

Add an Individual

Login

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

North Dakota
login

Already Registered - Not sure?

North Dakota Login:

Username:

Password:

New to North Dakota Online Services?

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](#)

For additional information on North Dakota Login, contact the [Service Desk](#)

If you need assistance with **this Online Service**, please contact [North Dakota Department of Public Instruction](#).

Enter the NDFoods System

Main Menu

Menu

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

Food

- [Search Food Survey](#)
- [Commodity Supplemental \(CSFP\) Distribution](#)

Claims and Payments

- [Submit Claim](#)
- [Claim History](#)
- [Search Claims](#)
- [Program Rates](#)
- [Search Payments](#)

Food Invoice and Payment

- [Search Invoices](#)

Work Queue

● You have 43 unread message(s). [View](#)

- Food Surveys (1)**
- Claims Not Submitted (28)**
- Renew Application**
 - [- Renew CACFP](#)

Click on "Sponsor Profile"

Sponsor Profile

Details

Sponsor: New Town Public School **Telephone:** 701-456-2589

LA No: 31001 **Fax:**

Region: 2 - Minot **PeopleSoft ID:** 4805

Mailing Address: PO BOX 700 **Receive Direct Deposit:** No

NEW TOWN, ND 58763-0700 **DUNS No:** 15554

Shipping Address: PO BOX 700

NEW TOWN, ND 58763-0700

County: Mountrail

Organization Type: Public

[Edit Sponsor Details](#)

Programs Sites Individuals Accounting

Program	Year	Status	Action
Summer Food (SFSP)	2012	Approved	Discontinue Sites Individuals
School Nutrition (SNP)	2013	Approved	Discontinue Sites Individuals
Special Milk (SMP)	2014	Approved	Discontinue Sites Individuals
School USDA Foods (SCH)	2013	Approved	Discontinue Sites Individuals
Fruits and Vegetables (FFVP)	2014	Approved	Discontinue Sites Individuals
Commodity Supplemental (CSFP)	2013	Approved	Discontinue Sites Individuals
Food Dist. on Reservations (FDPIR)	2013	Approved	Discontinue Sites Individuals
Child and Adult Care (CACFP)	2013	Approved	Discontinue Sites Individuals

[Add A Program](#)

Click the Individuals tab.

Programs Sites Individuals Accounting

Name	Role	Telephone	Email	Programs	Sites	Action
Carla Wardzinski	Lead Food Service Worker	701-328-2319		Child and Adult Care (CACFP), School Nutrition (SNP), Summer Foods (SFSP)	New Town Elementary School	Edit Delete
Marc Bluestone	Authorized Rep, Contact, Finance Manager, Invoice Contact, Lead Food Service Worker, Owner, Record Keeper, USDA Food Rep	701-222-1143	blsclor@nd.gov	Child and Adult Care (CACFP), Commodity Supplemental (CSFP), Fresh Fruits and Vegetables (FFVP), Indian Reservations (FDPIR), School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP), Summer Foods (SFSP)	New Town Elementary School	Edit Delete

[Add An Individual](#)

[Forum](#)

Click "Add An Individual".

Add Individual

*Salutation:

*Name: First MI Last Suffix

*Title:

Email:

*Primary Telephone: (2223334444) Ext:

Secondary Telephone: (2223334444) Ext:

Login ID:

Mailing Address

*Address:

Shipping Address

*Same as mailing address: Yes No No Shipping Address

***Roles**

Select all the roles this person holds for any site.

- Contact
- Finance Manager
- Invoice Contact
- Lead Food Service Worker
- Owner
- Record Keeper
- USDA Food Rep

*Required

Individuals must have an ND Login before being added as an individual in the

Please Note: Only DPI CNFD staff can add, delete or change a Sponsor's Authorized Representative. Contact DPI for assistance.

Complete all of the *Required information and click continue.

Add Individual

***Programs**

Select all programs where Bob Jones serves as a **Contact**.

- Child and Adult Care (CACFP)
- Commodity Supplemental (CSFP)
- Fruits and Vegetables (FFVP)
- Summer Food (SFSP)
- School Nutrition (SNP)
- School USDA Foods (SCH)
- Special Milk (SMP)
- Food Dist. on Reservations (FDPIR)

Choose the program(s) that the individual will be associated with. Click "Save".

Programs Sites Individuals Accounting							
Name	Role	Telephone	Email	Programs	Sites	Action	
Bob Jones	Contact	701-222-2222	mdanderson@nd.gov	Child and Adult Care (CACFP)	-All-	Edit Delete	
Carla Wardzinski	Lead Food Service Worker	701-328-2319		Child and Adult Care (CACFP), School Nutrition (SNP), Summer Foods (SFSP)	New Town Elementary School	Edit Delete	
Marc Bluestone	Authorized Rep, Contact, Finance Manager, Invoice Contact, Lead Food Service Worker, Owner, Record Keeper, USDA Food Rep	701-222-1143	kschloer@nd.gov	Child and Adult Care (CACFP), Commodity Supplemental (CSFP), Fresh Fruits and Vegetables (FFVP), Indian Reservations (FDPIR), School Nutrition (SNP), School USDA Foods (SCH), Special Milk (SMP), Summer Foods (SFSP)	New Town Elementary School	Edit Delete	

[Add An Individual](#)

The individual has been successfully added.