

**RIDE Child Nutrition Program  
Annual Sponsor Updates (return even if no changes)**

Sponsor Name: \_\_\_\_\_ Agreement #: \_\_\_\_\_

Contact Person for Annual Update: \_\_\_\_\_

Contact's Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check Program:      NSLP       CACFP       SMP       SFSP

<input type="checkbox"/> Check if No Change	<b>Removing CNP Connect Users</b>	
	List CNP Connect Users that are no longer employed or no longer need access to your CNP Account.	
	First Name	Last Name

<input type="checkbox"/> Check if No Change	<b>Adding New CNP Connect User Account</b>
	Complete one of the attached "Delegation of Authority" forms to add a staff member to your CNP Connect account.

<input type="checkbox"/> Check if No Change	<b>Closing Meal Sites</b>	
	List Site(s) to be closed (as of October 1, 2016)	
	Site #	Site Name

<input type="checkbox"/> Check if No Change	<b>Opening New Meal Sites</b>			
	List Site(s) to be added (as of October 1, 2016)		RIDE Only Site #	
	Official Site Name	Site Address	Date Meals Begin:	
		City ZIP		
	Official Site Name	Site Address	Date Meals Begin:	
	City ZIP			
Official Site Name	Site Address	Date Meals Begin:		
	City ZIP			
Official Site Name	Site Address	Date Meals Begin:		
	City ZIP			

**Authorized Signature**

**Printed Name**

**Date**



**RI DEPARTMENT OF EDUCATION  
Child Nutrition Programs**

**Delegation of Authority Form - Level 2 (Sponsor User)**

**Authority to enter and review data/information through CNP Connect.**

This form must be completed by any individual who will be entering data/information into the CNP Connect system. This form must be approved by a Level 1 Authorized User (Sponsor Administrator). **The completed form must be mailed to the address below.**

*Please retain a copy for your records.*

**Program:**     **NSLP** (National School Lunch Program)                       **CACFP** (Child and Adult Care Food Program)  
Please check all     **SFSP** (Summer Food Service Program)                       **SMP** (Special Milk Program)  
that apply.

**Employee Type:**             **Sponsor Employee**                       **Food Service Management Company**  
Please check one

**Please complete (Type or Print):**

**Sponsor Name:** \_\_\_\_\_

**Sponsor #** \_\_\_\_\_

\_\_\_\_\_

**Last Name**

**First Name**

**M.I.**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Address**

\_\_\_\_\_

**Email Address**

\_\_\_\_\_

**Telephone Number/ext.**

**CERTIFICATION STATEMENT**

I understand that use of the username and password to access the Rhode Island Department of Education (RIDE) - Child Nutrition (CNP Connect) website is equivalent to an original signature for purposes of official documentation. By using my username and password, I certify that, to the best of my knowledge, the entered information is complete and accurate. To maintain the integrity of CNP Connect, the user name and password are individually assigned and are not intended to be shared. If another user accesses the system under my user name and password and provides false information, I understand that I may be held responsible for the content of the information entered into CNP Connect. If I believe that my user name and password have been compromised, I will notify my Sponsor Administrator (Level 1 User) immediately and be assigned a new user name and password.

\_\_\_\_\_

**Signature of NEW Level 2 User**

\_\_\_\_\_

**Authorized By (signature)**  
*Must be current Level 1 user*

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Authorized By (PRINT)**  
*Must be current Level 1 user*

**RETURN COMPLETED FORM TO:**

Child Nutrition Programs, Office of Statewide Efficiencies  
RI Department of Education, 6th Floor  
255 Westminster Street  
Providence, RI 02903  
Fax to 401-222-6163

## Federal Funding Accountability and Transparency Act (FFATA Reporting)

Federal legislation (Federal Funding Accountability and Transparency Act – FFATA) requires that RIDE’s USDA Child Nutrition Program report monthly on those Sponsors who have received \$25,000 or more (cumulative- starting October, 2010) in federal funding. To learn more about FFATA, visit <https://www.fsrs.gov/>

In order for RIDE to comply with this legislation, all Child Nutrition Program Sponsors are required to provide their DUNS number & maintain active registration in SAM (System Award Management). Although you may have submitted a DUNS number to us in the past we need to update our records to ensure that the most current information is being used.

### What is a DUNS Number:

The DUNS number, (Data Universal Numbering System) is assigned by Dun & Bradstreet, a company that provides business information for credit, marketing and purchase decisions. It is a unique nine-character number that identifies an organization. Most large organizations, libraries, colleges and research universities already have DUNS numbers. It is a required field for RIDE to enter and submit the FFATA monthly reports. There is no cost for a DUNS number.

- If you do not currently have one please visit: <http://fedgov.dnb.com/webform>.
- To search your DUNS number visit: <https://www.dandb.com/dunsnumberlookup/>

### What is SAM:

The System Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. SAM has replaced the Central Contractor Registration (CCR). Registering / renewing in SAM is now required. **There is NO charge to register or maintain your registration in SAM.** A step by step webinar is available - “Updating and Migrating Your Former CCR Registration In SAM” - (<http://www.youtube.com/watch?v=luFGM9H0gPI&feature=youtu.be> ) or visit [www.SAM.gov](http://www.SAM.gov)

### Questions?

Call Leslie Capece at 401-222-4269  
[leslie.capece@ride.ri.gov](mailto:leslie.capece@ride.ri.gov)

Sponsor #	9 digit DUNS #:	SAM expiration date:
Sponsor Name and Address		
Please check off which USDA Program this Sponsor Participates in: <input type="checkbox"/> National School Lunch Program <input type="checkbox"/> Special Milk Program <input type="checkbox"/> Child & Adult Care Food Program <input type="checkbox"/> Summer Food Service Program		