

Fresh Fruit and Vegetable Program:



Grant Application Data Input Process

Log In

- 1) Log into the COLYAR System with your ID and Password:

<https://ct.cnpus.com/prod/Splash.aspx>

Connecticut



**Connecticut State Department of Education
Child Nutrition Programs Online System**

School Nutrition (NSLP) Sponsors: For assistance with the CNP System, contact the CNP System Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681, Monday through Friday from 8:00 a.m. - 4:00 p.m.

Child and Adult Care Food Program (CACFP) Sponsors: Contact CSDE staff for assistance.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Links

- State Department of Education
- CACFP Resources
- SNP Resources



Copyright © 2017 Colyar Technology Solutions

Starting the District Application

- 2) Select "Application" from the top navigation bar:



- 3) Next select "FFVP Application Packet" from Item List:

The screenshot shows the 'Item List' page on the 'School Nutrition Programs Connecticut' website. The page displays a table with two columns: 'Item' and 'Description'. The 'FFVP Application Packet' item is circled in red.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

- 4) Next select "Detail" for school year "2019-2020"

The screenshot shows a table with columns: 'Action', 'School Year', 'Min Free/Redc %', 'Open Date', 'Close Date', and 'Approved Sites'. The 'Detail' action is circled in red.

Action	School Year	Min Free/Redc %	Open Date	Close Date	Approved Sites
Detail	2017 - 2018	100.00			0

- 5) Next select "Modify"

The screenshot shows a table with columns: 'Action', 'Form Name', and 'Status'. The 'Modify' action is circled in red.

Action	Form Name	Status
View Modify Admin	Fresh Fruit And Vegetable Sponsor Application	Approved

Completing District Application

6) Complete #1 - #4 under Contact Information:

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > FFVP Application Year List > FFVP Application > School Year: 2017 - 2018

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

FFVP Application For School Year: 2017 - 2018

16300 Status: Active
Windham School Lunch
DBA:
Windham Public Schools
322 Prospect Street
Willimantic, CT 06226-2202
Type of Agency: Educational Institution
Type of SNP Organization: Public

By submitting this application, you are indicating that you understand your selection as a potential FFVP participant is based on prior year site information submitted under the National School Lunch Program. Any significant changes to site operations, including, but not limited to: grade levels served and percentage of free and reduced-price children, may affect eligibility for this program.

Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

7) Next, read, agree to, and check off box in #5 Certification:

Certification

5. We have reviewed this application and attest to the truth and accuracy of the information provided. If selected, we the Sponsor, agree to implement the FFVP as outlined above in a manner consistent with the policies and procedures established by the USDA, the CSDE and outlined in the USDA Fresh Fruit and Vegetable Program Handbook. Furthermore, we agree to participate in any USDA or CSDE sponsored evaluations and to provide requested information by the specified deadlines. The following officials have been consulted and pledge support for this program: Food Service Director, School Principal, School Site Manager, Business Manager and Superintendent/Authorized Representative, or those individuals in equivalent positions.

8) Once this application is complete, SAVE then FINISH (**Ok to have error until you enter your site applications**)

Completing Site Applications

- 9) Decide which sites you will be submitting applications for consideration. Before submitting site applications you, **MUST REVIEW** requirements (i.e. grade levels, free/reduced %, etc.) Next, click, “Add” in the action column:

School Nutrition Programs Connecticut

Applications > FFVP Application Year List > FFVP Application Packet > School Year: 2017 - 2018

FFVP Application Packet For School Year 2017 - 2018

16300 Status: Active
Windham School Lunch
DBA:
Windham Public Schools
322 Prospect Street
Willimantic, CT 06226-2202
Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	Form Name	Status
View Modify Admin	Fresh Fruit And Vegetable Sponsor Application	Error

Minimum Percentage of Free and Reduced Lunches for Eligibility 50.0000 %

Action	Site ID	Site Name	% Enroll Free/Redc Oct 2016	CEP Reimburse % Free	Approved	Status
Add	01	Natchaug School	N/A	100.0	No	Not Started
Add	03	North Windham School	N/A	88.7	No	Not Started
Add	04	Charles H. Barrows STEM Academy	N/A	52.9	No	Not Started
Add	05	Windham Center School	N/A	100.0	No	Not Started
Add	06	W.B. Sweeney School	N/A	100.0	No	Not Started
Add	61	Windham High School	N/A	83.3	No	Not Started
Add	83	Windham Early Childhood Center (Willimantic)	N/A	100.0	No	Not Started

- 10) Next, complete each Site Application question Nos. 1-12.
- 11) **UPDATED FOR 2019-20** Next, you **MUST UPLOAD** your signed Application Certification Sheet, which includes the non-discrimination statement. If you bundle all sites into one PDF Scan, you may upload the same file under each site.
- 12) Once completed: SAVE and FINISH
- 13) Repeat Nos. 9-12 until you have complete all the site applications you wish to submit for consideration.

Final Step

- 14) Go back to the District Application to review and ensure all your submitted sites are listed and checked off. Also, review to ensure there are no errors. Once complete, SAVE and FINISH!

If you have any questions during this process please contact Andy Paul via phone at 860.807.2048 or via email at Andrew.paul@ct.gov