COLYAR CONSULTING GROUP, INC.

Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

USER MANUAL FOR
CONNECTICUT SCHOOL NUTRITION PROGRAMS

Connecticut State Department of Education

Draft

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CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

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Introduction

1

Welcome to the Connecticut State Department of Education (CSDE) user manual for the School Nutrition Programs module. The Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) is a Web-based software solution that provides administrators, state users and sponsors with efficient and immediate access to applications, claims and related nutrition program functions.

Web Site Benefits and Features

The CNP System is a user-friendly web application that allows authorized users to submit and approve applications, claims and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- a software system that manages information regarding sponsors, applications, claims and reports;
- a single integrated database that serves all Child Nutrition Programs;
- the ability to save partially completed forms online, allowing the user to complete the process at a later time;
- individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior; and
- a robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized sponsors of the U.S. Department of Agriculture (USDA) school nutrition programs. It is designed to provide a general understanding of how to use the system in an effective and efficient manner. This manual will provide:

- a general explanation of each feature available;
- screen examples of Web site pages and forms;
- step-by-step instructions for utilizing the Web site features; and
- tips and notes to enhance your understanding of the system.

Getting Started

2

Before you can begin using the CNP System, you must be assigned a user ID and password by the CSDE. The CSDE provided this information to all users via e-mail. Please contact your assigned CSDE school nutrition consultant with any questions. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the CNP System Web site.

Accessing the Web Site

You can access the CNP System from any computer connected to the Internet by opening your Internet browser and entering the CNP System URL in the browser's address line. The CNP System URL for the production environment is **https://ct.cnpus.com/prod/Splash.aspx**.

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the Web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

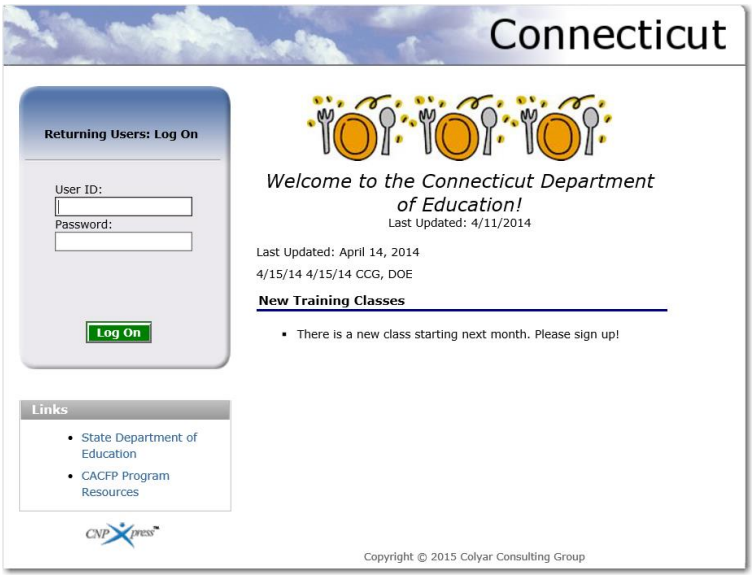


Figure 1: CNP System Home Page

About the CNP System Home Page

The CNP System Home Page consists of three major sections:

- **Bulletin Board;**
- **Log on; and**
- **Links.**

The bulletin board is managed by the CSDE and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The log on section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID, but have forgotten their password, to be transferred to another Web page to reset their password.

The links section provides access to Web sites and additional information.

Logging On

To log on

1. Access the CNP System by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a User ID and Password, contact the CNP System Help Desk.

TIP: The Password is case-sensitive, so be sure to use upper and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the CNP System Programs page.

Note: Security configuration settings require a password eight (8) characters in length. Please note that the password must be at least eight (8) characters in length.

CNP System Content Overview

Once you are logged in and have selected a sponsor, the top portion of the CNP System application contains key elements that provide basic information about your location within the system and the selected sponsor.

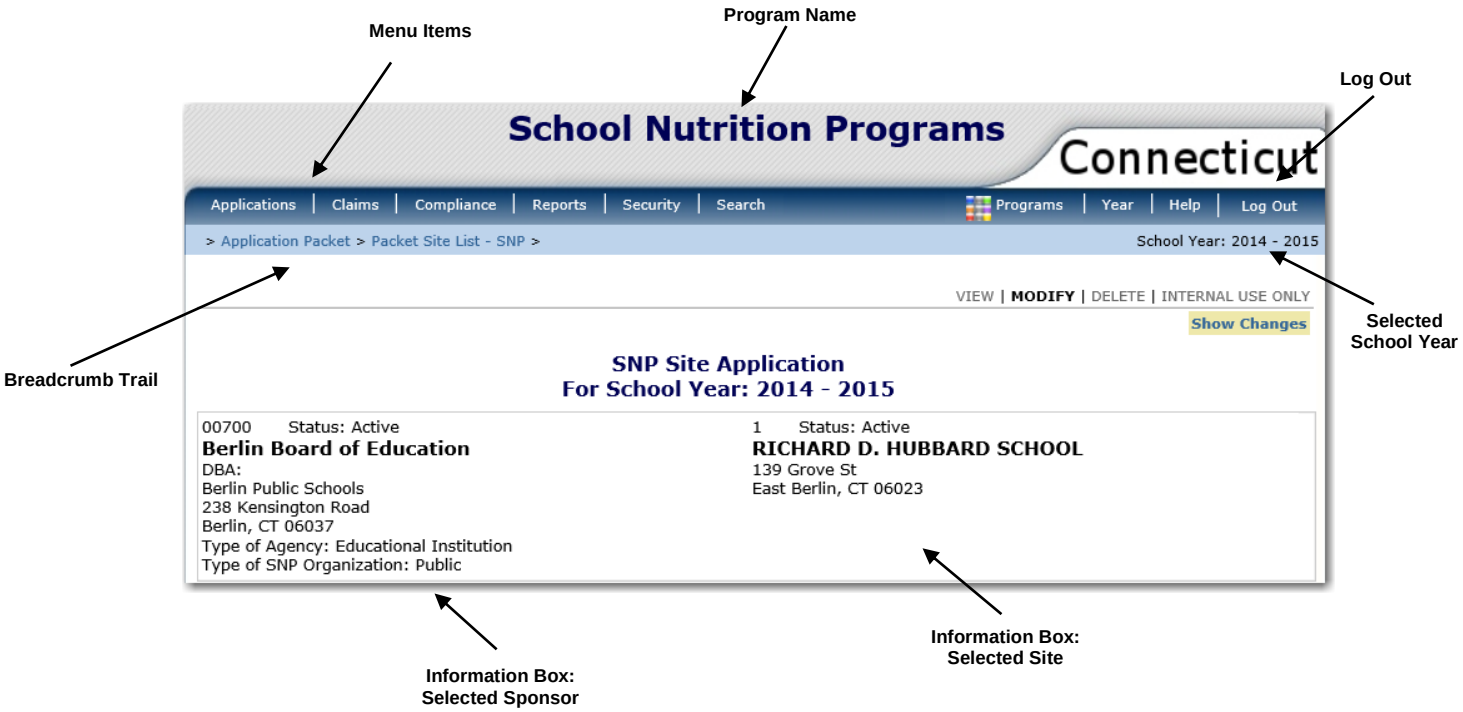


Figure 2: CNP System Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the CNP System Help Desk for assistance.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the Web site. Selecting a specific portion of the trail will take you back to that particular screen.
School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the system defaults to the most current active school year.
Information Box	The information box displays general information regarding the sponsor/ Site.
Logout	The logout button displays in the menu bar. It is recommended to select **Logout** to properly exit the system.

Note: For security reasons, the system will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the system offer the user some or all of the following options: **VIEW, MODIFY, DELETE and INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar.

Figure 3: Screen Options Example

The following table describes each of the possible screen options:

Item	Description
VIEW	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.

School Nutrition Programs Home Page

The School Nutrition Programs home page contains the message board used by state administrators to post and maintain School Nutrition Programs-related messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes or any other SNP-specific information.

To access the School Nutrition Programs home page

1. Log on to the CNP System Web site.
2. On the Programs screen, select **School Nutrition Programs**.

Note: If a user only has access to the School Nutrition Programs module, the Programs screen is not be displayed

3. The School Nutrition Programs home page displays.

Note: State administrators maintain the message boards for all CNP System modules. If you would like a message posted on the School Nutrition Programs home page, please contact the CNP System Help Desk. Please note that messages are visible to both internal and external users.

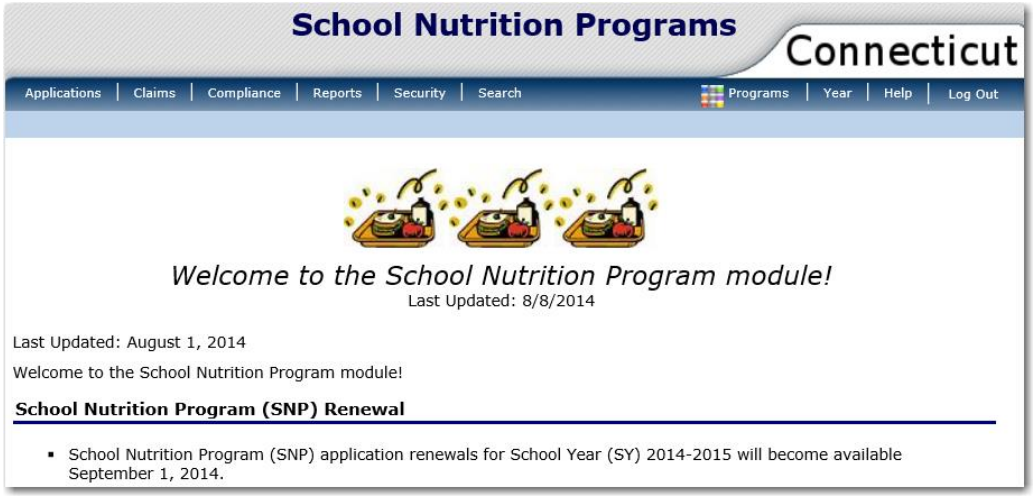


Figure 4: School Nutrition Programs Home Page

School Nutrition Programs menu options

From the School Nutrition Programs home page, you can select a menu item from the blue menu bar at the top of the page. The School Nutrition Programs menu bar contains menu items specific to the School Nutrition Programs. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: Individual users may have varying menu options due to the user's security configuration.

Menu Item	Menu Features
Applications	Access to overall application-related items including: ▪ Application Packet (includes sponsor and site applications) ▪ Verification Reports ▪ Food Safety Inspection Reports ▪ Annual Audit ▪ Fresh Fruit and Vegetable Program Grants ▪ Site Enrollment (i.e., October data) ▪ Community Eligibility Provision (April data) ▪ Download Forms
Claims	Access to claim entry screens (e.g., SNP and FFVP) and sponsor-specific payment history.

Error Processing

All information entered and saved on the system is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (such as entering a four-digit zip code), or a nonlogical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors ***must be corrected*** before you can proceed. The system will ***not*** save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

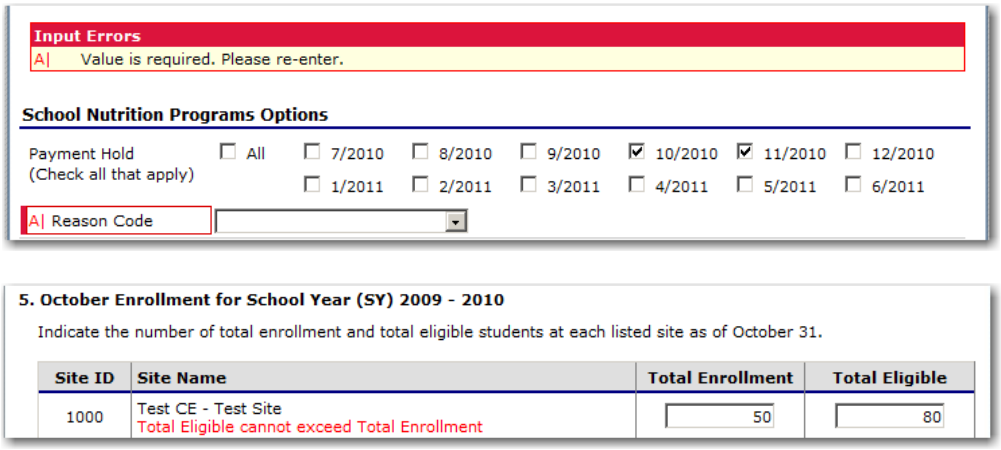


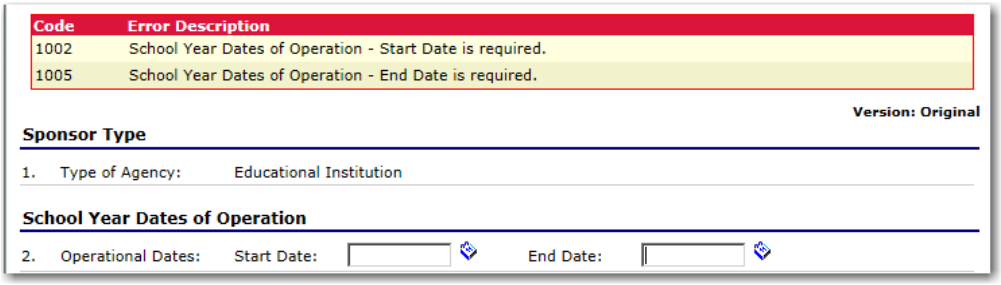
Figure 5: Examples of an Input Error (Partial Screen)

Note: Colyar Consulting Group maintains the verbiage for input edit error messages.

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, the CNP System will perform business rule edit checks ***after*** all input errors have been corrected and display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually 4-5 digits) and error description. Business rule edits do ***not*** prohibit the system from saving the data entered on the screen.



Code	Error Description
1002	School Year Dates of Operation - Start Date is required.
1005	School Year Dates of Operation - End Date is required.

Version: Original

Sponsor Type

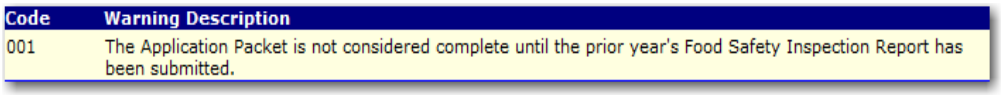
1. Type of Agency: Educational Institution

School Year Dates of Operation

2. Operational Dates: Start Date: End Date:

Figure 6: Example of a Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an Error or a Warning. Errors appear in red and must be corrected before the form can be submitted. Warnings appear in blue and indicate an "out of the ordinary" data value. Warning errors do not need to be corrected prior to form submission.



Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 7: Example of a Warning Error

Note: State administrators maintain the verbiage for business rule error messages. If you think an error message is incorrect or unclear, please contact the CNP System Help Desk.

Selecting a School Year

Information for sponsors and sites is displayed based on the selected school year. Upon logging on to the system, the "active" school year is the default selection and displays in the top-right corner in the blue bar. To view information from a prior year, you will need to change the school year.

Note: A **sponsor** will be unable to select a new year if they have not been granted the security right. Contact the CNP System Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a school year

1. Select **Year** on the blue menu bar at the top of the page. The Year Select screen displays.
2. Select the year.

   Note: The selected year is indicated by **< Selected.**

3. Use the menu bar to return to your task in the program.

TIP: The ability to view and/or modify a school year is controlled by the state's system administrator. It is important to note that a school year may be set as "view only" to the sponsors and "modify" to authorized state users.

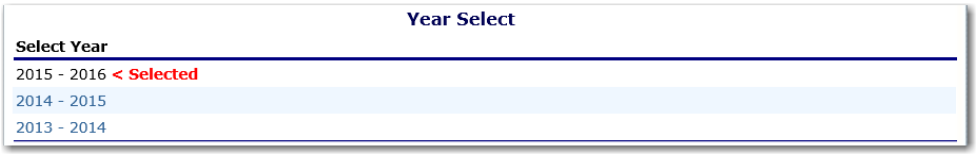


Figure 8: Year Select Screen

Applications

3

Now that you know how to access and log on to the CNP System the remainder of the manual will explore the functions of the School Nutrition Programs (SNP) module. Let's first look at the Applications component of the CNP System, where users manage yearly enrollment of sponsors and sites and complete the appropriate forms required by the CSDE.

About the School Year Enrollment Process

To participate in the School Nutrition Programs, sponsors must submit an Application Packet to the state for review and approval. A new Application Packet must be submitted and approved at the beginning of each year. For sponsors that are completing this process as part of their "annual update," certain information from the previous year's applications rolls over into the new program year. The sponsor may modify this data for the new program year or keep the prior year's data for use in the current application.

Submitting an Application Packet

The sponsor can submit the Application Packet to the state after all required applications, applicable online forms (e.g., Food Service Management Company contract and Community Eligibility Provision) and supporting documents identified on the checklist are completed and saved without errors.

To be able to submit an Application Packet, the packet must contain the items below.

- A completed Sponsor Application with no errors.
- At least one completed SNP Site Application with no errors.
- All items in the Checklist are identified as submitted to the CSDE with a submitted date.
- If the sponsor had identified on their SNP Sponsor Application that they would be using a food safety management company (FSMC), the packet must contain at least one FSMC contract with a status of "Submitted."
- If the sponsor had identified on their SNP Sponsor Application that they would be participating in the Community Eligibility Provision (CEP), the packet must contain a completed CEP Schedule with a status of "Submitted."

Once the Application Packet has been submitted to the state for approval, the packet history section of the Application Packet screen will display the event and the packet status changes to **Submitted for Approval.**

Packet History

Event	Event Date/Time	User
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 9: Packet History (Subsection of the Application Packet Screen)

Note: To view application packet history, select the **Show Packet History** link at the bottom of the Application Packet screen.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual School Nutrition Programs enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications.** The Applications Menu displays.
2. Select an application item to access that application function.

The following figure displays the ***complete*** list of Applications menu items for authorized state users. It is important to note that sponsors have significantly fewer Applications menu items.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Capital Expenditure Request	Request for funds to purchase capital items >= $5,000
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Figure 10: Applications Menu Screen (State View)

Application Packet

To participate in the School Nutrition Program, sponsors must submit an Application Packet to the state for review and approval. At the beginning of each program year, sponsor data is rolled over and must be verified by sponsors prior to submitting any claims.

The Application Packet contains the sponsor application, site application(s) and other forms required as a part of the packet. After selecting Application Packet from the Applications menu, each required packet item and its status displays.

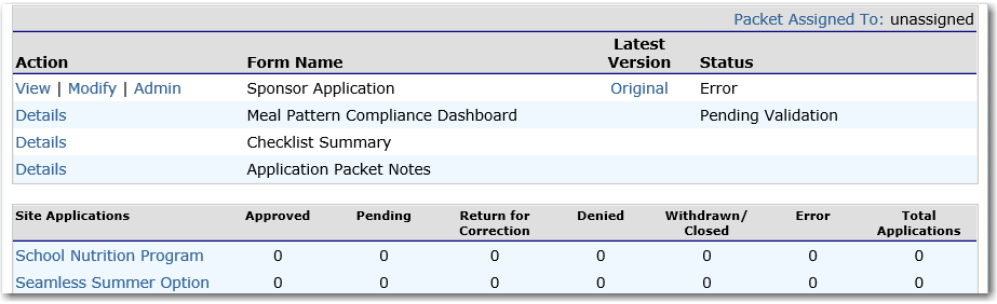
If any packet item requires attention (such as an error within a form or a checklist item needs to be completed), a red arrow displays next to the Application Packet item. If the Application Packet item has been completed correctly and contains no errors, a green check displays next to the Application Packet item. For more details, see ***Reviewing an Application***.

Note: Sponsors may not submit claims until their Application Packet has been approved for the respective program year.

Note: If an Application Packet has been approved, when a sponsor revises **any** item within the Application Packet, the Application Packet must be resubmitted for state review and approval.

To access the Application Packet

3. On the blue menu bar, select **Applications.** The Applications menu screen displays.
4. On the menu, select **Application Packet**. If necessary, search for and select a sponsor. The Application Packet screen displays.
5. Select the packet item you want to access.



Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View | Modify | Admin	Sponsor Application	Original	Error
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	Checklist Summary		
Details	Application Packet Notes		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	0	0	0	0	0	0
Seamless Summer Option	0	0	0	0	0	0	0

Figure 11: Application Packet Screen (Basic View)

Sponsor Application

The Sponsor Application screen provides access to the sponsor's annual application for the School Nutrition Programs for both new and renewing sponsors. The sponsor is required to complete a new sponsor application annually; however, **the state has identified** select sponsor data that rolls over from the previous year and prefills a new year's application.

To view a sponsor application (Original)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Select **View** next to the sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

Note: If there are multiple versions of a sponsor application within the system (i.e., revisions exist), the system defaults to the version with the most current Application Effective Date designated on the Sponsor Application's Internal Use Only section.

To view a sponsor application (Revision)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select the **revision link** under the **Latest Version** column. The Sponsor Application History for the designated school year is displayed.

Effective Claim Period	Version	Status	Approved Date
Jul 2012	Rev. 2	Not Submitted	
Jul 2012	Rev. 1	Approved	02/02/2012
Jul 2012	Original	Approved	01/31/2012

Figure 12: Latest Version link on the Application Packet Screen (Partial Screen)

4. Select the application version you would like to view.

TIP: The View option appears in two situations: 1) If the user only has view-access security rights or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the state and is under state review and therefore can no longer be modified.

To modify a sponsor application

1. On the blue menu bar, select **Applications.**

1. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.

2. Select Modify next to the sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.

3. Modify any desired information.

4. Select **Save**. A confirmation screen displays.

5. Select **<Edit** to return to the Sponsor Application screen.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: The Modify option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the state, a revised application must be submitted (i.e., the Revise option is displayed).

To revise a sponsor application

Note: Only state-approved applications can be revised. Once a sponsor revises any item within the Application Packet, the Application Packet must be resubmitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Revise** next to the sponsor **Application** packet item. The Sponsor Application for the designated school year is displayed.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Sponsor Application screen you just modified.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Site Applications – School Nutrition Program

Sponsors must complete a Site Application for each of their sites participating in the school nutrition program in a specific school year. The Site Application screen provides access to the Site's annual application for the School Nutrition Programs for both new and renewing sites. Sites must complete a new application annually; however, **the state has identified** select site data that rolls over from the previous year and prefills a new year's application. This needs to be added and done by the time that the sponsor is ready to submit the Sponsor Application for review and approval by the state. This is a very important time for the sponsor and every effort must be made to magnify the effects of these exertions. If the sponsor is able to receive reimbursement, the sponsor will be able to support additional sites and create a much longer and more comprehensive site list.

To access the sponsor's site list

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.

Action		Site ID / Site Name	NSLP	SBP	ASCP	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2014
		Totals	6	2	0	0	0		
View | Revise	✔	1 Avon High	X	X				Original / Approved	6.3447
View | Revise	✔	2 Avon Middle School	X	X				Original / Approved	6.0329

Figure 13: Application Packet – SNP Site List Screen

To view a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application is displayed.

To modify a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The site's Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Application screen.
   OR
   Select **Finish** to return to the SNP Site List screen.
8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to delete. The site's Site Application is displayed.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The system transfers you to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only state-approved applications can be revised. Once a sponsor revises any item within the Application Packet, the Application Packet must be resubmitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **School Nutrition Program**. The Application Packet - SNP Site List screen displays.
4. Select **Revise** next to the site whose application you would like to delete. The site's Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Application screen.

   OR

   Select **Finish** to return to the SNP Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Site Applications – Seamless Summer Option

Sponsors must complete a Site Application for each site participating in the Seamless Summer option program is a specific school year. The Site Application screen provides access to the Site's annual application for the Seamless Summer Options for both new and renewing sites. Sites must complete a new application annually; however, the state has identified select site data that rolls over from the previous year and prefills a new year's application.

Note: This information does not apply until 2016. Do not complete this section until notified by the CSDE.

To access the sponsor's site list

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet – Seamless Summer Option Site List screen displays.

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status
	Totals	0	0	1	0	0	
View | Modify Admin	0004 Columnbia Seventh Day Adventist School			X			Rev. 2 / Submitted

Add Site Application

Total Sites Enrolled: 1

Figure 14: Application Packet – Seamless Summer Option Site List Screen

To view a SSO Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The site's SSO Site Application is displayed.

To modify a SSO Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The site's SSO Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the SSO Site Application screen.
   OR
   Select **Finish** to return to the Seamless Summer Option Site List screen.
8. Repeat **Steps** 4 through 7 for each site that will participate in the program.

To delete an SSO site application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Modify** next to the site whose application you would like to delete. The site's SSO Site Application is displayed.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The system transfers you to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a SSO Site Application

Note: Only state-approved applications can be revised. Once a sponsor revises any item within the Application Packet, the Application Packet must be resubmitted and the state review and approval process starts again.

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Seamless Summer Option**. The Application Packet - Seamless Summer Option Site List screen displays.
4. Select **Revise** next to the site whose application you would like to delete. The site's SSO Site Application is displayed.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the SSO Site Application screen.

   OR

   Select **Finish** to return to the Seamless Summer Option Site List screen.

TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the state.

Food Service Management Company (FSMC) Contract List

If the sponsor's school nutrition programs are managed by a FSMC, then information regarding the FSMC contract is **required** as a part of the Application Packet. The FSMC Application Packet item is initiated when the sponsor has specified that they will be using a FSMC on their sponsor application. If the sponsor has not specified that they will be using a FSMC for the respective year, the FSMC Contract List will not appear on the Application Packet screen.

To access the FSMC Contract List

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts screen displays.

Action	Company Name	Initial Year	Final Year	Status
View | Modify | Admin	FSMC 1	2015-2016	2017-2018	Error

Figure 15: Food Service Management Company Contracts List Screen

To add a FSMC contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.
4. Select the **Create New Contract** button. The FSMC Contract for the specified year is displayed.
5. Select the company and initial year. The Company Contact Information is automatically populated.
6. Enter additional contract information.

   Note: The CNP System will automatically calculate the begin date and end date of each renewal year based on the initial contract year and the number of optional renewal years entered.

7. Select **Save**. A confirmation screen displays.
8. Select **<Edit** to return to the Food Service Management Company Contract screen.

   OR

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

To modify a FSMC contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.
4. Select **Modify** next to the company you want to modify.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Food Service Management Company Contract screen.

   OR

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

WARNING: Contract information can be modified only until the state has approved the FSMC contract. Once the FSMC contract has been approved the user would only use the Modify option to early terminate or cancel the FSMC contract.

To delete a FSMC contract

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.
4. Select **Modify** next to the company you would like to delete. The Food Service Management Company Contract screen is displayed.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The system transfers you to the bottom of the screen and a warning message is displayed.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a contract whose Application Packet has not been approved can be deleted. Once the contract has been deleted, it is permanently removed and cannot be restored. Use caution before deleting a contract.

To early terminate an active FSMC contract

TIP: Within the system, FSMC contracts automatically renew based on the number of optional renewal years specified on the Food Service Management Company Contract screen. To end a contract mid-year, use the Early Termination section of the form.

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **FSMC Contract List**. The Food Service Management Company Contracts list screen displays.
4. Select **Modify** next to the company you want to modify.
5. Under the **Early Termination Information** section, identify that you are terminating the contract early and enter the date and reason for early termination.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Food Service Management Company Contract screen.

   OR

   Select **Finish** to return to the Food Service Management Company Contracts list screen.

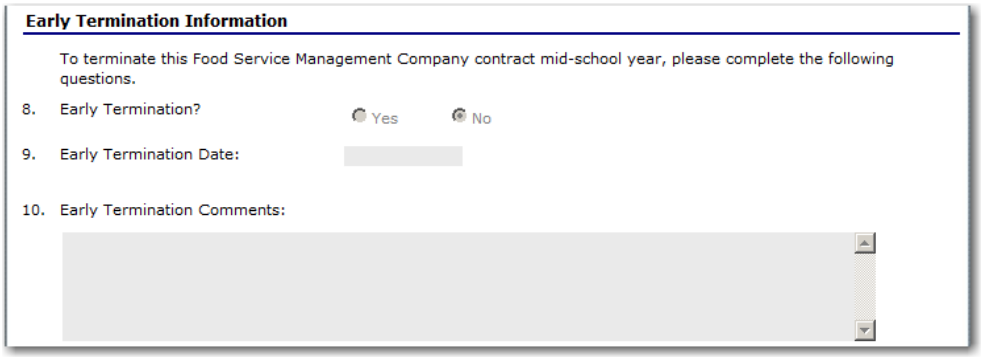


Figure 16: Food Service Management Company Contracts Screen (Partial) – Termination

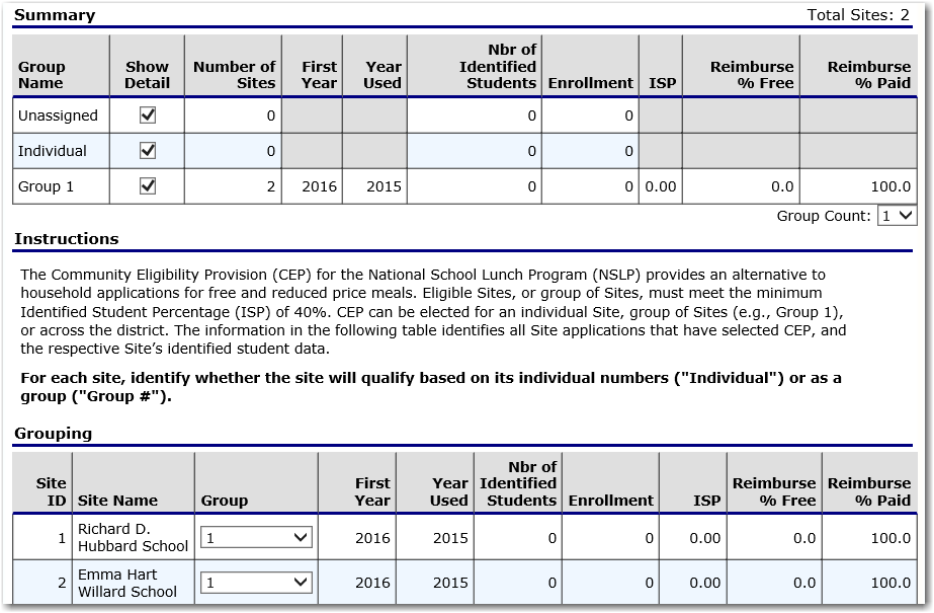
Community Eligibility Provision (CEP) Schedule

If the sponsor is interested in participating in the CEP offered by the USDA, the CEP Schedule must be completed. This item is automatically added to the Application Packet screen when the sponsor answers "Yes" to the "Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?" question under the Eligibility Information section of the Sponsor Application.

To access the CEP Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select Details next to **Community Eligibility Provision (CEP) Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

Note: The default display is to show the Grouping detail for all groups associated with the sponsor (i.e., Show Detail column checked). To view only groups with sites, uncheck the "Show Detail" checkbox where Number of Sites is "0."



Summary Total Sites: 2

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned	☑	0			0	0			
Individual	☑	0			0	0			
Group 1	☑	2	2016	2015	0	0	0.00	0.0	100.0

Group Count: 1

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
1	Richard D. Hubbard School	1	2016	2015	0	0	0.00	0.0	100.0
2	Emma Hart Willard School	1	2016	2015	0	0	0.00	0.0	100.0

Figure 17: Community Eligibility Provision (CEP) Schedule Screen

To define a CEP Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.

2. On the menu, select **Application Packet**. The Application Packet screen displays.

3. Select **Add** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.

Note: The CEP Schedule screen lists all sites that had identified on their Site Application that they will be participating in the CEP.

The Students data displayed on this screen is retrieved from the CEP screen (i.e., April data) for the optimal program year (i.e., the April data that yields the highest Identified Students percentage).

- **Participation Year 1**: The student data displayed is the site's/group's prior year April data
- **Participation Year 2:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 1 April data – whichever yields the higher Identified Student percentage.
- **Participation Year 3:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 2 April data – whichever yields the higher Identified Student percentage.
- **Participation Year 4:** The student data displayed is either: a) the site's/group's Year Prior to First Year (YPFY) or b) Year 3 April data – whichever yields the higher Identified Student percentage.

4. For each site, under the Group column, select whether the site will qualify based on its own site data by selecting "Individual" or if the site will qualify by being grouped with other sites by selecting the group number.

Note: If the sponsor is qualifying as district-wide, all sites must be assigned to "Group 1."

5. Once all sites have been either identified as "Individual" or assigned to a group, select **Save**.

Note: The CNP System will issue an error if any group does not meet the minimum 40% Identified Student percentage.

To add a site to an existing CEP Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Modify** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.
4. The new site will be identified as "Unassigned" under the Group column. Select the group to which the site should be associated or select "Individual" if the site qualifies based on its own student data.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Community Eligibility Provision (CEP) Schedule screen.

   OR

   Select **Finish** to return to the Application Packet screen.

WARNING: All sites identified on their site application as participating in CEP must be assigned to a group or identified as "Individual."

To export the CEP Schedule

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **View** next to **Community Eligibility Provision Schedule**. The Community Eligibility Provision (CEP) Schedule screen displays.
4. Select the **Export** button. A spreadsheet opens in Microsoft Excel that lists information displayed in the Grouping section of the Community Eligibility Provision (CEP) Schedule screen.

Checklist

A checklist is automatically generated based upon answers to specific questions from the sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the state. The Checklist feature allows sponsors to keep track of documents and their dates of submission.

To access a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.

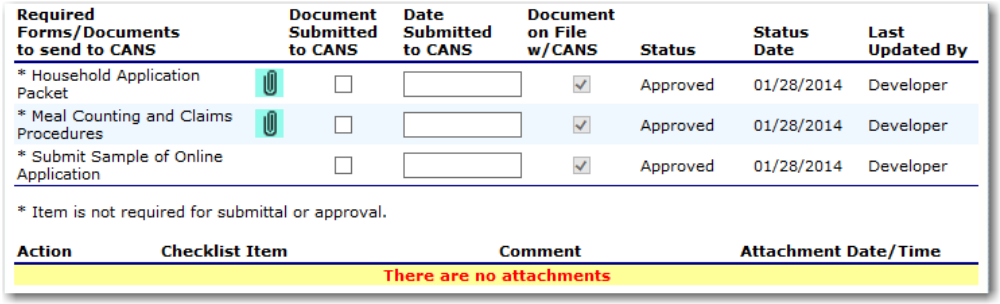
Sponsor	Total Items	Submitted Items	Approved Items
Sample Sponsor	2	2	0
School Nutrition Programs Sites	**Total Items**	**Submitted Items**	**Approved Items**
Sample Site 1	0	0	0
Sample Site 2	0	0	0

Figure 18: Checklist Summary Screen

To view a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.
4. Select the sponsor or Site whose checklist you wish to view. The Checklist screen displays.

Note: Checklist items are generated based on CSDE business rules associated with the respective sponsor or site application.



Required Forms/Documents to send to CANS		Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
* Household Application Packet		☐		☑	Approved	01/28/2014	Developer
* Meal Counting and Claims Procedures		☐		☑	Approved	01/28/2014	Developer
* Submit Sample of Online Application		☐		☑	Approved	01/28/2014	Developer

* Item is not required for submittal or approval.

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Figure 19: Checklist Screen

To update a Checklist

1. On the blue menu bar, select **Applications.** The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.
4. Select the sponsor or site whose checklist you wish to update. The Checklist screen displays.
5. Identify whether the document has been submitted and the submission date. The Date Submitted to CSDE field automatically defaults to the system date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to the CSDE.
6. Select **Save**. The Checklist Summary screen displays.

To upload an attachment to a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays.
2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required)
3. Select **Save**.

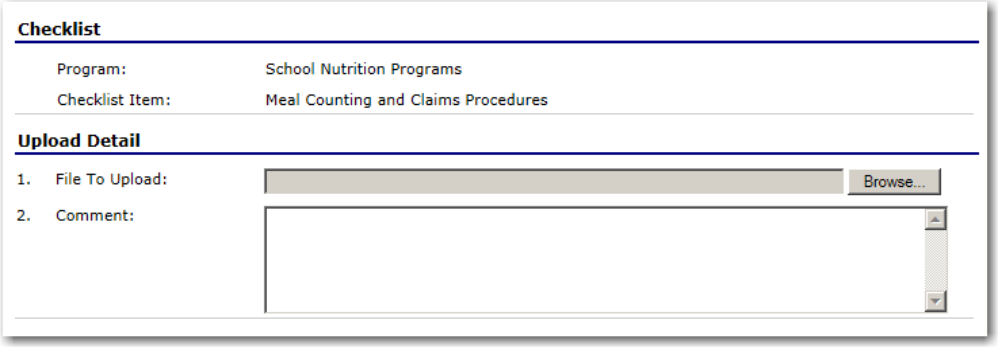


Figure 20: Checklist File Upload Detail Screen

Site Enrollment

The Site Enrollment screen allows sponsors to enter their Site Enrollment and eligibility data for each of their sites. The site must have an active approved application within the system.

Once site-level October claim data has been entered into the CNP System, the system will automatically pre-populate the Operating Days and Number of Meals Served fields on the Site Enrollment screen with the respective October claim data resulting in no need to re-enter the data into the CNP System. This will become effective in 2015, using October 2014 site-level claim data. The sponsor is responsible for entering Enrollment and Eligibility data based on the last operating day in October.

To access Site Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Site Enrollment**. The Site Enrollment list screen displays.

To complete or modify Site Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Site Enrollment**. The Site Enrollment list screen displays.
3. Select **Modify** next to the year that you would like to enter data into the Site Enrollment screen. The Site Enrollment Site List screen for the designated reporting month is displayed.
4. Select a specific site. The respective site's Site Enrollment screen is displayed.
5. Enter Enrollment and Eligibility data based on the last operating day of October.
6. Select **Save**. A confirmation screen displays.
7. Select **<Edit** to return to the Site Enrollment screen.

   OR

   Select **Finish** to return to the Site Enrollment list screen.

Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error."

Reporting Month: October 2012

Action	Site ID	Site Name	Type	Lunch Free	Lunch Reduced	Lunch Paid	Lunch Total	% Free & Reduced
Add	0001	Sample County High School	Eligibility Meals					
Add	0002	Adair County Elementary	Eligibility Meals					
Add	0003	Adair County Middle	Eligibility Meals					
Add	0005	Satellite Schools	Eligibility Meals					
		District Totals	**Eligibility Meals**	**0 0**	**0 0**	**0 0**	**0 0**	**0.0000 % 0.0000 %**

Total Sites: 4

Figure 21: Site Enrollment Site List Screen

To delete Site Enrollment

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Site Enrollment**. The Site Enrollment list screen displays.
3. Select **Modify** next to the year that you would like to enter data into the Site Enrollment screen. The Site Enrollment screen for the designated year selected is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only Site Enrollment forms that have not been submitted can be deleted. Selecting the **DELETE** button permanently deletes the Site Enrollment form from the system. It will not be recoverable once deleted.

Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) screen allows sponsors to enter their April Directly Certified (DC) Students and Site Enrollment data for each of their sites. This data is used in determining a site's potential eligibility in participating in the USDA Provision 4 CEP program. Sites that have a 40% or greater percentage of DC are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

Note: Data entered on this screen used to determine eligibility in the following school year (e.g., April 2015 data is used to determined CEP eligibility for the 2015-16 school year).

To access CEP Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays.

To complete or modify CEP Site Eligibility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays
3. Select Detail next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.
4. Enter number of Directly Certified students and the total student Enrollment for each site.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Site Enrollment screen.

   OR

   Select **Finish** to return to the Site Enrollment list screen.

   Note: The form is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error."

General Information

Reporting Date: April 01, 2016

Due Date: June 09, 2015

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
5	Berlin High School	0	0	0.00 %		
4	Catherine M. McGee Middle School	0	0	0.00 %		
2	Emma Hart Willard School	0	0	0.00 %		
3	Mary E. Griswold School	0	0	0.00 %		
1	Richard D. Hubbard School	0	0	0.00 %		
	Sponsor Totals	0	0	0.00 %		

Total Sites: 5

Figure 22: Community Eligibility Provision (CEP) – Site Eligibility Screen

To delete CEP

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Community Eligibility Provision**. The Community Eligibility Provision (CEP) Site List screen displays
3. Select Detail next to the year that you would like to enter data into the Site Enrollment screen. The Community Eligibility Provision (CEP) - Site Eligibility screen for the designated reporting month is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only forms that have not been submitted can be deleted. Selecting the **DELETE** button permanently deletes the CEP form from the system. It will not be recoverable once deleted.

Fresh Fruit and Vegetable Program (FFVP) Application

A FFVP Application must be completed for each sponsor that will participate in the FFVP. The FFVP Application is accessed from the Application Packet screen; however, it can be submitted outside of the Application Packet cycle.

Note: Only sponsors that have been identified by a state user in the CNP System as invited to participate in the FFVP will see a FFVP Application item on their Application Packet screen.

Only state users will enter the FFVP Application data. Sponsors will not enter this data.

To access and view a FFVP application

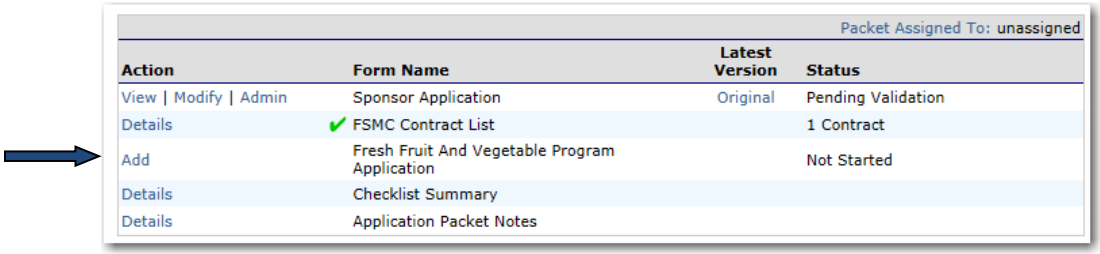
1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Select **Add** next to the **Fresh Fruit and Vegetable Application** packet item. The FFVP Application for the designated school year is displayed.
4. Enter the Sponsor's Contact Information and check each of the invited sites that will participate in the FFVP.

   Note: Only the sites that the state has identified as "invited" on the FFVP: Site Invited screen (located under the Fresh Fruit and Vegetable Summary menu item) will display on the screen; this may be a subset of all the sites associated with the Sponsor.

5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the FFVP Application screen.

   OR

   Select **Finish** to return to the Application Packet screen.



Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View | Modify | Admin	Sponsor Application	Original	Pending Validation
Details	✔ FSMC Contract List		1 Contract
Add	Fresh Fruit And Vegetable Program Application		Not Started
Details	Checklist Summary		
Details	Application Packet Notes		

Figure 23: Application Packet Screen – FFVP Application Option

To modify a FFVP application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the FFVP Application packet item. The FFVP Application for the designated school year is displayed.
4. Update desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the FFVP Application screen.

   OR

   Select **Finish** to return to the Application Packet screen.

Note: The application is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error".

To delete a FFVP application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the FFVP Application packet item. The FFVP Application for the designated school year is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

Verification Collection Report (FNS 742)

Sponsors use the Verification Report function to complete and submit the mandatory annual verification report to the CSDE. The verification report contains information about sites collecting applications, site enrollment, eligibility information, and verification results. Prior to completing the report online, refer to the Verification Collection Report (FNS 742) paper form and instructions available on the CSDE's Verification Procedures Web page.

To access a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Report**. The Verification Reports list screen displays.

To complete or modify a Verification Report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Verification Report**. The Verification Reports list screen displays.
3. Select Modify next to the year that you would like to enter data into the Verification Report. The Verification Report screen for the designated year selected is displayed.
4. Enter information into the screen fields provided. Refer to the Verification Collection Report and Instructions for details about each section.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Verification Report screen.

   OR

   Select **Finish** to return to the Verification Reports list screen.

Note: The Verification Report is automatically submitted when all required fields have been completed **without errors** and the user selects the **Save** button. If the errors are not corrected, the form status is "Error."

Food Safety Inspections

The Food Safety Inspections screen allows sponsors to enter annual food safety inspection information for each of their sites. Food safety inspection reports are submitted for the prior year. For example, during school year 2015-16, sponsors are submitting food safety inspection reports for school year 2014-15.

Note: Only enrolled sites are listed. If the site has an application on file for the designated year, it will be listed and the street address on that application will be displayed.

To access a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.

To complete or modify a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.
3. Select **Modify** next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.
4. Enter information into the screen fields provided.
5. Select **Save**. A confirmation screen displays.
6. Select **<Edit** to return to the Food Safety Inspections screen.

   OR

   Select **Finish** to return to the Food Safety Inspections list screen.

   Note: The Food Safety Inspections Report is automatically submitted when all required fields have been completed without errors and the user selects the **Save** button. If you do not correct the errors, the form status is "Error."

To delete a Food Safety Inspections report

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Food Safety Inspections**. The Food Safety Inspections list screen displays.
3. Select **Modify** next to the year that you would like to enter data into the Food Safety Inspections screen. The Food Safety Inspections screen for the designated year selected is displayed.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The system transfers you to the bottom of the screen and a warning message is displayed.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only Food Safety Inspections reports that have not been submitted can be deleted. Selecting the DELETE button permanently deletes the Food Safety Inspections reports from the system. It will not be recoverable once deleted.

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the state.

To access Download Forms

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms.
3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.
4. Select **Open** to view the form.

   OR

   Select **Save** to save the form to your computer.

   Note: The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the <**Back** button to return to the previous screen.

TIP: The New Sponsor? column indicates whether the form is required for submission by sponsors new to the School Nutrition Programs.

Claims

4

The CNP System Claims component allows sponsors to submit monthly online reimbursement claim requests to the state, review claim rates and review historical payment summaries.

About the Claims Process

A sponsor submits a reimbursement claim to the state for every month in which one or more sites participates in the School Nutrition Programs. Sponsors may enter sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have thirty days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the CNP System Help Desk to validate the effective date of the sponsor application and site application.

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

Claim Dates

Various dates are used in the CNP System claims function. The following table identifies and describes the dates used:

Date	Description
Date Created	This date is set to the current system date when the claim is initially created.
Date Modified	This date is set to the current system date when the claim is initially created and each time the claim is saved.
Date Received	This date is typically set to the date the claim was first submitted to the state. The date can be changed by an authorized state user via the Internal Use Only section of the claim form until the claim has been processed for payment. The value of this field is used to validate the 30/60 day claim rules.
Date Accepted	This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of "Accepted." Accepted claims can be modified until they are included in a payment batch.
Date Processed	This is the date that the claim was added by the state into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., "batched"), it cannot be modified. These claims are identified with a status of "Accepted*" until the batch process has completed. When the batch process is completed, the status of the claim is "Processed." If a change is required to a claim that has a status of "Accepted*" or "Processed," a revised claim must be entered into the system.

Claim Entry

The Claim Entry function is used to enter, modify and view claims. The system provides the ability to submit claims at the sponsor or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 15 days from the last day of the claim month/year. To create a claim in a given month, an approved Application Packet must be in effect for the period.

WARNING: Only sponsors authorized by the state can submit site-level claims. Please contact the CNP System Help Desk if you are interested in site-level claiming.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.
2. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

   If a sponsor has already been selected, the Claim Summary screen displays.
   If no sponsor has been selected, use the Sponsor Search to search for and select a sponsor.
3. Select the **Claim Month** you would like to submit a claim. The Claim Month Details screen displays.

   Note: The current school year is the default year if no other school year has been selected. For help selecting a new school year, see ***Selecting a School Year***.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year:

- **Adj Number:** Identifies the number of revisions associated with the claim. Each revision must be reprocessed by the state.
- **Claim Status:** Identifies the current status of the claim.
- **Date Received:** Identifies the date the system initially received the claim submission. Note: the state has the authority to modify this date.
- **Date Processed:** Identifies the date the claim was included in the payment batch process.
- **Earned Amount:** Identifies the current value of the claim.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					$0.00
Aug 2014					$0.00
Sep 2014					$0.00
Oct 2014	0	Processed	11/06/2014	11/19/2014	$25,046.32
Nov 2014	0	Processed	12/03/2014	12/17/2014	$20,925.22
Dec 2014	0	Processed	01/07/2015	01/20/2015	$20,933.78
Jan 2015	0	Processed	02/03/2015	02/18/2015	$18,638.18
Feb 2015	0	Processed	03/04/2015	03/19/2015	$18,053.82
Mar 2015	0	Processed	04/01/2015	04/20/2015	$26,034.78
Apr 2015					$0.00
May 2015					$0.00
Jun 2015					$0.00
				Year to Date Totals	**$129,632.10**

Figure 24: Claim Year Summary Screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

If the claim has been processed, the options are **View** (to view the completed claim form) or **Summary** (to view the calculated payment summary related to the claim).

Claim Month: March 2015

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	04/01/2015	04/01/2015	04/20/2015	$26,034.78	Processed
				Total Earned	$26,034.78	

Figure 25: Claim Month Details Screen – Example of Processed Claims

If the claim has not been processed, the options are **View** (to view the completed claim form), **Modify** (to enter a new claim or modify an existing claim) or **Summary** (to view the calculated payment summary related to the claim).

Note: Claims can be modified UNTIL they have been added by the state into the batch payment process. Once a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process has completed, the status of the claim is "Processed."

Claim Site List

Beginning with school year 2014-15, sponsors will perform site-level claiming. The sponsor will first select **Add Original Claim** from the Claim Months Detail screen. The Claim Site List screen will display.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2015	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
Add	1	Richard D. Hubbard School		
Add	2	Emma Hart Willard School		
Add	3	Mary E. Griswold School		
Add	4	Catherine M. McGee Middle School		
Add	5	Berlin High School		

Figure 26: Claim Site List Screen

The sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify.

Note: Only active sites with and approved application packet for the school year will the ability to enter a claim.

To add an original claim

Claims can be entered for each eligible month in the school year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the state in the Internal Use Only section of the sponsor and site applications).

1. From the Claims menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.

2. Select the desired Claim Month. The Claim Month Details screen displays.

   Select **Add Original Claim** button. If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays.

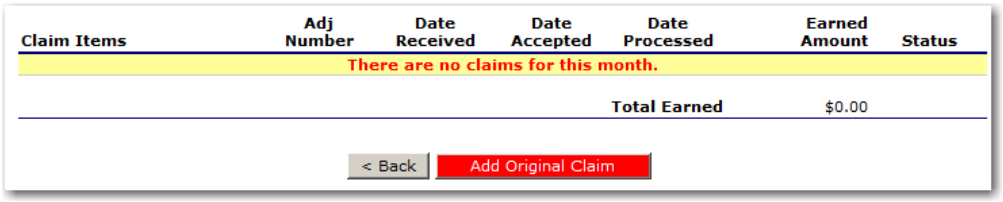


Figure 27: Claim Month Details Screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

3. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.

4. Select **Save**. The Claim Month Details screen displays.

5. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen

   To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the system performs additional edit checks (e.g., 30/60 day rule, etc.). If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a sponsor if the received date is more than 30 days since the last day of claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

To modify an unprocessed claim

Claims can be modified as many times as desired until the claim has been submitted ***and*** processed by the state for payment distribution.

1. From the **Claims** menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired **Claim Month**. The Claim Month Details screen displays.

   The Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays

   Note: The Summary link is not active until a claim has been submitted with no errors.

3. Update claim information.
4. Select **Save**. The Claim Month Details screen displays.
5. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen

   To submit the claim, check the Certification box and select the **Submit for Payment** button.

   Note: When the **Submit for Payment** button is selected, the system performs additional edit checks. If the system identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a sponsor if the received date is more than 15 days from the last day of claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

To revise a processed claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be reprocessed by the state regardless of their original status.

1. From the **Claims** menu, select the type of claim you would like to enter (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired **Claim Month**. The Claim Month Details screen displays.
3. If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Claim for Reimbursement screen displays

   Note: The **Add Revision** button will only display on Claim Month Details screens that currently have no claims created.
4. Make any necessary changes to the claim.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.

   To make a modification or correction to the claim, select the **<Back** button to return to the Claim for Reimbursement screen

   To submit the revised claim, check the Certification box and select the **Submit for Payment** button.

Note: Revised claims must be reprocessed by the state regardless of their original status.

WARNING: An upward adjusted claim cannot be submitted by a sponsor if the received date is more than 30-days since the last day of claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

To view a claim

1. From the Claims menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. If the sponsor is performing sponsor-level claiming, select **View.** The Claim for Reimbursement screen displays.

   If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the **Claims** menu, select the type of claim you would like to view (e.g., SNP, SSO or FFVP). The Claim Year Summary screen displays.
2. Select the desired **Claim Month**. The Claim Month Details screen displays.
3. If the sponsor is performing sponsor-level claiming, select **Summary.** The Claim for Reimbursement Summary screen displays.

   If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Summary** to the left of the Site Name you wish to view. The Claim for Reimbursement Summary screen displays

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	4,996	2.9800	14,888.08
Reduced	899	2.5800	2,319.42
Paid	15,298	0.2800	4,283.44
Total	**21,193**		**21,490.94**
Performance-Based Reimbursement (Lunch)			
Claimed	21,193	0.0600	1,271.58
Adjusted	0	0.0600	0.00
Total	**21,193**		**1,271.58**
School Breakfast Program			
Free	1,753	1.6200	2,839.86
Reduced	167	1.3200	220.44
Paid	757	0.2800	211.96
Total	**2,677**		**3,272.26**
Claim Reimbursement Total			**26,034.78**

Sponsor Claim Reimbursement Totals	
Current Claim Reimbursement Total	26,034.78
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	**26,034.78**

Figure 28: Claim for Reimbursement Summary Screen

Claim Rates

The system provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. Annually, the reimbursement rates are entered by authorized CSDE staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

To access Claim Rates

1. From the Claims menu, select **Claim Rates**. The Claim Rates screen displays.
2. Use the **<Back** button to return to the Claims menu.

Claim Rates for SNP
Rate Year: July 1, 2013 to June 30, 2014

Federal Reimbursement Rates

National School Lunch Program

	60% or More	Less Than 60%
Free	2.9500	2.9300
Reduced	2.5500	2.5300
Paid	0.3000	0.2800

School Breakfast Program

	Severe Need	Non-Severe Need
Free	1.8900	1.5800
Reduced	1.5900	1.2800
Paid	0.2800	0.2800

After School Meal Supplements

	Area Eligible	Regular
Free	0.8000	0.8000
Reduced	N/A	0.4000
Paid	N/A	0.0700

Special Milk Program

Paid	0.2025

Federal Performance-Based Reimbursement Rates

July	0.0600	November	0.0600	March	0.0600
August	0.0600	December	0.0600	April	0.0600
September	0.0600	January	0.0600	May	0.0600
October	0.0600	February	0.0600	June	0.0600

Figure 29: Claim Rates for SNP Screen

TIP: The Claim Rates screen defaults to the designated school year identified at the top right of the screen. To view the claim rates for a previous year, see Selecting a School Year.

Security

5

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

Security menu

The Security menu option within the School Nutrition Programs module is the access point to the Change Password and User Manager functions.

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page.
   The Security menu displays.
2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.
2. On the Security menu, select **Change Password.** The Change Password screen displays.
3. Enter your **New Password**.
4. Re-Enter your New Password.
5. Select **Save**. A confirmation message displays.
6. Select **<Edit** to return to the Change Password screen you just modified.
   OR
   Select **Finish** to return to the Security menu.

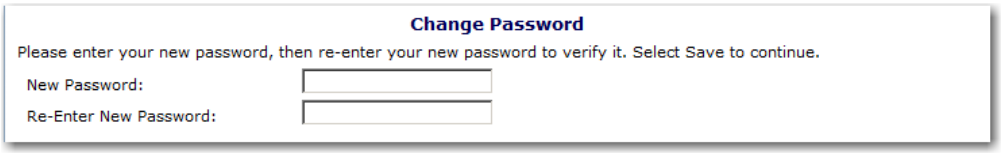


Figure 30: Change Password Screen

Note: Security configuration settings require a password ten (10) characters in length. Please note that the password must be ten (10) characters in length. The password must contain at least one number, one letter and one special character (e.g., !, ?, /). Passwords are case sensitive.

Application Packet Process

6

This section of the manual provides information on how the state can review and approve Application Packet*s through the CNP System.*

Note: For security purposes, users can only view sponsors to whom they are associated.

Submitting an Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation." Once the Application has been saved, the systems validates the business rules and the application's status is set by the system to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the state. To submit a completed Application Packet, the sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the sponsor.

An Application Packet can be submitted to the state (i.e., the **Submit for Approval** button is enabled) only if the conditions below have been met:

- The Sponsor Application must contain no errors.
- At least ***one*** Site Application must exist and contain no errors.
- If the sponsor is using a FSMC, at least ***one*** contract must exist and contain no errors.
- If the sponsor is participating in the CEP offered by the USDA, the CEP Schedule must exist and contain no errors.
- All items in the Checklist must be submitted (submitted checkbox checked and date submitted is entered).
- The sponsor is not closed.

Once the sponsor has submitted the Application Packet, the state will review each item in the submitted Application Packet. The state may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the sponsor for correction.

If the Application Packet is denied or returned to the sponsor for correction, the state will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to re-submit the Application Packet.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

- **Not Submitted**

  The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the state.

- **Submitted**

  The packet has a status of "Submitted" when the sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the state for review.

  If the packet status is "Submitted," the entire packet becomes read-only to the sponsor.

  All applications that are "Submitted" must ultimately be "Approved," "Denied" or "Returned for Correction" or "Withdrawn."

- **Approval Recommended (i.e., First Level Approved)**

  When a sponsor is new to the program, the system will require two levels of approval. This status represents the first level of approval performed by the state before a final approval is granted.

  The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

- **Approved**

  The packet has a status of "Approved" when the state has approved each packet item AND has selected the **Approve** button on the Application Packet screen.

- **Denied**

  The packet has a status of "Denied" when the state selects the **Deny** button on the Application Packet screen.

  When a packet is "Denied", the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the state to change the status of the packet to something other than "Denied."

  By denying an Application Packet, the status of all items within the packet is automatically set to "Denied."

  An "Approved" packet cannot be "Denied."

- **Returned for Corrections**

  The packet has a status of "Returned for Corrections" when the state selects the **Return** button on the Application Packet screen.

  This status unlocks the packet for the sponsor and sets the status back to "Not Submitted."

  An "Approved" packet cannot be "Returned for Corrections."

- **Withdrawn**

  The packet has a status of "Withdrawn" when the sponsor or state selects the **Withdraw** button on the Application Packet screen.

  An Application Packet with a status of "First Level Approved" can be withdrawn.

  An Application Packet with a status of "Approved" packet cannot be "Withdrawn." If an application has been "Approved", it can only be "Cancelled" or "Terminated" by the state (see ***Application Packet*** section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

- **Pending Validation**

  The application has a status of "Pending Validation" when the application has not yet been opened or saved.

- **Error**

  The application has a status of "Error" if it has failed system validation rules. Data entered is maintained.

- **Not Submitted**

  The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the state.

- **Submitted**

  The application has a status of "Submitted" when the sponsor has submitted the Application Packet to the state for review (i.e., the sponsor has selected the **Submit for Approval** button).

  Any application that is marked "Not Submitted" is changed to "Submitted"

  The Application Packet becomes read-only to sponsor users.

- **Approved**

  The application has a status of "Approved" when the state has approved the application (i.e., the state selected "Approved" in the Internal Use Only section of the form).

- **Denied**

  The application has a status of “Denied” when the state has denied the application (i.e., the state selected “Denied” in the Internal Use Only section of the form).

  If the application is “Denied”, it can no longer be modified by the sponsor. Only the state can change the status of the application.

  When setting the application status to “Denied”, the state should enter a comment in the Comments to sponsor field explaining the reason the application was denied.

- **Returned for Correction**

  The application has a status of “Returned for Correction” when the state has identified errors in the application and has selected “Returned for Correction” in the Internal Use Only section of the form.

  When setting the application status to “Returned for Correction”, the state should enter a comment in the Comments to sponsor field explaining the reason the application was returned.

- **Withdrawn**

  The application has a status of “Withdrawn” when the state has selected “Withdrawn” in the Internal Use Only section of the form.

  If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

- **Not Eligible**

  The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

- **Incomplete**

  The claim has a status of "Incomplete" when the claim has been created in the system but the **Save** button was never clicked (e.g., timeout, logout, etc.). The system saves the data that has been entered, but no edits have been performed.

- **Error**

  The claim has a status of "Error" when the claim has been submitted and has business rule violations.

- **Pending**

  The claim has a status of "Pending" when the claim has been saved and online edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 30/60 days edit, etc.).

  Applicable only when the sponsor is participating in sponsor-level claiming.

- **Validated**

  This site claim has a status of "Validated" when the site claim has been entered, validated and contains no errors.

  Applicable only when the sponsor is participating in site-level claiming.

- **Accepted**

  The claim has a status of "Accepted" when the claim has passed all online edits and additional edits (e.g., 30/60 days edit, etc.), and is ready to be included in the payment tracking process.

  The claim can still be modified. A revision is not necessary until the claim is included by the state in a batch payment process.

- **Accepted***

  The claim has a status of "Accepted*" when the claim has been selected by the state for inclusion in the batch payment process; however, the batch process has not run.

  The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

- **Processed**

  Claim has been fully processed by the CSDE and has been sent to the state's accounting office for disbursement of funds.

Glossary

CEP The Community Eligibility Provision (CEP) operates under the NSLP and provides eligible private and public schools the opportunity to provide meals at no charge to all students. An eligible site must have 40 percent or more of its students directly certified (DC) to participate (i.e., Identified Student Percentage). Under CEP, meals shall be claimed at either the free or paid rate. The claiming percentage is derived by multiplying the DC percentage by a factor of 1.6. The resulting product is the percentage of meals claimed at the free rate and any remainder are claimed at the paid rate. Under this program student household applications are not collected by the sponsor.

NCES The National Center for Education Statistics (NCES) assigns unique identifiers to private and public schools to assist with data collection and analysis. The CNP System maintains this identifier in the School Nutrition Program to assist in data sharing with other systems.

CSDE The Connecticut Department of Education (CSDE) administers the child nutrition programs under the authority of the USDA. Three nutrition programs are administered: National School Lunch Program (NSLP) – including the School Breakfast Program (SBP), Seamless Summer Option (SSO) and Afterschool Snack Program (ASP) – Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

Qualifying Data The school nutrition program (SNP) participating sponsors will annually submit their enrollment and free/reduced child counts as of October 31st on the Site Enrollment screen.

Site The physical location for serving meals to eligible participants. The site administers the meals, ensures meals are served in accordance within USDA guidelines, performs recordkeeping and ensures all other activities to maintain compliance with state and federal regulations.

Sponsor The organization participating in any of the nutrition programs administered by the USDA. The sponsor has the contractual arrangement with the CSDE and is responsible for ensuring accurate recordkeeping, monitoring meal activities at the site(s) and ensuring compliance with all state and federal regulations.

Sponsor ID The unique identifier assigned by the CNP System to each sponsor.