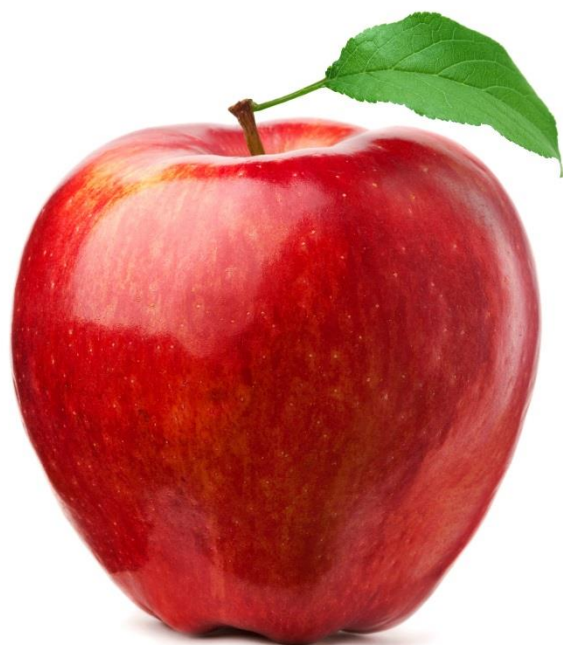


SNEARS 2.0

2019



Application Packet



NJ Department of Agriculture
Division of Food & Nutrition
School Nutrition Programs

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Introduction

Overview of the SNEARS 2.0 Manual

This manual provides a detailed description of how to navigate the Letter to Parent and Application Packet within SNEARS 2.0.

What's new in SNEARS 2.0?

1. One of the enhancements of the new SNEARS 2.0 is that it will operate from July 1 through June 30th to coincide with the School Year months of operation.
2. A link will now be available in the New Jersey Department of Agriculture's web page where the general public can have access to Resources and Training previously only accessible to SNEARS users.
3. The SNEARS 2.0 user will now have the capability to upload required documents for the approval of the application.
4. The section formerly known as Schedule A is now SFA Details, User Management, and Site Details. It will be available after packet approval under the reports tab.
5. Changes of address are easily noted in the system without the need to mail a physical form.

A Few Quick Notes about the Application Packet

The same information, entered differently.

The same basic information provided in SNEARS 1.0 will be entered in SNEARS 2.0, but the way it is entered will make the process easier and more efficient.

Everything is on one screen.

In SNEARS 1.0, only Letter to Parent was visible when first opening the application, but in SNEARS 2.0 all sections can be accessed from the main screen. This will make it easier to navigate between sections.

LEA Info is now called SFA Details.

The name has changed; however, the information entered remains the same.

Schedule A is now divided into three sections: SFA Details, User Management, and Site Details.

SNP attestation.

In SNEARS 1.0, the Agreement and Policy Certification, Certification for Local Wellness, Certification for Public Announcements, and Award Management Registration were each separate forms. In SNEARS 2.0, all of these forms are combined into a single page called SNP Attestation.

Required Documents – is a new section that allows School Food Authorities (SFAs)/Sponsors to upload important documents directly to the state agency. Note: this section does not apply to Public Schools, and therefore, will be omitted in the Public Schools screen.

Terms and Acronyms

AE - Area Eligible

ASSP - After School Snack Program

CEP - Community Eligibility Provision

DC - Direct Certification

FFVP - Fresh Fruit and Vegetable Program

FSMC - Food Service Management Company

LTP - Letter to Parent

NSLP - National School Lunch Program

PMO - Paid Milk Only

RCCI - Residential Child Care Institution

Reg - Regular rate of reimbursement

SBP - School Breakfast Program

SFA - School Food Authority

SMP - Special Milk Program (Milk is served at the free and paid rate of reimbursement)

SNEARS - School Nutrition Electronic Application and Reimbursement System

SN - Severe Need (Higher rate of reimbursement)

SNP - School Nutrition Programs

SSMP - Split Session Milk Program (Milk is served to students in Kindergarten, Pre- Kindergarten and Pre-School that attend half-day and do not have access to any other meal program)

1. Accessing the myNewJersey Website

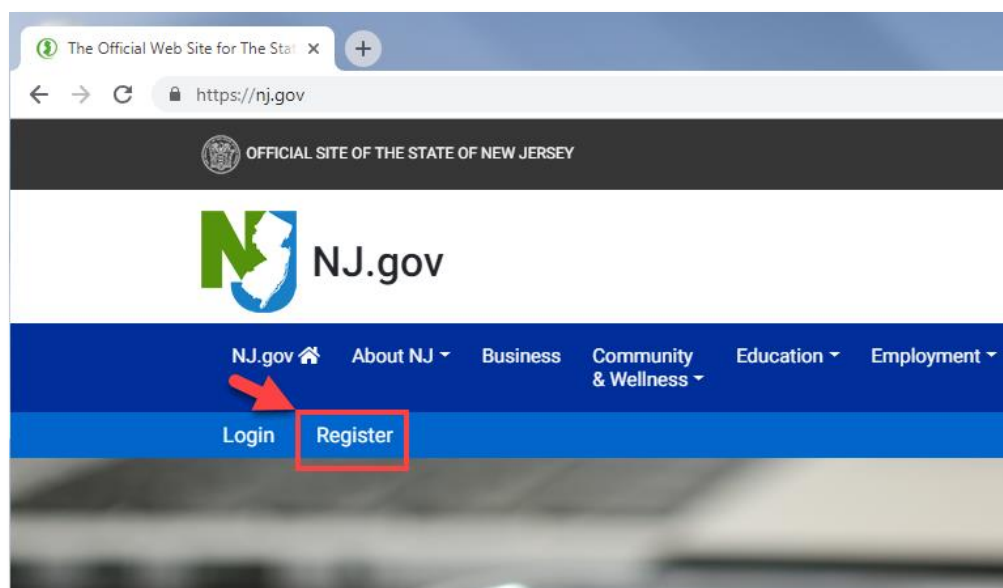
SNEARS 2.0 is accessed through the myNewJersey website. New users must follow the instructions below to create one.

Users that already have a myNewJersey account may skip to the instructions labeled **Existing Users – signing in**.

New Users – signing up

New users must first register on the NJ.gov website:

1. Open the internet browser and navigate to www.NJ.gov. (TIP: the recommended internet browser for use with SNEARS 2.0 is **Google Chrome**)
2. Click [Register](#).



3. A screen will come up entitled **Create Your myNewJersey Account** form. Fill out the form, then click **Create Account**:

myNewJersey
powered by njoit

Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**).

You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can only contain letters, numbers, and these four characters: @ . - _

Login ID

Passwords must be at least 8 characters long, chosen from at least three of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Password

Retype your password

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

Create Account

4. A notification will appear indicating to expect a verification email. This email will contain a confirmation code and a link to complete the registration. Follow the instructions in the email.

Registered users will sign in as existing users, as explained below.

Existing Users – signing in

Existing users will click [Login](#) from the NJ.gov page to the following login screen:

myNewJersey
powered by njoit

Log In to myNewJersey

1 Login ID:

[Forgot your login ID?](#)

2 Password:

[Forgot your password?](#)

3 [Log In](#)
[Need help?](#)

Don't have a myNewJersey account?
[Sign Up](#)

1. Enter Login ID.
2. Enter Password.
3. Click Log In.

Once logged in, the **myNewJersey Portal** page will be shown as below. Click the link for the [Food and Nutrition Electronic Services](#).

OFFICIAL SITE OF THE STATE OF NEW JERSEY

myNewJersey
powered by njoit

Agriculture

DIVISION OF FOOD AND NUTRITION

[Food and Nutrition Electronic Services](#)

New Jersey Events

Travel Guide

[Locate Events](#)

The next screen will be the [SNEARS Home Page](#).

2. SNEARS Home Page

State of New Jersey
Department of Agriculture

NJ Portal Announcements and Memos Logout

Reimbursement
School Nutrition Reimbursement System

Division of Food And Nutrition

NJDA Announcements

- [NEW Unpaid Meal Charges Resources on USDA Website. \[1/3/2019\]](#)
- [USDA Equipment Assistance Grant Opportunity - Applications due January 15, 2019. \[1/3/2019\]](#)
- [Webinar - School Breakfast Meal Pattern & Offer vs Serve. \[1/3/2019\]](#)

[View All](#)

Upcoming Deadlines

- Fourth Round of Direct Certification **3/30/2019**
- Community Eligibility Provision (CEP) Site Data Collection Form **3/31/2019**

[See more...](#)

Training / Resources

- [Training](#)
- [Resources](#)

School Nutrition Programs

- Application Packet**
School Nutrition Electronic Application System
- RMBS**
School Nutrition Reimbursement System
- DIRECT CERTIFICATION**
Direct Certification
- FFVP**
Fresh Fruit and Vegetable Program

The [SNEARS Home Page](#) is the portal to several different applications, including Reimbursement, Direct Certification, CEP, and others.

This portion of the manual will be focusing entirely on the [Application Packet](#), as outlined in **red** above. The tiles to the right are for other options that were previously shown in SNEARS 1.0

We will explore the Application Packet in greater detail in the pages that follow, but before we leave the SNEARS Home Page, let's take a quick look at some useful resources that can be accessed here: 1) Announcements and Memos, 2) Upcoming Deadlines, and 3) Training/Resources.

Announcements and Memos

Announcements and Memos are found in the drop-down menu in the upper-right corner of the Division of Food and Nutrition page:



The [NJDA Announcements](#) page (previously referred to as Messages and Memos) contains important communications from the state. The new system will generate emails with new announcements, but announcements can also be found listed within this Announcements page:

NJDA Announcements

This page contains important communications from the state. You are responsible for any information posted on this page, and the correspond attachments. It is imperative that all responsible parties log into SNEARS and read this page regularly, not just when completing an on-line form voucher. All referenced memos can be downloaded and printed. Messages are posted in chronological descending order, with the most recent posti appearing first.

Show entries [Export to Excel](#) Search:

Posted Date	Title	Message
1/3/2019	NEW Unpaid Meal Charges Resources on USDA Website!	The USDA's Food and Nutrition Service is pleased to announce the release of several new unpaid meal charges resources for school food authorities (SFAs). These resources, now available on the USDA Unpaid Meal Charges Website, listed below include: Local Charge Policy Training Template; Unpaid Meals Fact Sheets; Unpaid Meal Charges Talking Points; and Excess Balance Donation Letter. These resources are designed to support SFAs in their efforts to find workable solutions to the challenge of unpaid meal charges and...

In addition to Announcements, [NJDA](#) and [USDA Memos](#) can be found in the same drop-down menu:



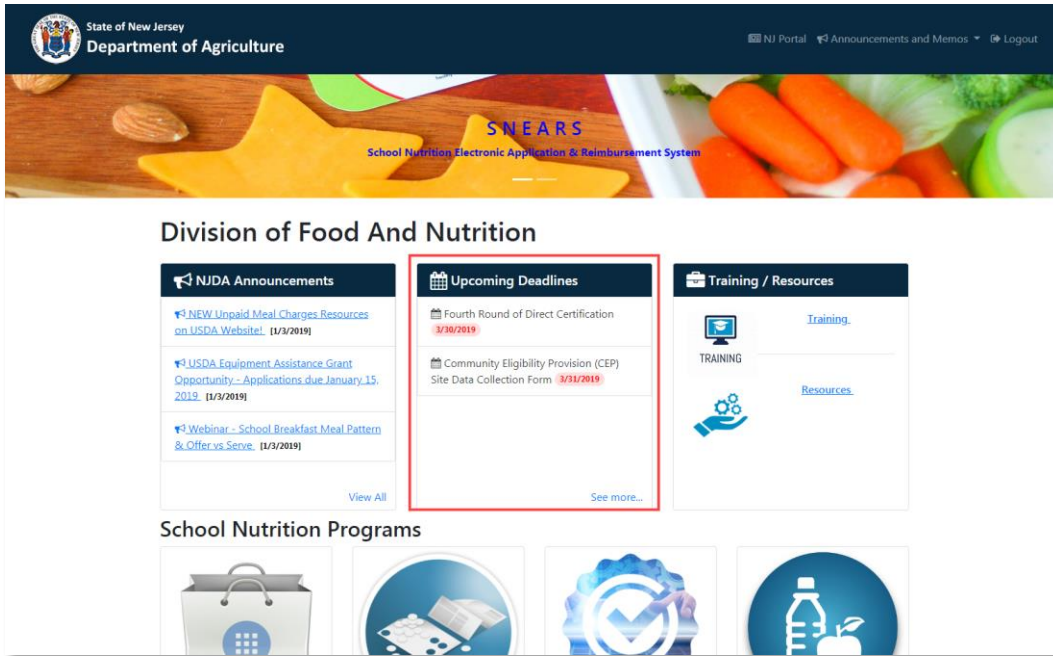
The Memos pages for NJDA and USDA both contain a list of categories, each of which lists relevant documents and resources for that category:

A screenshot of a website page titled 'School Nutrition Programs - Application Packet'. The page has a dark blue header with the State of New Jersey Department of Agriculture logo and name on the left, and navigation links for 'NJ Portal', 'SNEARS Home', and 'Announcements and Memos' on the right. Below the header, there is a navigation bar with 'Summary', 'Reports', 'Resources', and 'Training' links, and a 'Select SFA' button. The main content area is divided into two columns. The left column is titled 'Category:' and contains a list of categories: 'Annual Application and Agreement Documents', 'Certification for Additional Funding', 'Class I Milk Prices', 'Cn Labeling / Product Formulation', 'Community Eligibility Provision (CEP)', and 'Direct Certification'. The right column is titled 'Resources' and contains a sub-section titled 'Documents and Resources:' with a list of documents: 'Annual Application and Agreement Documents', 'SNEARS User Manual', 'FY 2018 Sample Cover Letter for Newspaper (Form 79)', 'Civil Rights Compliance (Form 86)', 'Sharing Information with Medicaid or NJ FamilyCare - (Form 121)', 'Sharing Information with Medicaid or NJ FamilyCare - Spanish (Form 121)', 'Maximum Prices for School Year 2017-2018 (Form 168)', and 'Sample Letter for Name or Address Change (Form 181)'. Each document title in the list is preceded by a small icon of a document with a checkmark.

Click any title on the list to open the document.

Upcoming Deadlines

A few **Upcoming Deadlines** are listed in the middle of the SNEARS Home Page:



To see the full list of deadlines, click the link labeled “**See more...**” A window like this will appear:

Calendar Year Schedules			
Program	Start Date	Due Date	
December Reimbursement	1/1/2019	1/10/2019	
January Reimbursement	2/1/2019	2/10/2019	
Fourth Round of Direct Certification	3/1/2019	3/30/2019	
Community Eligibility Provision (CEP) Site Data Collection Form	3/1/2019	3/31/2019	
February Reimbursement	3/1/2019	3/10/2019	
March Reimbursement	4/1/2019	4/10/2019	
April Reimbursement	5/1/2019	5/10/2019	
Community Eligibility Provision (CEP) Application in SNEARS	5/15/2019	5/30/2019	

Training and Resources

Training and other Resources can also be found on the SNEARS Home Page:

State of New Jersey
Department of Agriculture

NJ Portal Announcements and Memos Logout

Reimbursement
School Nutrition Reimbursement System

Division of Food And Nutrition

NJDA Announcements	Upcoming Deadlines	Training / Resources
NEW Unpaid Meal Charges Resources on USDA Website! [1/3/2019]	Fourth Round of Direct Certification 3/30/2019	Training
USDA Equipment Assistance Grant Opportunity - Applications due January 15, 2019. [1/3/2019]	Community Eligibility Provision (CEP) Site Data Collection Form 3/31/2019	Resources
Webinar - School Breakfast Meal Pattern & Offer vs Serve. [1/3/2019]		

As with Memos, the **Training** and **Resources** screens are organized by categories on the left, and a list of relevant resources on the right:

State of New Jersey
Department of Agriculture

NJ Portal SNEARS Home Announcements and Memos Logout

Category:

- Overview of the NSLP Meal Pattern/Menu Planning
- Professional Standards
- Webinars

Training Resources:

Webinars

- Submitting an SFA to SFA Contract in ECAS
- Submitting a Commercial Vendor Contract in ECAS
- Submitting a Consolidation Agreement in ECAS
- Fixed Price Contract
- Commercial Vendor Contractor Training FY2018
- SFA to SFA Vended Meals FY2018

Now that we have explored some of the resources available from the SNEARS Home Page, let's learn about the Application Packet itself.

3. Application Packet

Accessing the Application Packet

The Application Packet is accessed directly from the SNEARS home page:

The screenshot shows the homepage of the State of New Jersey Department of Agriculture. At the top, there is a navigation bar with the department's logo and name, and links for 'NJ Portal', 'Announcements and Memos', and 'Logout'. Below the navigation bar is a large banner image of a person in a red shirt preparing food, with the text 'Reimbursement School Nutrition Reimbursement System' overlaid. The main content area is titled 'Division of Food And Nutrition' and contains three columns of information: 'NJDA Announcements', 'Upcoming Deadlines', and 'Training / Resources'. Below these columns is a section titled 'School Nutrition Programs' which features four icons: 'Application Packet' (highlighted with a red border), 'RMBS', 'DIRECT CERTIFICATION', and 'FFVP'. The 'Application Packet' icon is a white shopping bag with a blue grid pattern, and its text reads 'Application Packet School Nutrition Electronic Application System'.

1. Click the **Application Packet** icon (outlined in red above).
2. Users with multiple SFAs must choose an SFA and click **Continue**:

3. The SNEARS Application Packet will come up next:

This screen lists all of the different sections of the Application. We will explore each section in detail, but before we do, let's review the overall process.

A Quick Summary of the Application Process

The basic steps to complete the application process are:

1. Fill out, submit and certify the first three sections of the packet (SFA Details, User Management, and Letter to Parent).
2. Wait for the sections to be approved by a State representative.

After the 1st three sections are approved, the Letter to Parent packet will be accessible under the Reports tab for printing and mailing.

Access to the remaining sections will be activated after the first three sections are approved.

3. Fill out, submit and certify the rest of the application, and
4. Wait for the approval of the final sections.

Once all sections are approved, the Schedule A report will be available under the Reports tab.



TIP

SFAs that do not use Letter to Parent will be able to submit and certify ALL the designated sections at the same time, then wait for Approval of the packet.

A Closer Look at the Application Process

Let's take a closer look at these basic steps before focusing on each section of the Application Packet in detail.

As summarized above, here is the process to be followed when completing an application:

- A. **Submit the first 3 sections.** Submitters must open the listed sections, complete the required fields, and submit the information.
 1. SFA Details
 2. User Management
 3. Letter to Parent

Sections	Status	Last Modified Date
SFA DETAILS	SUBMITTED	03/12/2019
USER MANAGEMENT	SUBMITTED	03/12/2019
LETTER TO PARENT	SUBMITTED	03/12/2019
SITE DETAILS		
REQUIRED DOCUMENTS		
SNP POLICY ATTESTATIONS		
ANNUAL SNP CERTIFICATION		

- B. **Certification.** After the SFA Details, User Management, and Letter to Parent have been submitted, the Certifier at the school district will be notified. They will then open, review, and certify these sections:

Sections	Status	Last Modified Date
SFA DETAILS	✓ CERTIFIED	03/12/2019
USER MANAGEMENT	✓ CERTIFIED	03/12/2019
LETTER TO PARENT	✓ CERTIFIED	03/12/2019
SITE DETAILS		
REQUIRED DOCUMENTS		
SNP POLICY ATTESTATIONS		
ANNUAL SNP CERTIFICATION		

- C. **Approval.** Once certified, the first three sections can then be approved by a State representative.



TIP

Approval of the first three sections will enable the user to access the remaining sections within the Application Packet.

Sections	Status	Last Modified Date
SFA DETAILS	✓ APPROVED ✓	03/13/2019
USER MANAGEMENT	✓ APPROVED ✓	03/13/2019
LETTER TO PARENT	✓ APPROVED ✓	03/13/2019
SITE DETAILS		
REQUIRED DOCUMENTS		
SNP POLICY ATTESTATIONS		
ANNUAL SNP CERTIFICATION		

- D. **Notification.** Once the first 3 packet sections have been approved, an approval email will be automatically generated. The email will indicate that access to the Letter to Parent from the SNEARS Reports tab is granted as described below.

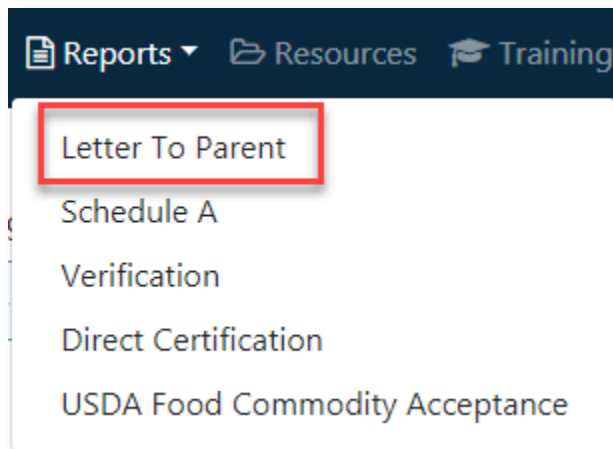
Accessing Letter to Parent

Letter to Parent can be found in the Reports tab on the main Application Packet screen:



The screenshot shows the top navigation bar of the State of New Jersey Department of Agriculture. The main heading is "School Nutrition Programs - Application Packet". Below this, there is a dark blue navigation bar with four tabs: "Summary", "Reports", "Resources", and "Training". The "Reports" tab is highlighted with a red circle. Below the navigation bar, the user is greeted with "Welcome David Reed" and a thank you message. A light blue box displays the user ID "TEST BD OF ED - 10010010". Below this, there is a "School Year" field with a "Current" button. At the bottom, there are two blue buttons: "Sections" and "Status".

Choose **Letter to Parent** from the Reports drop-down menu:



The screenshot shows the "Reports" drop-down menu. The menu is open, displaying a list of options: "Letter To Parent", "Schedule A", "Verification", "Direct Certification", and "USDA Food Commodity Acceptance". The "Letter To Parent" option is highlighted with a red box.

On the page that follows, there will be options to print the Letter to Parent in English and/or Spanish:

🔖 English	🔖 Spanish
📄 Letter To Parent(LTP)/Frequently Asked Questions (FAQ)	📄 Letter To Parent(LTP)/Frequently Asked Questions (FAQ)
📄 Application for Free and Reduced Price School Meals	📄 Application for Free and Reduced Price School Meals
📄 Instructions/How to Apply For Free and Reduced Price School Meals	📄 Instructions/How to Apply For Free and Reduced Price School Meals
📄 Sharing Information Form for Health Care	📄 Sharing Information Form for Health Care

Completing the Packet





Approval of the entire Application packet will enable the district to receive monthly reimbursement for the School Year.

Fill out and submit each section. Fill out and submit each remaining section:

Sections	Status	Last Modified Date
SFA DETAILS	APPROVED	03/13/2019
USER MANAGEMENT	APPROVED	03/13/2019
LETTER TO PARENT	APPROVED	03/13/2019
SITE DETAILS	SUBMITTED	03/13/2019
REQUIRED DOCUMENTS	SUBMITTED	03/13/2019
SNP POLICY ATTESTATIONS	SUBMITTED	03/13/2019
ANNUAL SNP CERTIFICATION	SUBMITTED	03/13/2019









Certification

The Certifier will be notified when each section has been submitted. They will then open, review, and certify each section:

Sections	Status	Last Modified Date
SFA DETAILS	APPROVED	03/13/2019
USER MANAGEMENT	APPROVED	03/13/2019
LETTER TO PARENT	APPROVED	03/13/2019
SITE DETAILS	 CERTIFIED	03/13/2019
REQUIRED DOCUMENTS	 CERTIFIED	03/13/2019
SNP POLICY ATTESTATIONS	 CERTIFIED	03/13/2019
ANNUAL SNP CERTIFICATION	 CERTIFIED	03/13/2019

Approval

Upon certification, the sections will be forwarded to the state agency for approval. State agency representatives will open, review, and approve each section:

Sections	Status	Last Modified Date
SFA DETAILS	APPROVED	03/13/2019
USER MANAGEMENT	APPROVED	03/15/2019
LETTER TO PARENT	APPROVED	03/14/2019
SITE DETAILS	 APPROVED 	03/13/2019
REQUIRED DOCUMENTS	 APPROVED 	03/13/2019
SNP POLICY ATTESTATIONS	 APPROVED 	03/13/2019
ANNUAL SNP CERTIFICATION	 APPROVED 	03/13/2019

Notification

Once all sections are approved, an approval email notification will be generated., along with instructions for how to access and print the Letter to Parent.

4. Application Packet Sections

Now that a broad overview of the application process has been provided, let's explore each section of the Application Packet in detail.

A. SFA Details

The first section of the application packet is called SFA Details (formerly known as "LEA Info" in SNEARS 1.0).

SFA Details is accessed through the Application Summary Screen:

Sections	Status
SFA DETAILS	
USER MANAGEMENT	
LETTER TO PARENT	
SITE DETAILS	
REQUIRED DOCUMENTS	
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

SFA Details is divided into 4 sub-sections.

1. The first sub-section captures pertinent information, including SFA Name:

SFA Details
Enter the SFA details below :

School Food Authority (SFA) Name	School Year	SFA Code/Agreement Number	
TEST BD OF ED	2019	10010010	
County	Municipality *	Congressional District	Legislative District
MONMOUTH	Freehold Boro	10	13
NJCFS Vendor Id #			
V32135132102			

2. The second sub-section records the address of the SFA:

SFA Details
Enter the SFA details below :

School Food Authority (SFA) Name	School Year	SFA Code/Agreement Number	
TEST BD OF ED	2019	10010010	
County	Municipality *	Congressional District	Legislative District
MONMOUTH	Freehold Boro	10	13
NJCFS Vendor Id #			
V32135132102			



TIP

To indicate address changes, click the *check box* in the upper-left corner. There will be a place to upload a change of address form later in the section (see below).



Address Info

Check this box to update the address. (**Note:** You must upload the change of address letter below if the address has changed.)

The ability to upload the change of address form is a new feature with SNEARS 2.0 – no more need to mail a physical form!

3. Next, enter Program Details, including the School Type, Category, and other important information:

Program Details

School Type PUBLIC SCHOOL	School Category PUBLIC	Fiscal Year End Date Fiscal Year End Date	
Hi/Lo Rate Indicator (2019) % LOW	Name of the Dairy * TEST	Student Information System: * MICROSOFT EXCEL	Point of Sale System: * MEALTIME
State Fund Indicator <input checked="" type="radio"/> Yes <input type="radio"/> No			

4. Finally, if the SFA has changed its address, upload a Change of Address Letter here:

Change of Address Letter

*When a SFA changes its address, a letter MUST be sent to the School Nutrition Programs on the letterhead that shows the new address. **Scan and upload** the letter below that must have old information, new information, and federal ID number. Click [here](#) to get a sample letter.*

Download: [Dummy.docx](#)

Choose File No file chosen

Description: TEST

How to upload a Change of Address Letter:

1. Click [Choose File](#).
2. Find the Change of Address Letter and upload it.

Note: To see a sample of what the letter should look like, click where it says, “Click [here](#) to see a sample letter”. A downloadable sample letter will appear, which can be filled out and saved, then uploaded to SNEARS as described above.

Finishing SFA Details

Once all the fields within SFA Details have been completed, the user must click Submit at the bottom of the form:



TIP

Most sections within the Application Packet include a **Submit** button that acts as “Enter”. It is important to click Submit at the end of each section as it is completed. Otherwise, the sections will not be ready for certification and approval.

Once the section is submitted you will be returned to the main application summary screen to continue to the next section.

B. User Management

The User Management section allows the SFA representative to specify who will serve as the SFA's Certifier, Alternate Certifier, Submitter, Alternate Submitter, School Administrator, Food Service Director, and Other User.

User Management is accessed from the Application Summary Screen:

Sections	Status
SFA DETAILS	SUBMITTED
USER MANAGEMENT	
LETTER TO PARENT	
SITE DETAILS	
REQUIRED DOCUMENTS	
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

For each of the roles listed above, a field is provided for details:

CERTIFIER Information

First Name *	Last Name *	Job Title *	Other Description
<input type="text" value="DAVID"/>	<input type="text" value="REED"/>	<input type="text" value="Administrator"/>	<input type="button" value="ENTER JOB DESCRIPTION"/>
<i>Who can be CERTIFIER?</i>			
Email *	Confirm Email *		
<input type="text" value="AVINASH.SUKUMARAN@AG.NJ.GOV"/>	<input type="text" value="AVINASH.SUKUMARAN@AG.NJ.GOV"/>		
Phone # *	Extn #	Mobile/Alternate #	
<input type="text" value="(867)888-8509"/>	<input type="text" value="Extn #"/>	<input type="text" value="Mobile #"/>	



TIP

To verify who can perform a particular role, click blue hyperlink next to each role, i.e. *Certifier*, *Submitter*, *Alternate Certifier*, or whatever role is relevant to that field. By clicking one of these links, it will open a small dialog box with guidance for how to choose someone for that role:

CERTIFIER ✕

Certifier
Public Schools: MUST be School Business Administrator or Board Secretary with authority to sign contracts for the School Food Authority (SFA).
Non-Public: MUST be Director or Principal authorized to sign contracts.
NOTE: No other staff can be assigned as the Certifier

Once all the information in User Management has been completed, check the box that indicates both the SFA's Certifier and Alternate Certifier are authorized to sign contracts:



I certify that both the named certifier and alternate certifier are legally authorized to sign contracts for the SFA.

Finally, click submit!

Submit

Once the section is submitted you will be returned to the main application summary screen to continue to the next section.



TIP

If the first name, last name, or email address of a user do not match with the existing user that is listed previously, the system will ask if the intention is to create a new user, or update the existing one:

First Name, Last Name or Email does not match with existing user. Do you want to create a new user or update the existing user?
 (**Note:** Selecting "Create" will require a new login credentials to log into SNEARS. Selecting "Update" will update the existing users information.) ✕

Update Create

C. Letter to Parent

The Letter to Parent section records information as it will appear in the printed version of the Letter to Parent, along with information about the Hearing Officer and meal pricing.

The Letter to Parent can be accessed from the Application Summary Screen:

Sections	Status
SFA DETAILS	SUBMITTED
USER MANAGEMENT	SUBMITTED
LETTER TO PARENT	
SITE DETAILS	
REQUIRED DOCUMENTS	
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

The following information is included within Letter to Parent:

1. **Category.** At the top of the Letter to Parent section, a dropdown menu allows the selection of the category that is appropriate for the SFA:

Letter To Parent Category

Select the appropriate category that describes the School Food Authority (SFA).

Select Category: * [Which category should I select?](#)

- Select Category
- Pricing
- Non-Pricing
- Paid Milk Only
- District Wide CEP
- Partial CEP

There are various categories offered. To review which category to choose, click on the hyperlink labeled [Which category should I select?](#)

A dialog box will appear with guidance on how to choose:

LTP Categories ×

Pricing LTP: The SFA charges full price or reduced price to eligible students for any or all of the meal types offered, in any or all of its schools.

Non-Pricing LTP: The SFA does not charge for any of the meal types offered, in any or all of its schools. Meals are served to all attending students at no charge.

Paid Milk Only LTP: The SFA offers only milk in its schools, offers no other federally funded meal programs, and claims all milk at the paid rate of reimbursement only.

District Wide CEP LTP: The SFA participates in the Community Eligibility Provisions in all of its schools. The SFA provides breakfast and lunch to all students at no charge.

Partial CEP LTP: The SFA participates in the Community Eligibility Provisions for some, but not all, of its schools. The SFA provides breakfast and lunch at no charge to all students attending the CEP schools.



TIP

Two new CEP categories appear here: 1) District Wide CEP and 2) Partial CEP. Choose District Wide CEP if all of the SFA's schools participate in CEP. Choose Partial CEP if only some of the SFA's schools participate in CEP.

2. **SFA Information.** Enter the requested information that will appear on the district's Letter to Parent:

Letter to Parent - SFA Information

Please enter the SFA Information that will appear on the Letter to Parent

School Food Authority (SFA) Name *

Name of the person signing the Letter To Parent * Title of the person signing Letter To Parent *

3. **Letter to Parent Details.** List the name and details for the person who will serve as the Hearing Officer.

Letter To Parent Details

In order to comply with regulations stipulated within the policy agreement, the following individual is hereby responsible for acting as the Hearing Officer for the current fiscal year. (The Hearing Officer must be a person who did NOT participate in determining applications for free and reduced price meals, snacks or free milk.)

Hearing Officer Name *		Hearing Officer Title *	
<input type="text" value="TEST OFFICER"/>	<input type="text" value="TEST TITLE"/>		
Hearing Officer Address *		City *	State *
<input type="text" value="TEST STREET"/>	<input type="text" value="TEST CITY"/>	<input type="text" value="NJ"/>	
Zip Code *	Zip Extn	Hearing Officer Phone Number *	Extn #
<input type="text" value="65165"/>	<input type="text" value="Enter Zip Ex"/>	<input type="text" value="(456)465-4654"/>	<input type="text" value="xxxxx"/>

4. **Free and Reduced Price Eligibility.** Does the SFA have a Free and Reduced Price Eligibility software system? Check YES or NO here.

Free and Reduced Price Eligibility System Details

Does the SFA have a Free and Reduced Price Eligibility software system where households can access, complete, and ELECTRONICALLY SUBMIT the Free and Reduced Price School Meals Application online? *

Yes No

5. **School Programs.** Indicate whether or not the schools participate in School Nutrition Programs and select grades and meal types.

School Programs

Do all the schools in the SFA participate in at least one of the School Nutrition Programs? *

Yes No

Do any schools participate in NSLP? *

Yes No

The weighted average price requirement rounded down to nearest 5 cents (as calculated using the USDA PLE TOOL) is *

\$ 2.65

Select the grades and meal type and enter prices offered by the SFA for each grade.
(Enter prices for K-8 schools under the elementary category only)

Elementary Middle High

6. **Pricing.** Specify pricing for the meal programs for each of the grades chosen (Elementary, Middle, and High). Specify pricing for the meal programs.

The image below shows pricing filled out for a grade type of Elementary.

Select Meal type	Full Price	Reduced Price
<input checked="" type="checkbox"/> National School Lunch Program	\$ 1.65	\$ 0.50
Please enter the "Premium", or "Variable" lunch (NSLP) meal price for Grade Type - Elementary. "Premium", or "Variable" lunch meals offered to students are meals that are a different price from the regular reimbursable meal.		
\$ 0.00 (or) <input checked="" type="checkbox"/> Not Applicable		
<input checked="" type="checkbox"/> School Breakfast Program	\$ 1.65	\$ 0.50
<input checked="" type="checkbox"/> After School Snack Program	\$ 0.60	\$ 0.40
<input type="checkbox"/> Special Milk Program	\$ 0.00	\$ 0.00

Note: Participants of the National School Lunch Program must check the box in the upper-left corner!



TIP

Prices that exceed the Max Price Schedule Values will be highlighted in dark blue:

Select Meal type Full Price

National School Lunch Program \$ 5.00

This will prompt a justification box for an explanation to be provided:

Please provide a justification for the prices charged in the above highlighted sections as they exceed the Max Price Schedule Values. Click *

7. Use the Save button when unable to complete all the information within a section. This will allow the system to capture and save what had been entered thus far.

Save

8. If finished entering all pertinent information for the section, click submit!

Submit

Once the section is submitted you will be returned to the main application summary screen.



TIP

FOR SUBMITTERS – After submitting SFA Details, User Management, and Letter to Parent, the district’s Certifier or Alternate Certifier must certify these sections prior to them being approved by a state agency representative. Approval of the sections will enable the Letter to Parent documents to be available under Reports and will allow other sections of the Application Packet to be accessible.



TIP

FOR CERTIFIERS – An email will be generated when the first three sections have all been SUBMITTED. Review and certify each section if all the information is correct. Incorrect information can be edited by the Certifier prior to certifying a section. Certification of all three sections will generate an email to the state agency representative to review for approval.

D. Site Details

When approval for the SFA Details, User Management, and Letter to Parent are granted, the remaining sections of the packet will be accessible.

Sections	Status
SFA DETAILS	✓ APPROVED ✓
USER MANAGEMENT	✓ APPROVED ✓
LETTER TO PARENT	✓ APPROVED ✓
SITE DETAILS	
REQUIRED DOCUMENTS	
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

Site Details contains information about each school site, including:

- Site name, address, participation status, and enrollment
- Start date and months the site operates
- Meal Program participation and pricing

The process for completing Site Details is as follows:

1. Open the Site Details section:

Revision **# 1** Details:

Effective From	Effective To	Approved Date	Revised Date	Revision Status
02/01/2019	06/30/2019	03/21/2019	03/20/2019	SUBMITTED

Sites list for revision # 1

[Add New Site](#)

Show entries [Export Data to Excel](#) Search:

Site Name	Site Approval Status	Active/InActive	NSLP	SBP	ASSP	Milk Programs	Provisions/CEP
TEST SITE 1	SUBMITTED	Active	Y				
TEST SITE 2	SUBMITTED	Active	Y	REG	REG	SSMP	
TEST SITE 3	SUBMITTED	Active	Y			SSMP	

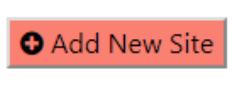
Showing 1 to 3 of 3 entries Previous 1 Next

I have completed all revisions to the sites.

[Submit](#) [Back To Summary Screen](#)

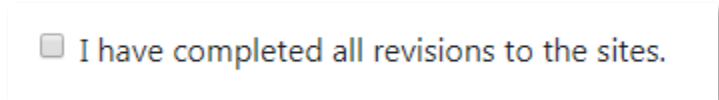
2. Open each site, enter the details and click Submit for that site.

3. To add a site, click **Add New Site**:

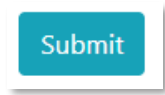


4. Complete the details for the new site, then click submit for that site.

5. After reviewing and submitting each new and/or existing site, go back to the main Site Details screen. Check the box that says, "I have completed all revisions to the sites".



6. Click Submit from the main Site Details Screen:

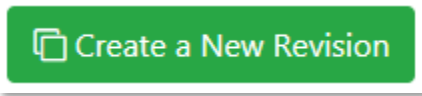


Note: an error message will come up if the Site Details section is submitted without prior submission of each site/school.

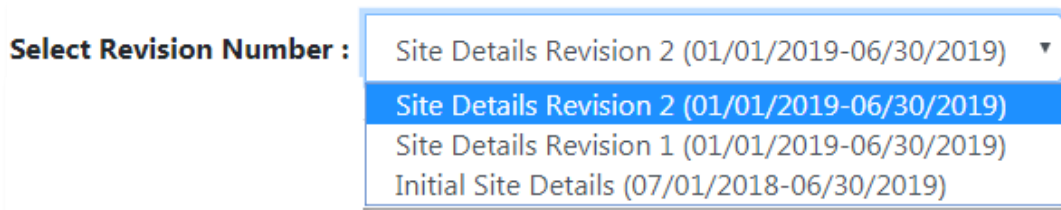


TIP

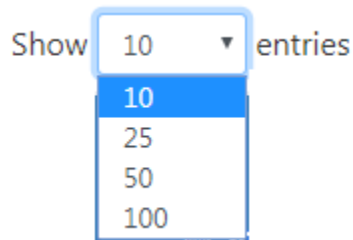
To make any changes and/or add a new site in Site Details after approval, click Create a New Revision from the main Site Details screen. Submit changes to the site(s) and then the entire list of sites as a whole, as described above.



If you have multiple revisions, choose the desired revision from the Select Revision Number menu to see previous revisions:



Viewing More Sites on the Screen: For SFAs with a large number of sites, it may be helpful to see them all listed on one screen. At the top of the list of sites is a selection field that enables users to see up to 100 sites on the same page:



The existing sites for an SFA will be pre-populated when beginning a new Application Packet, but the information may need to be updated and submitted to State for Packet Approval.

E. Required Documents

This section does not apply to existing public sponsors participating in School Nutrition Program. The Required Documents section will only be visible to new sponsors or non-public SFAs.

For new or non-public SFAs, this section makes it possible to upload important documents for the state agency representative to review. The ability to upload is a new feature in SNEARS 2.0, and will save the effort of mailing physical documents via regular mail.

Here are the steps to use the Required Documents section:

1. Access **Required Documents** from the main Application screen:

Sections	Status
SFA DETAILS	APPROVED
USER MANAGEMENT	APPROVED
LETTER TO PARENT	APPROVED
SITE DETAILS	SUBMITTED
REQUIRED DOCUMENTS	
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

2. A drop-down menu that lists any documents that the SFA needs to complete.

Document Uploads

Upload all required documents for your SFA.

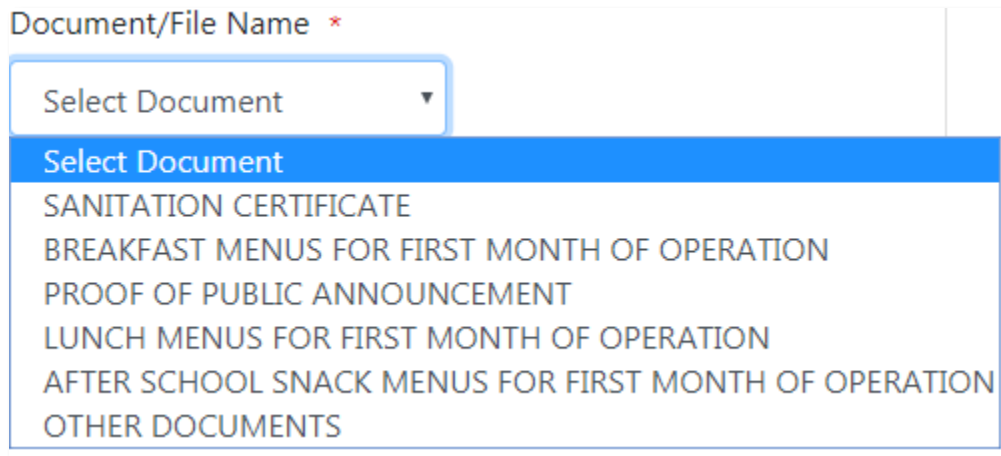
Document/File Name *

Select Document

Choose File No file chosen

Upload

3. Search the drop-down menu for any required documents the SFA needs to submit.



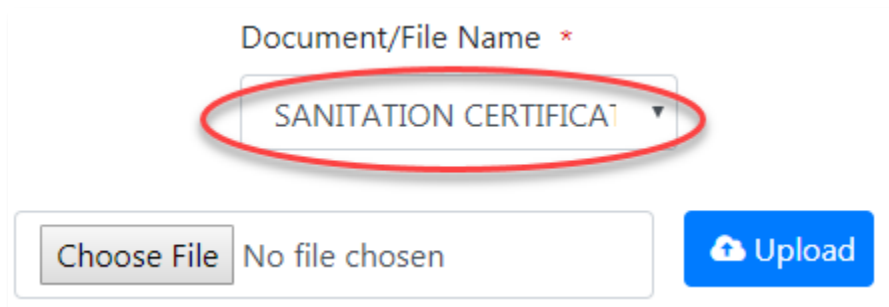
Document/File Name *

Select Document ▼

- Select Document
- SANITATION CERTIFICATE
- BREAKFAST MENUS FOR FIRST MONTH OF OPERATION
- PROOF OF PUBLIC ANNOUNCEMENT
- LUNCH MENUS FOR FIRST MONTH OF OPERATION
- AFTER SCHOOL SNACK MENUS FOR FIRST MONTH OF OPERATION
- OTHER DOCUMENTS

NOTE: This screenshot is for demonstration purposes only. SFAs list of required documents vary according to program participation and/or any outstanding documents.

4. Select the document type that needs to be submitted from the list.



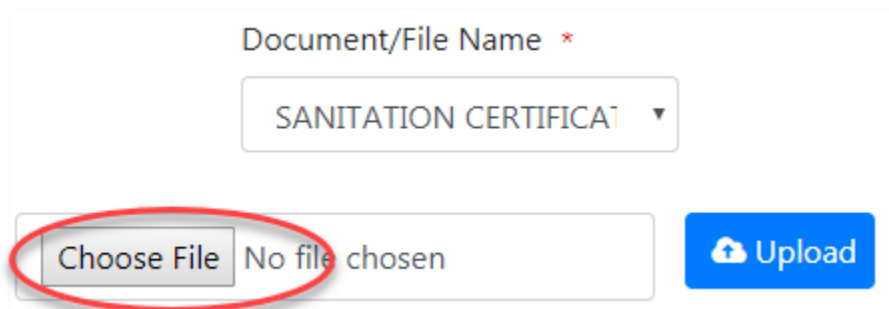
Document/File Name *

SANITATION CERTIFICATE ▼

Choose File No file chosen

Upload

5. Next, click Choose file to search and find the actual document to be uploaded:



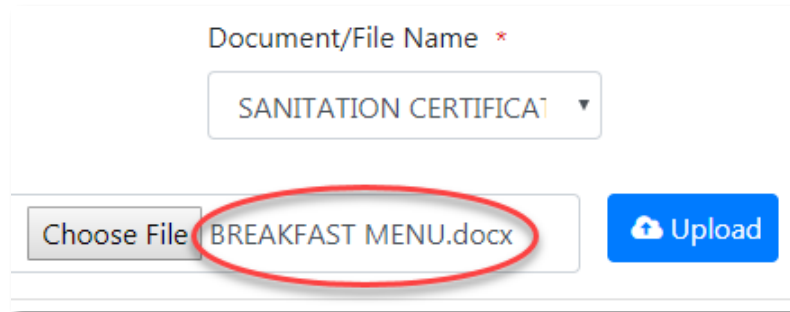
Document/File Name *

SANITATION CERTIFICATE ▼

Choose File No file chosen

Upload

6. Once the document is selected, it will appear on the screen as shown below:



7. The final step will be to click the Upload button. Once uploaded, the file will appear in the list of documents in the Document Summary:

	#	Document Name/Description	Uploaded File Name
✓	1	SANITATION CERTIFICATE	Dummy.docx
✓	2	BREAKFAST MENUS FOR FIRST MONTH OF OPERATION	Dummy.docx
✓	3	PROOF OF PUBLIC ANNOUNCEMENT	Dummy.docx

Repeat the same process for any other required documents that are still outstanding.

As with the other sections, click the Submit button! You will be returned to the main application summary screen to continue to the next section.



F. SNP Policy Attestations

SNP Policy Attestations combines the following pages from SNEARS 1.0 into one form:

- Agreement and Policy Certification
- Certification for Local Wellness/Nutrition Policy
- Certification for Public Announcements
- System for Award Management Registration (Formerly CCR)

SNP Policy Attestations is accessed from the Application Summary Screen:

Sections	Status
SFA DETAILS	APPROVED
USER MANAGEMENT	APPROVED
LETTER TO PARENT	APPROVED
SITE DETAILS	SUBMITTED
REQUIRED DOCUMENTS	SUBMITTED
SNP POLICY ATTESTATIONS	
ANNUAL SNP CERTIFICATION	

Carefully review the information on the page. Make sure the information is correct. By clicking the submit button, you are agreeing to everything stated on the page.

There are a few places in particular that require attention:

1. Agreement and Policy Certification:
 - a. Make sure the Determining Officials are listed correctly, and
 - b. Make sure the Hearing Officer is listed correctly.
2. Certification for Local Wellness/Nutrition Policy:
 - a. Verify that the information for the designated School District Committee Coordinator is correct, and
 - b. Verify that the person responsible for implementation and evaluation of the policy is listed correctly.
3. Certification for Public Announcements:
 - a. Indicate if the SFA has been included in the County Public Announcement or
 - b. Has submitted a request for publication of the public announcement.

4. System for Award Management Registration
 - a. Verify that the expiration date of the registration is listed correctly.

Once reviewed, understood, and agreed to SNP Attestations, confirm the agreement by clicking Submit. You will be returned to the main application summary screen to continue to the next section.

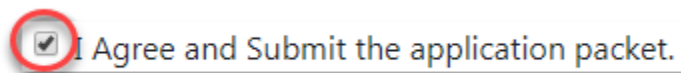


G. Annual SNP Certification

As with SNP Policy Attestations, review the SNP Certification section before clicking Submit.

A copy of the most recent Agreement Policy Statement will appear on the page. Make sure to review the page.

Click the check box to agree:



Completing the Process

The last sections of the Application Packet have now been submitted. The Certifier will be notified after all sections has been submitted. They will then open, review, and certify each section:

State representatives will review each section within the Application Packet pending approval, and provided that all requested information is complete, the Application is approved.

Approval notification is generated via email to all SNEARS users within the district.

The Schedule A is a summary of all the School Nutrition Programs per site for the district. It also lists all the user roles with access to the system.

The Schedule A will become available upon Application approval. It can be accessed via the Reports tab, as detailed in the next section.

5. Reports

This section provides an overview of the Reports available within SNEARS 2.0, along with specific information regarding **Letter to Parent** and **Schedule A**, the two reports mentioned in this manual.

Other reports as shown will be accessible throughout the year. Specific training addressing these reports will be provided separately.

Accessing Reports

The Reports tab is accessed directly from the main Application Packet screen:



The screenshot displays the user interface for the State of New Jersey Department of Agriculture. At the top, the state seal and the text "State of New Jersey Department of Agriculture" are visible. Below this, the page title is "School Nutrition Programs - Application Packet". A navigation bar contains four items: "Summary", "Reports", "Resources", and "Training". The "Reports" item is circled in red. Below the navigation bar, a welcome message reads "Welcome David Reed" and "Thank you for using School Nutrition Electronic Application and Reimbursement System". A text box contains the identifier "TEST BD OF ED - 10010010". Below this, there is a "School Year" label and a dropdown menu currently set to "Current". At the bottom, there are two buttons: "Sections" and "Status".

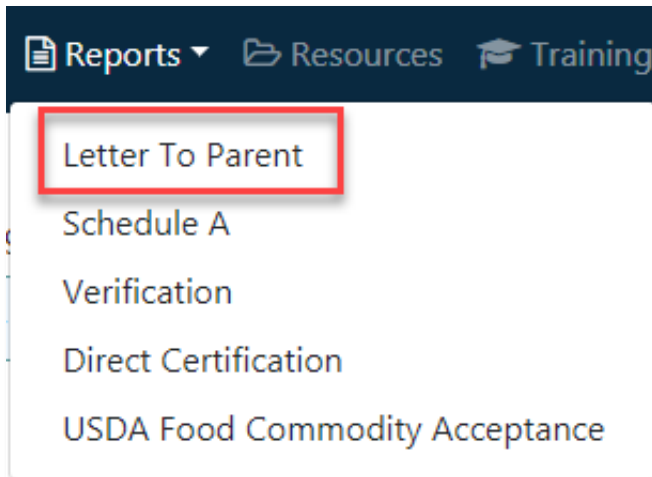
The dropdown menu from the Reports tab lists several different reports:











For the purposes of this manual, **Letter to Parent** and **Schedule A** will be reviewed in greater detail.

Letter to Parent

To access Letter to Parent, open the Reports drop-down menu and click Letter to Parent:

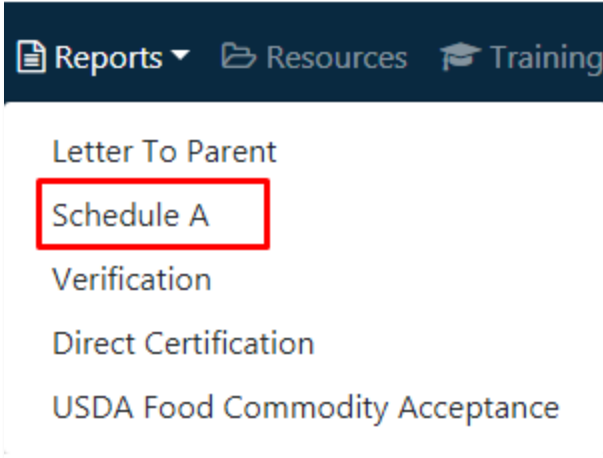


On the page that appears are options to print the Letter to Parent in English and/or Spanish:

English	Spanish
 Letter To Parent(LTP)/Frequently Asked Questions (FAQ)	 Letter To Parent(LTP)/Frequently Asked Questions (FAQ)
 Application for Free and Reduced Price School Meals	 Application for Free and Reduced Price School Meals
 Instructions/How to Apply For Free and Reduced Price School Meals	 Instructions/How to Apply For Free and Reduced Price School Meals
 Sharing Information Form for Health Care	 Sharing Information Form for Health Care


Schedule A

To access the **Schedule A** report, open the drop-down menu from the Reports tab and click Schedule A:



The screenshot shows a dark blue navigation bar with three items: 'Reports' (with a dropdown arrow), 'Resources' (with a folder icon), and 'Training' (with a graduation cap icon). Below the 'Reports' item, a white dropdown menu is open, listing five options: 'Letter To Parent', 'Schedule A' (highlighted with a red rectangular border), 'Verification', 'Direct Certification', and 'USDA Food Commodity Acceptance'.

The Schedule A Report will resemble the one shown below:

DIVISION OF FOOD AND NUTRITION		SCHEDULE "A" - SCHOOL NUTRITION PROGRAMS																					
		Fiscal Year - 2019																					
		Agreement Number	10010010	Sponsor Name	TEST BD OF ED																		
		Effective Start Date	07/01/2018	Effective End Date	06/30/2019																		
Status	APPROVED	Sponsor Name And Address	TEST BD OF ED test street 1 test city NJ 54543-5421	FSMC Name	NONE																		
County	MONMOUTH			Participation Year																			
L.E.A. Category	Public school			Flat Meal 1	Per Meal 1																		
Pricing Policy	Pricing			Flat Meal 2	Per Meal 2																		
Certifier	Alternate Certifier	Submitter	Alternate Submitter	School Administrator	Food Service Director																		
TEST CERTIFIER ((46)5)4-65-1 avinash.sukumaran@ag.nj.gov	TEST ALT SUBMITTER (23)1)2-31-2 test@test.com	TEST SUBMITTER (60)9)3-41-3 bhanurekha.muthyala@ag.nj.gov	David Reed ((60)9)3-41-3 david.reed@ag.nj.gov	TEST CERTIFIER ((46)5)4-65-1 avinash.sukumaran@ag.nj.gov	TEST SUBMITTER (60)9)3-41-3 bhanurekha.muthyala@ag.nj.gov																		
BOARD SECRETARY	BUSINESS ADMINISTRATOR	ADMINISTRATIVE ASSISTANT	AREA SUPERVISOR	BOARD SECRETARY	ADMINISTRATIVE ASSISTANT																		
Schedule "A" Revision#	2	Programs		Collection Method	Accountability Method																		
GRADE	SITE_NAME	FS TYPE	NSLP	RB	SNB	SMF	SSKM	MMO	ASSP REG	ASSP AE	NSLP	SBP	MILK	ASSP	NSLP	SBP	MILK	ASSP	Prices				
			FAID	REDUCED	ADULT	FAID	REDUCED	ADULT	FAID	ADULT	FAID	ADULT	FAID	ADULT	FAID	ADULT	FAID	ADULT	FAID	ADULT	FAID	ADULT	
P	TEST SITE 1	SP	X																				
E	TEST SITE 2	SP	X	X			X		X														
E	TEST SITE 3	SP	X				X																

The **Schedule A** report is a summary of all the School Nutrition Programs per site for the district. It also lists all the user roles with access to the system.

The **Schedule A** will become available upon Application Packet approval.

6. Frequently Asked Questions

Navigating the New SNEARS 2.0 Application Packet

Q. How will the change from Federal Fiscal Year to School Year impact the Application Packet?

A. Changing the operation period of the Application Packet to coincide with the school year months of operation from July 1 – June 30th eliminates the need to go back and make changes under the prior year's application packet, if revisions were required for the months of July, August, and September.

Q. Where is the LEA Info Section?

A. The section previously named 'LEA Info' is now called 'SFA Details'. The name has changed; however, the information entered remains the same.

Q. I cannot find the section in the Application Packet named 'Schedule A'. Where is it located?

A. The section previously named 'Schedule A' is now divided into 3 separate sections: SFA Details, User Management, and Site Details.

Q. If I am only making a change to one section of the Application Packet (after it was already approved), do I need to re-certify the entire Application Packet again?

A. No. Only recertify the section you are revising.

Q. I used to be able to print out a report, named 'Schedule A', that listed a summary of all the School Nutrition Programs each site in the district participated in, the prices charged per program at each site, and the user roles with access to the system. Is this report still available?

A. Yes. Even though the section name in the Application Packet has changed, you will still be able to generate a 'Schedule A' report, once the entire Application Packet has been approved. To access the 'Schedule A' report, see page 42.

Q. Where do I mail my Required Documents?

A. No more need to mail in your required docs! Required documents are easily uploaded into the system in SNEARS 2.0. See page 34. Please note, the 'Required Documents' section is only visible to New or Non-Public SFAs. This section does not apply to existing Public Schools.

SFA Details

Q. Where do I mail my change of address form?

A. No more need to mail a physical form! Changes of address are now easily uploaded into the system. See page 23.

User Management

Q. What happens if the Submitter left the district and we do not have an Alternate Submitter?

A. Please follow the instructions beginning on page 24 for guidance on updating User Roles.

Q. Can the Submitter and Certifier be the same person?

A. No. To view who can perform the duties of a particular role, refer to page 26.

Q. What does the Certifier have to certify?

A. Everything. The Certifier must review all documents and certify them by clicking the "I Certify" button at the bottom of the screen.

Q. Who can be the Alternate Certifier?

A. Someone in the district who has the legal authority to sign contracts for the district.

Q. Is having an Alternate Certifier required?

A. Yes.

Q. Is having an Alternate Submitter required?

A. No, but strongly encouraged.

Q. Can the Certifier do both the submission and certification of all documents?

A. Yes, the Certifier can submit and certify. However, the Submitter cannot certify.

Q. Can there be more than one "Other" user?

A. No. You may designate one person for each User Role specified under the 'User Management' Section.

Letter to Parent

Q. How are we going to do the LTP if the Board of Education has not determined the lunch prices by July 1st?

A. You can complete the LTP any time after July 1st as soon as prices are determined. The LTP must be approved before you can complete the other application documents.

Q. My district is approved to operate under District Wide CEP. Which Letter to Parent (LTP) should I choose?

A. There are now five LTP categories to choose from. See page 28. Select the District Wide CEP LTP if all schools in the district participate in CEP and serve breakfast and lunch to all students at no charge.

Q. Can I modify the information on the LTP if I made a mistake or an Administrator leaves?

A. Yes, you may make changes to an approved LTP at any time. However, any changes made after approval must be resubmitted and recertified. The new LTP will also need to be approved by SNP staff before printing.

NOTE: The only time the Submitter or Certifier cannot make a change is when the LTP section status is 'Certified'. In this scenario, SNP staff will "Not Approve" the LTP to allow for changes to be made.

Q. Where can I find the maximum prices?

A. The maximum prices can be found in the Resources tab in SNEARS, under the resource category heading, 'Annual Application and Agreement Documents'.

Q. Who gets notified once the LTP is approved and how?

A. All User Roles will receive an email notifying them that their LTP and Application Packets have been approved.

Q. How do I download the Application for Free and Reduced Price School Meals along with the Instructions?

A. The Letter to Parent (LTP) Packet, including the Application and Instructions, can be found under the 'Reports' tab in SNEARS.

Q. Is the LTP available in Spanish?

A. Yes. Once all of the required fields for the LTP have been submitted and certified by the SFA and approved by School Nutrition Program (SNP) staff, you will be able to access the LTP by navigating to the 'Reports' tab, selecting the Letter to Parent, and then selecting the desired language.

Q. Can the LTP be uploaded into the district's website?

A. Yes.

Q. Can the person that signs the LTP be the Hearing Official?

A. Yes. See page 57.

Site Details

Q. Will my existing sites from SNEARS 1.0 be carried over into SNEARS 2.0?

A. Yes. Existing sites will be pre-populated when beginning a new Application Packet. See page 34.

Q. I have a large number of sites. Am I able to see all of my sites listed on one screen?

A. Yes. You are now able to view up to 100 sites per page. See page 34.

Annual SNP Certification

Q. Can the Agreement and Policy be printed?

A. Yes, they are both available in the 'Resources' tab in SNEARS, under the resource category heading, 'Annual Application and Agreement Documents.'

Public Announcement

Q. Will there be a sample letter for the Public Announcement?

A. Yes, a sample Public Announcement and other supporting documents are available under the 'Resources' tab in SNEARS, under the resource category heading, 'Annual Application and Agreement Documents.'

If you have additional questions, please contact our office at 609-984-0692.