

Connecticut State Department of Education
Child Nutrition Programs

PROCEDURES FOR ONLINE USER IDS, PASSWORDS AND ACCESS RIGHTS

*This document outlines the procedures regarding access rights to the Connecticut State Department of Education's (CSDE) online claiming system for the U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP). If the claims preparer or either of the two authorized representatives changes, the sponsor **must** contact the CSDE CNP office for new password and user ID information.*

1. The CNP claiming system is an online (internet-based) system that includes security measures to support adequate internal controls through **segregation of duties**. This concept (also known as separation of duties) involves having more than one person involved in the completion of a task. When adequate internal controls or segregation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting.
2. The CNP claiming system segregates duties by separating the claim preparation and claim submission processes. This means that:
 - the person who **enters** reimbursement claim data into the system ("claim preparer") is unable to submit that data to the state agency (CSDE) for payment; and
 - the two individuals who are authorized to **submit** claims for reimbursement ("Authorized Signers") are unable to enter or modify claim data in the system. Authorized Signers are those individuals identified on the ED-099 Agreement for Child Nutrition Programs between the state agency (CSDE) and the institution.
3. Each claim preparer and both Authorized Signers are provided with a unique USER ID and PASSWORD that specifies that person's access rights to the system as a claim preparer or claim submitter.
4. The assigned USER IDs will remain the same as long as the individuals are affiliated with the participating institution.
5. Assigned PASSWORDS are automatically programmed to **expire** every 180 calendar days. Each user will be periodically prompted by the CNP system to create a new PASSWORD to submit future claims for reimbursement. **Users must follow the system's instructions when generating new PASSWORDS.** The parameters for creating new PASSWORDS are listed below.
 - The PASSWORD cannot be the same as the USER ID.
 - The PASSWORD must contain at least one (1) uppercase letter.
 - The PASSWORD must contain at least one (1) lowercase letter.
 - The PASSWORD must contain at least one (1) numeric character.
 - The PASSWORD must be between six (6) and twelve (12) characters long.
 - PASSWORDS cannot be reused.
 - The user's correct e-mail address **must** be included in the PASSWORD reset box so that the user can receive confirmation of the new PASSWORD.

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Users should also be aware of the following considerations:

- All USER IDs and PASSWORDS are case-sensitive and must be **entered exactly** to gain access to the CNP system.
- Users will be allowed five (5) unsuccessful attempts to access the system before being temporarily suspended (locked out). **The temporary lockout period after five (5) unsuccessful attempts due to an incorrect USER ID and/or PASSWORD is 15 minutes.** Please allow 15 minutes to elapse before attempting to regain access to the CNP system.

Under no circumstances should unique USER IDs and PASSWORDS be shared with anyone other than the individuals for whom they have been assigned. All users are personally responsible for safeguarding the security of their access codes and will be held accountable for any unauthorized use.

This document is available at www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Passwords_User_IDs.pdf.pdf. For information on the USDA Child Nutrition Programs, visit the Connecticut State Department of Education [Child Nutrition Programs](#) Web site.



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