



Arkansas Department of Education

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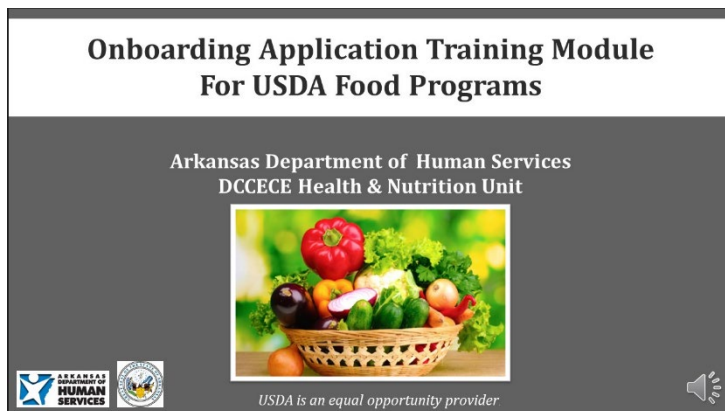
Sarah Huckabee Sanders
Governor

Jacob Oliva
Secretary

MEMORANDUM

TO: All USDA Food Program Participants
FROM: OEC/HNU
DATE: SEPTEMBER 19, 2023
SUBJECT: HNU ONBOARDING APPLICATION TRAINING MODULE LAUNCHED

HNU Onboarding Application Training Module



The Arkansas Department of Education (ADE), Office of Early Childhood (OEC), Health and Nutrition Unit (HNU) wishes to remind providers 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. 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:

Introduction	TIME
<ul style="list-style-type: none"> • Overview 	0:00
<ul style="list-style-type: none"> • Application Basics 	2:52
<ul style="list-style-type: none"> • Opening An Application 	8:55
<ul style="list-style-type: none"> • Business Maintenance Page 	14:25
<ul style="list-style-type: none"> • Site Maintenance Page 	17:26
APPLICATION SECTION 1 – ONLINE DOCUMENTS	TIME
<ul style="list-style-type: none"> • CFS2113 – Application for Participation 	20:11
<ul style="list-style-type: none"> • CACFP Budget Tracker Tool (optional) 	37:21
<ul style="list-style-type: none"> • SNP 5 – Application for Participation 	39:19
<ul style="list-style-type: none"> • SNP4 – Funds Received 	46:02
<ul style="list-style-type: none"> • FRPS1 – Meal Policy Statement 	48:02
<ul style="list-style-type: none"> • SNP6 – Pre-Award Compliance 	48:40
<ul style="list-style-type: none"> • SNP 7 – Public Release 	51:22
<ul style="list-style-type: none"> • CASA2 – CACFP Agreement 	52:12
<ul style="list-style-type: none"> • SNP3 – Officers & Employees 	52:55
<ul style="list-style-type: none"> • APQ1 – Adult Questionnaire 	54:42
<ul style="list-style-type: none"> • AQ1 – Application Questionnaire 	56:42
<ul style="list-style-type: none"> • SFLLL – Lobbying 	57:44
APPLICATION SECTION 2 – PAPER DOCUMENTS	TIME
<ul style="list-style-type: none"> • Application Checklist 	59:17
<ul style="list-style-type: none"> • SNP Resource Library 	01:02:29
<ul style="list-style-type: none"> • Obtaining Unique Entity ID 	01:04:01
APPLICATION SECTION 3 – TRAINING	TIME
<ul style="list-style-type: none"> • Required Training 	01:05:01
RESOURCES	TIME
<ul style="list-style-type: none"> • USDA Manuals 	01:10:23
<ul style="list-style-type: none"> • Food Buying Guide 	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 2023 If you have any questions regarding this memo, please contact your Application Coordinator at: 501-682-8869.