



## Orchard

# Fresh Fruit and Vegetable Program Applications Management Version 1.1

**June 2018**

*Disclaimer. The data entered into the sample application used to produce this manual is not the actual data for the organization identified herein.*

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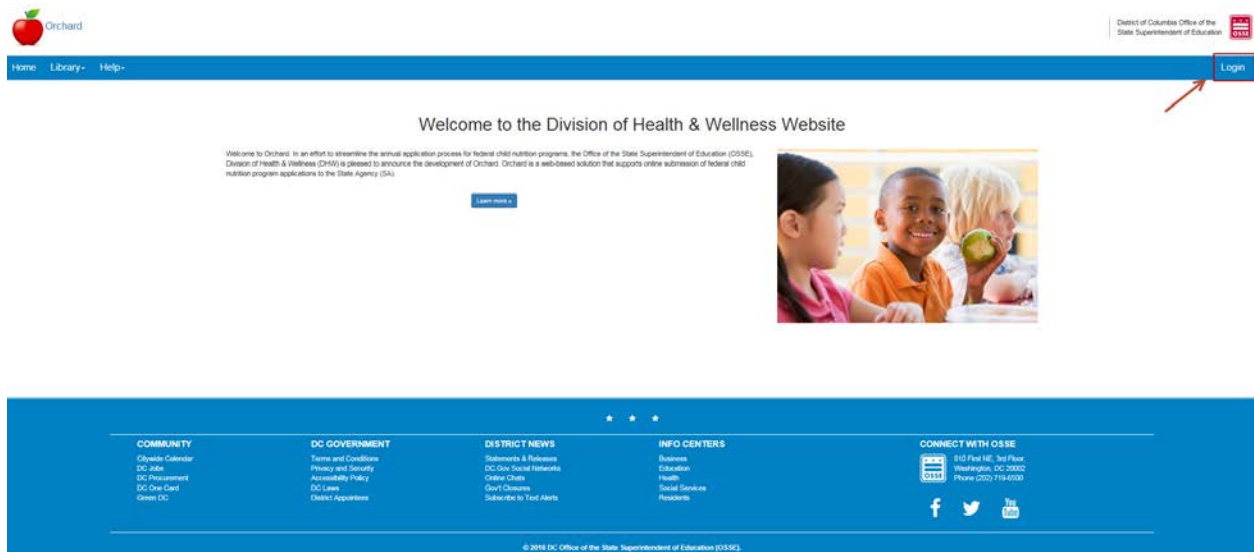
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## 1. Summary

The Orchard system is designed to automate program processes for schools, childcare centers, and other sponsoring organizations operating child nutrition programs sanctioned by the Office of the State Superintendent of Education (OSSE) Division of Health & Wellness (DHW). The Fresh Fruit and Vegetable Program (FFVP) is an adjunct to the National School Lunch Program (NSLP). Organizations applying must be a participant in the NSLP program before submitting an application for FFVP. The FFVP program ensures the children of the District of Columbia receive healthy snacks and meals in accordance with FDA guidelines and policies. This manual will describe how to submit an application to be included in this valuable program.

### A. Launching and Logging into Orchard

1. Enter URL: <https://orchard.osse.dc.gov>
2. Click **Login** on the Orchard welcome screen.



3. Enter your Email (username) and password; and then click **Login**.

Login

Note: This website must be viewed on Internet Explorer version 10 or above. It is also supported by Chrome 43 and above.

Email

Password   
(Enter 8 to 20 characters, case-sensitive)

Remember me?

- Click the checkbox to accept the **User Access Agreement**, and then click **OK** to enter Orchard or click **Cancel** to return to the login screen.

## User Access Agreement

I certify that I am an administrator currently employed by a District of Columbia public school, public charter school, child care center, sponsoring organization or other educational institution, and that I am accessing the District of Columbia's Division of Health and Wellness System (DHWS) for the purposes of operating a Child Nutrition Program. I agree that any information entered will be true and correct in all respects and that all records available support the data entered. I agree to protect any data that I access from further disclosure to any other person or entity outside of my organization, unless such a person or entity is legally entitled to access such data. I further certify that all claims submitted are true, correct, and accurate based on the records and documentation collected by myself or my designee.

I Agree

## B. Home Page Menu Options

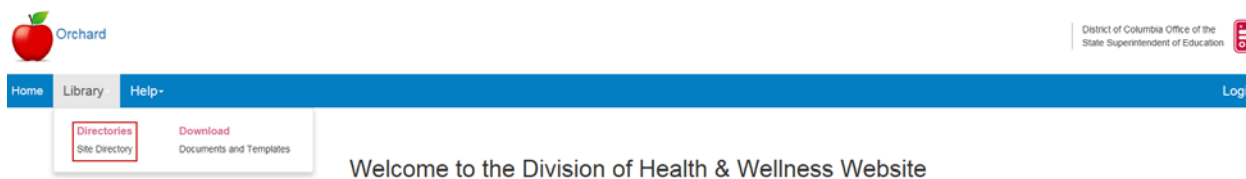
### Library



**Note: Orchard users do not need to be logged in to see the Library menu options.**

### Site Directory

The [Site Directory](#) under the Library menu option is the resource for locating an organization's (entity's) **Site IDs**, which are stored in the authoritative data repository.



### Documents and Templates

[Documents and Templates](#) under the **Library** tab list the documents needed for users to complete their FFVP application. There are also documents under the General list that will need to be completed and uploaded when requested within the application. General Instructions for downloading the files are contained on this page. Also available is a download of Adobe Reader if this program is needed to complete the forms.



**The Permanent Agreement located, as a download on this page is mandatory for Applicants to download and read. An electronic certification is within the application submission process requiring user acceptance of the Permanent Agreement.**



1. Click **Library/Download/Documents and Templates**
2. Click on the **Download** hyperlink of the document you want to view or complete.
3. The documents are segmented into specific program areas. General documents will display upon entry to this screen.

Download the application forms and documents listed below before accessing the Application Management Dashboard link. The forms below can be downloaded, filled in online and saved to your local drive using Adobe Acrobat Reader. If you do not have Adobe Reader, click on the link below and follow the download instructions.



Adobe Reader allows you to view PDF documents. Use Adobe Reader to view, search, digitally sign, verify, print, and collaborate on Adobe PDF files.

How to download the Orchard SIF template and forms needed for application submission.

1. Click the [Download](#) hyperlink next to the form.
2. Click on the form to Open.
3. Save the form to your local hard drive.
4. Open the form and fill in the information.
5. Save the completed form for upload to your Orchard application.

Some or all of the following documents must be submitted for approval of your Orchard Application. Required upload areas are clearly marked on the pages of the Application.

General Documents	
A-133 Audit Exemption Certification	<a href="#">Download</a>
ACH Form	<a href="#">Download</a>
DUNS Numbers and SAMS Registration - How To	<a href="#">Download</a>
Master Supply Form	<a href="#">Download</a>
Permanent Agreement	<a href="#">Download</a>
W-9	<a href="#">Download</a>

[Child and Adult Care Food Program \(CACFP\) Documents](#)

[Fresh Fruit and Vegetable Program \(FFVP\) Documents](#)

[Local Wellness Policy \(LWP\) Documents](#)

[National School Lunch Program \(NSLP\) Documents](#)

[Summer Food Service Program \(SFSP\) Documents](#)

4. Click on the **Fresh Fruit and Vegetable Program (FFVP) Documents** section to view the documents needed for the FFVP application. Click on the section heading again to collapse the list.

**Fresh Fruit and Vegetable Program (FFVP) Documents**

FFVP Signature Page	<a href="#">Download</a>
FFVP Site Application	<a href="#">Download</a>
<a href="#">USDA Information &amp; Resources</a>	
<a href="#">OSSE Information &amp; Resources</a>	

5. Also included in this section are hyperlinks to **USDA** and **OSSE FFVP** information.

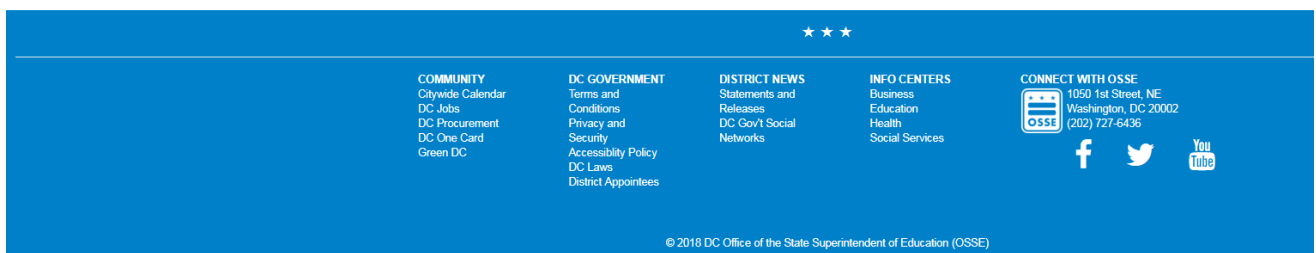
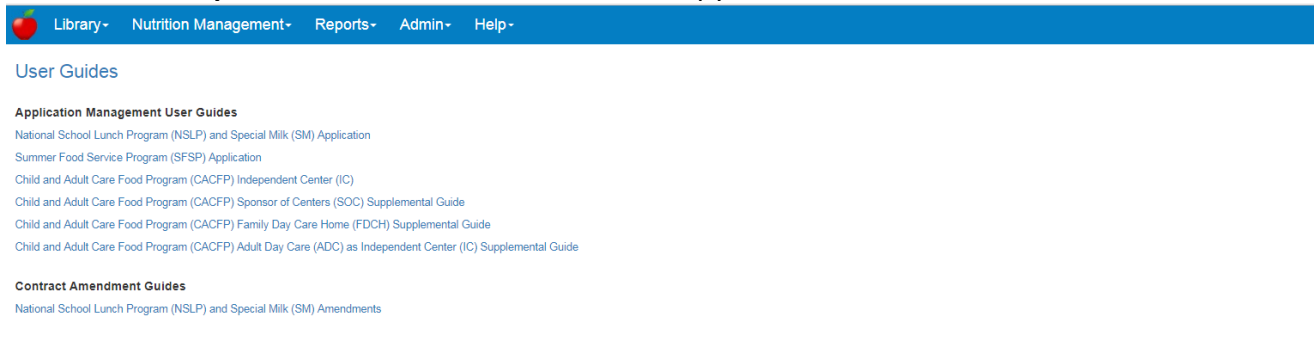
## Help



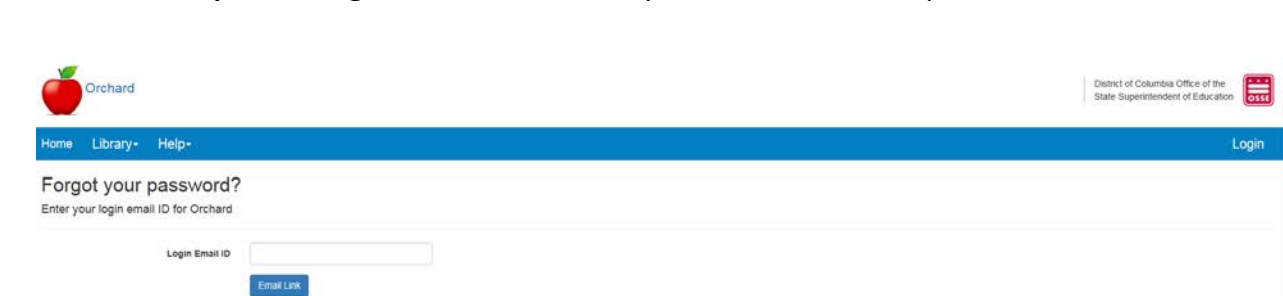
**Note: Orchard users do not need to be logged in to see the Help menu options**



1. Click **Help** then **User Guides** to download a copy of the most current User Guides.



2. Click **Help** then **Forgot Password** to reset your current Orchard password.



3. Click **Help** then **Contact Us** to see a list of Orchard application specialists' phone and email addresses. The **OSSE Call Center** number is also on this page for immediate assistance with a technical issue.





## Nutrition Management



**Users must be logged in to Orchard to see this menu option.**



Select **Applications** – to view the applications dashboard containing current programs specific to the logged in user. First time entry will require the user to click **Create Application** to identify the program application they will be completing. See Section 3.A for complete instructions on selecting an application.



**ATTENTION: There is a 60-minute automatic logout if there is no activity on the site. Save your work on a regular basis.**

## C. General Navigation

1. **Toaster Pop-ups** – In the upper right corner of the screen, you will continually see the following pop-up called a “toaster”. It is meant to let the user know which application is being worked on and its workflow status.



2. Hyperlinks are shown in blue type, i.e.
3. Fields in grey cannot be edited as they are pre-populated from another form.

**City:**

4. Throughout the application, required fields will be marked with a red asterisk “\*”.
5. Action Buttons are located at the bottom of the screen. These may change depending on the page being viewed.

Save
Cancel
Return

or

◀ Prev Form
Save
Cancel
Next Form ▶


6. Side menu indicators assist with completing the FFVP application. As sections are completed a checkmark will be added to section name.

<span style="font-size: 0.8em;">▼</span> Program Information
<b>Organization</b>
Application
Site Summary
Site Information
Documents
<span style="font-size: 0.8em;">▼</span> Organization Acceptance
Confirm and Accept
<span style="font-size: 0.8em;">▼</span> State Agency
SA Determination

- a. Full Page/Cancel Full Page View: ☰
- b. Expand view using the ▼ indicator.

<span style="border: 1px solid red; padding: 2px;">▼</span> Schedule
AR Schedule
<span style="font-size: 0.8em;">▼</span> Document Uploads
Master Document List



- c. Information Indicator:  = mouse over information about a question, term, or answer.

## 2. FFVP Application Set Up

The FFVP application is only available to Applicants currently in the National School Lunch Program (NSLP). Users outside of this program will not be able to select FFVP when creating a new application.

### A. Selecting your Application

1. Log into Orchard with the assigned user name and password.



2. From the **Nutrition Management** menu option click **Applications**.

3. Click on the **Create Application** button.



4. Applications available for renewal will display in the pop up box.

### Program Selection

Please choose a program from the below options.

**CACFP**

- Adult Day Care Center
- Family Day Care Home
- Independent Center
- Sponsor Of Centers

**NSLP**

- National School Lunch Program (Application Already Exists)
- Special Milk

**SFSP**

- Summer Food Service Program

**FFVP**


- Fresh Fruit and Vegetable Program

Save & Continue

Cancel

- Click the radio button on **FFVP** and then click **Save & Continue**.



**Note:** Applications not available to the organization for renewal will show a  when trying to select this program option.

- Click **Nutrition Management/Application** to review the dashboard entries before beginning the application.

## A. Understanding the Applications Dashboard

- The **Applications** dashboard will list the program selected.



- The columns are representative of the following information:

<b>Program</b>	The acronym of the application meal program.
<b>Version</b>	The current version # assigned to the program as updates are made.
<b>Year</b>	The year for which the program application is being submitted.
<b>Specialist</b>	The specialist assigned to review the application.
<b>Status</b>	<p>Application Status changes based on an action by the organization or the State Agency.</p> <p><b>Draft</b> – The application has not been started or is being worked on.</p> <p><b>Pending Review</b> – The application has been submitted for State Agency approvals.</p> <p><b>Recall Requested</b> – The user has requested to recall the application for editing.</p> <p><b>Returned for Modification</b> – The application was returned by the State Agency to allow the applicant to edit / update their submission.</p> <p><b>Approved</b> – Final acceptance of the application submission</p>
<b>Confirmation Letter</b>	Once the application has been approved and converted to a contract, an approval letter is available to view and download by clicking the View icon.

## B. Reviewing the Action Log

The **Action log** will record activity throughout the approval process of the application including: submissions, recalls, returns, and final ratification. Click the hyperlink in the status column to view the log entries as they accumulate through the approval process.

Sample Status Log:

Program	Version	Year	Specialist	Status	Confirmation Letter
FFVP	1	2017/2018	Katrina Fiorek	<a href="#">Approved</a>	

Version	Action	Comments	Modified By	Modified Date
1	Pending Final Review			5/30/2018
1	Submitted			5/30/2018
1	Returned for Modification	Service time for FFVP on Site Information tab must be during the school day, not after school. Please revise so the end time of FFVP is prior to 3:30pm.	Andrea Belloli	5/30/2018
1	Submitted			5/29/2018
1	Returned for Modification			5/29/2018

## C. Understanding the Application Pages

The left-side menu of the application is designed to guide the user through the application process. As sections are completed, a check mark will be added as a visual indicator of a completed section. Sections do not have to be completed in order; however, some information does prepopulate other sections of the application. These will be addressed when discussed.

- Program Information
  - Organization**
  - Application
  - Site Summary
  - Site Information
  - Documents
- Organization Acceptance
  - Confirm and Accept
- State Agency
  - SA Determination

## D. Deleting an Application

If an application was selected in error, click on the **Program link** in the dashboard, and then click on the **Delete** button lower left on any of the left-side menu sections.

The screenshot shows a web application form for 'Friendship PCS' for the year 2019. The form is divided into several sections: Main Contact, Physical Address, Mailing Address, Payment Contact, and Payment Address. Each section contains input fields for names, titles, phone numbers, extensions, fax numbers, emails, and addresses. The 'Delete' button is located in the bottom left corner of the form area, highlighted with a red arrow.

## 3. Completing the FFVP Application

Click on the **Program link** in the dashboard.

Year:

Program	Version	Year	Specialist	Status	Confirmation Letter
ARC	1	2017/2018	Katrina Florek	Approved	
FFVP	1	2018/2019		Pending Review	
NSLP	2	2017/2018	Kyle Worley	Approved	
SFSP	7	2017/2018	Kyle Worley	Pending Review	

1 - 4 of 4 items

## A. Organization

Fill in the information as shown on the Organization page. Required fields are marked with a “red” asterisk.

1. Add the [DUNS](#) number (9 digits) and the [SAMS](#) expiration date (the date cannot be in the past).

2. Enter the Main Contact information, Physical, and Mailing Address. If the mailing is the same as the contact, click the checkbox to signify this is the case. (The Mailing Address fields will collapse.)

OSSE Academy Year: 2019 Organization

Click DUNS and SAMS if additional information or clarification is needed when entering these field values.

Tax ID: 123456789 \*DUNS: 123456789 \*SAMS Expiration Date: 06/07/2018

**Main Contact**

\*First Name: [ ] \*Last Name: [ ] \*Title: [ ]

\*Phone: [ ] Extension: [ ] Fax: [ ] Email: [ ]

**Physical Address**

\*Address: [ ] \*City: [ ] \*State: District of Columbia \*Zip Code: [ ] Ward: 6

**Mailing Address**

Mailing address is same as the physical address.

\*Address: [ ] \*City: [ ] \*State: District of Columbia \*Zip Code: [ ] Ward: [ ]

3. Enter the Payment Contact. If the payment contact is the same as the Main Contact, click the checkbox to signify this is the case. (The Payment Contact fields will collapse.)

**Mailing Address**

Mailing address is same as the physical address.

**Payment Contact**

Payment contact is same as the main contact.

\*First Name: [ ] \*Last Name: [ ] \*Title: [ ]

\*Phone: [ ] Extension: [ ] Fax: [ ] Email: [ ]

**Payment Address**

Use Physical Address  Use Mailing Address  Enter Different Address

\*Address: [ ] \*City: [ ] \*State: Select State \*Zip Code: [ ] Ward: [ ]

\*Payment Method:  Check  Direct Deposit

4. Choose the Payment address or add a new address. If an existing address is used the payment address fields will collapse.
5. Choose a Payment Method. The resulting form if checkboxes were employed will look like the following.

6. Click Save to save the information on this form. If some required fields are missing they will be outlined in “red” and display the word **Required**, in red text.

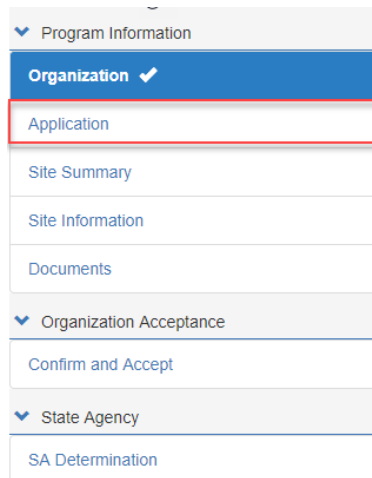
**\*Zip Code:**

**Required**

7. Once saved, the left menu will show a completion checkmark for this page.

## B. Application

1. On the left side menu click Application or at the bottom of the Organization display click Next Form.



2. Enter the Primary FFVP Contact in the fields provided. The application has intelligence to remember previous field entries and auto fill when selected.

The screenshot shows a web application interface. On the left is a sidebar menu with 'Application' selected. The main content area is titled 'Friendship PCS Year: 2019' and 'Application'. It contains a 'Program Selection' section for 'Fresh Fruit and Vegetable Program (FFVP)'. Below this is the 'Primary FFVP Contact' section with the following fields:
 

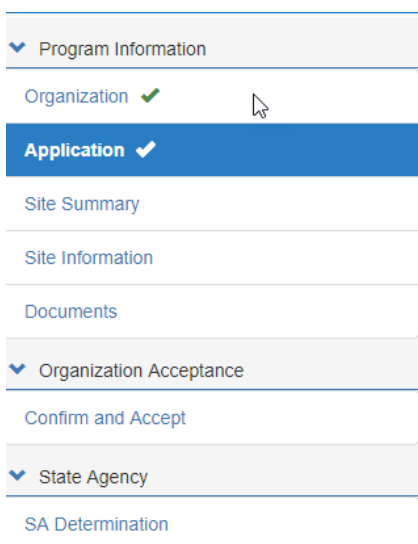
- \*First Name: Linda
- \*Last Name: Callahan
- \*Title: Manager
- \*Phone: (202) 555-1212
- \*Extension: [empty]
- \*Fax: [empty]
- \*Email: linda.callahan@friendship.edu
- \*Address: 567 8th Avenue
- \*City: Washington
- \*State: District of Columbia
- \*Zip Code: 20002

3. Launch the **Civil Rights Affirmation** statement, read, then close. The system will not let you answer the Civil Rights question without first opening the document.
4. Select **Accept** in the dropdown.
5. Answer the last question on this form before saving.

The screenshot shows two sections of the form:
 

- Civil Rights Affirmation**: A text prompt 'Please confirm that you have read and are in compliance with the Civil Rights Affirmation statement.' followed by a dropdown menu with 'Accept' selected.
- FFVP Program Information**: A text prompt 'Will your organization offer local produce?' followed by a dropdown menu with 'Yes' selected.

- Once saved, the left menu will show a completion checkmark for this page.



### C. Site Summary

The information in the **Site Summary** page is a culmination of the information provided in the Site Information Pages for a quick review by the approving Specialist. It quickly shows the sites that are participating in the FFVP program. Enter the Site Information to generate this summary.

Friendship PCS Year: 2019 Site Summary

Site List

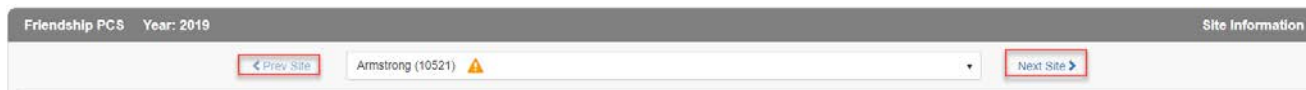
Eligible Sites: 5 Accepted Sites: 0 Team Nutrition School: 0

Site Name	Status	Applying for FFVP	Special Provision	Provision % or F&R %
Armstrong (10521)	Pending	Yes	CEP	95.70 %
Blow Pierce Junior Academy (8655)	Pending		CEP	95.70 %
Chamberlain (8663)	Pending		CEP	95.70 %
Southeast (8667)	Pending		CEP	95.70 %
Woodridge (8659)	Pending		CEP	95.70 %

Navigation: 1 items per page 1 - 5 of 5 items

### D. Site Information

- Each Applicant site that meets the criteria for participation in the FFVP will be in the drop down list. Users can move back and forth between sites using the Previous and Next Site commands.



- There are also three tabs to this form that will need information: General, Implementation Plan and Site SA Approval. Begin with the General tab which is the default upon entering this form.



Friendship PCS Year: 2019 Site Information

Armstrong (10521) ⚠

General Implementation Plan Site SA Approval

- If a site listed above does not participate, the **General** tab will display as shown below with a “no” response.

Friendship PCS Year: 2019 Site Information

Armstrong (10521) ⚠

General Implementation Plan Site SA Approval

\*Is this site applying to participate in the FFVP?  Yes  No

- If the site wishes to participate, the **General** tab will display as shown below with a “yes” response. Remember to mouse over the “i” icon for more information.

**Program Coordinator** ⓘ

Friendship PCS Year: 2019 Site Information

Armstrong (10521) ⚠

General Implementation Plan Site SA Approval

\*Is this site applying to participate in the FFVP?  Yes  No

**Physical Address**

Address: 1400 1st Street NW City: Washington State: District of Columbia Zip Code: 20001- Ward:

**Principal**

\*First Name: \*Last Name: \*Phone Number: Extension: \*Email:

**Program Coordinator ⓘ**

\*First Name: \*Last Name: \*Phone Number: Extension: \*Email:

**FFVP Information**

School Type: Elementary School	Grade Level From: PK 3	Grade Level End: 5	Special Provision: CEP	Provision % or F&R %: 95.70 %
Free: 368	Reduced: 0	Paid:	Total: 384	

Prev Form Save Cancel Next Form

- The physical address cannot be edited as this was the information entered on the Organization page.
- Enter the Principal and **Program Coordinator** information as shown.

Friendship PCS Year: 2019 Site Information

Armstrong (10521)

---

\*Is this site applying to participate in the FFVP?  Yes  No

**Physical Address**

Address:  City:  State:  Zip Code:  Ward:

**Principal**

\*First Name:  \*Last Name:  \*Phone Number:  Extension:  \*Email:

**Program Coordinator**

\*First Name:  \*Last Name:  \*Phone Number:  Extension:  \*Email:

7. The FFVP information on this form cannot be edited. This is the information coming from the NSLP contract submitted for the current SY.

**FFVP Information**

School Type:  Grade Level From:  Grade Level End:  Special Provision:  Provision % or F&R %:

Free:  Reduced:  Paid:  Total:

8. Answer the Team Nutrition School question selecting a yes or no radio button.  
 9. Click the service days of the meal program.

\*Team Nutrition School?  Yes  No

\*Service Days  Monday  Tuesday  Wednesday  Thursday  Friday

10. Enter the service start and end times, and grade levels serviced.  
 11. Use the Add Additional Service Time button to add more service times. Use the delete icon to delete the service time entered.

**Service Time**

\* Start  \* End  Grade Level \* From  \* To

12. Answer the questions regarding service presentation, delivery and food prep method.

[Add Additional Service Time](#)

\* Location of Service:

Classrooms (tray/baskets)  Cafeteria (not immediately before or during SBP or NSLP times)

Hallways (Kiosks, carts, stands)  Vending Machines (at no cost to students)

Other

\* Delivered By:

Student  Teacher  Parents / Vounter  Food Service Staff

Other

\* Food Prep Method:

Prepared, ready-to-eat trays  Prepared, individual portions  Prepared by staff or volunteers

Other

13. Click the **Save** button when all information has been added to this page for this site.

14. Click the **Implementation Plan** tab.

Friendship PCS Year: 2019 Site Information

◀ Prev Site: Armstrong (10621) ▶ Next Site ▶

General **Implementation Plan** Site SA Approval

15. Click the check boxes of the questions presented on this form. If “Other” selected, users are required to provide an explanation in the corresponding text field.

General **Implementation Plan** Site SA Approval

\* How will the FFVP be promoted to students?

Teacher  Morning Announcement

Classroom Announcement  Incorporation with existing curriculum

Other

\* How will the FFVP be promoted to families?

Announced at school events  School Newsletter  School Website

Local Media  Parent Teacher Conferences  Distribution of education materials to families

Other

\* Select the partnership(s) your school has established to provide resources to support and implement the FFVP.

Department of Health  Parent Teacher Association /Organization  Food Corps

Local Farm  Local University

Community Based Organization (CBO)

Other

\* Who will conduct the nutrition education surrounding FFVP?

Teachers  Volunteer

School Garden Coordinator  Food Corps Service Member

Other

16. Users can type directly into the comments field(s) or copy and paste.

\* Describe your plan to include nutrition education in the program.

School Gardens       Nutrition Curriculum  
 Morning Announcements       Farm Field Trips       Assemblies  
 Other

\* Description of plan

Monthly trips to local farms to see how produce is picked and processed.

---

\* Provide three no-cost nutrition education activities which will integrate the FFVP with other efforts to promote sound health, nutrition, reduce overweight/obesity, or promote physical activity (i.e.: farm to school activities, health fairs, school gardens, fitness activities, etc.).

Establish a school garden.

Have students help Food Corps volunteers with food distribution.

Engage students with assignments to grow, maintain and cultivate their own vegetable plants

---

\* Describe how your school is currently fostering a healthy school environment. Reflect on school's Local Wellness Policy (LWP). How will there be a continuing emphasis on student health and wellness with the FFVP? How does the FFVP support your school's wellness policy?

Student/staff meal planning.

---

\* What will the school do to ensure labor costs, which are charged to the FFVP are kept to a minimum:

Student volunteers.]

17. Click the **Save** button when all information has been added to this page for this site.

18. Click the **Site SA Approval** tab (Applicant view only).


19. The assigned specialist will review the information about the FFVP program for this school and will either approve or disapprove the information entered. Applicants cannot enter information in this form.

Friendship PCS    Year: 2019    Site Information

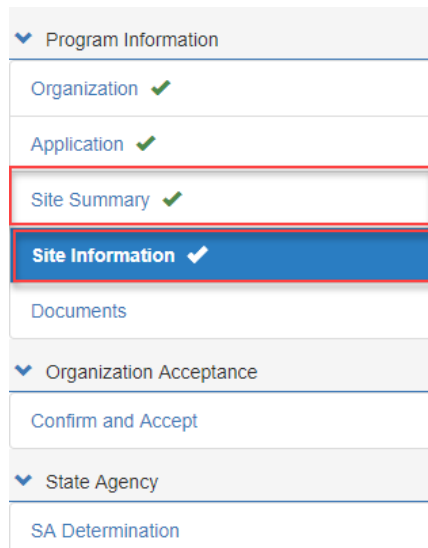
[← Prev Site](#)    Armstrong (10521) ✓    [Next Site >](#)

[General](#)    [Implementation Plan](#)    **Site SA Approval**

State Agency Approval			
Assigned Specialist	Processed Date	Status	Comments
kyle worley		Pending	

20. Click on **Next Site** at the top of the display to fill out the paperwork for the next school participating in the FFVP program. Follow the steps as outlined here to prepare the next set of forms. When all sites have been addressed the system will show a  when trying to click Next Site.

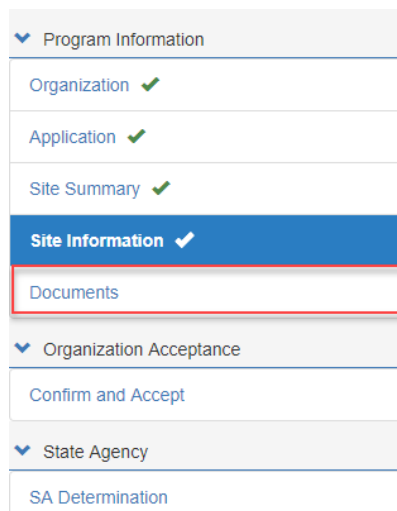
21. When all participating site information has been added, a checkmark will display in the left-menu next to **Site Information AND Site Summary**.



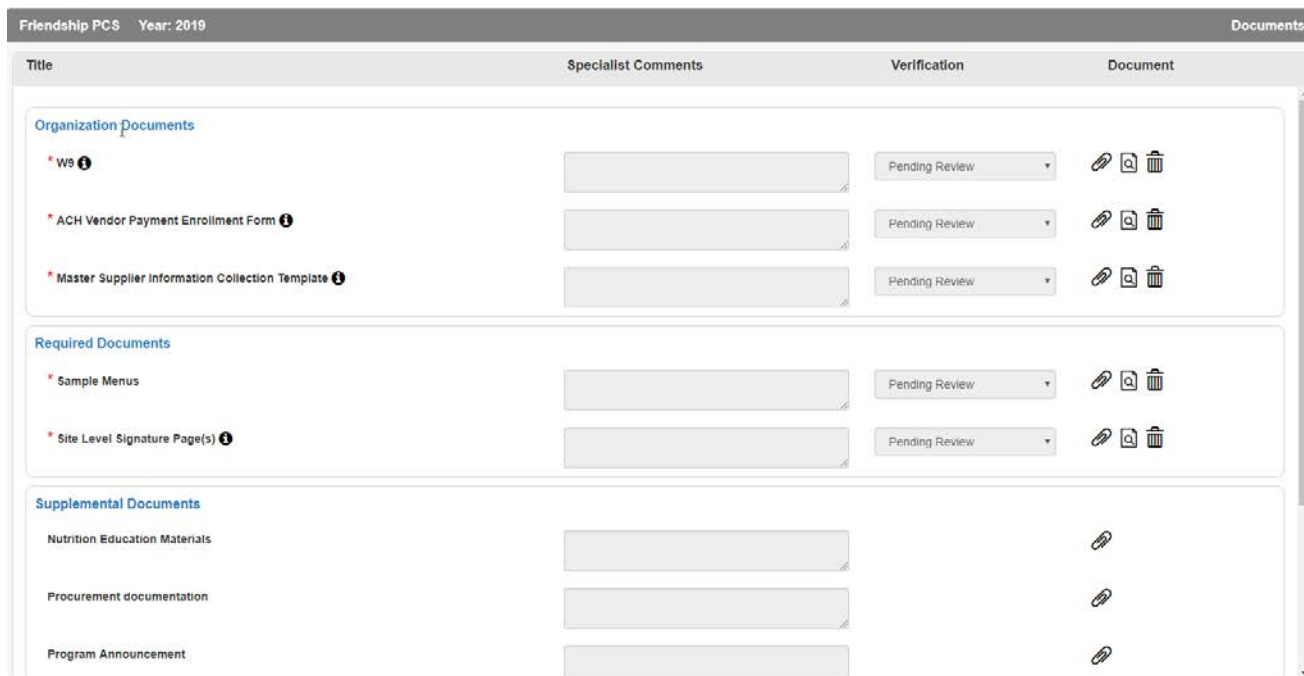
22. All participating school information must be added to receive the checkmarks.





## E. Documents

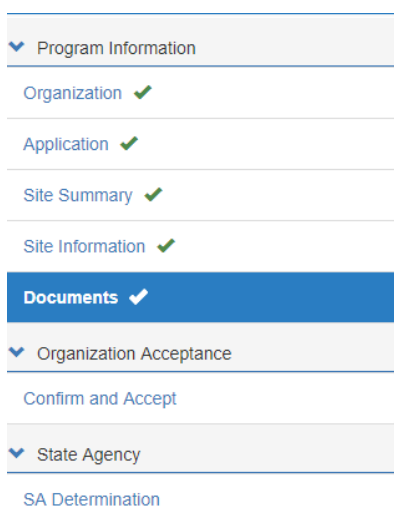
1. On the left side menu click **Documentation**.



2. Upload the **Organization, Required** and any **Supplemental Documents**. Only Excel, PDF or Zip files are allowed for upload.

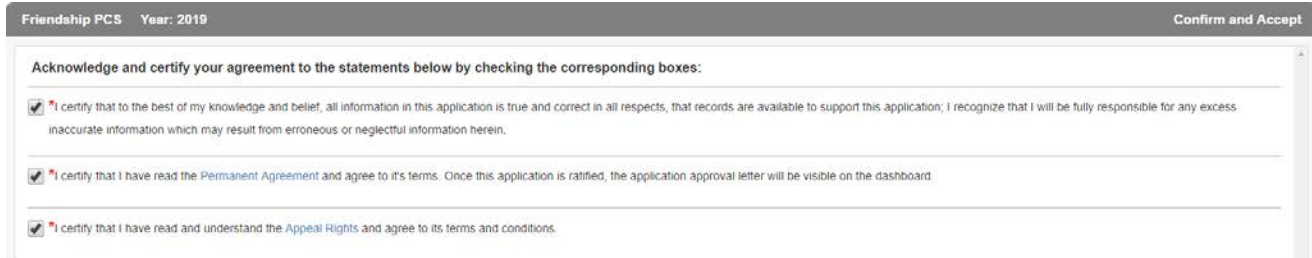


3. Click the paperclip icon , choose a file from your local drive then click **Open** or **Save**.
4. Once uploaded, the document can be viewed using the magnifying glass icon  or deleted using the delete icon .
5. Applicants cannot use the Verification dropdown as this is for the specialist to validate the upload. Specialists will add comments if necessary. Remember, grey fields cannot be edited.
6. Click **Save** at the bottom of the form to save the upload.
7. Click on the  for details on documents needing to be uploaded. Some of which are included in the **Library/Documents and Templates** folder.
8. When all required documents have been added, a checkmark will display in the left-menu next to **Documents**.



## F. Organization Acceptance

1. Click on **Confirm and Accept** in the left-side menu.
2. Carefully read the affirmations and launch any hyperlinked document associated with each. You must launch and read the documents before entering the checkmark.



3. Add any comments or notes for the reviewing specialist.

Comments / Notes:

We are planning to add another site for the FFVP program in the Fall.

4. The signature fields are pre-populated based on your login credentials and cannot be edited. You must verify your signature after selecting Submit by entering your login password.

Signature:

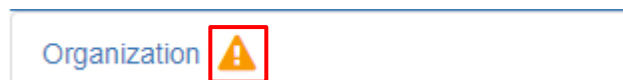
I agree that by submitting this application, I am electronically signing and confirming the information included is accurate.

\*First Name:

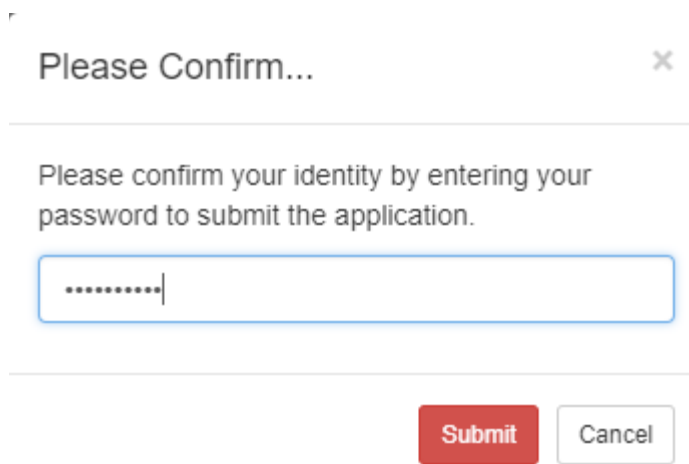
\*Last Name:

\*Title:

5. After clicking Submit, if any information is missing, the system will notify you with a popup message and will show the location using the warning symbol next to the section with the missing information.



6. Click **Submit** to submit the application. In the pop-up, enter your assigned password.



7. Click **Submit** after entering the password.

## G. SA Determination

This section is reserved for the reviewing specialist and cannot be edited by the Applicant.

## 4. Applicant Dashboard Updates

1. After submission of the application, the dashboard will show a status of **Pending Review** for the FFVP application.

Program	Version	Year	Specialist	Status	Confirmation Letter
ARC	1	2017/2018		Approved	
FFVP	1	2018/2019		Pending Review	
NSLP	2	2017/2018		Approved	
SFSP	7	2017/2018		Pending Review	

2. Click on the **Status** to see the submission information in the **Action Log**.
3. The application will go through a series of reviews. If the specialist rejects the application, review the **Action Log** for comments as to why the rejection occurred.
4. When rejected, the dashboard will show **Returned for Modification**.

Program	Version	Year	Specialist	Status	Confirmation Letter
FFVP	1	2018/2019		Returned for Modification	
SFSP	2	2017/2018	Autumn Morgan	Approved	

5. Make the necessary corrections, then go to the **Confirm and Accept** page, reconfirm the affirmations and **Submit** the application.
6. The dashboard will show **Pending Review** once again and the Action Log will track the application submission, return, and re-submission.
7. Users can request to recall applications prior to final determination. Click on the **Program** link in the dashboard, and then click on the **Recall** button lower left on any of the left-side menu sections.



OSSE Academy Year: 2019 Organization

Click DUNS and SAMS if additional information or clarification is needed when entering these field values.

Tax ID: 123456789 DUNS: 123456789 SAMS Expiration Date: 06/07/2018

**Main Contact**

\*First Name: Jane \*Last Name: Doe \*Title: Program Coordinator

\*Phone: (202) 741-5307 Extension: 123 Fax: Email: jdoe@osseacademy.org

**Physical Address**

\*Address: 1050 First Street Northeast \*City: Washington \*State: District of Columbia \*Zip Code: 20002 Ward: 6

**Mailing Address**

Mailing address is same as the physical address.

\*Address: 1050 First Street Northeast \*City: Washington \*State: District of Columbia \*Zip Code: 20002 Ward: 6

**Payment Contact**

Payment contact is same as the main contact.

\*First Name: Jane \*Last Name: Doe \*Title: Program Coordinator

\*Phone: (202) 741-5307 Extension: 123 Fax: Email: jdoe@osseacademy.org

Recall Delete

8. The reviewing specialist must accept the recall request. Once accepted, the status in the dashboard will be **Returned for Modification**. At this time, the Applicant can make any edits to the application and resubmit. The **Action Log** will track each of these workflow statuses.
9. Once reviewed by the assigned specialist and manager, the dashboard status will update to reflect the final determination.

Organization	Program	Version	Year	Specialist	Status	Confirmation Letter
OSSE Academy	FFVP	2	2017/2018	Autumn Morgan	Approved	

1 - 1 of 1 items