

## FFVP Program Renewal

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

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

## Enter the NDFoods System

### Main Menu

Menu	Work Queue
<a href="#">Sponsor Profile</a> <a href="#">Search Orders</a> <a href="#">My Requests</a> <a href="#">Contact Us Form</a>	<p><b>!</b> You have <b>33 unread message(s)</b>. <a href="#">View</a></p> <ul style="list-style-type: none"> <li>Claims Not Submitted (<b>28</b>)</li> <li>Renew Application                             <ul style="list-style-type: none"> <li><a href="#">- Renew FFVP</a></li> <li><a href="#">- Renew SMP</a></li> </ul> </li> </ul>
<b>Food</b> <a href="#">Search Food Survey</a>	
<b>Claims and Payments</b> <a href="#">Submit Claim</a> <a href="#">Claim History</a> <a href="#">Search Claims</a> <a href="#">Program Rates</a> <a href="#">Search Payments</a>	
<b>Food Invoice and Payment</b> <a href="#">Search Invoices</a>	

The user will receive a notice in the Work Queue that a program is ready for renewal. Click on the “Renew” link.

### Renew Fruits and Vegetables (FFVP) Application

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

Info	General	FFVP Details
Sponsor Details	<span style="color: red;">●</span> <a href="#">Incomplete</a>	NA
Individuals	NA	<span style="color: red;">●</span> <a href="#">Incomplete</a>
<b>Sites</b>		
New Town Elementary School	<span style="color: red;">●</span> <a href="#">Incomplete</a>	<span style="color: red;">●</span> <a href="#">Incomplete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

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*SFSP renewal occurs on July 1st of each year. Sponsors are required to enter the system and review, add or update all sponsor, site and individual information.*

Click on “Incomplete” under the General section of Sponsor Details.

## Edit Sponsor

**Organization Name:** New Town Public School

**Organization Type:** Public

**LA No:** 31001

**Region:** 2 - Minot

**County:** 31

**Telephone:**  (2223334444) **Ext:**

**Fax:**  (2223334444)

**\*Receive Direct Deposit:**  Yes  No

### Mailing Address

**\*Address:**

### Shipping Address

**\*Same as mailing address:**  Yes  No

I have reviewed the information and to the best of my knowledge it is accurate.

\*Required

Review the information and check the box and click "Save".

Update successful

## Renew Fruits and Vegetables (FFVP) Application

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

Info	General	FFVP Details
Sponsor Details	<span style="color: green;">●</span> <a href="#">Complete</a>	NA
Individuals	NA	<span style="color: red;">●</span> <a href="#">Incomplete</a>
<b>Sites</b>		
New Town Elementary School	<span style="color: red;">●</span> <a href="#">Incomplete</a>	<span style="color: red;">●</span> <a href="#">Incomplete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

Click on "Incomplete" under the FFVP Details section for Individuals.

## List Individuals

**Sponsor:** New Town Public School

**LA No:** 31001

**Program:** Summer Food (SFSP)

Name	Role	Telephone	Email	Action
<a href="#">Marc Bluestone</a>	Authorized Rep	701-222-1143	<a href="mailto:kschloer@nd.gov">kschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Finance Manager	701-222-1143	<a href="mailto:kschloer@nd.gov">kschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Lead Food Service Worker	701-222-1143	<a href="mailto:kschloer@nd.gov">kschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	Record Keeper	701-222-1143	<a href="mailto:kschloer@nd.gov">kschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Marc Bluestone</a>	USDA Food Rep	701-222-1143	<a href="mailto:kschloer@nd.gov">kschloer@nd.gov</a>	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Add An Individual</a>				

I have reviewed the information and to the best of my knowledge it is accurate.

Review the information for all individuals associated with the Sponsor. Check the box and click "Save".

Update successful

## Renew Fruits and Vegetables (FFVP) Application

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

Info	General	FFVP Details
Sponsor Details	Complete	NA
Individuals	NA	Incomplete
<b>Sites</b>		
New Town Elementary School	Incomplete	Incomplete
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

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Click on “Incomplete” under the General section for each site listed.

### Edit Site Details

Sponsor: New Town Public School

Name: New Town Elementary School

\*Distribution Type: Server and Delivery

\*Telephone: 7014562555 (2223334444) Ext:

Fax: (2223334444)

\*Administration Type: Site is Legal Entity of the Sponsor

#### Mailing Address

\*Address: PO BOX 700, NEW TOWN, ND 58763-0700

#### Shipping Address

\*Same as mailing address:  Yes  No

I have reviewed the information and to the best of my knowledge it is accurate.

[Cancel](#) [Save](#)

Review the site details and check the box and click “Save”.

Update successful

## Renew Fruits and Vegetables (FFVP) Application

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

Info	General	FFVP Details
Sponsor Details	Complete	NA
Individuals	NA	Incomplete
<b>Sites</b>		
New Town Elementary School	Incomplete	Incomplete
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

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Click on “Incomplete” under the FFVP Details section for each site listed.

Update successful

## Renew Fruits and Vegetables (FFVP) Application

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

Info	General	FFVP Details
Sponsor Details	<a href="#">Complete</a>	NA
Individuals	NA	<a href="#">Complete</a>
<b>Sites</b>		
New Town Elementary School	<a href="#">Complete</a>	<a href="#">Complete</a>
<a href="#">Add A Site</a>		
<a href="#">Discontinue A Site</a>		

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After completing the site information click “Save”. Once all of the information is in “Complete” status and the buttons are green instead of red, click on “Submit” to DPI for final approval.

Renewal successfully submitted.

### Main Menu

#### Menu

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[Contact Us Form](#)

#### Food

[Search Food Survey](#)

#### Claims and Payments

[Submit Claim](#)  
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#### Food Invoice and Payment

[Search Invoices](#)

#### Work Queue

You have 33 unread message(s). [View](#)

- **Claims Not Submitted** (28)
- **Renew Application**  
- [Renew SMP](#)

The renewal information is submitted to DPI and is reviewed and approved, returned for changes or denied.