THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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Child Nutrition Management System
SFA Application

Instructions

- The Child Nutrition Management System (CNMS) is a Web-based system that will enable SFAs to update program information and submit claims on-line. The application is used to acquire a user name and password for accessing CNMS.
- Each SFA can be assigned one primary user. That individual can then go on-line and establish additional SFA users or management company users. SFA users can update program detail and prepare and submit claims on-line. Management company users can view program detail and prepare claims on-line, which can then be submitted on-line by an SFA user.
- The application can be submitted at any time to the Child Nutrition Program Administration office. A user name and initial password will be assigned and e-mailed to the user. The user can then change the password on-line. Please allow two weeks for processing the application.
- The certification below must be signed by the Chief Administrative Officer or designee.

SFA _____   LEA Code ☐☐☐☐☐☐☐☐☐☐☐

User Name:
   First name   _____
   Middle initial   ___
   Last name   _____

Telephone #:   _____

E-mail address: _____

For security purposes, please answer **one** of the questions below. If you forget your assigned password, contact Child Nutrition Program Administration for assistance. You will be asked the question to confirm your identity.

Mother's maiden name?   _____
Birthplace?   _____
High school attended?   _____

Certification

I hereby certify that the above applicant for CNMS access is authorized to update program information and submit Child Nutrition Program claims.

_____   _____
Chief Administrative Officer or Designee   Date