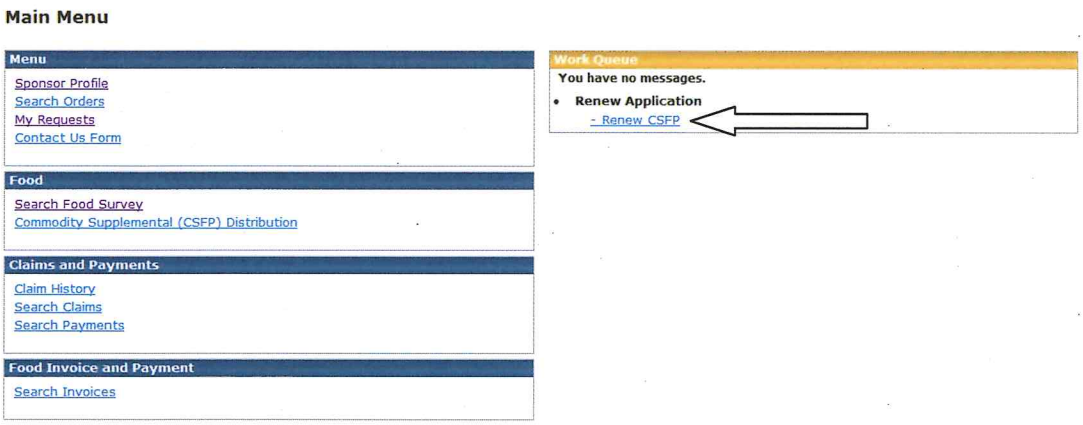
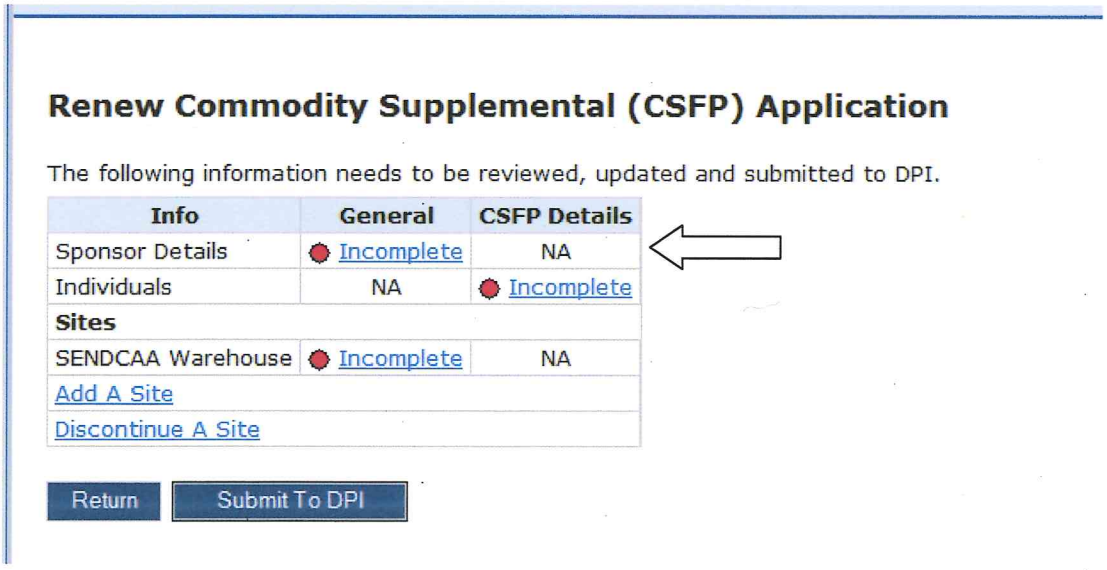
Completing CSFP Renewal

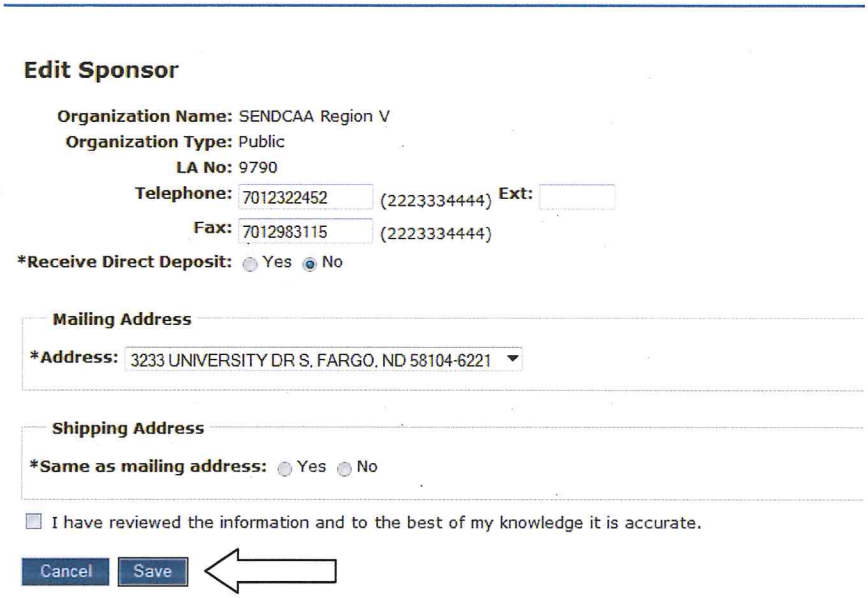
Log into the NDFoods system



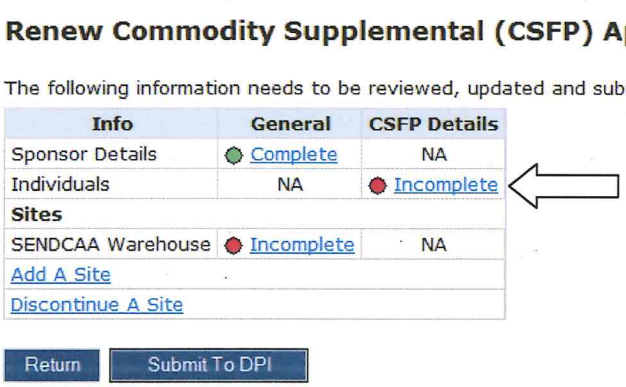
From the Work Queue, click on “Renew CSFP”



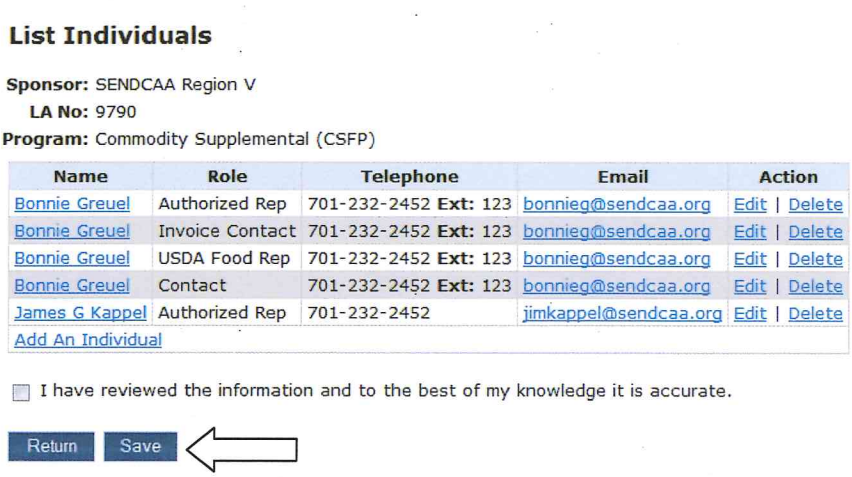
Click on “Incomplete” under the General heading for Sponsor Details.



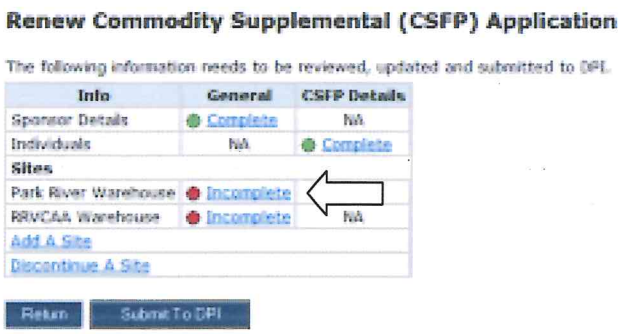
Review the Sponsor information and make any necessary changes. Click on the review check box and click "Save".



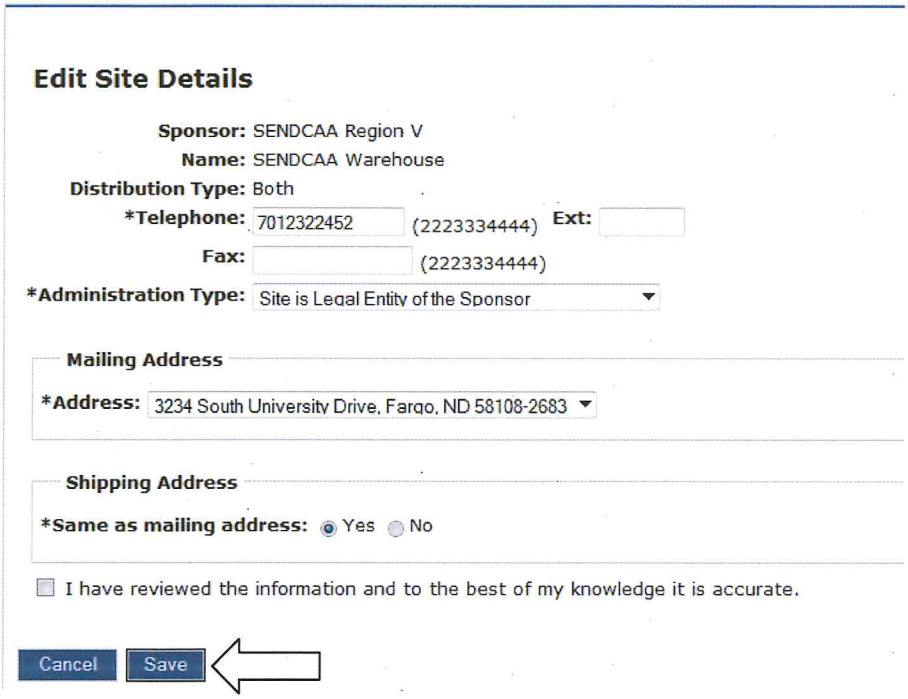
Click on "Incomplete" under the CSFP Details heading for Individuals.



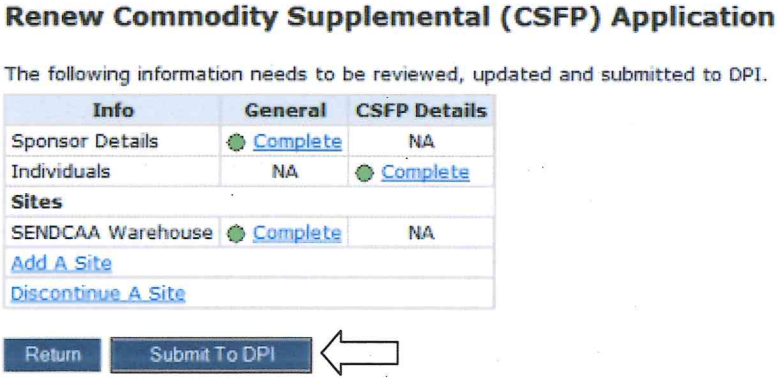
Review the individuals and click on the review check box and click "Save". Note: There must be an individual as the USDA Food Rep in order to complete the CSFP food surveys in the system.



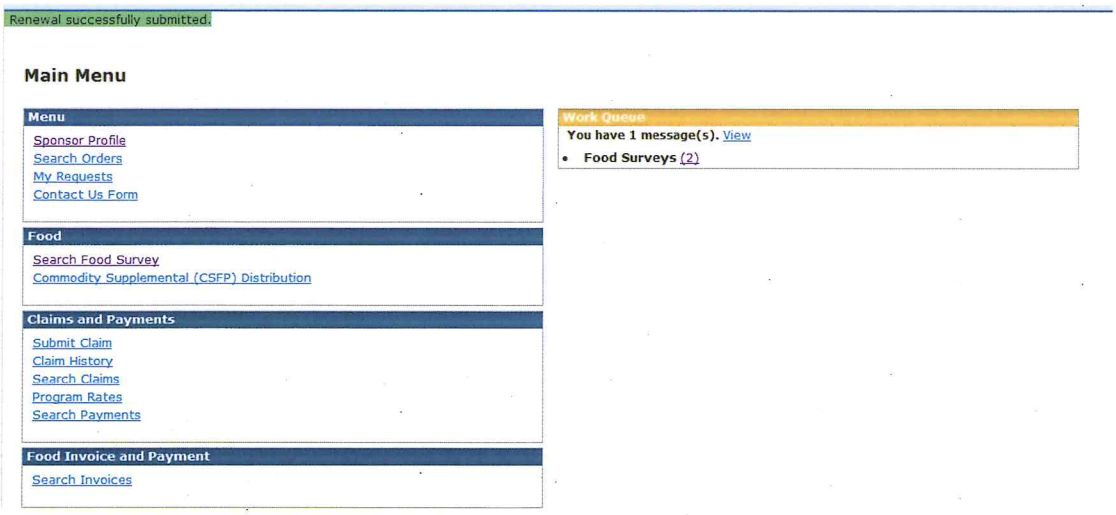
Click on "Incomplete" under the General Details heading for Sites.



Review the site information and make any necessary updates. Click on the review check box and click "Save".



Click "Submit To DPI".



The user will see a message at the top of the screen indicating that the Renewal was successfully submitted to DPI.

DPI will review and approve the renewal information. The user will receive a confirmation in the Work Queue that the renewal was successfully approved by DPI.