Dear Authorized Representative and Food Service Director:

6-Cent Menu Certification Process
The Iowa Department of Education is ready for SFAs to upload and submit documents for the 6-Cent per reimbursable lunch. All documents will be uploaded through the CNP2000. NO paper documents through the mail will be accepted and only the required documents may be submitted.
Submitting documents will be a joint effort from key people within each SFA. This will most likely be a joint effort between the person who prepared and organized the menu worksheets/nutrient assessment/menu AND the person who usually reports through the CNP2000.
Please refer to attached instruction document for specific details about how to upload all the necessary documents correctly.
Attestation Statement
The attached Attestation statement will need to be completed, signed by the **Authorized Representative** and scanned into your computer for a signed copy to be attached to the CNP2000 system.

REMINDER: When submitting the menu and USDA menu worksheets, the menu must be from the month you submit or from the month just prior and from after October 1, 2012. IF you are submitting in November, the menu may be from November or October. If you are submitting in December, the menu may be from December or November, but a menu from **October would not be accepted**. If submitting in January, a menu from January or December would be accepted, but a menu from November or October would not be accepted.

NEW- Special Note on Reimbursement
The 6 cents reimbursement will start in the month that you submit documents for Certification. If you submit the menu and USDA menu worksheets for November the SFA will not receive the 6 cents reimbursement for October. To receive the 6 cents reimbursement for meals served and claimed in October the October menu and October USDA menu worksheets must be submitted by Nov. 30.

NEW- Submitting 6-Cent Documents Webinar
Submitting 6-Cent Documents Webinar: This webinar will be offered on November 19, 2012, 1:30pm to 2:30pm to assist SFAs in learning how to upload and submit documents for being certified for the extra 6-cents per reimbursable lunch.
Intended Audience: The person or people responsible for entering information into the CNP2000, such as the business manager, food service director, secretary and/or administrator, are encouraged to watch.
Register: Register through the Department of Education Web Sites "Calendar". SFAs will watch the webinar from their own computers.

NEW- 6-Cent Regional Trainings in November

There are three upcoming 6-Cent Regional trainings planned in November: November 14, 2012 1:30pm to 4pm in Decorah; November 20, 2012 1:30pm to 4pm in Davenport; November 20, 2012 1:30pm to 4pm Pocahontas. There will also be additional 6-Cent regional trainings offered in January at various places across the state and a training offered in the Des Moines metro area some time in December. Please be watching for more information about additional trainings being offered. It's a great way to get face to face assistance with your 6-Cent certification documents.

Contact Angela Mitchell at Angela.Mitchell@iowa.gov, Amanda Miller at Amanada.miller@iowa.gov or your consultant for assistance.

Sincerely,
Patti Harding, Administrative Consultant
Iowa Department of Education
Bureau of Nutrition and Health Services