

# SCH 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

Once the renewal process is ready for the Sponsor to complete, the user will receive a notification in the Work Queue.

*SCH renewal occurs on July 1 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".

### Renew School USDA Foods (SCH) Application

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

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

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

### List Individuals

**Sponsor:** New Town Public School  
**LA No:** 31001  
**Program:** School USDA Foods (SCH)

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".

### Renew School USDA Foods (SCH) Application

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

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

Click on "Incomplete" under the General Details section for all of the sites 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.

Review the information for all individuals associated with the site. Check the box and click “Save”.

**Renew School USDA Foods (SCH) Application**

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

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

Click on “Incomplete” under the SCH Details section for all of the sites listed.

**Edit Site School USDA Foods (SCH) Details**

**Site:** New Town Elementary School  
**Sponsor:** New Town Public School  
**Year:** 2013  
**Status:** Incomplete

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

\*Required

Review the information for all individuals associated with the site. Check the box and click “Save”.

Update successful

**Renew School USDA Foods (SCH) Application**

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

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

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

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### Food Invoice and Payment

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### Work Queue

 You have 6 unread message(s). [View](#)

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