

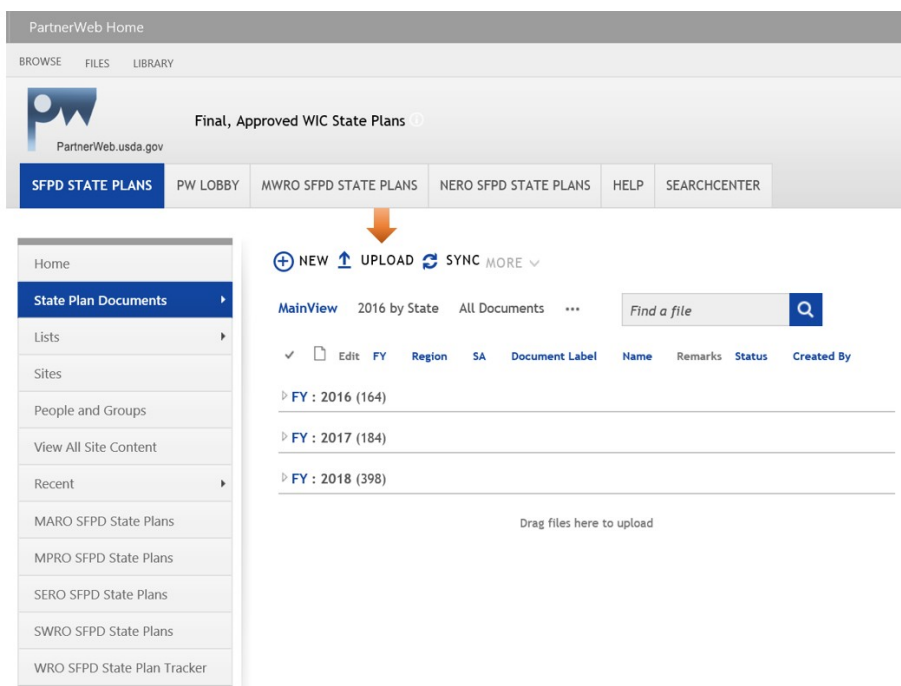
Use the following steps to upload State Plans to SFPD State Plans Site:

1. From the left menu, select the Program you would like to upload a final State Plan for.

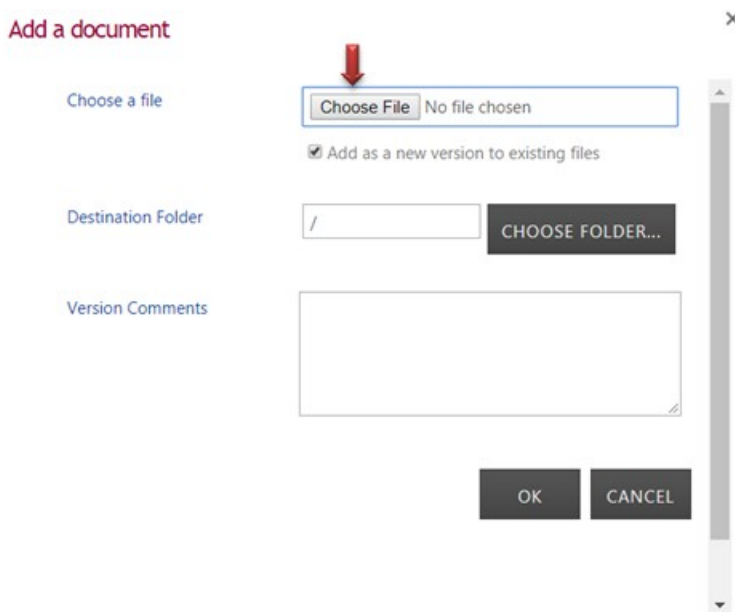
Note: The SFPD State Plans PartnerWeb Site is located at the following web address (url): [SFPD State Plans PartnerWeb Site](#)



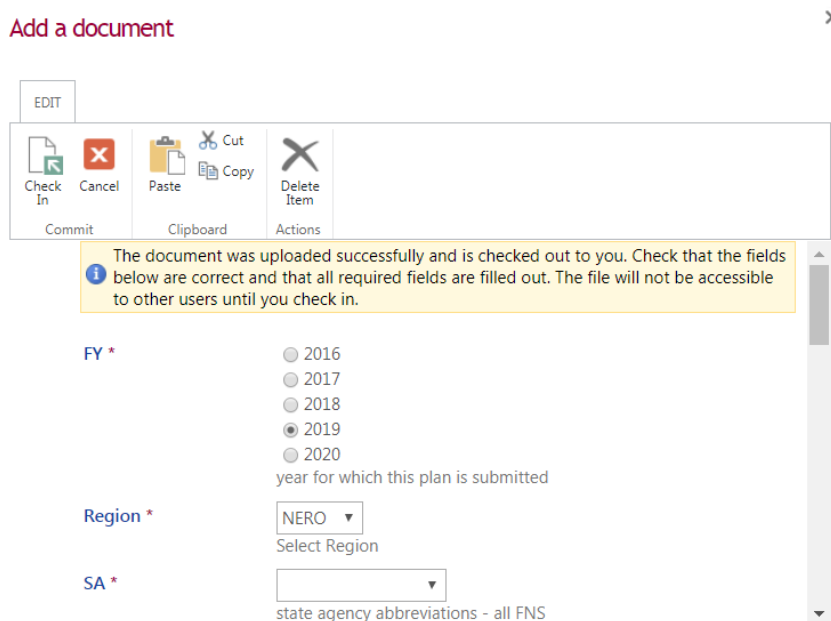
2. Select “Upload”



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



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



Add a document x

EDIT

Check In
 Cancel

Paste
 Cut

Copy
 Delete Item

Region *

Select Region

SA * 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 In
 Cancel

Paste
 Cut

Copy
 Delete Item


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 x


EDIT


 Check In
Commit


 Cancel


 Paste


 Cut

 Copy


 Delete Item
Actions

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.