

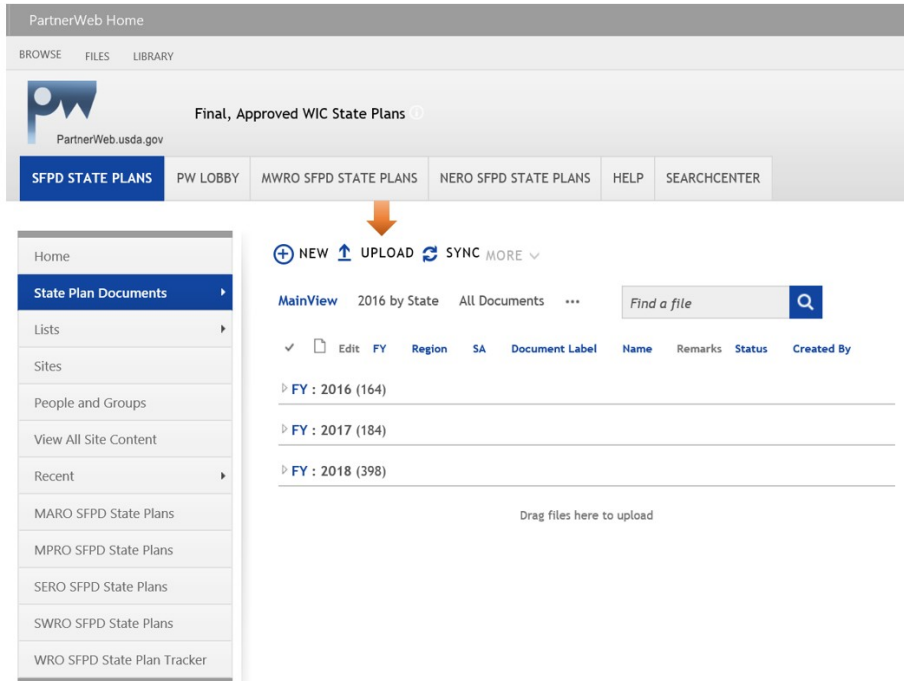
Appendix H – Upload Procedures for SFPD State Plans | 2021

Use the following steps to upload State Plans to SFPD State Plans Site:

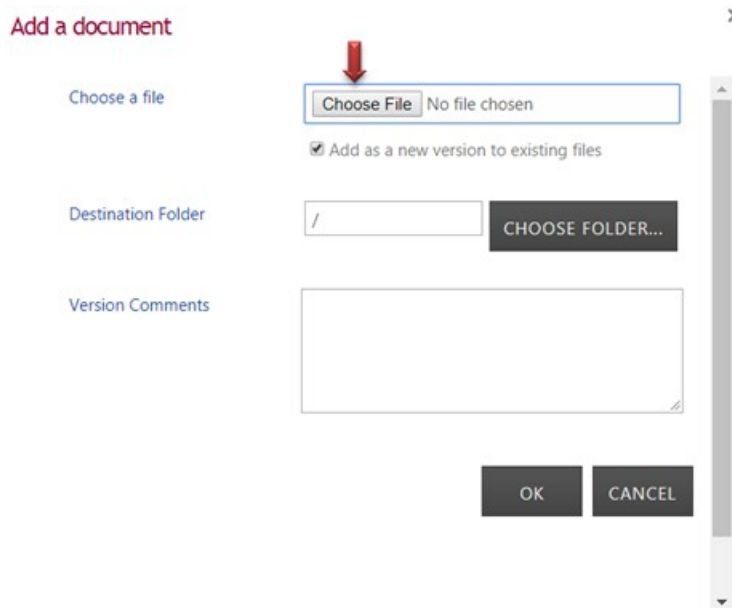
1. From the left menu, select the Program you would like to upload a final State Plan for.
Note: The SFPD State Plans PartnerWeb Site is located at the following web address (url): [SFPD State Plans PartnerWeb Site](#)



2. Select "Upload"



3. Select “Choose File” to find and select your document and click “OK”.









Appendix H – Upload Procedures for SFPD State Plans 2021

4. Fill in all pertinent information and click “Check In”. An (*) means information is required. Functional areas should be uploaded separately.

Add a document ×

EDIT

 Check In <small>Commit</small>	 Cancel	 Paste <small>Clipboard</small>	 Cut  Copy  Delete Item <small>Actions</small>
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i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

FY * 2016
 2017
 2018
 2019
 2020
year for which this plan is submitted

Region *
Select Region

SA *
state agency abbreviations - all FNS

Appendix H – Upload Procedures for SFPD State Plans 2021

Add a document x

EDIT

Check InCancelPasteCutCopyDelete Item

CommitClipboardActions

Region

SA * Select Region

ME

state agency abbreviations - all FNS

Document Label *

- I- Vendor Management
- II- Nutrition Services
- III- Information Systems
- IV- Organization & Management
- IX- Food Delivery FI Accountability and Coordination
- V- Nutrition Services & Administration
- VI- Food Funds Management
- VII- Caseload Management
- VIII- Certification Eligibility & Coordination of Services
- X- Monitoring and Audits

Add a document x

EDIT

Check InCancelPasteCutCopyDelete Item

CommitClipboardActions

Please select the Functional Area with which this document corresponds. If it does not correspond to a functional, then selection the appropriate label.

Name * Appendix D - FY2018 State Plan Upload .pdf

Remarks

Add a document ×

EDIT

Check In Cancel

Paste Cut Copy

Delete Item

optionally, provide short description of this section.

Status *

Pending

Final RO Approved

Submission Comments

additional comments/instructions for reading team.

Version: 1.0

Created at 4/10/2018 9:40 PM by Teronica Nixon

Last modified at 4/10/2018 9:40 PM by Teronica Nixon

CHECK IN
CANCEL

5. Document upload is successful.

Documents

- SFPD Presentations
- Lists
- Sites
- People and Groups
- View All Site Content
- Recent

NEW UPLOAD SYNC MORE

MainView 2016 by State All Documents

✓	Edit	FY	Region	SA	Document Label	Name	Remarks	Status	Created By
FY : 2016 (164)									
FY : 2017 (184)									
FY : 2018 (399)									
FY : 2019 (1)									
Region : NERO (1)									
		2019	NERO	ME	IX-Food Delivery FI Accountabi lity and Coordination	Appendix D - FY2018 State Plan Upload Procedures	...	Final RO Approved	<input type="checkbox"/> Teronica Nixon

Drag files here to upload

6. Repeat Steps 1 through 5 for additional uploads.