



Montana Agreement and Payment System (MAPS) Access Request Form

I understand I am requesting access, or to have access removed, for myself or for another person for MAPS. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each site is responsible for maintaining secure systems to access state systems and ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment in conjunction with the role granted, and comply with USDA, FERPA and the OPI Student Records Confidentiality Policy.

Sponsor/Organization:

Sponsor Number:

| | |
|---|--------|
| User Information | |
| Name: | Title: |
| Email: | Phone: |
| Reason for request: | |
| Is this person replacing a person previously in this role? Yes No | |
| Name of person being replaced: | Email: |

| ADD ROLE | REMOVE ROLE | |
|---|------------------------------------|--------------------------------|
| SCHOOL NUTRITION PROGRAM | SUMMER FOOD SERVICE PROGRAM | STATE AGENCY USERS ONLY |
| SNP Authorized Representative | SFSP Authorized Representative | Production |
| SNP Claim Contact | SFSP Claim Contact | Test |
| SNP Food Service Director | SFSP Food Service Director | |
| *See back of form for role definition* | | |

| | |
|--|--------|
| Authorized Representative Signature | |
| Name: | Title: |
| Signature: | Date: |

Submit by: Fax to: 406-444-1488
Scan and Email to : SNPInfo@mt.gov
Mail to : OPI School Nutrition Programs, P.O. Box 202501, Helena, MT 59620-2501.

For questions about access or roles, contact the School Nutrition Programs at 406-444-2501.

MAPS ROLES DEFINITIONS

Authorized Representative: The official responsible for accurate application of the School Nutrition Programs. The Authorized Representative role is read-only.

Claim Contact: The person responsible for agreements, claims, management plans, budget and collaboration on the Administrative Review. The Claim Contact will have update access to applications, claims, and compliance.

Food Service Director: The primary user of the USDA Food Distribution Program (FDP) and is responsible for the management of commodities ordered and allocated through the program. The Food Service Director will have update access in the FDP and access rights applicable to various responsibilities of the Food Service Director with the School Nutrition Program and Summer Food Service Program modules.

The Montana Agreement and Payment System (MAPS) allows sponsors to apply for the USDA Nutrition Programs, submit claims for reimbursement, submit financial and food inspection reports, collaborate on Administrative Reviews and manage USDA Commodity allocations. Use of the system is required for sponsors participating in the USDA Nutrition Programs.