

USER IDS AND PASSWORDS

New Online Application and Claiming System for School Nutrition Programs

This document outlines the procedures for the U.S. Department of Agriculture (USDA) school nutrition programs regarding access rights to the Connecticut State Department of Education's (CSDE) new online application and claiming system for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>. The CNP System provides administrators, state users and sponsors access to applications, claims and related nutrition program functions. Please review the *User Manual for School Nutrition Programs* for detailed guidance on the using Connecticut's new CNP System. For more information, see the CSDE's [CNP Online System](#) Web page.

- The CNP System includes security measures to support adequate internal controls through **segregation of duties** (also known as separation of duties). This concept 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.
- The CNP 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.
- 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.
 - 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 unsuccessful attempts to access the system before being temporarily suspended (locked out). **After five unsuccessful attempts due to an incorrect user ID and/or password, the temporary lockout period is 15 minutes.** Please allow 15 minutes to elapse before attempting to regain access to the CNP system.
- 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.

USER IDS AND PASSWORDS FOR SCHOOL NUTRITION PROGRAMS

- 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 password must be at least eight (8) characters in length.
- 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.



For information on the USDA school nutrition programs, visit the CSDE's [School Nutrition Programs](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/access_snp.pdf.

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