CACFP At-Risk Application Process:

- ☐ **Watch CACFP 101 Webinar online: https://www.maine.gov/doe/schools/nutrition/cacfp/atrisk**
- ☐ **Take At Risk 101 Quiz: https://www.maine.gov/doe/schools/nutrition/cacfp/atrisk**
- ☐ **Go to: https://www.maine.gov/doe/schools/nutrition/claims**
  - o **Under Access and Permissions:**
    - ▪ **Complete the "CNPweb Agreement Revision Form" to add the CACFP to your current agreement with the State Agency**
    - ▪ **Complete the "CACFP User Request Form" to Update/Add user(s)/permissions to CACFP Agreement**
      - • *When completing the CNPweb CACFP User Request Form- Please keep in mind there should be two people trained in all aspects of CACFP __AND__ the claim will need to be processed and approved by two different users.*
        - o *Sponsor Admin- Claim Filer*
        - o *Claim Approver*
    - ▪ **Attach the Forms to an email and send to child.nutrition@maine.gov**
      - • In the body of the email, please make sure to include the District's Federal ID Number.
- ☐ **The CNPweb Administrator will send you an email when new users and/or CACFP Access have been granted**

- ☐ **Log in to CNPweb here:** https://me.cnpus.com/cnp/Login
  You may be prompted to change your password.

- ☐ **Notice Page:** This is where the State Agency may post important information regarding CNPweb or claims. Be sure to read before *clicking Next Page*

- ☐ **Program Year Selection:** Click on the current program year

- ☐ **Sponsor Summary Screen:** This is where you will see the status of your application as well as any **"Offline Forms"** that will need to be downloaded/signed/uploaded

- ☐ **Click on "Applications" Tab:** You will see a row that says "Sponsor Application and on the far-right a (+) button. *Click on the (+) button to start the application*.

- ☐ **Sponsor Application:** Click the blue "Save" button before entering any information. Then click "Continue". Answer all questions if applicable using the "Pre-Application Handout- Sponsor Application" as a guide. Please click save often. If you need to exit the application at any point, be sure to click the save button to keep information previously entered. As you save, any missing information or errors will be represented in red text. The text should explain the reason for the error. Once all errors are gone, click question #76 to certify that the information is accurate and correct. Click save. If done correctly, the application should save in "Pending Submission Status". Click Exit to go back to the Sponsor Application screen.

- ☐ **Site Information Sheet:** All site names (included in the "CNPweb Agreement Revision Form") should appear under the section titled "Site Information Sheet(s)". Click on the (+) button on the far right of the screen. A box will appear asking what type of site this is. Click "Afterschool At-Risk Meals and

Snacks Center". You will then be redirected to the site sheet. Answer all questions if applicable using the "Pre-Application Handout- Site Application" as a guide. Please click save often. If you need to exit the site sheet at any point, be sure to click the save button to keep information previously entered. As you save, any missing information or errors will be represented in red text. The text should explain the reason for the error. Once all errors are gone, click question #40 to certify that the information is accurate and correct. Click save. If done correctly, the site sheet should save in "Pending Submission Status". Click Exit to go back to the Sponsor Application screen. Repeat this process for each site sheet listed on the Sponsor Application screen.

☐ **Click on the "Checklist Tab"** and complete the following:

- o **CACFP Agreement**- *Click the blue download button, print, read, sign, and upload using the blue upload button on the far-right of the screen.*

- o **Proof of CACFP Training**- *Click the red Adobe button, train your staff on the seven required topics, train anyone with CACFP duties, <u>AND</u> their immediate supervisor. Document provided training with a dated sign-in sheet and an agenda listing all seven required topics. Scan/save onto your computer and click the blue upload button on the far right of the screen.*
    <u>REMEMBER-</u> *Annual In-House Training is specific to your district's processes- required topics to be covered are: Civil Rights, Point of Service Meal Counts, Meal Pattern, Record Keeping, Claim Review, Claim Submission, and Reimbursement Systems. The At Risk 101 training provided by the State Agency **does not** count towards the required In-House Training. Training can be job-specific; Civil Rights training must be given to all staff! Make sure volunteers, coaches, teachers, and backup staff are trained as well!*
- o **Disclosure Guidance**- *Click the blue download button, save a copy to the desktop, read, and if you agree to follow the guidance, upload using the blue upload button on the far-right of the screen.*
- o **Milk Requirements-** *Click the blue download button, save a copy to the desktop, read, and if you agree to follow the guidance, upload using the blue upload button on the far-right of the screen.*
- o **Job Descriptions-** *Combine all Food/Nutrition Staff involved in CACFP job descriptions, scan into one document, and upload using the blue upload button on the far-right of the screen.*
- o **Field Trip/Sports Team Schedules-** *Upload schedules using the blue upload button on the far-right of the screen if sending At-Risk Afterschool Meals/Snacks on field trips or with sports teams. *Reminder: Coaches, Volunteers, and School Teachers must be trained on accountability, meal counts, attendance, etc., before taking on CACFP duties.*
- o **Health & Safety Checklist-** *Download and complete the form for any unlicensed At-Risk Site before operation, upload into CNPweb using the blue upload button on the far-right of the screen.*
- o **Unaffiliated Center Agreement-** *Download and complete the form if the site is not a legal entity of the School District. Download and complete the form with the site staff. Upload signed copies using the blue upload button on the far right of the screen.*
- o **Press Release-** *Download At-Risk Press Release from the checklist tab, personalize, and send the press release to the newspaper/media outlet. *Districts do not need to pay to have a press release published. Upload proof that the press release was sent to the newspaper/media outlet using the blue upload button on the far right of the screen.*

- o **Wage/Salary Scale-** *Upload wage/salary scale for food service staff using the blue upload button on the far-right of the screen.*
- o **CNPWeb User Access Annual Certification Form-** *Authorized Representative noted in the application should download and complete the certification form. This form certifies that all users have correct access to the agreement in CNPWeb. This form will need to be completed twice a year.*
- o ***Upload any other applicable documentation that applies to your district.***

☐ Once all required Offline forms have been uploaded, a blue button will appear at the bottom of the offline forms list that says, **"Submit for State Agency Approval"**. Once clicked, the status of the Sponsor Application and Site Information Sheets should change from "Pending Submission" Status to "Pending Approval Status".

☐ When the application is in "Pending Approval Status," the State Agency will have the ability to view, send back for corrections, or approve the application. If an application is sent back for corrections, the status will change from "Pending Approval Status" to "Needs Correction" or "Error Status". Once inside that specific application or site sheet, the notes/corrections from the State Agency will be listed at the top of the page. Correct the errors and resubmit to the State Agency for approval using the process listed above. It's essential after applying to the State Agency to check CNPweb often, to ensure your application is not in "Needs Correction" status.

☐ Once the State Agency approves the application, the status changes to "Approved". Any changes to the application or site sheets after the application has been approved will need to be made by revision. To revise an approved application or site sheet, click on the (+) on the far-right side of the screen. Make the needed changes and resubmit to the state agency to approve. This application is a living document and is expected to undergo frequent changes. Please be sure to keep your application up to date with any/all changes.