



Welcome & Purpose

NATIONAL SCHOOL LUNCH PROGRAM PARTICIPATION RENEWAL

Overview of the SNP Renewal Process in ND Foods

Highlight key updates for SY 2026–2027

Encourage questions and discussion



AI Bot Rules for NDDPI Hosted Meetings/Webinars



"Please be advised that due to privacy concerns and potential legal implications, the use of external AI transcription tools is strictly prohibited in NDDPI meetings. If you wish to record a meeting for transcription purposes, please submit your request to the meeting organizer."



SNP Renewal

DUE DATE:

ND Administrative Rule 67-21-01-05. Application

"2. Renewal agreement. This document is presented annually to the local agency by the state agency for any appropriate revisions. Forms and information are forwarded to the local agency in July and must be returned for approval and renewal by September 1st

Submit in ND Foods by September 1st!





Step 1: Gather Required Information

Ending balance of the School Food service account, June 30, 2025 and Beginning balance, July 1, 2026

Civil Rights training date

Update list of individuals before Renewal

Average Daily Membership, if you want to enter the local data

Daily school schedule for the year

Meal service times

<https://www.nd.gov/dpi/districtsschools/child-nutrition-and-food-distribution>





Step 2: Log In to ND Foods

itors ▾ Education Programs ▾ Policy/Guidelines ▾ Families/Community ▾ Partners ▾ Supe

Home / Districts/Schools / Child Nutrition and Food Distribution

Child Nutrition and Food Distribution



NDFOODS

Enter to work with all Child Nutrition and Food Distribution programs

NDFOODS

Log into ND Foods

Tip: Bookmark CNFD webpage.

- New User? 'Create an Account'
 - Your login (not password) needs to be part of your account in ND Foods; contact us.



login

You are entering [North Dakota Department of Public Instruction](#) Child Nutrition and Food Distribution System (NDFoods).

North Dakota
login

User ID:
[Forgot User ID](#)

Password:
[Forgot Password](#)

[Login](#)

Already Registered - [Not sure?](#)

New to North Dakota Online Services?

[Create Account](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

Step 3: Start the Renewal

North Dakota nd.gov Official Portal for
North Dakota State Government



[Main Menu](#)

Main Menu

Menu

[Sponsor Profile](#)
[My Requests](#)
[Search Files](#)
[Contact Us Form](#)

Work Queue

- ! You have 1 unread message(s). [View](#)
- Claims Not Submitted (27)
 - Renew Application
- [Renew SNP](#)

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	🔴 Incomplete	🔴 Incomplete	🔴 Incomplete
Individuals	NA	🔴 Incomplete	NA
Sites			
Anamoose Public School	🔴 Incomplete	🔴 Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

[Submit Renewal](#)

[Decline Renewal](#)

[Return](#)

Step 4: Sponsor Information

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

Info	General	SNP Details	Program Docs
Sponsor Details	4 Incomplete	Incomplete	Incomplete
Individuals	NA	Incomplete	NA
Sites			
Anamoose Public School	Incomplete	Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

Submit Renewal

Decline Renewal

Edit Sponsor

Organization Name: Anamoose School District 14

Organization Type: Public

LA No: 25014

Region: 2 - Minot

County: 25

Telephone: 7014653258 (2223334444) Ext: 0000

Fax: 7014653259 (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: 706 3rd St W

Address Line 2:

*City, State, Zip: Anamoose, North Dakota, 587104109 (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

Step 5: Sponsor Details

Edit Sponsor School Nutrition (SNP) Details

Sponsor: Public School District 2
LA No: 27002
Year: 2027

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

Info	General	SNP Details	Program Docs
Sponsor Details	● Complete	5 ● Incomplete	● Incomplete
Individuals	NA	● Incomplete	NA
Sites			
Anamoose Public School	● Incomplete	● Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

Submit Renewal

Decline Renewal

Especially Needy Eligible: No

Meets Meal Pattern Cert.: Yes

 Date Approved: 03/2013

*Do you operate a 4 day school week: ☐ Yes ☐ No

*Meal Counting Method:

Name/checklist or computer

*F/R Meal Application Collection Method:

Paper/**Computer**/Other

*Income Eligibility Application Effective Date Method:

Parent submitted or school determined

*Primary Distributor:

Contribute General Fund to Food Service: ☐ Yes ☐ No

Do you transfer funds from General Fund to keep balance positive?

*PLE Requirement Exemption: I certify that the nonprofit food service account had a zero or positive balance on June 30, 2025 and would like to request an exemption from completing the PLE requirement.
☐ Yes ☐ No

June 30, 2025 Fund Balance:

July 1, 2026 Fund Balance:

*Annual Civil Rights Training Will Be Completed By:

Enter the date that civil rights training will be performed for staff at your school.

Moved from site information



Meal Pricing 1

Meal Prices

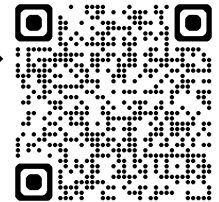
Enter the price for each meal or "NA" for those that are not applicable.

Category	Breakfast	Lunch	Afterschool Snack
Adult	← 2		← 4 NA
Adult Guest			NA
Elementary			
High School			
Middle School			
Reduced Price	\$0	\$0	← 3 \$.15
Student Guest			
Extra Milk			← NEW
Extra Entree			← NEW

2026 Average Meal Prices - Statewide

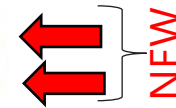
Category	Breakfast	Lunch	Afterschool Snack
Adult	\$3.06	\$4.66	\$2.00
Adult Guest	\$3.15	\$4.82	\$2.00
Elementary	\$2.21	\$3.23	\$1.04
High School	\$2.27	\$3.40	\$1.08
Middle School	\$2.24	\$3.37	\$1.18
Reduced Price			\$0.15
Student Guest	\$2.43	\$3.59	\$1.26

FNS-828 SFA Paid Lunch Price Report



*Are you offering a non-dairy milk substitute for a parent request: ? ☐ Yes ☐ No

*Do you vend meals: ☐ Yes ☐ No



1. USE THE PAID LUNCH EQUITY TOOL (PLE) (OR SIMILAR CALCULATION) TO SET STUDENT PRICING
2. ADULT MEAL PRICING MUST BE SET USING SY 26-27 REIMBURSEMENT RATES
3. REDUCED PRICE BREAKFAST/LUNCH MUST BE SERVED AT NO COST; AFTERSCHOOL SNACK IS NOT INCLUDED IN STATE 225
4. IF CATEGORY IS NOT USED, TYPE IN 'NA'

Adult Meal Pricing

PRICING SCHOOLS

Formula:

Highest student meal price
+
Reimbursement rate for a **paid** student meal
(2025-2026 \$.40B/\$.53L)
+
Value of commodities received per meal (\$0 for breakfast)
(2025-2026 \$.45)
Required price above Student 2025-2026 :
Breakfast = \$.40/ Lunch = \$.98

NON-PRICING SCHOOLS

CEP, Provision

Formula:

Reimbursement rate for a **free** student meal
(2025-2026 \$2.94 B/\$4.71L)
+
Value of commodities received per meal (\$0 for breakfast)
(2025-2026 \$.45)
Required Adult price 2025-2026
Breakfast = \$2.94/ Lunch = \$5.16

Last Step for Sponsor Profile:
Remember to check 'I certify' and 'Save'

Step 6: Program Documents

Program Document Summary

Program: School Nutrition (SNP)

Sponsor: Anamoose School District 14

Title	Most Recent File				
	Program Year	Expires	Status	File	Action
Program Agreement	2020	-	Approved on 09/06/2019	Program agreement fillable (3).pdf	View Details
Policy Statement	2020	-	Approved on 09/06/2019	policy statement fillable (1).pdf	View Details
Meal Counting & Claim Prep	2024	-	Approved on 09/11/2023	Meal Count and Claim.pdf	View Details
Afterschool Snack Program Addendum	No File				

☒ 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

Cancel

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

Info	General	SNP Details	Program Docs
Sponsor Details	● Complete	● Complete	6 Incomplete
Individuals	NA	● Incomplete	NA
Sites			
Anamoose Public School	● Incomplete	● Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

Submit Renewal

Decline Renewal

Program Agreement = Itemized in Code of Federal Regs
Policy Statement for Free & Reduced- Price meal eligibilities
Meal Counting & Claim Prep – procedure for counting & claiming reimbursable meals.

1. Permanent unless changes have occurred.
2. Strongly encouraged to read through every year.

NEW: Afterschool Snack Program Addendum: If you participate.



Afterschool Snack Program

Main Menu

View Program Document

Program: School Nutrition (SNP)

Title: Afterschool Snack Program Addendum

Sponsor: Alexander Public School District 2

Prompt: Test Prompt

Source Docs



Title: Afterschool Snack Program Addendum

File: [ASPTemplate.pdf](#)

[Download](#)

File History

No files found.

[Submit New File](#)

[Return](#)

Last Step for Program Documents:
Remember to check 'I certify' and 'Save'

Sponsor Name	LA Number
--------------	-----------

The sponsor has chosen to receive reimbursement through the National School Lunch Program (NSLP) for snacks served in an afterschool care program at the following sites:

Site
Site
Site

9. Maintain the following records, and follow the retention requirements per 7 CFR 210.23 (c):

- If all meals are claimed free based on the site's eligibility (see item 7), maintain documentation establishing each site's eligibility;
- For all other sites, documentation of free and reduced-price eligibility for all children for whom free and reduced price snacks are claimed;
- Meal counts, by type, for each site for each serving day;
- Documentation of individual children's attendance on a daily basis; and,
- Menus and production records to document compliance with snack pattern requirements.

10. Review each afterschool care program two times a year; the first review shall be made during the first four weeks that the care program is in operation each school year per 7 CFR 210.9 (c) (7).

11. Price the meal supplement as a unit per 7 CFR 210.9 (c) (2).

12. If charging for snacks, serve snacks at a free or at a reduced price to all children who are determined by the Sponsor to be eligible for free or reduced-price school meals under 7 CFR part 245.

13. If charging for snacks, the charge for a reduced-price snack shall not exceed 15 cents per 7 CFR 210.9 (c) (4).

14. Comply with all requirements of 7 CFR 210, except that claims for reimbursement need not be based on "point of service" snack counts-as required by 210.9 (c) (8).

"Describe the Educational/Enrichment Activity offered to students during the After School Program/s (Attach brochures, schedules, etc. if available). Per 7 CFR 210.2 Afterschool Snack Programs are prohibited from operating in any extracurricular programs organized primarily for scholastic, cultural or athletic purposes.

	meet the
	during the rschool the Care for
	student cks may
	legory for certified ch snack
	gory.

Signature of Authorized Representative	Date
Signature of Director, Child Nutrition and Food Distribution Programs	Date

Step 7 : List of Individuals

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

Info	General	SNP Details	Program Docs
Sponsor Details	🟢 Complete	🟢 Complete	🟢 Complete
Individuals	NA	7 Incomplete	NA
Sites			
Anamoose Public School	🔴 Incomplete	🔴 Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

[Submit Renewal](#)

[Decline Renewal](#)

Title	Role	Telephone	Email	Programs	Sites	Action
Head Cook	Authorized Rep, DoD Contact, Lead Food Service Worker, USDA Food Rep	701-465-3258	b.12.nd.us	Emergency Summer Foods (ESFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Seamless Summer Option (SSO), Summer Foods (SFSP)	Anamoose Public School	Edit Delete
Principal	Authorized Rep	701-465-3258	b.12.nd.us	Fresh Fruits and Vegetables (FFVP)	-All-	Edit Delete
Hot Lunch Coordinator	Contact, DoD Contact, Finance Manager, Invoice Contact, Record Keeper, USDA Food Rep	701-465-3258	a.12.nd.us	Emergency Summer Foods (ESFP), School Nutrition (SNP), School USDA Foods (SCH), Seamless Summer Option (SSO), Summer Foods (SFSP)	Anamoose Public School, Anamoose School - ESFSP COVID 19, Anamoose School-ESFP-21	Edit Delete
Food Service Worker	Food Service Worker	701-465-3258	r.12.nd.us	Emergency Summer Foods (ESFP), School Nutrition (SNP), Summer Foods (SFSP)	Anamoose Public School, Anamoose School - ESFSP COVID 19, Anamoose School-ESFP-21	Edit Delete
Business Manger	Finance Manager, Invoice Contact, Record Keeper	701-465-3258	sl.2.nd.us	Emergency Summer Foods (ESFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Seamless Summer Option (SSO), Summer Foods (SFSP)	-All-	Edit Delete
Superintendant	Authorized Rep, Invoice Contact	701-465-3258	sl.2.nd.us	Emergency Summer Foods (ESFP), Fresh Fruits and Vegetables (FFVP), School Nutrition (SNP), School USDA Foods (SCH), Seamless Summer Option (SSO), Summer Foods (SFSP)	-All-	Edit Delete

NEED

- ✓ Auth Rep
- ✓ USDA Food Service Worker
- ✓ Finance Manager
- ✓ Lead Food service worker

- ☐ Use 'Delete' for any staff not currently employed.
- ☐ Delete duplicates.
- ☐ Do not overwrite information.



Roles

Auth Rep: Is ultimately responsible for program compliance; including non-kitchen tasks such as those related to Smart Snacks and local wellness policy

Finance Manager will be contacted for all financial information, procurement issues and keeping the program solvent

USDA Food Reps: Strongly encouraged to have two designated to receive messages

Lead Food Service worker:

- Must have a Lead Food Service worker for each site.
- Each site manager/lead food service worker must have a valid Food Safety and Sanitation certification this year.
 - **Renewal will not be approved until the certificate is received.**
 - Click on the individual's name to review:

SAN Expiration: 06/04/2029

Last Step for Individuals:
Remember to check 'I certify' and 'Save'

Step 8: General Site Information

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

Info	General	SNP Details	Program Docs
Sponsor Details	● Complete	● Complete	● Complete
Individuals	NA	● Complete	NA
Sites			
Anamoose Public School	8 Incomplete	● Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

[Submit Renewal](#)

[Decline Renewal](#)

Edit Site Details

Sponsor: Anamoose School District 14

Site: Anamoose Public School

*Administration Type: [Site is Legal Entity of the Sponsor](#)

*Telephone: [7014653258](#) (2223334444) Ext:

Fax: [7014653259](#) (2223334444)

Mailing Address

*Address Line 1: [706 3rd St W](#)

Address Line 2:

*City, State, Zip: [Anamoose](#), [North Dakota](#), [58710](#) (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](#)

Step 9: Site Details

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

Info	General	SNP Details	Program Docs
Sponsor Details	Complete	Complete	Complete
Individuals	NA	Complete	NA
Sites			
Anamoose Public School	Complete	9 Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

Submit Renewal

Decline Renewal

Edit Site School Nutrition (SNP) Details

Site: Anamoose Public School
Sponsor: Anamoose School District 14
Year: 2026
Status: Incomplete

Delivery Only: No

Choose all grades being served at this site.

*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: ☐

*Are Pre-K students Enrolled in your Educational tracking system? ☐ Yes ☐ No

*Which Pre-K Meal Pattern do you serve:

SNP or CACFP

*Do you serve any non-enrolled non-school age children (Infant-5)? ☐ Yes ☐ No

*Site Classification:

Choose: Regular, RCCI or Private

Start/end dates for SY 27

*Start Date:

*End Date:

*Food Service Type:

Choose self prep, central kitchen, satellite kitchen, FSMC, Vended

Step 9: Site Details

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

Info	General	SNP Details	Program Docs
Sponsor Details	● Complete	● Complete	● Complete
Individuals	NA	● Complete	NA
Sites			
Anamoose Public School	● Complete	9 Incomplete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

[Submit Renewal](#)

[Decline Renewal](#)

Edit Site School Nutrition (SNP) Details

*Breakfast Participation: ☒ Yes ☐ No

*Breakfast Service Type: ☐ Breakfast in the Classroom ?
☐ Second Chance Breakfast ?
☐ Grab n Go Breakfast ?
☐ Traditional in the Cafeteria Breakfast ?

*Lunch Participation: ☒ Yes ☐ No

*Afterschool Snack Participation: ☒ Yes ☐ No

*Average Attendance Factor: The state average attendance has been provided by default.

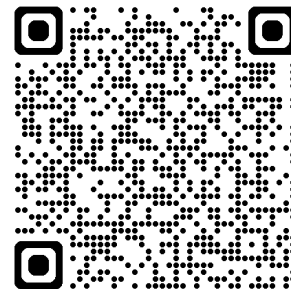
*Meal Shifts

#	Meal Type	Start Time	End Time	Action
1	Breakfast	08:00AM	08:30AM	Delete
2				Delete
3				Delete
Add Meal Shift				

NEW State average: .9338

Enter start and end time of each meal service

Local AF:
ADA
ADM



☐ 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 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](#)

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

Info	General	SNP Details	Program Docs
Sponsor Details	● Complete	● Complete	● Complete
Individuals	NA	● Complete	NA
Sites			
Edgeley Public School	● Complete	● Complete	NA
Willow Bank Colony	● Complete	● Complete	NA
Add A New Site			
Add An Existing Site			
Discontinue Site(s)			

Submit Renewal

Decline Renewal

Step 10: Submit Renewal

All sections must show GREEN status

Click 'Submit Renewal' – triggers DPI review

Claims will not open until renewal is approved





Questions & Discussion

Contact:
Rhonda Amundson
School Nutrition Program Manager
Email: rhondaamundson@nd.gov
Phone: 701-328-3237

What areas are confusing or unclear?

What can we simplify for future renewals?

Thank you for your commitment to program compliance!





Office Hours

WEDNESDAY, 10 AM (JULY 15, 22, AUG 12)

½ hour to answer any questions that you have; may be the same question as others have.

Also,

Thursday, 1 PM (July 16, 23, Aug 13)

Tuesday, 2 PM (August 11)

July 2026

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15 10 AM	16 1 PM	17
20	21	22 10 AM	23 1 PM	24
27	28 NDSNA, Fargo	29	30 BTSW	31

Independence Day

August 2026

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 BTSW	6 BTSW	7
10	11 2 PM	12 10 AM	13 1 PM	14
17	18	19	20	21
24	25	26	27	28
31				



Reminder **NDDPI-CNFD** **School Nutrition** **Back to School** **Workshop**

- 6 Hours of training
 - Added sugar limits
 - Infinite Campus insight
 - Free/Reduced process
 - Farm to School
- No Refunds after July 13th
 - bring someone else in place of
- Email reminder the day before.
 - The agenda will be attached
 - Check the location

Registration



Back to School Workshop



Registration



Fargo, July 30, 2025
Hilton Garden Inn

Minot, August 5, 2025
Sleep Inn & Suites
Conference Center

Bismarck, August 6, 2025
U of Mary – Lumen Vitae
Center

Registration



Remember:

- **Submit by Sept 1!**

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027 \(PDF\)](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.





[Nd.gov/dip/districtschools/child-nutrition-and-food-distribution](https://nd.gov/dip/districtschools/child-nutrition-and-food-distribution)



dpicnfd@nd.gov



701-328-2966

