OSPI CNS Food Distribution
Sponsor Application Instructions

School Year 2023-24

Sponsors are required to review the Sponsor Application Sheet information, make any corrections, and submit the application. OSPI must review and approve each application prior to Sponsors placing USDA Food orders.

The Sponsor Application Sheets are due on or before June 13, 2023.

The Sponsor Application Sheet is located in CNPweb:
- ✓ We recommend you save this link as one of your favorites: cnpwebsite
- ✓ Login ID and password are the same
- ✓ For assistance, contact Erica Olivera, erica.olivera@k12.wa.us or 360-725-6204.

Notify us if there are any changes to the delivery location or delivery contact person. Throughout the year as changes occur, please keep your application up to date. This information is used for notification of any holds and/or recalls of USDA foods and messages from OSPI.

Review the Message Board screen, and then click Continue, which is available either at the top or bottom of the page.

Steps to Complete the Application
- ✓ Log into CNPWeb
- ✓ Select Program Year **2024**

Program Year Selection

Program Year	Program Begin Date	Program End Date
2009	July 1, 2008	June 30, 2009
2010	July 1, 2009	June 30, 2010
2011	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
2014	July 1, 2013	June 30, 2014
2015	July 1, 2014	June 30, 2015
2016	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
2018	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024

Washington Office of Superintendent of
PUBLIC INSTRUCTION

The **Sponsor Summary** screen opens for the selected Fiscal Year.

- ✓ Information and functions display in Tabs.
- ✓ You may review the information on all the Tabs.

On the **Applications Tab**, select **Edit** in the Action column to begin the application review:

Review the information on the screen, and **enter all corrections needed**. Make sure email and phone numbers are current. Program, Billing, and Ordering Contacts are required. The Alternate Contact is optional; however, it is highly recommended.

Mailing Address, Street Address and Billing Address are **required**.

Comments including contact names and cell phone numbers may be entered as an option.

Remember to check box number 45; OSPI <u>cannot approve</u> the application without this certification.

Error messages will display and prompt for missing information.
- ✓ The error message example below tells us that field number 1-4 is incorrect.
- ✓ The field number is highlighted in red to identify something is missing or incorrect.

Click **Submit** to save the application.