

SMP 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

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

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

Renew Special Milk (SMP) Application

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

Info	General	SMP Details
Sponsor Details	Incomplete	NA
Individuals	NA	Incomplete
Sites		
New Town Elementary School	Incomplete	Incomplete
Add A Site		
Discontinue A Site		

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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 Special Milk (SMP) Application

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

Info	General	SMP Details
Sponsor Details	Complete	NA
Individuals	NA	Incomplete
Sites		
New Town Elementary School	Incomplete	Incomplete
Add A Site		
Discontinue A Site		

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

List Individuals

Sponsor: New Town Public School
LA No: 31001
Program: Special Milk (SMP)

Name	Role	Telephone	Email	Action
Carla Wardzinski	Lead Food Service Worker	701-328-2319		Edit Delete
Marc Bluestone	Authorized Rep	701-222-1143	kschloer@nd.gov	Edit Delete
Marc Bluestone	Finance Manager	701-222-1143	kschloer@nd.gov	Edit Delete
Marc Bluestone	Lead Food Service Worker	701-222-1143	kschloer@nd.gov	Edit Delete
Marc Bluestone	Record Keeper	701-222-1143	kschloer@nd.gov	Edit Delete
Marc Bluestone	USDA Food Rep	701-222-1143	kschloer@nd.gov	Edit Delete
Add An Individual				

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 Special Milk (SMP) Application

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

Info	General	SMP Details
Sponsor Details	Complete	NA
Individuals	NA	Complete
Sites		
New Town Elementary School	Incomplete	Incomplete
Add A Site		
Discontinue A Site		

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

Edit Site Special Milk (SMP) Details

Site: New Town Elementary School

Sponsor: New Town Public School

Year: 2014

Status: Incomplete

***Site Classification:**

***Participation Classification:**

***Start Date:**

***End Date:**

***Estimated Daily Enrollment:**

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

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

*Required

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

Update successful

Renew Special Milk (SMP) Application

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

Info	General	SMP Details
Sponsor Details	Complete	NA
Individuals	NA	Complete
Sites		
New Town Elementary School	Complete	Complete
Add A Site		
Discontinue A Site		

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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.

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Work Queue

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- **Claims Not Submitted** (28)

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