1. Log into CNPweb

Welcome to Creb									
	Test Site								
Maine Department of Education	Sign In Enter User Id: TTesting								
	Enter Password:								
Child Nutrition Maine Department of Education	Forgot User ID? Contact Maine DOE at (207)624-6842 or (207)624-6843 Forgot Password?								
	Login								

2. Click on the Agreement Year your Administrative Review will be conducted in

CACFP	Applications -	E-Reviews 🕶 Help 👻			Programs - 👤 TTesting -
Test Site				Program Year: No Year Selected	Sponsor: No Sponsor Selected
		Program Year Selection	n		
		Program Year	Program Begin Date	Program End Date	
		2020	October 1, 2019	September 30, 2020	
		2021	October 1, 2020	September 30, 2021	
		2022	October 1, 2021	September 30, 2022	
	;	2023	October 1, 2022	September 30, 2023	

3. Click on the E-Reviews Button

CACFP	Applic	ations -	E-Reviews -	Help -					Progra	ams 👻		
Test Site		4					Progra	m Year: 2022	Sponsor: ()3244-TEST		
	Sp	onsor Su	ummary					TESTING	DAYCARE ((03244)		
		Che	ecklist	Applications	Claims	Payments			Users			
	Item	Required	On-Line Forms I	Description			Count/I	Date	State	us		
	1.	Ø	Sponsor Applicati			04/28/2	022	Appro	ved			
	2.	⊻	Sponsor Budget	Centers			04/28/2022			Approved		
	3.	S	Institution Manag	ement Plan			04/28/2	022	Appro	ved		
	4.	⊻	Site Information S	Sheets			1 of 1			ved		
	5.		Forms submitted	to State for Approval		04/28/2022 App			Appro	ved		
	6.		Forms Approved	by State			04/28/2	022	Appro	ved		
	ltem	Required	Off-Line Forms I	Description		Downloads	Date Sent	Date Received	Date Complete	Action		
	1.	V	CACFP Agreeme	nt		w	4/28/2022	4/28/2022	4/28/2022	۲		
	2.		SFA Contract (su	bmit if you purchase prepared meals	s from a school)	w				2		
	3.		FSMC Contract (Management Cor	submit if you purchase prepared me mpany)	als from a Food Service	W				2		
	4.		Non-Pricing Free	-Reduced Policy Statement (submit	if you are a new applicant;	WE	4/28/2022	4/28/2022	4/28/2022	۲		

4. Click on E-Review Log by Sponsor

Program Yeer: 202 Sponsor: 03244.TE E-Review Log by Sponsor Corrective Action Responses TESTING DAYCARE (03244.TE Sponsor Summary TESTING DAYCARE (03244.TE Checklist Applications Claims Payments Users Item Required On-Line Forms Description Count/Date Status 1. © Sponsor Application 04/28/2022 Approved 2. © Sponsor Budget Centers 04/28/2022 Approved 3. © Institution Management Plan 04/28/2022 Approved 4. © Site Information Sheets 1 of 1 Approved 5. Forms submitted to State for Approval 04/28/2022 Approved	FP Applic	lications -	ns ▼ E-Reviews ▼ Help ▼					Proç	jrams -		
Corrective Action Responses TESTING DAYCARE (03244) Checklist Applications Claims Payments Users Image: Checklist Applications Claims Payments Users Image: Checklist Applications Claims Payments Users Image: Checklist Applications Claims Payments Status 1 Sponsor Application Count/Date Status Status 1. Sponsor Budget Centers Od/28/2022 Approved 3. Institution Management Plan Od/28/2022 Approved 4. Site Information Sheets 1 of 1 Approved 5. Forms submitted to State for Approval Od/28/2022 Approved	Site		E-Review Log by Sponsor				Program Year:	2022 Sponsor:	03244-TEST		
TESTING DAY CARE (03244) Checklist Applications Claims Payments Users Item Required On-Line Forms Description Count/Date Status 1. Image: Sponsor Application 04/28/2022 Approved 2. Image: Sponsor Budget Centers 04/28/2022 Approved 3. Image: Institution Management Plan 04/28/2022 Approved 4. Image: Site Information Sheets 1 of 1 Approved 5. Forms submitted to State for Approval 04/28/2022 Approved			Corrective Action Responses								
ChecklistApplicationsClaimsPaymentsUsersItem Required On-Line Forms DescriptionCount/DateStatus1.Sponsor Application04/28/2022Approved2.Sponsor Budget Centers04/28/2022Approved3.Institution Management Plan04/28/2022Approved4.Site Information Sheets1 of 1Approved5.Forms submitted for Approval04/28/2022Approved	Sp	Sponsor S	sor Summary				TEST	TING DAYCARE	(03244)		
Item Required On-Line Forms DescriptionCount/DateStatus1.Image: Sponsor Application04/28/2022Approved2.Image: Sponsor Budget Centers04/28/2022Approved3.Image: Institution Management Plan04/28/2022Approved4.Image: Site Information Sheets1 of 1Approved5.Forms submitted to State for Approval04/28/2022Approved		Che	Checklist A	pplications	Claims	Pay	ments	Users			
1.Image: Sponsor Application04/28/2022Approved2.Image: Sponsor Budget Centers04/28/2022Approved3.Image: Institution Management Plan04/28/2022Approved4.Image: Site Information Sheets1 of 1Approved5.Forms submitted to State for Approval04/28/2022Approved	Item	m Required	quired On-Line Forms Description				Count/Date	St	Status		
2.Image: Sponsor Budget Centers04/28/2022Approved3.Institution Management Plan04/28/2022Approved4.Image: Site Information Sheets1 of 1Approved5.Forms submitted to State for Approval04/28/2022Approved	1.	⊻	Sponsor Application				04/28/2022	Арр	roved		
3. Institution Management Plan 04/28/2022 Approved 4. Image: Site Information Sheets 1 of 1 Approved 5. Forms submitted to State for Approval 04/28/2022 Approved	2.		Sponsor Budget Centers				04/28/2022	Арр	roved		
4. Image: Constraint on Sheets 1 of 1 Approved 5. Forms submitted to State for Approval 04/28/2022 Approved	3.	 <i>∎</i>	S Institution Management Plan				04/28/2022	Арр	roved		
5. Forms submitted to State for Approval 04/28/2022 Approved	4.		Site Information Sheets				1 of 1	Approved			
	5.		Forms submitted to State for A	pproval			04/28/2022	Арр	roved		
6. Forms Approved by State 04/28/2022 Approved	6.		Forms Approved by State			04/28/2022		Approved			
New Desired Offlice Forme Description	14					Denmisede	D-4- D-	4- D-4-	A _4:		
item Required On-Line Forms Description Downloads Date Date Action Sent Received Complete	Item	m Required	quired On-Line Forms Description			Downloads	Sent Recei	ived Complete	Action		

5. Once in the E-Review Log, click the "Select" button for the Program Year your Administrative Review is scheduled for

CACFP	Applications -	E-Review	is ▼ Help ▼								Programs -	L TTesting -
Test Site								Program	n Year: 2	022 Spor	nsor: 03244-TE	ESTING DAYCARE
		E-Rev	iew Log									
		Select	Туре	Program Year	Due Date	Begin Date	End Date	Close Date	Status	Action		
		Ø	3 Year Institution Review	2022	5/5/2022	4/1/2022			Open	۲		

6. Once on the E-Review Summary Screen, click the blue folder upload button on the far right

						Program	ms 👻 🤰	TTesting -
				Program	n Year: 2022	Sponsor: 03	3244-TESTIN	IG DAYCARE
eview Summary						TESTING DAYCARE		E (03244)
Imp to Question								
view Listing								
ect Name	Period	Rev Nbr	Begin Date	End Date	Assigned To	Status	Action	
TESTING DAYCARE (03244)	Oct	0			Alissa Mank	In	۲	
	2021					Progress		
TESTING DAYCARE (S03244- 1)	Oct 2021	0			Alissa Mank	Open	۲	
	eview Summary ump to Question view Listing ect Name TESTING DAYCARE (03244) TESTING DAYCARE (S03244- 1)	eview Summary ump to Question view Listing ect Name Period TESTING DAYCARE (03244) Oct 2021 TESTING DAYCARE (S03244- Oct 2021)	eview Summary ump to Question view Listing ect Name Period Rev Nbr ; TESTING DAYCARE (03244) Oct 0 ; 1) Cot 0 (0)	eview Summary ump to Question view Listing ect Name Period Rev Begin Date TESTING DAYCARE (03244) Oct 0 1) Oct 0 2021 0 1)	eview Summary ump to Question view Listing ect Name Period Rev Begin End Date i TESTING DAYCARE (03244) Oct 0 1)	eview Summary amp to Question view Listing ect Name Period Rev Begin Date End Assigned To Alissa Mank j TESTING DAYCARE (S03244) Oct 2021 0 Alissa Mank	Program Year: 2022 Sponsor: 0.3 review Summary TESTING C ump to Question view Listing Period Rev Begin End Assigned Status c Name Period 0 Alissa Mank In Progress c TESTING DAYCARE (03244) Oct 0 Alissa Mank Open	Program Year: 2022 Sponsor: 03244-TESTING eview Summary TESTING DAYCARE TESTING DAYCARE (03244) Cot Date Assigned Status Action i: TESTING DAYCARE (03244) Oct 0 Alissa Mank In Programs © i: TESTING DAYCARE (03244) Oct 0 Alissa Mank Open ©

7. Once the upload box appears, click on the button that states "Upload Documents". A window from your computer will appear, navigate to where your documents are saved on your computer. Click on the documents you wish to upload and click "Open". Please make sure all documents are saved onto the computer and clearly labeled, prior to uploading any documents into CNPweb.

CACFP Applications -	E-Reviews 👻 Help 👻							Progra	ms 🚽 🔒 👤	, TTesting 👻
Test Site	Attach Documents							× o	3244-TESTIN	G DAYCARE
Cverview	E-Review Documents							3	DAYCARE	(03244)
Review Summary TESTING DAYCARE (U	Upload Document(s)									
Facility Selection		view 2022 ihare View > OneDrive - State of Maine → 2022 → E-Review 2022		∕ Ö , Search E	-Review 2022	- • ×	0	ОК	Action	
F Technical Assistance	✓ Quick access	Name Nam Name Name Name Name Name Name Name	Status O	Date modified 1/14/2022 4:02 PM 1/14/2022 4:02 PM	Type Microsoft Edge P	Size 3,780 KB 3,780 KB	Alissa Mank	In	۲	
Commendations	↓ Downloads	V Month of Review Attendance .pdf V Month of Review -Infant Menus.pdf V Month of Review - Infant Production R	0 0 0	1/14/2022 4:02 PM 1/14/2022 4:02 PM 1/14/2022 4:02 PM	Microsoft Edge P Microsoft Edge P Microsoft Edge P	3,780 KB 3,780 KB 3,780 KB	Alissa Mank	Progress	0	
References	Clarification Re	Image: Second	0 0 0	1/14/2022 4:02 PM 1/14/2022 4:02 PM 1/14/2022 4:02 PM 1/14/2022 4:02 PM	Microsoft Edge P Microsoft Edge P Microsoft Edge P Microsoft Edge P	3,780 KB 3,780 KB 3,780 KB 3,780 KB		opon		
	OneDrive - State ConeDrive -	c cted 33.2 MB Available on this device								

Once you click "OK", whatever you chose to upload appears in the upload folder. You can look at the document by clicking on the eye action button OR delete the document by clicking on the trash can action button. Click "OK" to leave the upload folder.
 See how this sponsor clearly labeled all their required review documents

CACFP Applications							rams 🚽 💄	TTesting -
Test Site	E-Review Documents		03244-TESTING DAYCARE					
	File Name	Туре	Type Size		Upload By	Action		
Cverview	Bank Statement.pdf	application/pdf	3,870,111	4/29/2022	TTesting		DAYCARE	(03244)
Review Summary	Month of Review - Meal Counts.pdf	application/pdf	3,870,111	4/29/2022	TTesting			
TESTING DAYCARE (TESTING DAYCARE (Month of Review -Infant Menus.pdf	application/pdf	3,870,111	4/29/2022	TTesting			
E Facility Selection	Month of Review Attendance .pdf	application/pdf	3,870,111	4/29/2022	TTesting	•		9
P Notes	Month of Review Receipts.pdf	application/pdf	3,870,111	4/29/2022	TTesting	•	Action	
F Technical Assistance	Month of Review- Infant Production Records.pdf	application/pdf	3,870,111	4/29/2022	TTesting		•	/ 9
B Commendations	Month of Review- Menu.pdf	application/pdf	3,870,111	4/29/2022	TTesting			
	Month of Review- Production Records.pdf	application/pdf	3,870,111	4/29/2022	TTesting	•	۲	
References	Training Documentation.pdf	application/pdf	3,870,111	4/29/2022	TTesting			
	Upload Document(s)							
						ОК		

 After clicking "OK", you will be brought back to the E-Review Summary Screen. You should now see that your documents have been uploaded and are available to view by clicking on the dark blue "Page" button

CACFP Applications - E-Reviews -	Help 🗸						Progra	ams 👻 💄	TTesting 👻
Test Site					Program	1 Year: 2022	Sponsor:	03244-TESTING	DAYCARE
Overview	Review Summary						TESTING	DAYCARE (03244)
E Review Summary TESTING DAYCARE (03244) TESTING DAYCARE (S03244-1)	Jump to Question								
C Facility Selection	Review Listing								b 9
P Notes	Select Name	Period	Rev Nbr	Begin Date	End Date	Assigned To	Status	Action	9
Fechnical Assistance	TESTING DAYCAR	RE (03244) Oct	0			Alissa Mank	In	۲	
B Commendations	-	2021					Progress		
	TESTING DAYCAI	RE (S03244- Oct 2021	0			Alissa Mank	Open	۲	
References									

10. If you click on the dark blue "Page" button, you are now able to see all the documents uploaded in the E-Review System. The E-Review System provides a date stamp of when documents were uploaded and who uploaded them. You can also see why it's imperative to label your uploaded documents accordingly.

CACFP Applications	- E-Reviews	→ H	elp 🕶			Pr	ograms 🗸 💄	TTesting 👻
Test Site	View All Re	eview D	Documents			×	03244-TESTING	DAYCARE
Cverview	E-Review	Docur	ments				DAYCARE (03244)
	Content	No.	File Name	Upload Date	Upload By	Action		
TESTING DAYCARE (E-Review		Bank Statement.pdf	4/29/2022	TTesting	۲		
TESTING DAYCARE (E-Review		Month of Review - Meal Counts.pdf	4/29/2022	TTesting	۲		
Facility Selection	E-Review		Month of Review -Infant Menus.pdf	4/29/2022	TTesting	۲	Action	9
Notes	E-Review		Month of Review Attendance .pdf	4/29/2022	TTesting	۲	Addon	9
	E-Review		Month of Review Receipts.pdf	4/29/2022	TTesting	۲	۲	
Commendations	E-Review		Month of Review- Infant Production Records.pdf	4/29/2022	TTesting	۲		
	E-Review		Month of Review- Menu.pdf	4/29/2022	TTesting	۲		
References	E-Review		Month of Review- Production Records.pdf	4/29/2022	TTesting	۲		
	E-Review		Training Documentation.pdf	4/29/2022	TTesting	۲		
						ОК		

Please repeat these steps as necessary to upload all required documents!