

Maine Department of Education
Child and Adult Care Food Program
Sponsor User Manual



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Logging In and Navigating

1.1 Receiving a User ID and Password

If you have never used CnpWeb before, you will need to get login information. You will be sent a website address, your User ID and a temporary password in email. The password will need to be changed the first time you log in. Thereafter, you will need to remember your new password to access the site in future.

1.2 Logging In

In your browser, go to the CnpWeb site using the link provided to you via email. Once you have the address, type it into the address field at the top of your browser and press Enter. This will take you to the CnpWeb home page (see Figure 1 below).

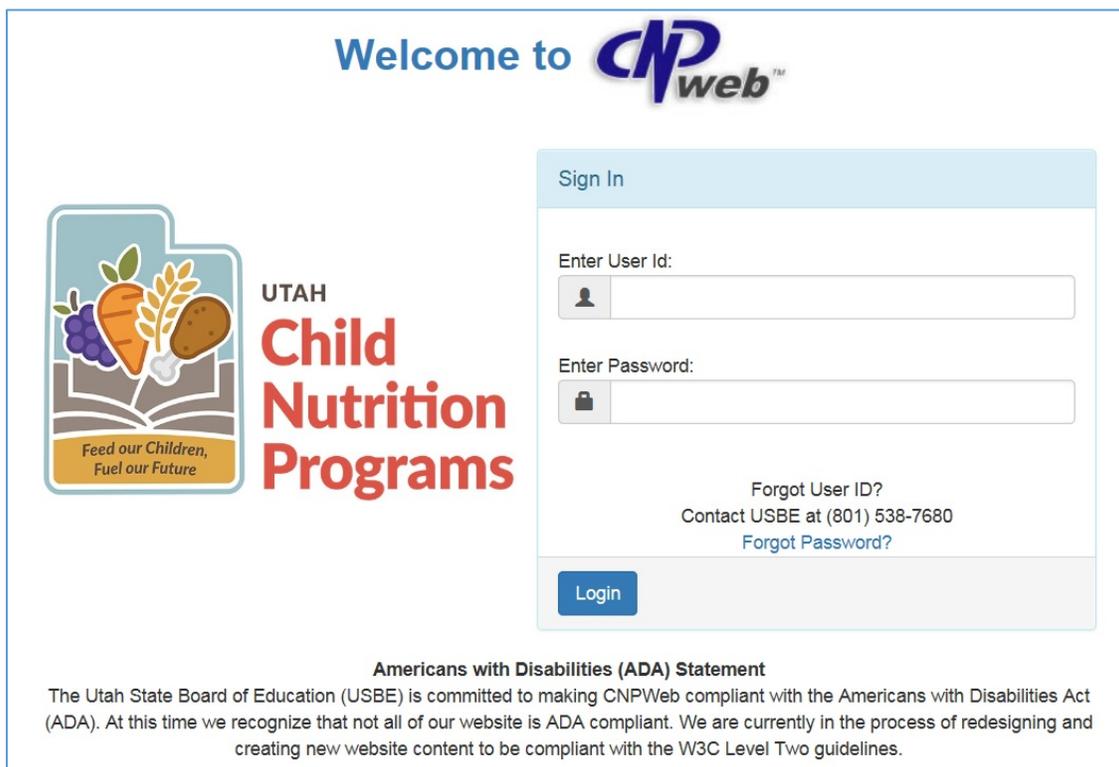


Figure 1: Login screen for CnpWeb

Enter your User ID into the first field and the temporary password into the second field. Click the Login Button to proceed. If this is your first log in, you will be prompted to change your password (see Figure 2 below).



UTAH Child Nutrition Programs
Feed our Children, Fuel our Future.

Password Change Required

Enter Current Password:

Enter New Password:

Re-Enter New Password:

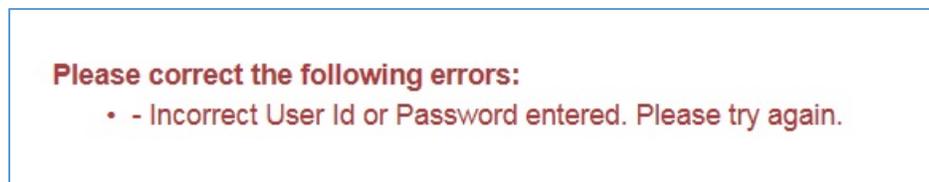
Password Guidelines:
 The password must contain 5 to 15 characters.
 Must contain at least one letter and one digit.
 May contain the following: (-!@#\$\$%^&*()_~{}).
 Cannot be the same as your user id.
 Cannot be the same as your previous password.

[Change](#) [Cancel](#)

Figure 2: Change Password prompt

Note the Guidelines on the Change Password prompt. You must follow these guidelines or CnpWeb will give you an error. If you do not put the same new password in the two bottom fields, it will give you an error.

Once you have successfully changed your password, remember the new one for future use. In future, if there is an error during log in, CnpWeb will prompt you like so:



Please correct the following errors:

- - Incorrect User Id or Password entered. Please try again.

Figure 3: Login error message

If you successfully log in you will be taken to the Programs Selection page (see Figure 4 below). Click the program name in blue on the left to continue into the system.

Program Selection	
Program Code	Program Description
SNP	School Nutrition Programs
CACFP	Child and Adult Care Food Program
SFSP	Summer Food Service Program
FDP	Food Distribution Program

Sign Out

Figure 4: Program Selection page

Note that you have the ability to sign out of the system at this point, by clicking the Sign Out link in the bottom right hand corner of the screen. After selecting CACFP, you will most likely be taken to another screen called the Notice page. The Notice Page is not always turned on, so if you do not see the Notice Page it is possible that it turned it off. If you are taken to the Notice page it will look similar to the illustration in Figure 5 on the next page.

Next Page >>

Child And Adult Care Food Program

CACFP Sponsors xxx ,

In an effort to make CACFP training more accessible to all of Maine's sponsors, a variety of trainings are available to view on-line. Please utilize the trainings when operating the food program at your organization. Add more here.

<https://uen.instructure.com/enroll/EN8C3C>

Last Updated: 1/9/2019 8:21:15 AM

Next Page >>

Figure 5: Notice page

The Notice page is where information will be posted that is important to communicate to all Sponsors. Please read it carefully and then click the Next Page button at the top or bottom of the screen, which will take you to the Program Year selection screen.

The next screen will require you to select a Program Year (see Figure 6 below). The Begin and End Dates are displayed because the CACFP year does not start and end with the regular calendar year. So please note the start and end dates on the screen. Select the Program Year you want in blue on the left.

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2018	October 2017	September 2018
2019	October 2018	September 2019

Figure 6: Program Year selection screen

If you only have one sponsor, then CnpWeb will simply take you to the Sponsor Summary Screen which is the Sponsor’s home page (see Figure 7 below).

Sponsor Summary					A CHILD'S WORLD (JW)		
Checklist		Applications	Claims	Payments	Users		
Assigned Specialist:		Julieta Adobatto (801) 538-7649 julieta.adobatto@schools.utah.gov			Washington County		
Item	Required	On-Line Forms Description	Count	Date	Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		10/2/2019	Approved		
3.	<input checked="" type="checkbox"/>	Sponsor Center Budget		10/2/2019	Approved		
4.	<input checked="" type="checkbox"/>	Sponsor Management Plan		10/02/2019	Approved		
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1		Approved		
5.		Forms submitted to USBE for Approval		9/10/2019	Approved		
6.		Forms Approved by USBE		10/2/2019	Approved		
Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1		State Agency Permanent Agreement					
2		Non-Pricing Policy					

Figure 7: Sponsor Summary screen

If you work with more than one Sponsor, you will NOT be taken to the Sponsor Summary. Instead you will have to select the Sponsor you need to access (see Figure 8 below).

Select Sponsor		
Sponsor Number:	<input type="text"/>	Name: <input type="text"/> <input type="button" value="Q"/>
Sponsor Number	Sponsor Name	County
A100	AAA Test	Androscoggin
18-400	ACE, Inc.	Knox

Figure 8: Sponsor Selection screen

1.3 Navigating through the System

Once you reach the Sponsor Summary it is important to pause and explore the layout. For ease of use this area is only divided into three main parts: The Main Menu, the Sponsor Summary, and the Tools Menu. See Figure 9 below for an illustration of these three areas circled in blue.

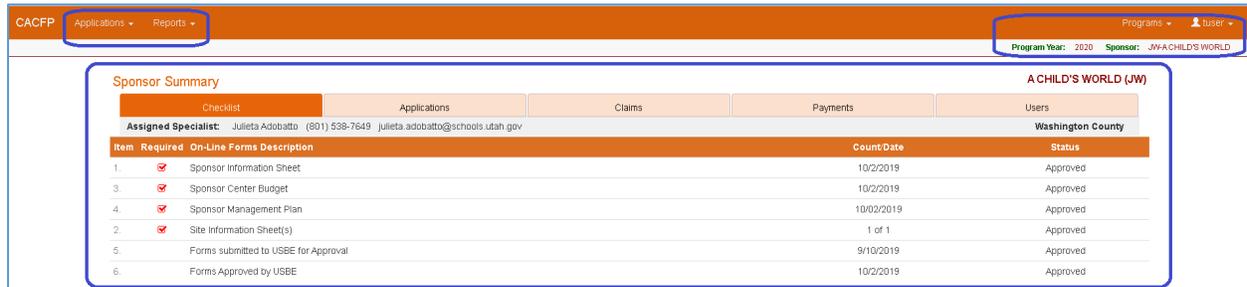


Figure 9: Three main parts of the screen for navigation purposes

1.4 The Main Menu

Main Menu items, depending on whether you have security access to them, will appear in the upper left-hand corner of the screen. The main menu will consist of larger categories such as Applications, Accounting, Reports, etc. When you hover over a Main Menu item it will give you a drop-down menu (see Figure 10 below). You would click on the link in the drop-down menu to go to that particular page. For a Sponsor Administrator, or SA, the menu options may be limited since the majority of what you need to use will be on the Sponsor Summary screen.

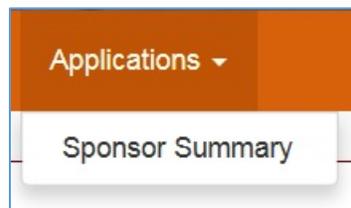


Figure 10: Main Menu Item and drop-down list with link

1.5 The Sponsor Summary

The Sponsor Summary consists of six tabs where you will be performing almost all of your tasks as an SA in CnpWeb. This document explores Sponsor Summary in greater detail in [Section III](#) of this document.

1.6 The Tools Menu

The Tools Menu items are in the upper right-hand corner of the screen (see Figure 11 below). They consist of the Program Year link, the Sponsor link, and the User Account Menu.



Figure 11: Tools Menu items

The Program Year link in green text will take you to the Program Year selection screen (see [Figure 6](#)) and beside it displayed in red is the year you have currently selected. Next to that is the Sponsor link, also in green. This link takes you to the Sponsor selection screen (see [Figure 7](#)) and next to it in red is the currently selected sponsor. Above the Sponsor link, you will see your User ID in the orange section of the screen. When you hover over it you will see a drop-down menu (see Figure 12 below).

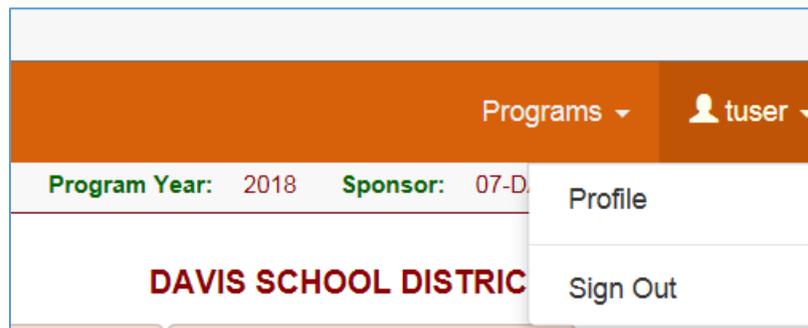


Figure 12: User Account Menu

The most important thing in this Tools menu is the Sign Out link. This is where you will go when you need to exit CnpWeb safely. Signing out properly is very important to system security, which we explore further in [Section II](#) of this document. You may or may not have access to your own profile via this menu, depending on security settings for SA's.

Sometimes you may also see a Programs menu next to your Login ID. This Programs menu will only appear if you have been given permissions to work in more than just the Child and Adult Food Care Program. If you can work in the other Programs like SFSP or SNP, then this is the menu that will allow you to access them without having to log out of CnpWeb. See the SFSP and/or SNP Sponsor User Manuals for how to use those programs.

Security and Changing Your Password

2.1 Security

Each user is responsible for what occurs under their User ID. CnpWeb allows you to manage the distribution of federal funds for food programs so there is a legal and financial liability in using the site, which in turn means you are responsible if you do not follow CnpWeb, state and federal security guidelines. The following are some tips on how you can utilize CnpWeb to properly maintain security. The USDA will have their own policies, training, materials, and expectations in regard to security so these tips are only intended to complement, not replace, your state and federal rules and regulations.

2.2 Tips

- Follow the Password Guidelines and do not use anything easy to guess like birthdates, family names, common words, etc. The purpose behind the guidelines is to make your password with as many different types of letters, numbers and symbols as possible. This will make it harder for automated password attack programs to figure out what it might be.
- Do NOT write down your password. Do NOT leave it anywhere easy to find like under your keyboard, in a desk drawer or taped to your monitor. The most frequently used method to steal a password is to search someone's desk because writing it down is the most common mistake that people make.
- Do NOT leave CnpWeb logged in and walk away from your computer. Always log out if you are going to leave the computer unattended. The forms in CnpWeb are made so that they can be saved at almost any point in the process (in many cases completely empty) so you can return to complete them later. This is so that you do not have to worry about completing long forms in one sitting and to avoid the security risk of users leaving CnpWeb open and unattended.
- Do NOT open multiple windows or tabs in your browser of the CnpWeb site.
- Do NOT share your password with other users. Several of the forms require that the user certify that all of the information on the form is true and correct. If someone else certifies inaccurate data on a form for fraudulent purposes using your user log in, then you will be held responsible.

2.3 Changing your Password

Occasionally you may need to change your password. To do so, click the change password link on the login page and you will receive the Change Password screen (see [Figure 2](#)). Enter your User ID, enter your original password, enter your new password two more times and then click the Change button.

Exploring the Sponsor Summary Screen

The Sponsor Summary screen (see [Figure 13](#)) consists of 5-tab views that we will explore in detail here. These 6-tab views are where you will perform all of the tasks you need to complete such as applying at the beginning of each Program Year, updating your information as the year progresses, and submitting claims for reimbursement throughout the year.

Sponsor Summary					A CHILD'S WORLD (JW)		
Checklist		Applications	Claims	Payments	Users		
Assigned Specialist: Julieta Adobatto (801) 538-7649 julieta.adobatto@schools.utah.gov						Washington County	
Item	Required	On-Line Forms Description	Count	Date	Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		10/2/2019	Approved		
3.	<input checked="" type="checkbox"/>	Sponsor Center Budget		10/2/2019	Approved		
4.	<input checked="" type="checkbox"/>	Sponsor Management Plan		10/02/2019	Approved		
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1		Approved		
5.		Forms submitted to USBE for Approval		9/10/2019	Approved		
6.		Forms Approved by USBE		10/2/2019	Approved		
Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action

Figure 13: Sponsor Summary screen

We will discuss the purpose of each tab in turn. The specific steps on how to perform tasks on each tab (e.g., How to complete the Sponsor Information Sheet) will be detailed in other parts of this document. Please consult the Table of Contents to find the topics you wish to explore.

3.1 Checklist Tab

The purpose of this tab is to provide you with a quick way to determine a Sponsor's status during the annual application process. At the beginning of every Program Year you will be completing a group of documents and forms that comprise what is called a Packet. The Checklist Tab will show you the status of every form and document in the Packet process. How to complete the Packet process is described in detail in [Section IV](#) of this document. The illustration in [Figure 13](#) shows a Checklist Tab as it will look at the beginning of the Program Year before any forms have been completed. [Figure 14](#), on the other hand, shows an example of a completed Packet where all the required documents for a Sponsor have been completed and approved.

Sponsor Summary						BOYS/GIRLS CLUB OF GREATER SL (N2)	
Checklist	Applications	Activities	Claims	Payments	Users		
Assigned Specialist: Hafsa Zahid (801) 538-7552 Hafsa.Zahid@schools.utah.gov						Salt Lake County	
3 Items require your attention:							
Item	Required	On-Line Forms Description	Count	Date	Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		11/4/2019	Approved		
3.	<input checked="" type="checkbox"/>	Sponsor Center Budget		11/4/2019	Approved		
4.	<input checked="" type="checkbox"/>	Sponsor Management Plan		11/04/2019	Approved		
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	3 of 3		Approved		
5.		Forms submitted to USBE for Approval		9/27/2019	Approved		
6.		Forms Approved by USBE		11/4/2019	Approved		
Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1		State Agency Permanent Agreement					
2		Non-Pricing Policy					
3		Pricing Policy					
4		Media Release Non-Pricing					
5		Media Release Pricing					
6		Documentation of 501(c)(3) status					
7		Articles of Incorporation and By-Laws					
8		W-9					
9		Financial Viability Statement/Documentation					
10	<input checked="" type="checkbox"/>	FSMC/Commercial Vendor bid and contract		9/27/2019	9/27/2019	9/27/2019	

Figure 14: Checklist Tab with Packet and Forms in approved status

Once the Packet is submitted and approved, forms can be revised individually, but the Packet is not revised as a whole and its status will not change on the Checklist Tab. The individual revision of forms is covered in detail in [Section V](#) of this document and the status of those individual forms is displayed on the Applications Tab.

Note that the top part of the Checklist Tab shows the online forms and their status, and the bottom part of the tab view shows the status of the offline forms. All the online forms must be completed within CnpWeb. Some of the offline forms are templates that you can download and complete and then upload to CnpWeb. If an offline form is downloadable, a clickable icon will appear in the Downloads column. The icon shows you what program to use to complete the form. For example, a Word document would have an icon like so: .

3.2 Applications Tab

This is where you will access and complete On-Line forms. See [Figure 15](#) for an example of the Applications Tab as it would appear in the beginning of the Program Year before the Packet process has begun.

Sponsor Summary						A CHILD'S WORLD (JW)
Checklist	Applications	Claims	Payments	Users		
Assigned Specialist: No specialist currently assigned						Washington County
Number	Name	Revision	Status	Date Approved	Action	
	Sponsor Information Sheet	0				

Figure 15: Applications Tab at the beginning of the Packet process

Figure 16 is an illustration of what the Application Tab looks like once the Packet process has been completed. Note that the view is divided into three sections.

Sponsor Summary						ACHILD'S WORLD (JW)		
Checklist	Applications	Claims	Payments	Users				
Assigned Specialist: Julieta Adobatto (801) 538-7649 julieta.adobatto@schools.utah.gov						Washington County		
Number	Name	Revision	Status	Date Approved	Action			
>	Sponsor Information Sheet	2	Approved	12/17/2019				
	Sponsor Center Budget	0	Approved	10/2/2019				
	Sponsor Management Plan	0	Approved	10/2/2019				
Site Information Sheet(s)								
>	JW-1	+	CCC	A CHILD'S WORLD	1	Approved	11/15/2019	

Figure 16: Applications Tab at the end of the Packet process

The first section lists the online forms that pertain to Sponsor level information. The middle section contains Site Information Sheets for Centers of various types and the bottom section displays Provider Information Sheets. There are several navigational icons and buttons that will help you get around the Applications Tab. The following are examples of those controls and what they do.

3.2.1 Action buttons

These buttons are in the Action column on the far right side of the screen (see [Figure 17](#) Action buttons circled in blue). They allow you to view , add , edit and delete an On-Line form. In the case of adding, this may mean adding the very first version of a form, which is called Revision 0, or adding a subsequent version after Revision 0 has been approved.

Sponsor Summary						ALLIANCE FOR CHILDREN INC (M7)		
Checklist	Applications	Claims	Payments	Users				
Assigned Specialist: Louise Frey (801) 538-7686 Louise.Frey@schools.utah.gov						Salt Lake County		
Number	Name	Revision	Status	Date Approved	Action			
>	Sponsor Information Sheet	1	Pending Submission					
	FDCH Admin Budget	0	Approved	10/29/2019				
	FDCH Admin Budget	0	Approved	10/29/2019				
Site Information Sheet(s)								
>	M7-18	+	CCC	HOME AWAY FROM HOME	1	Approved	11/1/2019	
>	M7-21	+	CCC	INQUIRY ACADEMY	1	Approved	10/31/2019	
>	M7-22	+	CCC	KIDDIE KOVE	3	Approved	1/7/2020	
>	M7-19	+	CCC	LES PETITS, LLC	1	Approved	11/15/2019	
	M7-17	+	CCC	LITTLE LEAPERS CHILD CARE CENTER	0	Approved	10/29/2019	
	M7-23	+	CCC	LITTLE LEAPERS MILFORD	0	Approved	11/8/2019	
Provider Info Sheet(s)								
						Add Provider		
>	1362		Abalos, Sylvia		2	Approved	11/27/2019	
	4544		Abed, Faeza		0	Approved	10/29/2019	
	4530		Aguayo, Manjean		0	Approved	10/29/2019	
	4570		Alcazar, Rosmary		0	Approved	10/29/2019	
	3283		Allaga, Luisa		0	Approved	10/29/2019	

Figure 17: Applications Tab with examples of different buttons

3.2.2 Expansion/Contraction buttons

If there are any versions beyond Revision 0, the Expansion/Contraction buttons will appear next to the form in question. In [Figure 17](#), these buttons are circled in green. In this particular example, the Sponsor Information Sheet has a Revision 1 that is in Error status, it has an expansion button to the left of the form name. Clicking on that button will expand the row and display previous versions of the Sponsor Information Sheet. Right below it is a Sponsor Budget that has already been expanded. Note that it has a blue Contraction button displayed to the left of it. Also note how both revisions of the Budget are displayed and the previous version of 0 has a blue background to the left of that row.

3.2.3 Add Sites/Providers buttons

The Add buttons for a new Site Type and a new Provider are circled in red in [Figure 17](#). The Site add button is a plus sign  to the left of the Site Type. This button allows you to add a new site type to a single physical site. In the example given, you notice that the one physical site, "Test Site One", has both a CCC (Child Care Center) located there and an At-Risk site. This was accomplished by clicking this add button and then selecting the Site Type. The detailed process of adding a Center Information Sheet is covered in [Section IV](#) of this document. The Provider add button is quite different. Notice that it displays above the Provider Information Sheets section and it is distinctly different than the rest of the buttons on the page . The detailed process of adding a Provider Information Sheet is covered in [Section IV](#) of this document.

3.3 Claims Tab

The Claims Tab is where you can create and edit Sponsor and Site/Provider Claims. The Action buttons, circled in blue in [Figure 18](#), are the same as described in the Applications Tab section except for the Recap button .

Sponsor Summary						ALLIANCE FOR CHILDREN INC (M7)	
Checklist	Applications	Claims	Payments	Users			
Assigned Specialist: Louise Frey (001) 538-7696 Louise.Frey@schools.utah.gov				Salt Lake County			
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action		
Reimbursement Claims							
	October 2019	Sponsor Claim	1	Paid	\$229,984.77	  	
	October 2019	Sponsor Claim	0	Paid	\$227,992.75	  	
	November 2019	Sponsor Claim	1	Approved	\$195,942.14	  	
	December 2019	Sponsor Claim	0	Approved	\$198,466.01	  	
	January 2020	Claim can only be submitted as a One-Time Exception after 60 days.					  
	February 2020	Claim can only be submitted as a One-Time Exception after 60 days.					  

Figure 18: Claims Tab with buttons

The Recap button will take you to a Recap view of the Sponsor claim. Another important button is the Upload button (circled in red in [Figure 18](#)) . It is used to upload a data file that contains all of the sites' claim data. The detailed process on how to submit claims is covered in [Section VI](#) of this document. The final set of buttons you need to know about are the Expansion/Contraction buttons circled in green in [Figure 18](#). The Expansion button is gray It expands the Sponsor Claim rows and shows the Site/Provider Claims underneath it. Once expanded, the Site/Provider Claims rows will have a yellow background and the Contraction button is displayed to the left of the Month and Year for the Sponsor Claim. The Contraction button  if clicked will reduce the rows back to displaying only the Sponsor Claim.

3.4 Payments Tab

The Payments Tab lists Open Transactions in the top section and reimbursements known as Payments for claims submitted by the Sponsor and previously approved in the bottom section. Each payment could cover one or more Sponsor Claims. In [Figure 19](#) note that one of the payments is opened using an Expansion button (see the area circled in green).

Sponsor Summary						ALLIANCE FOR CHILDREN INC (MT)	
Checklist	Applications	Claims	Payments	Users			
Assigned Specialist: Louise Frey (801) 538-7696 Louise.Frey@schools.utah.gov						Salt Lake County	
Open Balance Transactions		Center Meals	Cash-In-Lieu	FDCH Meals	DCH Admin	Total Payable	
September 2017 Claim		-756.66	-50.46	0.00	0.00	-807.12	
October 2019 Advance		0.00	0.00	0.00	-9,120.84	-9,120.84	
November 2019 Claim		0.00	0.00	4,834.98	355.00	5,189.98	
December 2019 Claim		32,448.68	2,597.54	143,130.79	20,269.00	198,466.01	
Total Open Transactions		31,692.02	2,547.08	147,965.77	11,523.16	193,728.03	
Batch Number	Process Date	Center Meals	Cash-In-Lieu	FDCH Meals	DCH Admin	Total Payment	
3513	12/20/2019	26,665.78	1,990.72	143,453.68	20,229.42	192,339.60	
October 2019 Advance		0.00	0.00	0.00	-414.58	-414.58	
October 2019 Claim		0.00	0.00	1,860.02	142.00	2,002.02	
November 2019 Claim		26,665.78	1,990.72	141,593.66	20,502.00	190,752.16	
3506	11/20/2019	0.00	0.00	2,597.50	284.00	2,881.50	
3506	11/20/2019	32,225.79	2,505.39	172,617.57	20,229.42	227,578.17	
Total Payments		58,891.57	4,496.11	318,668.75	40,742.84	422,799.27	

Figure 19: Payments Tab with buttons

The Contraction button would be clicked to close that section down so that only the overall payment information row displays.

3.5 Users Tab

The Users Tab displays all of the users and their contact information associated with the selected Sponsor. See [Figure 20](#) for an illustration of the Users Tab.

Sponsor Summary		ALLIANCE FOR CHILDREN INC (M7)		
Checklist	Applications	Claims	Payments	Users
Assigned Specialist:	Louise Frey (801) 538-7696	Louise Frey@schools.utah.gov		Salt Lake County
User Name	E-Mail Address	Phone Number	Last Login	
Alliance Auditor			1/18/2020	
Paula Barton	afcbart@gmail.com	(801) 313-1090	1/17/2020	
Tawnya Kinder			1/10/2020	
TEST USER			5/7/2020	

Figure 20: Users Tab

How to Complete the Packet Process

4.1 What is a Packet?

A Packet is a group of online and offline forms that must be completed at the beginning of each Program Year in order to participate in the CACFP program. In other words, the State will approve all Sponsor's forms as a group before claims can be submitted in CnpWeb. After the Packet is approved, forms can be revised, submitted and approved individually.

Not all the forms discussed in this section are required for a Packet. There are a number of factors that affect which documents are required for a Sponsor. For instance, if a Sponsor only has Centers and does not have Home Providers then anything related to Providers (such as the Provider Information Sheet or DCH Sponsor Budget) will not show up on the Checklist and Applications Tab, and therefore will not be part of the Packet. The easiest way to know what forms are required is to complete the Sponsor Information Sheet first and the answers to those questions will automatically trigger a list of requirements that appear on your Checklist and Applications Tabs.

Once you have all the On-Line forms listed on the Applications Tab in Pending Submission status and have completed all of the required offline forms on the Checklist Tab, then a button to submit the Packet will appear on the bottom of the Checklist tab. Clicking that button will submit the entire Packet and place all the online forms in the Pending Approval Status. The State will review the Packet and either send it back to you with a form in Needs Correction status or it will Approve the Packet. If they send it back to you with a form in Needs Correction, correct the issue on the form, certify the form again and save it again. The Packet must be submitted again on the Checklist tab. Once everything is in Approved status the Packet process is complete. From this point forward, forms get revised and approved individually.

4.2 Online Forms versus offline Documents

Online forms include only those forms that allow data entry and saving within CnpWeb. These forms include the Sponsor and Site Information Sheets, Provider Information Sheets, Sponsor Budgets and Management Plans. Offline forms are forms that exist outside of CnpWeb but can be uploaded, emailed or mailed to the State as part of the Packet application process. Some of those forms are downloadable via CnpWeb and some are not. Regardless of where you get an Off-Line form and regardless of how you send that form to the State, it will be tracked through CnpWeb and you will need to enter the Date Sent for each one via the Sponsor Summary Checklist Tab as part of your Packet approval process.

4.3 How to use Offline Documents

In order to start managing your Off-Line documents in CnpWeb during the annual Packet approval process, you must first add and save the Sponsor Information Sheet. Even if you do not answer any questions on the Sponsor Information Sheet, the save process triggers some rules in the system that will ensure some documents appear in the offline documents list (see [Figure 21](#) circled in blue) and the buttons to access the Date Entry screen appear on the Checklist Tab. It is very important, however, to note that the full list of offline documents required for Packet approval will not be complete until all the online forms are complete. In other words, if you really want to be sure you submit all of the required offline documents it would be best to complete all the online forms first and then go to the Checklist Tab to begin working with the offline documents.

Checklist		Applications	Claims	Payments	Users
Item	Required	On-Line Forms	Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>		Sponsor Application		Errors
2.	<input checked="" type="checkbox"/>		Sponsor Budget Centers		Errors
3.	<input checked="" type="checkbox"/>		Sponsor Budget FDCH		Errors
4.	<input checked="" type="checkbox"/>		Institution Management Plan		Errors
5.	<input checked="" type="checkbox"/>		Site Information Sheets	3 of 3	Incomplete
6.	<input checked="" type="checkbox"/>		Provider Information Sheets	1 of 1	Incomplete

Item	Required	Off-Line Forms	Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.			Offfile Form					
2.			Addendum for At-Risk Sites					

Enter Dates for Required Off-Line Forms

Figure 21: Off-Line Documents List on the Checklist Tab

Note in Figure 21 above the blue upload buttons on the far right of the list. Also note that one of the document has a red PDF icon, which means that document can be downloaded as a PDF file and finally also notice the navy colored button in the lower left corner that says “Enter Dates for Required Off-Line Forms”.

Let’s use the downloadable PDF document as an example of how to use the offline documents. To fill out and submit Item #1 illustrated in Figure 21 above, you would first need to click on the PDF download icon. You will receive a prompt from the browser as to whether you want to Open, Save or Cancel the file (see Figure 22 below).



Figure 22: File download prompt

If you open it, it will open whatever program is associated with that type of file. In this example it is a PDF file so Adobe Acrobat Reader (if you have that installed on your computer) will open and display the file. If you click Save, you will have to decide where to save it on your computer and then open it up from that saved location.

Once you have the downloaded file open, fill it out and save it again. Then you have the option of uploading it in CnpWeb, emailing it to the State (if that is an option, check with your state administrator), or mailing it to the State.

To upload it within CnpWeb, you would click the light blue Upload icon  in the Action column for that document's row (see [Figure 21](#)). You will be prompted with the Choose a File dialog window (see [Figure 23](#) below).

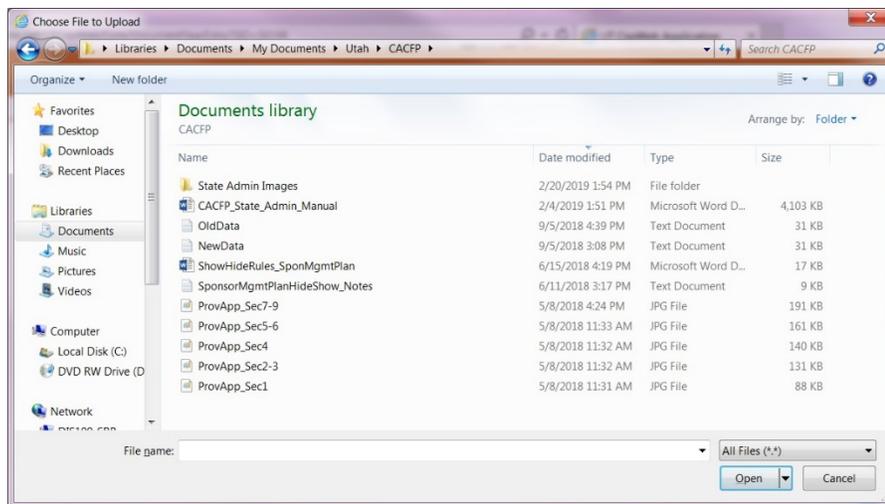


Figure 23: Choose a File to Upload

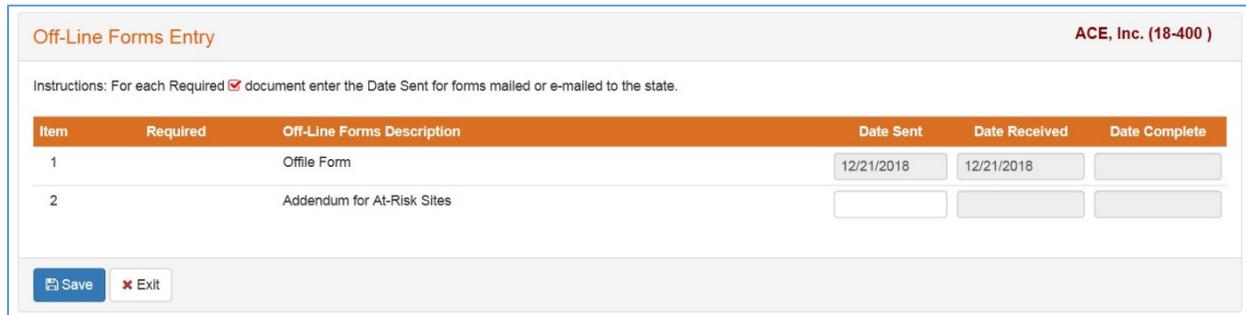
You can double click on the file name or click once and then click the Open button. Either way it will upload the document to CnpWeb and new Action buttons will appear in the offline documents list (see [Figure 24](#) below) as well as a Date Sent and Date Received. Now you can view the document you uploaded or delete it using the Action buttons.

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Offile Form		12/21/2018	12/21/2018		 
2.		Addendum for At-Risk Sites					

Enter Dates for Required Off-Line Forms

Figure 24: Off-Line documents list with an uploaded example

If you chose to email or mail the form to the State, then you will need to enter the Date Sent via CnpWeb. To do this, click the dark blue button labeled “Enter Dates for Required offline Forms”. The Enter Dates for Off-Line forms screen (see Figure 25 below) will appear. Enter the Date Sent for the mailed form (note the other fields are disabled) and click Save.



Item	Required	Off-Line Forms Description	Date Sent	Date Received	Date Complete
1		Offfile Form	12/21/2018	12/21/2018	
2		Addendum for At-Risk Sites			

Figure 25: Enter Dates for Off-Line Forms screen

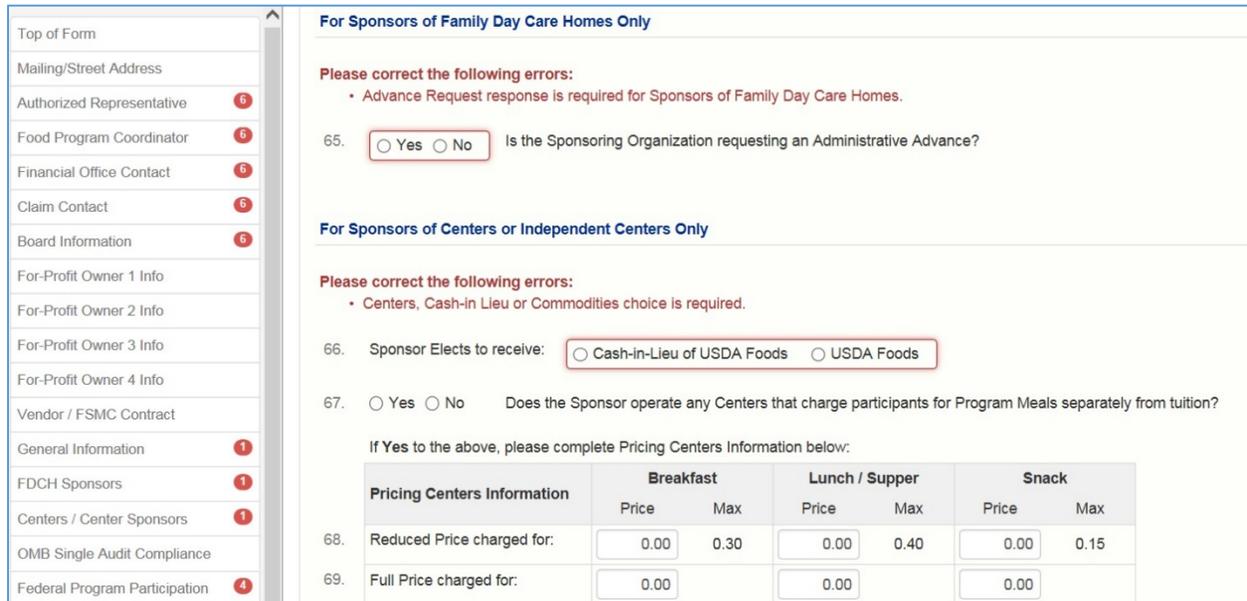
4.4 Online Form Statuses

The online forms go through a series of stages as you complete them called Statuses. Not every form goes through every status. The statuses typically occur in the following order: Errors, Pending Submission, Pending Approval, Needs Correction, and Approved. At the beginning of every Program Year during the Packet Approval process, the forms can only reach Approved status as a Packet. After the entire Packet has been approved, changes are made to individual forms only.

4.5 How to complete the Sponsor Information Sheet

Select the Program Year and then select the Applications Tab. Click the add button  for the Sponsor Information Sheet. If the Sponsor had an information sheet in the previous year, a good portion of that data (such as addresses, contact information, etc.) will roll over and display in the form. Review the pre-populated data and revise as necessary. Enter data in any fields that are empty. Check the Sponsor certification checkbox to indicate that the information is true and correct. Click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page.

There are probably going to be errors so the form will be in Errors status. Read the errors in red on the screen (see [Figure 26](#) below). Note in the illustration below the Errors are described in red at the top of each section, the fields involved are highlighted in red, and the number of errors in each section are indicated in red on the form’s menu to the left.



For Sponsors of Family Day Care Homes Only

Please correct the following errors:

- Advance Request response is required for Sponsors of Family Day Care Homes.

65. Yes No Is the Sponsoring Organization requesting an Administrative Advance?

For Sponsors of Centers or Independent Centers Only

Please correct the following errors:

- Centers, Cash-in Lieu or Commodities choice is required.

66. Sponsor Elects to receive: Cash-in-Lieu of USDA Foods USDA Foods

67. Yes No Does the Sponsor operate any Centers that charge participants for Program Meals separately from tuition?

If Yes to the above, please complete Pricing Centers Information below:

Pricing Centers Information	Breakfast		Lunch / Supper		Snack	
	Price	Max	Price	Max	Price	Max
68. Reduced Price charged for:	0.00	0.30	0.00	0.40	0.00	0.15
69. Full Price charged for:	0.00		0.00		0.00	

Figure 26: Sponsor Information Sheet with Errors

Correct any errors, re-check the form, click the sponsor certification checkbox, and click the Save button. If the form is error-free and you are completing the form during the Packet Approval process at the beginning of the Program Year, the form will go into Pending Submission status. It cannot be submitted to the State because the rest of the forms must be completed and the entire Packet must be submitted together. If it is revision 1 or greater, then the form will go into Pending Approval status instead.

4.6 How to complete the Site Information Sheet

To add a new Site Information Sheet click the Applications tab, find the row for the site you want to add to, and click add button for that site on the far right of the screen (see button circled in blue in [Figure 27](#) below).

Sponsor Summary						ALLIANCE FOR CHILDREN INC (M7)			
Checklist	Applications	Claims	Payments	Users					
Assigned Specialist: Louise Frey (801) 538-7696 Louise.Frey@schools.utah.gov		Salt Lake County							
Number	Name	Revision	Status	Date Approved	Action				
>	Sponsor Information Sheet	1	Pending Submission						
	FDCH Admin Budget	0	Approved	10/29/2019					
Site Information Sheet(s)									
>	M7-18	+	CCC	HOME AWAY FROM HOME	1	Approved	11/1/2019		
>	M7-21	+	CCC	INQUIRY ACADEMY	1	Approved	10/31/2019		
>	M7-22	+	CCC	KIDDIE KOVE	3	Approved	1/7/2020		
>	M7-19	+	CCC	LES PETITS, LLC	1	Approved	11/15/2019		
	M7-17	+	CCC	LITTLE LEAPERS CHILD CARE CENTER	0	Approved	10/29/2019		

Figure 27: Site Information Sheet add button circled in blue

The next screen will be the Site Type page (See Figure 28 below). Select the correct type for the Site you need.

Select Program Type					
Site: Little Leapers Milford		Sponsor: Alliance for Children Inc			
Program Description	Revision Number	Date Created	Date Approved	Status	
Child Care Center	0	11/5/2019	11/8/2019	Approved	
Adult Day Care Center					
Outside School Hours Center					
Head Start Center					
Homeless Shelter					
After School At Risk Meals and Snacks Center					

Figure 28: Site Type selection screen

Select the Program Type Code in the left-hand column. Since you can have more than one Site Type at a single physical site, this list of Program Types will list only those types that have not already been previously selected for that physical site. For example, if you select CCC for this first site type and then later come back to add another type to this physical site, CCC will no longer appear in the list.

The Site Information Sheet will open. If the Sponsor had an Information Sheet for this site last Program Year some data will rollover and display. If not, the form will be completely blank. Review any pre-populated data and revise it as necessary. Fill out any empty fields. If the information on the form is true and correct, check the sponsor certification checkbox and click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page.

There are probably going to be errors so the form will be in Errors status. Read the errors in red on the screen and correct them. The errors will be in red text in the section involved and the field involved will be highlighted in red. See [Figure 26](#) for an example of what a form looks like with errors. Correct any errors, re-check the sponsor certification checkbox and click the Save button.

To add a new Site Information Sheet for an **additional Center type operating at an existing site**, click the add button to the left of an existing Site Information Sheet (see Figure 29 below).

Sponsor Summary							ALLIANCE FOR CHILDREN INC (M7)		
Checklist		Applications			Claims	Payments	Users		
Assigned Specialist: Louise Frey (801) 538-7696 Louise.Frey@schools.utah.gov									Salt Lake County
Number	Name		Revision	Status	Date Approved	Action			
>	Sponsor Information Sheet		1	Pending Submission					
	FDCH Admin Budget		0	Approved	10/29/2019				
Site Information Sheet(s)									
>	M7-18	+ CCC	HOME AWAY FROM HOME	1	Approved	11/1/2019			
>	M7-21	+ CCC	INQUIRY ACADEMY	1	Approved	10/31/2019			
>	M7-22	+ CCC	KIDDIE KOVE	3	Approved	1/7/2020			
>	M7-19	+ CCC	LES PETITS, LLC	1	Approved	11/15/2019			
	M7-17	+ CCC	LITTLE LEAPERS CHILD CARE CENTER	0	Approved	10/29/2019			
	M7-23	+ At-Risk	LITTLE LEAPERS MILFORD	0	Errors				
	M7-23	+ CCC	LITTLE LEAPERS MILFORD	0	Approved	11/8/2019			
>	M7-5	+ CCC	MAKIKO'S #2	1	Approved	11/1/2019			
	M7-1	+ CCC	MAKIKO'S DAYCARE	0	Approved	10/29/2019			
	M7-13	+ CCC	OASIS MONTESSORI SCHOOLS	0	Approved	10/29/2019			

Figure 29: Site Type Add button circled in red

4.7 How to complete the Provider Information Sheet

To add a Provider Information Sheet, click the Add Provider button just above the Provider list on the Applications Tab (see Figure 30 below, button circled in blue).

>	M7-11	+ CCC	SUNNY CENTER	1	Approved	11/15/2019			
	M7-15	+ CCC	THE KID DEPOT	0	Approved	10/29/2019			
	M7-16	+ CCC	WONDERLAND DAYCARE	0	Approved	10/29/2019			
Provider Info Sheet(s)									
					Add Provider				
>	1362		Abalos, Sylvia	2	Approved	11/27/2019			
	4544		Abed, Faeza	0	Approved	10/29/2019			

Figure 30: Add Provider button circled in blue

If there is any rollover data, review it and revise as necessary. Fill in any empty fields. If the data is true and correct, check the sponsor certification checkbox and click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page. There will probably be errors (see [Figure 26](#) for an illustration of what a form looks like with errors) so correct them. Then re-check the SUNNY certification checkbox and click the Save button.

4.8 How to complete the Sponsor Budget for Centers

The Sponsor Budget is required if the Sponsor has at least one Center. The only exception to this would be a school that only runs an At-Risk site providing after school snacks. If the Sponsor has any other site types in addition to the At-Risk site, then the Budget will still be required. To add a Sponsor Budget, click the Add button on the far-right side of the screen (see [Figure 31](#), Add button circled in green). Complete all the required fields, check the sponsor certification checkbox and click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page. Next fix any errors and re-check the sponsor certification checkbox and click the Save button again.



Sponsor Summary						A CHILD'S WORLD (JW)	
Checklist	Applications	Claims	Payments	Users			
Assigned Specialist: Julieta Adobatto (801) 538-7649 julieta.adobatto@schools.utah.gov						Washington County	
Number	Name	Revision	Status	Date Approved	Action		
	Sponsor Information Sheet	0	Errors				
	Sponsor Center Budget	0					
	Sponsor Management Plan	0					
Site Information Sheet(s)							
JW-1		A CHILD'S WORLD					

Figure 31: Applications Tab, add buttons for a Budget and Management Plan circled

4.9 How to complete the DCH Sponsor Budget

The DCH Sponsor Budget will only be required if the Sponsor has at least one Provider. The only exception to this would be a school that only runs an At-Risk site providing after school snacks. To add a DCH Sponsor Budget, click the Add button on the far-right side of the screen (similar to the Add buttons shown on Figure 31). Complete all of the required fields, check the sponsor certification checkbox and click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page. Next fix any errors and re-check the sponsor certification checkbox and click the Save button again.

4.10 How to complete Institution Management Plan

The Institution Management Plan is required for all Sponsors regardless of whether they have Centers or Providers unless they only have a single school At-Risk site that provides after school snacks. To add a Management Plan, click the Add button on the far-right side of the screen (see Figure 31 above, Add button circled in red).

Complete all of the required fields, check the sponsor certification checkbox and click the Save button. You will be prompted to Exit or Continue. Exit takes you out of the form back to the Sponsor Summary screen and Continue updates the form but leaves you on the form page. Next fix any errors and re-check the sponsor certification checkbox and click the Save button again.

How to Revise Forms

The first version of a form is called Revision 0 and it is completed as part of the Packet application process at the beginning of the Program Year. Once the entire Packet has been approved, online forms must be revised individually. Those approved forms and the buttons for revising them are illustrated in Figure 32 below.

Sponsor Summary					BOYS/GIRLS CLUB OF GREATER SL (N2)		
Checklist	Applications	Claims	Payments	Users			
Assigned Specialist: Hafsa Zahid (801) 538-7552 Hafsa.Zahid@schools.utah.gov				Salt Lake County			
Number	Name	Revision	Status	Date Approved	Action		
>	Sponsor Information Sheet	1	Approved	12/23/2019	View +		
	Sponsor Center Budget	0	Approved	11/4/2019	View +		
	Sponsor Management Plan	0	Approved	11/4/2019	View +		
Site Information Sheet(s)							
>	N2-2	+	At-Risk	BOYS & GIRLS CLUB OF SOUTH VALLEY	1	Pending Submission	View +
>	N2-2	+	CCC	BOYS & GIRLS CLUB OF SOUTH VALLEY	1	Pending Submission	View +
	N2-1	+	At-Risk	BOYS/GIRLS CLUB OF GREATER SL	0	Approved	View +

Figure 32: Approved forms showing Revision 0 and Revision buttons

As you can see in the illustration above some of the forms are Revision 0, in Approved status and have the View and Add buttons available. Clicking on the Add button will open a new form (see Figure 33 below) with all of the Revision 0 information in it, the new Revision number (in this case 1) and the form in Pending Submission status.

Once you've revised information on the form, you must re-check the sponsor certification checkbox and click the Save button. The individual form will go into Pending Approval status (if there are no errors). The State will review the form and either Approve it or send it back to you in Needs Correction status. Once it has been approved, if you were to view the form (see Figure 33 below) notice that the number of revised fields will appear in blue in the form's navigational menu on the left and the revised fields are highlighted in blue on the form itself.

Top of Form

- Mailing/Street Address 2
- Authorized Representative
- Food Program Coordinator
- Financial Office Contact
- Claim Contact
- Board Information
- For-Profit Owner 1 Info
- For-Profit Owner 2 Info
- For-Profit Owner 3 Info
- For-Profit Owner 4 Info
- Vendor / FSMC Contract
- General Information

Maine Department of Education

Sponsor Application 2017 - 2018 Program Year

AAA Test Approved

A100 Revision 1

D-U-N-S® Number

View Mode: Any changes entered cannot be saved to the database. X

Mailing Address

1. Address 1:

2. Address 2:

3. City:

Street Address

Address 1:

Address 2:

City:

Figure 33: Revised form in View Mode

How to Submit Claims

In order to submit a Claim, the Program Year Packet must be in Approved status. The Sponsor has the option of A) Uploading a Site Claim Data File, or B) Entering Claim Data for each Site. Those Sponsors with a lot of sites are encouraged to use the Uploading process. Both methods will be described here.

6.1 Uploading Site Claim Data File

First, select the Claims tab and then click the Upload Site Claim Data file button (see Figure 34 below, button circled in blue).

Sponsor Summary					BOYS/GIRLS CLUB OF GREATER SL (N2)	
Checklist	Applications	Claims	Payments	Users		
Assigned Specialist: Hafsa Zahid (801) 538-7552 Hafsa.Zahid@schools.utah.gov					Salt Lake County	
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action	
Reimbursement Claims						
October 2019	Sponsor Claim	0	Paid	\$5,066.66	\$	+ 
November 2019	Sponsor Claim	0	Paid	\$4,439.05	\$	+ 
December 2019	Sponsor Claim	0	Approved	\$3,963.63	\$	+ 
January 2020	Claim can only be submitted as a One-Time Exception after 60 days.					+ 
February 2020	Claim can only be submitted as a One-Time Exception after 60 days.					+ 
March 2020	Claim should be entered between 4/1/2020 and 6/1/2020					+ 
April 2020	Claim should be entered between 5/1/2020 and 6/29/2020					+ 
May 2020	Claim should be entered between 6/1/2020 and 7/30/2020					
June 2020	Claim should be entered between 7/1/2020 and 8/31/2020					
August 2020	Claim should be entered between 9/1/2020 and 10/30/2020					
September 2020	Claim should be entered between 10/1/2020 and 11/30/2020					
YTD Claim Totals				\$13,469.34		

Figure 34: Upload claims file button on the Claims Tab

You will receive the Upload Claims page (see [Figure 35](#) below).

CACFP
Maine Department of Education

Claim Upload
December 2017

AAA Test (A100)

Instructions: Click on the "Select File" button to select a file and upload claims from your PC.

Figure 35: Upload Claims File page

The select a file dialog window will open (see Figure 36 below). Double click on the file you want to upload or click the file once and click the Open button. CnpWeb will try to analyze the file you have selected and if there are errors it will notify you. If the file is acceptable, then it will tell you that as well. Note: the file must be in a very particular format as an Excel spreadsheet or a comma delimited file. See the Help page for examples of an acceptable upload claim data file.

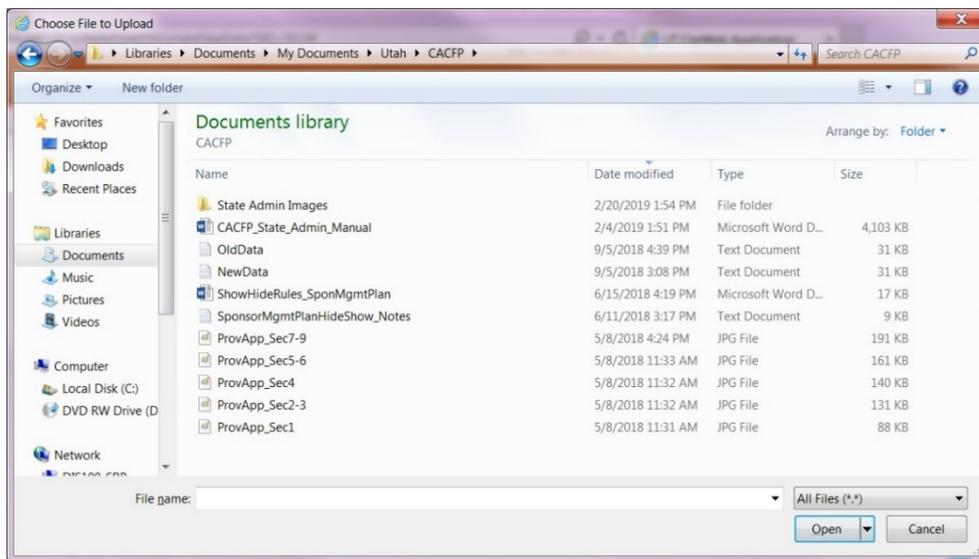


Figure 36: Choose a File Upload dialog window

Once all the site data has been uploaded, if there were no errors then all of the Site Claims will be in “Complete” status. The Sponsor claim will also have been automatically created, but it is not yet complete. Edit the Sponsor Claim by clicking the Edit button in the far-right hand side of the screen. Review the information on it, check the sponsor certification checkbox and click the Save button. This will submit both the Sponsor and Site Claims, which will then be in Pending Approval status. The State will review and approve them. When a Sponsor Claim is in an Approved status, it will be processed in the next payment batch.

6.2 Entering Claim Data for each Site

Select the Claims tab, click the Expansion button of the Claim Month to see Sites. Click the Add button on the right side of the screen to add that Site Claim. Enter Site Claim data and then click the Save button. Correct any errors until the Site Claim is in a Complete status.

Repeat these steps for each Site Claim. Once all of the Site Claims are in a status of Complete, the Sponsor Claim must be edited, certified and saved. The Sponsor and Site Claims will then be in Pending Approval status. The State will review and approve them. When a Sponsor Claim is in an Approved status, it will be processed in the next payment batch.