

Child Nutrition Programs' Procedures Regarding Online User IDs, Passwords and Access Rights

*The information below outlines procedures regarding access rights for the online claiming system. If the claims preparer or either of the two authorized representatives changes, the sponsor **must** notify the Child Nutrition Programs' (CNP) office for new password and user ID information.*

- The CNP claiming system is an online (internet-based) system that includes security measures to support adequate internal controls in the form of **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/or unintended reporting.**
- In the CNP system, **segregation of duties** has been achieved by separating the claim preparation and claim submission processes. This means that:
 1. the person who **enters** reimbursement claim data into the system (“claim preparer”) is unable to submit that data to the State agency for payment; and
 2. the two individuals who are authorized to **submit** claims for reimbursement (“Authorized Signers”) are unable to enter or modify claim data in the system. *Note that the Authorized Signers are those individuals who are identified on the Form ED-099 Agreement between the State agency and the institution.*
- Each individual (claim preparer and two Authorized Signers) has been provided with a unique USER ID and PASSWORD that specifies that person’s access rights to the system (e.g., claim preparer or claim submitter).
- The assigned USER IDs will remain the same, as long as the individuals are affiliated with the participating institution.
- However, assigned **PASSWORDS are automatically programmed to expire every 180 calendar days**. This means that each user will be prompted by the CNP system to periodically create a new PASSWORD in order to submit future claims for reimbursement.

Users must follow the system’s instructions when generating new PASSWORDS. The parameters for creating new PASSWORDS include the following:

- 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; and
- **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.**



Child Nutrition Programs' Procedures Regarding Online User IDs, Passwords and Access Rights

In addition, the following considerations should also be noted by users:

- All USER IDs and PASSWORDS are case-sensitive and MUST be entered exactly in order 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.**



Note: 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.

