



Division of Child Care & Early Childhood Education  
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## MEMORANDUM

TO: All USDA Food Program Participants  
FROM: DCCECE/HNU  
DATE: DECEMBER 20, 2022  
SUBJECT: HNU ONBOARDING APPLICATION TRAINING MODULE LAUNCHED

### HNU Onboarding Application Training Module



The Arkansas Department of Human Services (DHS), Division of Child Care and Early Childhood Education (DCCECE), Health and Nutrition Unit (HNU) is please to announce the launch of the Onboarding Application Training Module for providers to view on demand.

This module was created to assist new and existing providers in understanding the three sections of the SNP Application for USDA Programs. New providers will be required to complete this training as part of their onboarding process. This is not a required training for existing providers. However, it is available for existing providers who wish to obtain more information on how to complete their USDA Food Program application.

Click the link below to complete the training and then click the evaluation link to finish the training.

Click Here to View Training Module: <https://youtu.be/QeZF6B5Vrxs>

Evaluation Link: <https://www.surveymonkey.com/r/OnboardingApplicationEvaluation>

To access a specific section of the module, see the training guide listed below:

<b>Introduction</b>	<b>TIME</b>
<ul style="list-style-type: none"> <li>• Overview</li> </ul>	0:00
<ul style="list-style-type: none"> <li>• Application Basics</li> </ul>	2:52
<ul style="list-style-type: none"> <li>• Opening An Application</li> </ul>	8:55
<ul style="list-style-type: none"> <li>• Business Maintenance Page</li> </ul>	14:25
<ul style="list-style-type: none"> <li>• Site Maintenance Page</li> </ul>	17:26
<b>APPLICATION SECTION 1 – ONLINE DOCUMENTS</b>	<b>TIME</b>
<ul style="list-style-type: none"> <li>• CFS2113 – Application for Participation</li> </ul>	20:11
<ul style="list-style-type: none"> <li>• CACFP Budget Tracker Tool (optional)</li> </ul>	37:21
<ul style="list-style-type: none"> <li>• SNP 5 – Application for Participation</li> </ul>	39:19
<ul style="list-style-type: none"> <li>• SNP4 – Funds Received</li> </ul>	46:02
<ul style="list-style-type: none"> <li>• FRPS1 – Meal Policy Statement</li> </ul>	48:02
<ul style="list-style-type: none"> <li>• SNP6 – Pre-Award Compliance</li> </ul>	48:40
<ul style="list-style-type: none"> <li>• SNP 7 – Public Release</li> </ul>	51:22
<ul style="list-style-type: none"> <li>• CASA2 – CACFP Agreement</li> </ul>	52:12
<ul style="list-style-type: none"> <li>• SNP3 – Officers &amp; Employees</li> </ul>	52:55
<ul style="list-style-type: none"> <li>• APQ1 – Adult Questionnaire</li> </ul>	54:42
<ul style="list-style-type: none"> <li>• AQ1 – Application Questionnaire</li> </ul>	56:42
<ul style="list-style-type: none"> <li>• SFLLL – Lobbying</li> </ul>	57:44
<b>APPLICATION SECTION 2 – PAPER DOCUMENTS</b>	<b>TIME</b>
<ul style="list-style-type: none"> <li>• Application Checklist</li> </ul>	59:17
<ul style="list-style-type: none"> <li>• SNP Resource Library</li> </ul>	01:02:29
<ul style="list-style-type: none"> <li>• Obtaining Unique Entity ID</li> </ul>	01:04:01
<b>APPLICATION SECTION 3 – TRAINING</b>	<b>TIME</b>
<ul style="list-style-type: none"> <li>• Required Training</li> </ul>	01:05:01
<b>RESOURCES</b>	<b>TIME</b>
<ul style="list-style-type: none"> <li>• USDA Manuals</li> </ul>	01:10:23
<ul style="list-style-type: none"> <li>• Food Buying Guide</li> </ul>	01:12:03

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under Mass Alerts 2022 If you have any questions regarding this memo, please contact your Application Coordinator at: 501-682-8869.