## Sponsor Application Instructions

## School Year 2025-26

Sponsors are required to review the Sponsor Application Sheet information, make any corrections, and submit the application. The Office of Superintendent of Public Instruction (OSPI) must review and approve each application prior to Sponsors placing United States Department of Agriculture (USDA) Food orders.

The Sponsor Application Sheets are due on or before June 13, 2025.

The Sponsor Application Sheet is located in CNPweb:

- ✓ We recommend you save this link as one of your favorites: <u>CNPwebsite</u>
- ✓ Login ID and password are the same
- ✓ For assistance, email the <u>Food Distribution inbox</u>.

Notify us if there are any changes to the delivery location or delivery contact person. Throughout the year as changes occur, please keep your application up to date. This information is used for notification of any holds and/or recalls of USDA foods and messages from OSPI.

Review the Message Board screen, and then click Continue, which is available either at the top or bottom of the page.

## Steps to Complete the Application:

- ✓ Log into CNPweb
- ✓ Select Program Year 2026

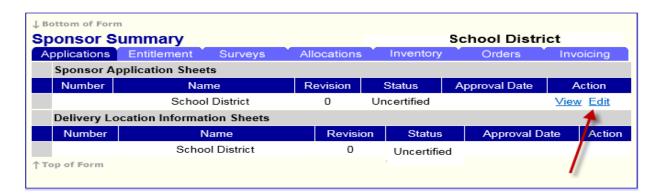
Program Year	Program Begin Date	Program End Date
2009	July 1, 2008	June 30, 2009
<u>2010</u>	July 1, 2009	June 30, 2010
<u>2011</u>	July 1, 2010	June 30, 2011
2012	July 1, 2011	June 30, 2012
2013	July 1, 2012	June 30, 2013
<u>2014</u>	July 1, 2013	June 30, 2014
2015	July 1, 2014	June 30, 2015
<u>2016</u>	July 1, 2015	June 30, 2016
2017	July 1, 2016	June 30, 2017
<u>2018</u>	July 1, 2017	June 30, 2018
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
<u>2021</u>	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
<u>2024</u>	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
2026	July 1, 2025	June 30, 2026



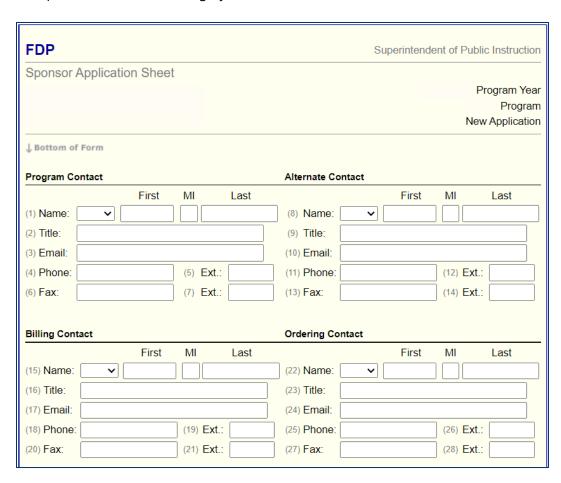
The **Sponsor Summary** screen opens for the selected Fiscal Year.

- ✓ Information and functions display in Tabs.
- ✓ You may review the information on all the Tabs.

On the **Applications Tab**, select **Edit** in the Action column to begin the application review:



**Review** the information on the screen, and **enter all corrections needed**. Make sure email and phone numbers are current. Program, Billing, and Ordering Contacts are required. The Alternate Contact is optional; however, it is highly recommended.



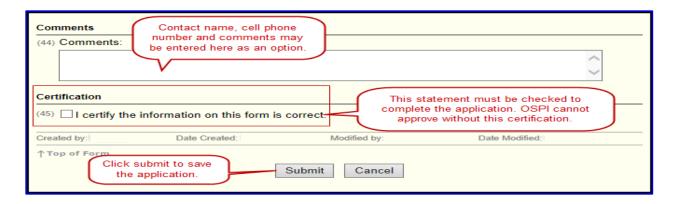
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Mailing Address, Street Address and Billing Address are required.

Mailing Address	Street Address (Do Not Use PO Box)		
(29) Addr:	(34) Addr:		
(30) Addr:	(35) Addr:		
(31) City:	(36) City:		
(32) State: WA V (33) Zip Code:	(37) State: WA V (38) Zip Code:		
Billing Address			
(39) Addr:			
(40) Addr:			
(41) City:			
(42) State: WA V (43) Zip Code:			

Comments including contact names and cell phone numbers may be entered as an option.

**Remember** to check box number 45; OSPI <u>cannot approve</u> the application without this certification.

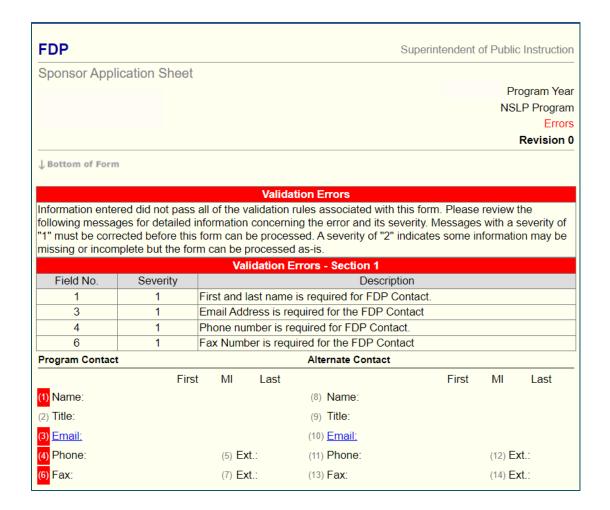


**Click Submit** to save the application. The system will then check for completeness and accuracy.

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**Error messages** will display and prompt for missing information.

- The error message example below tells us that field number 1-6 is missing or incorrect.
- The field number is highlighted in red to identify something is missing or incorrect.
- Fix the missing or incorrect information as indicated.



**Click Submit** to save the application.

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