rate for a free breakfast].

Note: In 2024-2025, the required Adult Breakfast price was at least \$2.84 to match the reimbursement received for a student breakfast.

- ii. Lunch must be set at **least \$\_\_** [2025-2026 reimbursement rate for a free lunch plus the value of commodities received per meal].

Note: In 2024-2025, the Adult Lunch price was required to be at least \$4.99 to match the reimbursement received for a student lunch plus commodity value.

3. **Reminder for the Afterschool Snack program,**

- a. Reduced-price eligible snack price may not exceed \$.15.
- b. In 'Area Eligible' Districts where at least 50% of the student population was eligible for free or reduced-price meals in the previous year, all snacks may be claimed at the free reimbursement rate.

- c. Pricing programs (non-area eligible) that do not charge the students for snacks must reimburse the Nonprofit School Foodservice account for the difference between the Paid and Reduced-price eligible snack price and the reimbursement rate.

Once everything is correct, click the button next to “I certify to the best of my knowledge....” And then the SAVE button. This will exit the Sponsor SNP Details and bring you back to the initial Renewal page where the Red dot should now show Green next to the completed task

**Step 6. Program Documents:** Click on the ‘Incomplete’ under the Program Docs column and Sponsor Details Row (*Link #6*).

A screen similar to this image will open up:

**Program Document Summary**

Program: School Nutrition (SNP)  
Sponsor: Anamoose School District 14

Title	Program Year	Expires	Status	Most Recent File	
				File	Action
<a href="#">Program Agreement</a>	2020	-	Approved on 08/26/2019	<a href="#">Program agreement.pdf</a>	<a href="#">View Details</a>
<a href="#">Policy Statement</a>	2020	-	Approved on 08/26/2019	<a href="#">policy statement.pdf</a>	<a href="#">View Details</a>
<a href="#">Meal Counting &amp; Claim Prep</a>	2025	-	Approved on 08/21/2024	<a href="#">MEAL-COUNTING-AND-CLAIM PREPARATION 2024.pdf</a>	<a href="#">View Details</a>

☐ I certify to the best of my knowledge and belief that the attached documents are true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

[Cancel](#) [Save](#)

Each of these program documents is incredibly important as they outline the agreement between the Sponsor and the NDDPI-CNFD. It is a good idea to read through each section as a checklist of items that the Sponsor needs to do each year. If you can say, ‘Yes, we do that,’ then you would be ready for an Administrative Review during any program year.

**Program Agreement:** Covers financial management, Smart Snacks, submitting claims for reimbursable meals, USDA Foods, and other program details.

**Policy Statement:** Covers how the Sponsor handles the Free/Reduced-Price meals from eligibility through verification.

**Meal Counting & Claim Prep:** Documents the meal counting and claiming process, including who is responsible for each step. Many schools list staff names rather than positions responsible for each activity. If the names of staff are in the document, please make sure to update this if there is any change.

**Note:** If any of the program documents must be updated, please Click on the ‘Title’ of the document to download a new fillable .pdf document. This document must be saved to the desktop and then opened to complete, followed by saving it again as a new file on the desktop. If this process is not done in the stated way, the document will be saved blank. Send the newly updated file to [dpicnfd@nd.gov](mailto:dpicnfd@nd.gov) for approval. Once the entire renewal application has been approved, the updated Program document will be uploaded to the Program Documents tab.

Once everything is correct, click the button next to “I certify to the best of my knowledge....” And then the SAVE button. This will exit the Sponsor SNP Details and bring you back to the initial Renewal page where the Red dot should now show Green next to the completed task.

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**Step 7. List of Individuals:** Click on the ‘Incomplete’ under the SNP Details column and Individuals row. (*Link #7*)

Please click on this and review the staff listed, their contact information, and their responsibility for the Sponsor’s school meal program.

- A. Every sponsor must have an Authorized Rep, a Finance Manager, a Lead Food Service Worker, and a USDA Food Rep.
- B. Staff may be listed with one, two, or even all the roles.
- C. Use the ‘Edit’ link to edit the contact information or change the roles for this staff member.
- D. Please delete all individuals who no longer work at the school. Do not change an individual's name to add someone new, as the data associated with that individual will not be accurate for a new person.
- E. Please add an individual using the ‘Add an Individual’ at the bottom of the list. Information that is required has an asterisk (\*) next to it.
- F. Please delete duplicate individuals. This database is used to send email notifications, and duplicates hinder this process.

**Note on the Lead Food Service Worker.**

According to the National School Lunch Program, each Sponsor must have a food service director with a food safety and sanitation certification. This person may work in the kitchen or oversee the food service operation from an office.

In North Dakota, each site operating the National School Lunch Program must also have a Lead Food Service worker with a valid Food Safety and Sanitation certification. If a Sponsor has multiple serving sites, a Food Service director can be named the Lead Food Service worker for one site, but the second site must have a different Lead Food Service worker, who also has the required Food Safety and Sanitation certification.

NDDPI-CNFD must track the certification of each Lead Food Service worker. The initial certification must include at least 8 hours of training and a knowledge assessment. Recommendations for this training are on our website under [SNP—Sanitation Training](#).

This year, the renewal process will not be approved until each Sponsor site has a Lead Food Service worker with a valid Food Safety and Sanitation certification. We must have a copy of the certificate of completion on file and recorded in ND Foods.

Once everything is correct, click the button next to “I certify to the best of my knowledge....” And then the SAVE button. This will exit the Sponsor SNP Details and bring you back to the initial Renewal page, where the Red dot should now show Green next to the completed task.



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**Step 8. Site Information:** Click on the 'Incomplete' under the General column and Sites: Your Public School row. (*Link #8*)

A screen similar to this image will open up:

**Edit Site Details**

Sponsor: Anamoose School District 14  
Site: Anamoose Public School

\*Administration Type:

\*Telephone:  (2223334444) Ext:   
Fax:  (2223334444)

**Mailing Address**

\*Address Line 1:   
Address Line 2:   
\*City, State, Zip:    (55555)  
Validate Address: ☐ Yes ☒ No

**Shipping Address**

\*Same as mailing address: ☒ Yes ☐ No

☐ I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Please carefully check the Site contact details for each site of the Sponsor.

Once everything is correct, click the button next to "I certify to the best of my knowledge...." And then the SAVE button. This will exit the Sponsor SNP Details and bring you back to the initial Renewal page, where the Red dot should now show Green next to the completed task.

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**Step 9. Site Program Details:** Click on the 'Incomplete' under the SNP Details column and Sites: [Your] Public School row. (*Link #9*)

A screen similar to this image will open up:

## Edit Site School Nutrition (SNP) Details

**Site:** Anamoose Public School  
**Sponsor:** Anamoose School District 14  
**Year:** 2026  
**Status:** Incomplete  
**Delivery Only:** No

**\*Grades Served:** Grade PreK: ☐ Grade K: ☐ Grade 1: ☐ Grade 2: ☐  
Grade 3: ☐ Grade 4: ☐ Grade 5: ☐ Grade 6: ☐  
Grade 7: ☐ Grade 8: ☐ Grade 9: ☐ Grade 10: ☐  
Grade 11: ☐ Grade 12: ☐

**\*Site Classification:** Regular School

**\*Start Date:**

**\*End Date:**

**\*Food Service Type:** Self preparation kitchen

**\*Meal Counting Method:**

**\*F/R Meal Application Collection Method:**

**Provision Type:**

**\*Breakfast Participation:** ☐ Yes ☐ No

**Breakfast Severe Need Eligible:** No

**\*Lunch Participation:** ☐ Yes ☐ No

**\*Snack Participation:** ☐ Yes ☐ No

**Snack At Risk Eligible:** No

**\*Average Attendance Factor:**  Please enter your average attendance factor percentage (between 0.01 and 1.00) for your entire site.

### \*Meal Shifts

#	Meal Type	Start Time	End Time	Action
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

[Add Meal Shift](#)

☐ I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

- A. **The grades that will be served at this site.**
- B. **Site Classification:** The drop-down menu allows for a Regular School (public), a Residential Child Care Institution, or a Private school. Choose the appropriate classification for the site.
- C. **The beginning date of school**
- D. **The ending date of school**
- E. **Food Service Type:** Choose the appropriate food service type from the drop-down menu:
  - a. **Self-Preparation kitchen** = Meals are prepared on site and served to students there
  - b. **Central kitchen** = Some or all food is made in a central location for multiple sites and transported to each site for service. Some prep may still be needed to finish the meals for service.
  - c. **Satellite kitchen** = Meals are prepared at another meal site and transported to this satellite location for service. No further preparation is needed for meals transported to this site.
  - d. **Food Service Management Company (FSMC)** = Another company manages the entire operation of the kitchen, including the labor. The FSMC may also count and submit the claim for reimbursable meals served. **Note: To use an FSMC company, very specific procurement must be used and approved by NDDPI-CNFD.**

- e. **Vended** meals = Meals are prepared by another company and transported to the Sponsor's kitchen, where the Sponsor's staff serves them. **Note: A contract must be in place specifying each party's responsibilities.**

**F. The meal counting method.** Choose the appropriate meal counting method from the drop-down menu:

- a. A **Name Checklist** method = Sponsor uses a paper document with names that are checked off as the reimbursable meal is taken.
- b. **Computer system** = Sponsor uses a software program to track reimbursable meals along with any a la carte and adult meals served.
  - i. If 'Computer System' is chosen, another drop-down list will open up for the sponsor to check which computer system.
- c. If **Other** is chosen, please describe what Other method is used in the box that opens below 'Other'.

**G. The method of collecting free/reduced meal applications.** We want to know how households can fill out the free/reduced-price meal application. Choose the appropriate method for collecting meal eligibility applications from the drop-down menu:

- a. Traditional Paper Application Only. **Note: ND Legislation HB1013 requires that NSLP Sponsors implement an online application system by July 1, 2026; the federal government requires a paper application to also be available.**
- b. Computer System Only. = Sponsor uses a software program to track reimbursable meals along with any a la carte and adult meals served.
  - i. If 'Computer System' is chosen, another drop-down list will open up for the Sponsor to check which computer system.
- c. Computer System and Traditional Paper Application. A drop-down list will also open up for the Sponsor to check which computer system is used.
- d. Other: If **Other** is chosen, please describe what Other method is used in the box that opens below 'Other'.

**H. The next section is the programs that the school participates in.**

Please use the radio buttons to denote participation in Breakfast, Lunch and Snack. Yes or No

- a. A 'Yes' to Breakfast Participation opens up another question:
  - i. Breakfast Service Type. Check all breakfast service types that apply:
    1. Breakfast in the Classroom = Meals are brought to individual classrooms. **Note: There are specific requirements for training and serving meals in the classroom. Please contact NDDPI-CNFD for those specific requirements.**
    2. Second Chance Breakfast = Meals are available after the main breakfast in a central location has ended. This is normally seen in a high school where students pass from one classroom to another and may have time for a break if they have not had breakfast yet.
    3. Grab n Go Breakfast = Meals are available in a remote location.
    4. Traditional in the Cafeteria Breakfast

ALL service types must ensure that meals selected by the student are:

- ✓ reimbursable,
- ✓ contain the required components,
- ✓ accurate counts are taken after the reimbursable meal has been selected,
- ✓ only one breakfast may be counted per student per day, and
- ✓ eligibility status is not overtly identified.

- I. **Average Attendance Factor:** The Average Attendance Factor is the average number of enrolled students typically attending school on any given day. This percentage is multiplied by the eligibility enrollment submitted on each month's claim to compare to the average number of meals being claimed for reimbursement. NDFoods will alert the Sponsor with an error if the claim number submitted is higher than the Attendance-factor adjusted enrollment over the number of days served.

**This year, the Attendance Factor has been entered as the Average Daily Membership (ADM) across the state of North Dakota for this past year. It is 93.33%.**

If you would like to use the more accurate Sponsor Attendance Factor, please do by entering the ADM for each site as a decimal number, e.g., 94.20% would be entered as .9420.

- a. Public and Private schools are not allowed to enter a '1' in this area as this means that 100% of the students were in attendance every day of the school year for the entire day.
  - b. Residential Child Care Institutions should use a '1'.
  - c. The Average Attendance Factor (or Average Daily Membership) should be used in the school district's monthly edit check of meals served daily. If the daily meals served exceed the enrollment for the day multiplied by the attendance factor, attendance records should be checked, and a note should be made on the Meal Count Listing that the meals served that day are confirmed by attendance.
- J. **Meal shifts for each program that is served.** Multiple service times can be entered, but it is not necessary. An overall service time should be entered. E.g., Lunch service for Grade 6 is from 11 to 11:20; Lunch service for Grade 7 is 11:30 to 11:50, and Lunch service for Grade 8 is 12 Noon to 12:20. This may be entered as Lunch Start time – 11:00 and End Time as 12:20.

**Notes about mealtimes:**

- a. Breakfast must be served sometime at the beginning of the day.
- b. Lunch cannot be served before 10 am and must be finished before 2 p.m.
- c. Afterschool Snacks cannot be operated until after the last class bell. This is an after-school enrichment or educational program for students who need care after school. This is not the Fresh Fruit and Vegetable grant program served sometime during the day but not during breakfast or lunch.
- d. Meals may not be claimed when served outside of the listed meal service time.

Once everything is correct, click the button next to “I certify to the best of my knowledge....” And then the SAVE button. This will exit the Sponsor SNP Details and bring you back to the initial Renewal page, where the Red dot should now show Green next to the completed task.

This will bring the user back out to the renewal request area.

There are 3 other links at the bottom of the renewal request that can be used if applicable.

**Add a New Site:** Use this link if the Sponsor has added another Site where the National School Lunch Program and other School Nutrition programs will be served. The Sponsor must complete Steps 8 and 9 for each new site.

**Add An Existing Site:** Use this link if a Sponsor has a Site that previously offered the School Nutrition Programs but dropped meal service for a time, but will now serve meals once again. Steps 8 and 9 will need to be completed for this site.

**Discontinue Site(s):** Use this link to deactivate a site(s) that the Sponsor will no longer use to offer School Nutrition programs. If a site is not discontinued, a claim will continue to open up each month.

Update successful

### **Renew School Nutrition (SNP) Application for 2026**

The following information needs to be reviewed, updated and submitted to DPI.

Info	General	SNP Details	Program Docs
Sponsor Details	<a href="#">Complete</a>	<a href="#">Complete</a>	<a href="#">Complete</a>
Individuals	NA	<a href="#">Complete</a>	NA
<b>Sites</b>			
Anamoose Public School	<a href="#">Complete</a>	<a href="#">Complete</a>	NA
<a href="#">Add A New Site</a>			
<a href="#">Add An Existing Site</a>			
<a href="#">Discontinue Site(s)</a>			

Submit Renewal

Decline Renewal

Return

#### Step 10. Submitting the Renewal request.

When the renewal is ready to submit (all red dots have turned green), click the “**Submit Renewal**” button.

This action completes the renewal process on the sponsor's end and sends the application to NDDPI-CNFD for review. Once submitted, you will no longer be able to make changes to the renewal application.

However, if updates are needed—such as changes to staff information—you can use the **Sponsor Profile** to access and update the relevant sections in ND Foods.

If any part of the renewal is unclear or incomplete, it will be returned with comments specifying what needs to be corrected. After making the necessary updates, you must **resubmit** the renewal.

**Note:** Monthly claims will not be available for submission until the renewal has been approved. Once approved, the claims will open the following day.

For questions about the renewal process, please contact:

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