A background image showing a group of children in a school cafeteria. They are standing at a food service counter, looking at various food options. The image is overlaid with a semi-transparent blue filter.

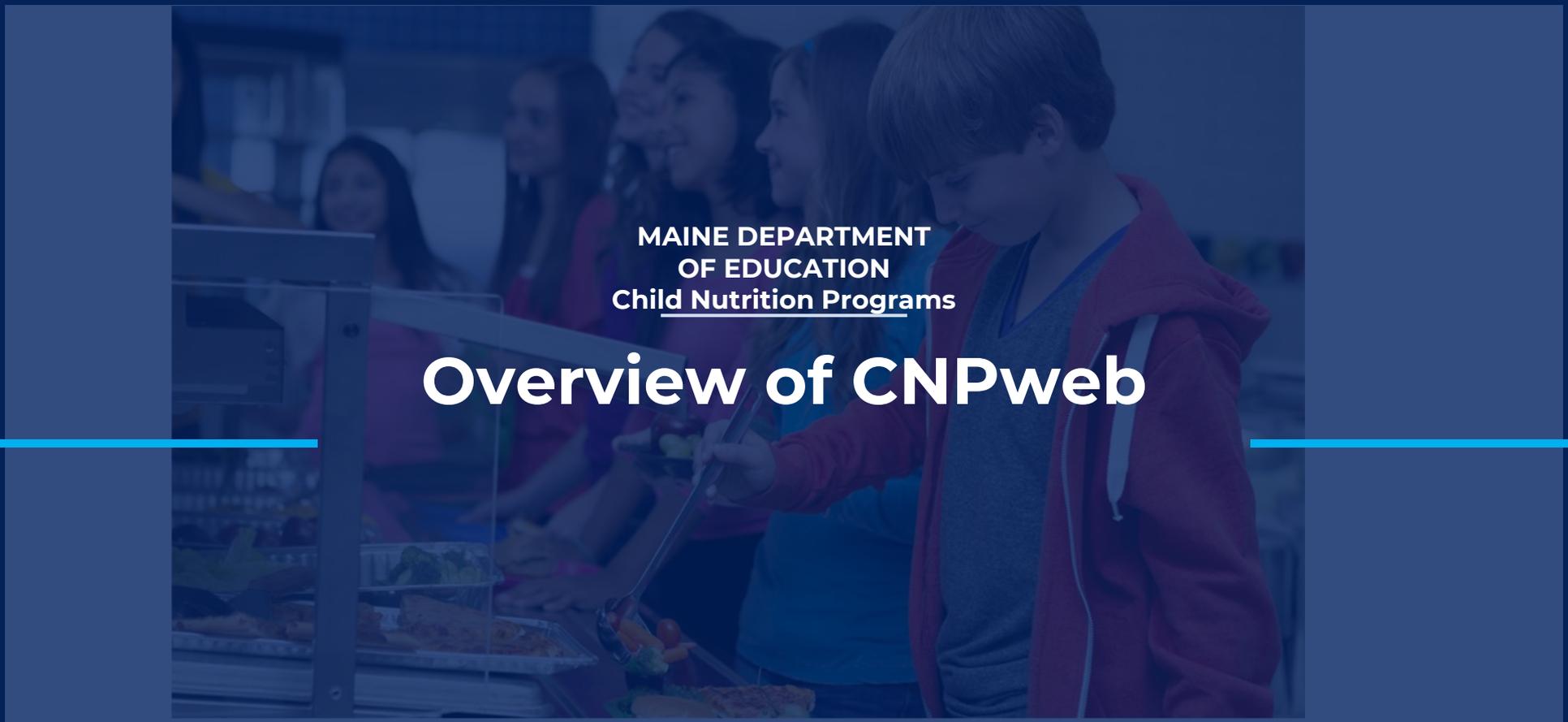
MAINE DEPARTMENT  
OF EDUCATION  
Child Nutrition Programs

# Maine DOE Child Nutrition Navigating CNPweb

August 15, 2024

Jodi Truman, Child Nutrition 207-624-6877





MAINE DEPARTMENT  
OF EDUCATION  
Child Nutrition Programs

# Overview of CNPweb

# Agenda

- Learn about:
  - Login
  - User Access
  - Landing Page
  - SNP Bar
  - Sponsor Summary Tabs
    - Checklist
    - Applications
    - Forms
  - Claims
  - Claim Payments
  - User Access



# Maine.gov Child Nutrition Website



The screenshot shows the website's navigation menu with options: About, Offices, Educators, Learning, Initiatives, School Services, and Data & Funding. The breadcrumb trail is: Home → Maine Schools → Child Nutrition → Child Nutrition. The left sidebar contains the following links: Child Nutrition Home (highlighted with a blue arrow), Programs, CNPWeb/NEO, Student Eligibility & Applications, Financial, Legal References, Webinars and Training, and Contact Us. The main content area features a banner with a photo of a child and the text 'CHILD NUTRITION'. Below the banner is a paragraph of text and two buttons: 'Join the Child Nutrition Mailing List' and 'Join the CACFP Mailing List'.

## Child Nutrition



A hungry child cannot learn. The Maine Department of Education Child Nutrition is proud to support several federal programs for the health and well-being of Maine's children and youth. Each of these programs helps fight hunger and obesity by reimbursing organizations such as schools, childcare centers, and after-school programs for providing healthy meals to children. Resources for school food service professionals as well as access to guidance and regulatory information, are provided here to support these programs. Child Nutrition oversees several United States Department of Agriculture (USDA) Food and Nutrition Services programs and initiatives that provide healthy food to children.

[Join the Child Nutrition Mailing List](#)

[Join the CACFP Mailing List](#)

# CNPweb Login

## User Access Groups

### Sponsor Admin:

- Application,
- Claims,
- October Survey,
- Verification,
- Financial Report
- FFVP

### Claim Approver:

- This is the Superintendent / Legal Agent - Claim Approver

### View Only

Welcome to **CNPweb**

**Maine Department of Education**

**Child Nutrition**  
Maine Department of Education

**Sign In**

Enter User Id:

Enter Password:

[Forgot User ID?](#)  
Contact Maine DOE at (207)624-6842

[Forgot Password?](#)

**Login**

# CNPweb Login Process

## Program Selection

Program Code	Program Description
<a href="#">SNP</a>	School Nutrition Programs
<a href="#">SFSP</a>	Summer Food Service Program
<a href="#">FDP</a>	Food Distribution Program (USDA Foods)

[Next Page >>](#)

### Program Year 2025 Applications Are OPEN!

**FY25 Annual Application Guide is located in the Help Tab.**

Application questions contact: [jodi.truman@maine.gov](mailto:jodi.truman@maine.gov)

### Program Year 2024 Annual Financial Report

Once you have reported your revenue and expenses for F2024 you can submit your Annual Financial Report in CNPWeb.

The Annual Financial Report will need to be completed in program year 2024 before September 1, 2024.

User guide is located in the Help Tab, additional questions contact: [jodi.truman@maine.gov](mailto:jodi.truman@maine.gov)

Last Updated: 7/26/2024 8:48:47 AM

[Next Page >>](#)

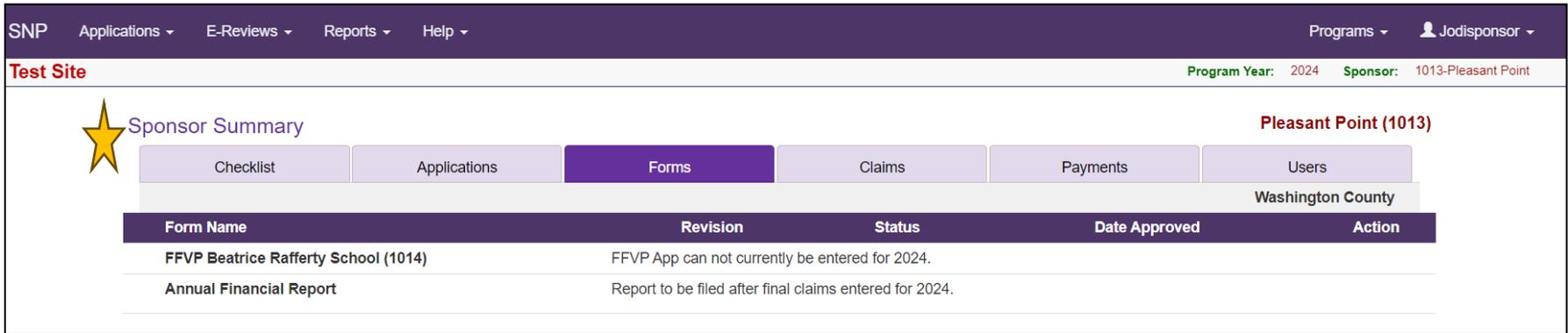
## Program Year Selection

Program Year	Program Begin Date	Program End Date
<a href="#">2019</a>	July 1, 2018	June 30, 2019
<a href="#">2020</a>	July 1, 2019	June 30, 2020
<a href="#">2021</a>	July 1, 2020	June 30, 2021
<a href="#">2022</a>	July 1, 2021	June 30, 2022
<a href="#">2023</a>	July 1, 2022	June 30, 2023
<a href="#">2024</a>	July 1, 2023	June 30, 2024
<a href="#">2025</a>	July 1, 2024	June 30, 2025

# Landing Page

There are two parts to the landing page

- SNP Bar 



The screenshot shows the SNP Bar interface. At the top, there is a navigation bar with 'SNP' and several dropdown menus: 'Applications', 'E-Reviews', 'Reports', and 'Help'. On the right side of the navigation bar, there are 'Programs' and 'Jodisponsor' dropdown menus. Below the navigation bar, the text 'Test Site' is displayed on the left, and 'Program Year: 2024' and 'Sponsor: 1013-Pleasant Point' are displayed on the right. The main content area is titled 'Sponsor Summary' and includes a yellow star icon. Below the title, there is a horizontal menu with tabs for 'Checklist', 'Applications', 'Forms' (which is highlighted in purple), 'Claims', 'Payments', and 'Users'. Below the tabs, the text 'Washington County' is displayed. A table with the following columns is shown: 'Form Name', 'Revision', 'Status', 'Date Approved', and 'Action'. The table contains two rows of data:

Form Name	Revision	Status	Date Approved	Action
FFVP Beatrice Rafferty School (1014)		FFVP App can not currently be entered for 2024.		
Annual Financial Report		Report to be filed after final claims entered for 2024.		

- Sponsor Summary 

# SNP Bar

SNP Applications ▾ E-Reviews ▾ Reports ▾ Help ▾

Programs ▾  Jodisponsor ▾

Test Site

Program Year: 2024 Sponsor: 1013-Pleasant Point

- **Applications** – Takes you back to the Sponsor Summary Page
- **E-Reviews** – Used with an Administrative Review
- **Reports** – Sponsor and Accounting Reports
- **Help** – **All your User Guides for CNPweb**
- **Programs** – You can toggle between programs (SFSP, FDP)
- **Login User** – Logout
- **Program Year** – Toggle between program years.
- **Sponsor** – For those Directors that have one than one District you can switch from here.

# Sponsor Summary Tabs



Sponsor Summary Pleasant Point (1013)

Checklist	Applications	Forms	Claims	Payments	Users
					Washington County
Form Name	Revision	Status	Date Approved	Action	
FFVP Beatrice Rafferty School (1014)		FFVP App can not currently be entered for 2024.			
Annual Financial Report		Report to be filed after final claims entered for 2024.			

- **Checklist**
- **Applications**
- **Forms**
- **Claims**
- **Payments** – Lists the breakdown of your claim payments
- **Users** – Lists all users that have access to CNPweb.

# Sponsor Summary Tab - Checklist

- Checklist** – Used during the yearly application process, required documents are uploaded here. There is also a section for “As Needed” this may be used for uploads for the program year as directed by Child Nutrition.

Sponsor Summary						Pleasant Point (1013)	
Checklist		Applications	Forms	Claims	Payments	Users	
						Washington County	
Item	Required	On-Line Forms Description	Count/Date		Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet			Errors		
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1		Incomplete		
Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program					
2.	<input checked="" type="checkbox"/>	Policy Statement for free and reduced price benefits					
3.	<input checked="" type="checkbox"/>	Agreement to Participate in CEP					
4.		Agreement to Participate in Provision II					
5.	<input checked="" type="checkbox"/>	Attestation of compliance with meal pattern requirements					
6.		Free & Reduced Price Meal Application and Household Letter					
7.		Direct Certification Eligibility notification letter					
8.		Free Eligibility Notification Letter					
9.		Reduced-price Eligibility Notification Letter					
10.		Denied Eligibility Notification Letter					
11.		Paid Lunch Equity (PLE) Tool					
12.		FSMC Contract/Renewal Agreement					
13.	<input checked="" type="checkbox"/>	FFVP Agreement					
14.	<input checked="" type="checkbox"/>	CNPWeb User Access Annual Certification Form					
15.		Attestation for Non-Congregate Service in SSO					
Item		Off-Line Forms - As Needed	Downloads	Date Sent	Date Received	Date Complete	Action

# Sponsor Summary Tab - Application

Sponsor Summary Pleasant Point (1013)

Checklist **Applications** Forms Claims Payments Users

Washington County

Number	Name	Revision	Status	Date Approved	Action
<b>Sponsor Information Sheet</b>		0	Pending Submission		  
<b>Site Information Sheet(s)</b>					
1014	Sipayik Elementary School	0	Pending Submission		 
<b>Community Eligibility Provision Application</b>					
		0	Pending Approval		

- Applications** – This is your Districts yearly application to participate in NSLP/SBP. The Sponsor Information Sheet and Site Information Sheet(s) are listed here. Throughout the year you may need to make a **revision** to your Approved Application.

# Sponsor Summary Tab - Forms

Sponsor Summary Pleasant Point (1013)

Checklist Applications **Forms** Activities Claims Payments Users

Washington County

Form Name	Revision	Status	Date Approved	Action
FFVP Sipayik Elementary School (1014)	0	Approved	5/17/2023	
October Survey	0	Approved	12/5/2023	
Annual Financial Report	Report to be filed after final claims entered for 2024.			
Verification Summary	Complete as soon as possible on or after October 1, 2023 to determine verification sampling options and the number of applications to verify.			
Verification Results	Verification is to be finalized and reported to MDOE by November 15, 2023. <b>Verification is past due.</b> Verification Summary must be complete before the results can be entered.			
Community Eligibility Provision Notification		Approved		

- **Forms** – FFVP Application, October Survey, Annual Financial Report, Verification Summary, Verification Results and CEP Notification are found here.

# Sponsor Summary Tab Claims

Sponsor Summary Pleasant Point (1013)

Checklist Applications Forms **Claims** Payments Users

Date of Last One Time Exception: None Washington County

**WARNING: Approaching limit of FFVP allocated funds. Remaining FFVP funds = \$0.00**

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
📁 September 2023	Sponsor Claim	0	Paid	\$13,744.35	\$ 👁 +
📁 October 2023	Sponsor Claim	0	Paid	\$17,038.66	\$ 👁 +
📁 November 2023	Sponsor Claim	0	Paid	\$12,019.49	\$ 👁 +
📁 December 2023	Sponsor Claim	0	Paid	\$9,324.30	\$ 👁 +
📁 January 2024	Sponsor Claim	0	Paid	\$14,949.61	\$ 👁 +
📁 February 2024	Sponsor Claim	0	Paid	\$10,926.04	\$ 👁 +
📁 March 2024	Sponsor Claim	0	Paid	\$13,215.69	\$ 👁 +
> 📁 April 2024	Sponsor Claim	1	Paid	\$12,109.05	\$ 👁 +
📁 May 2024	Sponsor Claim	0	Paid	\$16,229.07	\$ 👁 +
📁 June 2024	Sponsor Claim	0	Paid	\$6,572.49	\$ 👁 +

- **Claims** –Monthly claim submission is completed here and Local Foods (LFS) Submission.

# Sponsor Summary Tab – Claims cont.

## Regular Claiming and Provision II Base Year:

Sponsor Summary Acton Public Schools (2)

Checklist Applications Forms **Claims** Payments Users

York County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ -
August 2023	Claims should be entered between the 1st and the 8th of the month.				

Sponsor Summary Acton Public Schools (2)

Checklist Applications Forms **Claims** Payments Users

York County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ -
3	Acton Elementary School			\$0.00	+

When completing a claim, open the folder next to the Month (highlighted above). The school site now opens to enter claiming.

Meals / Milk Served	Lunch	Breakfast	Snack	Special Milk
1. Free	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Reduced	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Total Meals Served	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Operating Days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6. Avg Daily Participation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Eligibility Information</b>				
	<b>Meals</b>	<b>Special Milk</b>		
7. Free Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>		
8. Reduced Eligible Children	<input type="text" value="0"/>			
9. Paid Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>		
10. Total	<input type="text" value="0"/>	<input type="text" value="0"/>		

Question 1-5: Enter total meals served by eligibility.  
(Free/Reduced/Paid)

Question 7-9: Total enrollment by eligibility for site.

# Sponsor Summary Tab – Claims cont.

## Provision II Year 2-4:

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
July 2023	Claims should be entered between the 1st and the 8th of the month.				
5	Alexander Elementary			\$0.00	

Meals / Milk Served	Provision 2 Yr Calc Lunch	Provision 2 Yr Calc Breakfast	Snack	Special Milk
1. Free	43	20	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Reduced	0	0	<input type="text" value="0"/>	
3. Paid	57	30	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Total Meals Served	<input type="text" value="100"/>	<input type="text" value="50"/>	0	0
5. Operating Days	<input type="text" value="15"/>	<input type="text" value="15"/>	0	0
6. Avg Daily Participation	7	3	0	0
Eligibility Information	Meals	Special Milk	Provision 2 Lunch	Provision 2 Breakfast
7. Free Eligible Children	<input type="text" value="14"/>	<input type="text" value="0"/>	42.80 %	40.30 %
8. Reduced Eligible Children	<input type="text" value="0"/>		0.00 %	0.00 %
9. Paid Eligible Children	<input type="text" value="21"/>	<input type="text" value="0"/>	57.20 %	59.70 %
10. Total	35	0	100.00 %	100.00 %

4. Enter total meals served for Breakfast and Lunch

5. Enter number of Operating Days

Once saved, system will compute # 1.-3. based on your base year claiming percent. Percentages are listed in 7. -9.

7. – 9. System enters the sites Enrollment Eligibility based on the base year. This is the same percentage for each month.

# Sponsor Summary Tab – Claims cont.

## CEP Claiming:

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
📁 July 2023	Sponsor Claim	0	Paid	\$935.00	\$ 👁
128	Dawn F Barnes Elementary Sch	0	Paid	\$935.00	\$ 👁 +

Meals / Milk Served	C.E.P. Lunch	C.E.P. Breakfast	Snack	Special Milk
1. Free	125	125	0	0
2. Reduced	0	0	0	
3. Paid	0	0	0	0
4. Total Meals Served	125	125	0	0
5. Operating Days	20	20	0	0
6. Avg Daily Participation	6	6	0	0
<b>Eligibility Information</b>				
	Meals	Special Milk	C.E.P.	
7. Free Eligible Children	150	0	100.00 %	
10. Total	150	0	100.00 %	

4. Total Meals Served for Lunch and Breakfast are entered.

5. Operating Days for the month are entered.

10. Total Enrollment for site is entered

System does the calculation based on your CEP claiming percent. #1. will change based on that percent.

# Sponsor Summary Tab – Claims cont.

## Local Foods and Approval:

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
July 2023	Sponsor Claim	0	Pending Submission	\$0.00	
3	Acton Elementary School	0	Complete	\$1,057.60	

**Local Foods Fund**

21. I hereby submit receipts for produce, value-added dairy, protein or minimally processed foods purchased directly from a farmer or farmers' cooperative, local food hub, local food processor or food service distributor in the State of Maine and used in the School Food Service Program. The produce was not offered in the Federal Fresh Fruit Vegetable Program.

Enter 1/3 of Receipt total (pre-tax):

**Certification**

22.  Check here to **Certify this claim.**

*"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise."*

23.  Check here to **Approve this claim.**

### Local Foods Fund:

21. If you have excepted Local Foods Funds (LFS). Enter the total amount requesting for the month and upload your Federal Local Foods summary page with receipts. **Disregard the 1/3 receipt total.** Do not start requesting funds until you here from us. Be watching the **Thursday Update** for notification.

### Certification:

22. Claim Filer – Must check box 22. Then Save.

23. Claim Approver – Must log in and check box 23. Then Save. This will complete your claim submission and your Claim Status will change to "Approved"

# Sponsor Summary Tab – Claims cont.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
July 2023	Sponsor Claim	0	Pending Submission	\$1,057.60	\$ [eye] [pencil]
3	Acton Elementary School	0	Complete	\$1,057.60	\$ [eye] [pencil]

SNP - School Nutrition Programs				Maine Department of Education	
Sponsor Claim Reimbursement Summary				July 2023	
Acton Public Schools (2)				Pending Submission	
				Revision 0	
				Original Claim	
<b>Lunch Reimbursement</b>					
	<b>Lunches Served</b>	<b>Rate</b>	<b>Reimb Amount</b>		
Regular Free Lunch	100	4.3300	433.00		
Regular Reduced-Price Lunch	50	3.9500	196.50		
Regular Paid Lunch	10	0.4800	4.80		
Total Lunches Served	160		634.30		
State Reduced Lunch Reimbursement	50	0.4000	20.00		
State Paid Lunch Reimbursement	10	3.8500	38.50		
<b>Total Lunch Reimbursement</b>	<b>160</b>		<b>692.80</b>		
<b>Breakfast Reimbursement</b>					
	<b>Breakfasts Served</b>	<b>Rate</b>	<b>Reimb Amount</b>		
Regular Free Breakfast	100	2.2800	228.00		
Regular Reduced-Price Breakfast	50	1.9800	99.00		
Regular Paid Breakfast	10	0.3800	3.80		
Total Regular Breakfast	160		330.80		
State Reduced Breakfast Reimbursement	50	0.3000	15.00		
State Paid Breakfast Reimbursement	10	1.9000	19.00		
<b>Total Breakfast Reimbursement</b>	<b>160</b>		<b>364.80</b>		
<b>Total Claim Reimbursement Amount</b>				1,057.60	
Less Previous Reimbursement Amount				0.00	
<b>Net Claim Reimbursement Amount</b>				<b>1,057.60</b>	

By clicking on the \$ you will then see the breakdown of your reimbursement.



# Sponsor Summary Tab - Payments

Checklist	Applications	Forms	Activities	Claims	Payments	Users	York County		
<b>Open Balance Transactions</b>		<b>Lunch</b>	<b>Breakfast</b>	<b>Snack</b>	<b>Milk</b>	<b>Match</b>	<b>FFVP</b>	<b>Produce</b>	<b>Total Payable</b>
<b>Total Open Transactions</b>		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
> 1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
> 1234	6/9/2023	6,934.79	2,749.23	0.00	0.00	13,856.62	0.00	0.00	23,540.64
> 1227	5/9/2023	4,826.65	1,893.22	0.00	0.00	9,481.74	0.00	0.00	16,201.61
> 1221	4/10/2023	6,993.05	2,785.74	0.00	0.00	13,573.36	0.00	0.00	23,352.15
> 1216	3/9/2023	4,193.36	1,675.64	0.00	0.00	8,788.80	0.00	0.00	14,657.80
> 1214	3/8/2023	0.00	0.00	0.00	0.00	1,663.33	0.00	0.00	1,663.33
> 1208	2/9/2023	5,482.14	2,181.19	0.00	0.00	11,151.34	0.00	0.00	18,814.67
> 1201	1/9/2023	4,668.58	1,840.67	0.00	0.00	9,219.94	0.00	0.00	15,729.19
> 1196	12/9/2022	5,637.77	2,405.43	0.00	0.00	11,183.98	0.00	0.00	19,227.18
> 1190	11/14/2022	6,112.64	2,707.90	0.00	0.00	11,972.18	0.00	0.00	20,792.72
> 1182	10/11/2022	4,811.68	1,908.49	0.00	0.00	9,030.48	0.00	0.00	15,750.65
<b>Total Payments</b>		<b>53,288.34</b>	<b>21,568.15</b>	<b>0.00</b>	<b>0.00</b>	<b>107,148.35</b>	<b>0.00</b>	<b>0.00</b>	<b>182,004.84</b>

Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
June 2023 Claim		3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90



# Sponsor Summary Tab – Payments cont.

Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
June 2023 Claim		3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90

- **Batch Number** – Open folder for the month of payment
- **Date** – Processing date in our office. Payments to you are processed around the 15<sup>th</sup>
- **Lunch** – Federal Reimbursement of your lunch meals
- **Breakfast** – Federal Reimbursement of your breakfast meals
- **Snack** – After School Snack Program Federal Reimbursement of meals served
- **Milk** – This is the Milk only program for those that do not participate in NSLP/SBP
- **Match** – This is your SOM Reimbursement for breakfast and lunch meals
- **FFVP** – Fresh Fruit and Vegetable Federal Reimbursement
- **Produce** – This year your Local Foods for Schools Reimbursement

# Important Dates

## Open Office Hours:

August 19<sup>th</sup> 1pm-2pm

August 26<sup>th</sup> 1pm-2pm

September 3<sup>rd</sup> 1pm -2pm

September 10<sup>th</sup> 1pm-2pm

October 1<sup>st</sup> 1pm-2pm

November 5<sup>th</sup> 1pm-2pm

Email: [jodi.Truman@maine.gov](mailto:jodi.Truman@maine.gov)

For a link to Open Office Hours

2024 Annual Financial Report: Due September 1<sup>st</sup>

Claims: Approved by the 8<sup>th</sup> of the month

October Survey: Completed November 1<sup>st</sup> - 8<sup>th</sup>



# Questions?

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Stay Connected!

## Find Us Online!

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[www.maine.gov/dae](http://www.maine.gov/dae)



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