



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



## Table of Contents

1.0 Logging In and Navigating	3
1.1 Accessing the Website	3
1.2 Logging In	3
1.3 Programs Menu	4
1.4 Notice Page	4
1.4 Program Year	4
1.5 CACFP Home Page	5
1.6 CACFP Home Page Navigation	5
1.7 Main Menu	6
1.8 Sponsor Summary	6
1.9 Tools Menu	6
1.10 Action Buttons	7
1.11 On-line Form Statuses	7
2.0 Security	8
2.1 Security	8
2.2 Security Tips	8
2.3 Changing Your Password	8
3.0 Sponsor Summary	9
3.1 Checklist Tab	9
3.2 Applications Tab	9
3.3 Claims Tab	10
3.4 Payments Tab	10
3.5 Users Tab	11
4.0 Completing the Enrollment Packet	11
4.1 What is a Packet?	11
4.2 On-Line vs. Off-Line Forms	11
4.3 Completing the Sponsor Application	11
4.4 Completing the Site Information Sheet	14
4.5 Completing the Provider Information Sheet	16
4.6 Completing the Sponsor Budget Form	17
4.7 Completing the Institution Management Plan	17
4.8 Completing the Off-line Forms	18
4.9 Submitting the Packet for Approval	19
4.10 Revising Forms	20
5.0 Claims	20
5.1 Submitting a Claim via Data File Upload	20
5.2 Submitting a Claim by Individual Site Entry	22
5.3 Submitting Late Claims	23

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# 1.0 Logging In and Navigating

## 1.1 Accessing the Website

Before you can begin using the SNP module, you must be assigned a user ID and password that provides the required security privileges. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the website.

The system can be accessed from any computer connected to the Internet by opening the browser and entering the designated URL in the browser's address line: <https://me.cnpus.com/cnp/Login>.



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*Tip: Add the URL to your browser's Favorites list or create a shortcut to the website on your desktop for quicker access to the site. Refer to the browser and operating system help files for further information.*

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## 1.2 Logging In

Using the Log on section of the homepage:

1. Access the system by typing the **URL** into the address line of the web browser.
2. Enter the assigned **User ID**.
3. Enter your **Password**.
4. Select **Login**.

Welcome to **CP web™**

Maine Department of Education

Child Nutrition Programs

Sign In

Enter User Id:

Enter Password:

Login

### 1.2.1 First Time Logging In?

If you do not have a user ID and password, contact the Help Desk.

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
  2. Re-enter your new password for confirmation.
-

3. Select **Save**.

### 1.3 Programs Menu

Once logged on, the Programs page is displayed. Access to specific modules is based on the user's security rights. Select the **CACFP** program to go to the Child and Adult Care Food Program page.

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](#)

### 1.4 Notice Page

After selecting the CACFP program, the CACFP Notice Page may populate. This page may be toggled on and off by the state. The Notice Page is used to provide sponsors with important information and updates.

[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 >>](#)

### 1.4 Program Year

System data is organized by Program Year (School Year). Upon logging in to the system, select the **program year**. The system will display the program begin and end dates to identify the correct year.

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Program Year Selection		
Program Year	Program Begin Date	Program End Date
<a href="#">2018</a>	July 2017	June 2018
<a href="#">2019</a>	July 2018	June 2019
<a href="#">2020</a>	July 2019	June 2020

### 1.5 CACFP Home Page

After selecting the program and year, the Sponsor Summary screen will populate. This screen is the home screen for Sponsors.

**Sponsor Summary**

Checklist	Applications	Claims	Payments	Users																																			
<table border="1"> <thead> <tr> <th>Item</th> <th>Required</th> <th>On-Line Forms Description</th> <th>Count/Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input checked="" type="checkbox"/></td> <td>Sponsor Application</td> <td>08/12/2021</td> <td>Approved</td> </tr> <tr> <td>2.</td> <td><input checked="" type="checkbox"/></td> <td>Sponsor Budget Centers</td> <td>08/12/2021</td> <td>Approved</td> </tr> <tr> <td>3.</td> <td><input checked="" type="checkbox"/></td> <td>Institution Management Plan</td> <td>08/12/2021</td> <td>Approved</td> </tr> <tr> <td>4.</td> <td><input checked="" type="checkbox"/></td> <td>Site Information Sheets</td> <td>5 of 5</td> <td>Approved</td> </tr> <tr> <td>5.</td> <td></td> <td>Forms submitted to State for Approval</td> <td>08/12/2021</td> <td>Approved</td> </tr> <tr> <td>6.</td> <td></td> <td>Forms Approved by State</td> <td>08/12/2021</td> <td>Approved</td> </tr> </tbody> </table>					Item	Required	On-Line Forms Description	Count/Date	Status	1.	<input checked="" type="checkbox"/>	Sponsor Application	08/12/2021	Approved	2.	<input checked="" type="checkbox"/>	Sponsor Budget Centers	08/12/2021	Approved	3.	<input checked="" type="checkbox"/>	Institution Management Plan	08/12/2021	Approved	4.	<input checked="" type="checkbox"/>	Site Information Sheets	5 of 5	Approved	5.		Forms submitted to State for Approval	08/12/2021	Approved	6.		Forms Approved by State	08/12/2021	Approved
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**Note:** If you are a Sponsor Administrator for more than one sponsor, the Sponsor Select screen will populate. After selecting a sponsor, the Sponsor Summary screen will display for the selected sponsor.

**Select Sponsor** Sponsor Number:  Name:

Sponsor Number	Sponsor Name	County
A100	AAA Test	Androscoggin
18-400	ACE, Inc.	Knox

### 1.6 CACFP Home Page Navigation

The Sponsor Summary screen consists of three sections, the Main Menu, Sponsor Summary and Tools menu.

**Sponsor Summary** A CHILD'S WORLD (JW)

Assigned Specialist: Julietta Adobatto (801) 538-7649 julietta.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

## 1.7 Main Menu

Users with the proper security access will see various categories in the Main Menu toolbar in the left corner of the screen. Categories in the Main Menu consist of Applications, E-Reviews, Maintenance, etc. Each category contains a drop-down list of the different sections in the menu item. Use the Main Menu to navigate to the sections of the program.

## 1.8 Sponsor Summary

The Sponsor Summary consists of five tabs where most sponsor activities are covered. Refer to 3.0 Sponsor Summary for further detail.

## 1.9 Tools Menu

The Tools Menu is in the upper right-hand corner of the screen and consists of the Program Year link, the Sponsor link, and the User Account Menu.

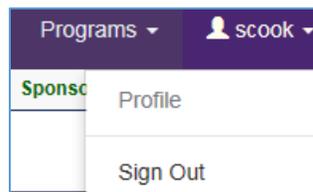
jdoe ▾

**Program Year:** 2019 **Sponsor:** A100-AAA Test

Use the links to change the Program Year and Sponsor link to change the program year or sponsor (if a Sponsor Administrator of more than one sponsor).

The Programs drop-down link allows the user to switch between programs in the CNPWeb (if operating multiple programs). Click the dropdown next to the username to modify your user profile (if given the proper security permissions) or log out of the system.

Select Sponsor			
Sponsor Number	Sponsor Name	Type	Status
12345	AAA Test	Public	
9970	Ace Preparatory Academy	Public	Errors
0015	Adams Central Community Schools	Public	
5265	Alexandria Community School Corp	Public	
K345	Allen Co, Youth Service Center of	Public	
K002	Allen County Juvenile Center	Public	
5275	Anderson Community School Corp	Public	
9790	Anderson Preparatory Academy	Public	



## 1.10 Action Buttons

When navigating through the system, there are action items which allows the user to add, edit, view or delete items.

- View  - Allows the user to view the item.



Any new forms are considered *Revision 0*. Any subsequent revisions will be numbered accordingly. If a form has multiple revisions, use the arrow next to the form name to expand or collapse the form to view revisions.

## 1.11 On-line Form Statuses

During the packet enrollment process and subsequent revisions, forms will be in various statuses. The following on-line form statuses are the following:

- Errors – Form has errors and has not been submitted to the state yet
- Pending Submission – Form is complete but the enrollment packet has not been submitted to the state yet
- Pending Approval – Form is complete and enrollment packet is submitted to the state

- Needs Correction – State has reviewed the form and sent back to the sponsor for corrections
- Approved – State has reviewed and approved the form

The On-Line 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 Enrollment Packet Approval process, the forms can only reach Approved status as a group or Packet. After the entire Packet has been approved, changes are made to individual forms only.

## 2.0 Security

### 2.1 Security

Each user is responsible for any actions taken under their User ID. CNPWeb is designed to allow the sponsor and state to manage the distribution of federal funds for food programs meaning any User ID is responsible to follow CNPWeb, state and federal security guidelines.

### 2.2 Security Tips

- Follow the Password Guidelines and choose a difficult password. Try to avoid password components such as 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.
- 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.
- 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.
- Do not open multiple windows or tabs while using 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

There are three ways to change your password here are two ways to do this.

- 1) Click **Forgot Password** on the login page and then enter your **User ID**. You will receive a temporary password to the email on file. Log back in with the temporary password and follow instructions after that to create a new one.
-

- 2) Call the Maine Department of Education to assist in resetting the password using the number on the login screen.

## 3.0 Sponsor Summary

The Sponsor Summary consists of five tabs: Checklist; Applications; Claims; Payments; and Users. The Sponsor Summary is where sponsors will complete and submit their annual application, make revisions throughout the year and submit claims.



### 3.1 Checklist Tab

The Checklist tab provides a high-level view to determine the sponsor’s status during the annual enrollment process. Sponsors must complete a group of documents and forms called an Enrollment Packet at the beginning of each program year.

The Checklist tab displays the status of every form and document required in the Enrollment Packet. Refer to 4.0 Completing the Enrollment Packet for more information.

After the Enrollment Packet is approved for the program year, sponsors can modify and resubmit individual forms throughout the program year without changing the Packet approval status.

Checklist		Applications	Claims	Payments	Users
Item	Required	On-Line Forms Description	Count/Date		Status
1.	<input checked="" type="checkbox"/>	Sponsor Application	08/12/2021		Approved
2.	<input checked="" type="checkbox"/>	Sponsor Budget Centers	08/12/2021		Approved
3.	<input checked="" type="checkbox"/>	Institution Management Plan	08/12/2021		Approved
4.	<input checked="" type="checkbox"/>	Site Information Sheets	5 of 5		Approved
5.		Forms submitted to State for Approval	08/12/2021		Approved
6.		Forms Approved by State	08/12/2021		Approved

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		CACFP Agreement					
2.		SFA Contract (submit if you purchase prepared meals from a school)					
3.		FSMC Contract (submit if you purchase prepared meals from a Food Service Management Company)					

### 3.2 Applications Tab

The Applications tab contains all on-line forms that are required to complete the Enrollment Packet each year. The Applications tab is divided into two sections: Sponsor-level forms and site-level forms. Use the action buttons to add, view, edit or delete forms as the enrollment packet is completed or revised.

Any new on-line forms are considered *Revision 0*. Any subsequent revisions will be numbered accordingly. If a form has multiple revisions, use the arrow next to the form name to expand or collapse the form to view revisions.

Checklist		Applications	Claims	Payments	Users		
Number	Name			Revision	Status	Date Approved	Action
Sponsor Application				0	Approved	8/12/2021	
Sponsor Budget Centers				0	Approved	8/12/2021	
Institution Management Plan				0	Approved	8/12/2021	
Site Information Sheet(s)							
103-6	At-Risk			0	Approved	8/12/2021	
103-6	CCC			0	Approved	8/12/2021	
103-5	At-Risk			0	Approved	8/12/2021	

### 3.3 Claims Tab

The Claims tab is the section where sponsors submit and edit claims for reimbursement. Use the action buttons to add, view, edit or delete forms as the claim is submitted or revised. Use the Recap button for a summary of the sponsor’s monthly claim. Use the expand/collapse buttons to view the site-level claim data.

The Claim Status section displays each month of the Program Year. Similar to On-line forms, the Claims Status section is divided out by category: Pending Submission; Pending Approval; Errors; Needs Correction; Approved; Missing; and Paid. Click any value in **blue** to view a list of all sponsors with claim in the specified status.

Checklist		Applications	Claims	Payments	Users
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
October 2021	Sponsor Claim	0	Paid	\$6,823.85	
November 2021	Claim should be entered between 12/1/2021 and 1/31/2022				
December 2021	Claim should be entered between 1/1/2022 and 3/1/2022				
January 2022	Claim should be entered between 2/1/2022 and 4/1/2022				

### 3.4 Payments Tab

The Payments tab lists all claims for reimbursement that were approved and paid by the state.

Checklist		Applications	Claims	Payments	Users		
Open Balance Transactions			Center Meals	Cash-In-Lieu	FDCH Meals	DCH Admin	Total Payable
Total Open Transactions			0.00	0.00	0.00	0.00	0.00
Batch Number	Process Date	Center Meals	Cash-In-Lieu	FDCH Meals	DCH Admin	Total Payment	
1112	11/10/2021	6,523.03	300.82	0.00	0.00	6,823.85	
Total Payments			6,523.03	300.82	0.00	0.00	6,823.85

### 3.5 Users Tab

The Users tab lists all users and their contact information for the selected Sponsor.

Checklist	Applications	Claims	Payments	Users
User Name	E-Mail Address		Phone Number	Last Login
				1/20/2020
				10/13/2021
				11/1/2021
Sponsor Document				12/17/2021
				11/8/2021

## 4.0 Completing the Enrollment Packet

### 4.1 What is a Packet?

To participate in the Child and Adult Care Food Program (CACFP), sponsors must submit a Packet to the State for review and approval. The Packet is a group of On-line and Off-Line forms that must be completed at the beginning of each Program Year to participate in the CACFP. State Administrators are responsible for approving each Sponsor’s forms before claims can be submitted in CNPWeb. After the Packet is approved, forms can be revised, submitted and approved individually.

Required documents will depend on the Sponsor Application and Site Information Sheet. When the Sponsor Application is completed, required documents will be triggered to appear on the Sponsor Summary Checklist and Application tabs.

### 4.2 On-Line vs. Off-Line Forms

On-line forms are those that are completed and saved within CNPWeb. An example of this is the Sponsor Information Sheet.

Off-line forms are those which require the user to download the form, complete and reupload the completed document to CNPWeb. When the file is uploaded, the State Administrator will enter the **Date Received** in the Sponsor Summary Checklist tab as part of the packet approval process.

### 4.3 Completing the Sponsor Application

Sponsors should complete and save the Sponsor Application first. Responses on the Sponsor Application will trigger other required forms for the Packet Enrollment process.

1. From the Sponsor Summary screen, click the **Applications** tab.
2. The Applications tab displays. Click the **+ button** to complete the **Sponsor Application**.

Checklist		Applications	Claims	Payments	Users
Number	Name	Revision	Status	Date Approved	Action
	Sponsor Application	0	Approved	8/12/2021	
	Sponsor Budget Centers	0	Approved	8/12/2021	
	Institution Management Plan	0	Approved	8/12/2021	

- The Sponsor Application opens. The system prepopulates information from the prior program year. If this is the first year on the program, the form will be blank. Complete the **form**.



**Note:** Remember to **Save** every 5-10 minutes to prevent the system from timing out. Navigate through the Sponsor Application using the Navigation Bar on the left. Click **Exit** to leave the form and return to the Applications page.

Top of Form

Mailing/Street Address

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 / FSMAC Contract

General Information

Centers / Center Sponsors

OMB Single Audit Compliance

Federal Program Participation

Certification Statement

Bottom of Form

Exit

CACFP - Child and Adult Care Food Program

Maine Department of Education

Sponsor Application

2021 - 2022 Program Year

Approved

Revision 0

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

Mailing Address

Street Address

1. Address 1: [Text Box]

2. Address 2: [Text Box]

3. City: Waterville

4. State: ME Zip Code: 04901

Address 1: [Text Box]

Address 2: [Text Box]

City: Waterville

State: ME Zip Code: 04901

County: Kennebec

Copy Mailing Address to Street Address

Authorized Representative

5. Name: [Text Box]

6. Title: [Text Box]

7. E-mail: [Text Box]

8. Date of Birth: [Text Box]

9. Contact's Address: Mailing Address

Phone: [Text Box] Ext: 255

Cell: [Text Box]

Fax: [Text Box] Ext: [Text Box]

Food Program Coordinator

First MI Last

- As you complete and **save** the Sponsor Application, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.

Top of Form	
Mailing/Street Address	
Authorized Representative	6
Food Program Coordinator	6
Financial Office Contact	6
Claim Contact	6
Board Information	6
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	1
FDCH Sponsors	1
Centers / Center Sponsors	1
OMB Single Audit Compliance	
Federal Program Participation	4

**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	



**Note:** If the wrong data type is entered into a field (i.e., letter instead of a number), a Form Validation error will display. The Form Validation data errors will not save, correct the errors and **save** upon correcting.

WARNING - Save was not successful! Please read!

Errors were detected during the entry of this form.

These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered.

The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form.

Click on the "X" in the upper right corner to close this message.

Mailing Address - Central Office      Street Address - Central Office

**The following errors must be corrected before the page can be saved to the database:**

- Mailing Address Zip Code - Entry must be a valid zip code

1. Address 1:       Address 1:

2. Address 2:       Address 2:

3. City:       City:

4. State: ME  Zip Code: a       State: ME  Zip Code:

- At the end of the form, there is the Certification section. Review the certification statement and **check** the certification statement checkbox.
- Once you have completed the form and there are no errors, click **Save**. The first time completing the Sponsor Application, the form will save as **Revision 0** and enter Pending Submission Status.



**Note:** You cannot Submit to the State for Approval the Sponsor Application to the State until the entire application packet is complete.

- After completing Packet enrollment, the **Submit to State** checkbox will be at the bottom of the Site Information Sheet. **Check** the Submit to State checkbox to submit the form to the state for approval. The status will change to Pending Approval.

#### 4.4 Completing the Site Information Sheet

Sponsors are required to fully complete and submit a Site Information Sheet for each participating site. These provide detailed information to the state about each site. Sponsors are required to update and submit these site information sheets each year when completing the SNP application. Sponsors must complete a Site Information Sheet for each participating site. Remember to **Submit to State** for approval when the entire application packet is complete for the Site Information Sheet to be approved by the state.

- From the Sponsor Summary screen, click the **Applications** tab.
- On the Applications tab, the Sponsor Information Sheet and Site Information Sheets will display. Click the **+ button** on the far right to edit a Site Information Sheet.



**Note:** The Sponsor Information Sheet must have been started before entering the Site Information Sheets. The + button will not display to enter Site Information Sheets until the Sponsor Information Sheet has been started and saved.

Checklist		Applications	Claims	Payments	Users
Number	Name	Revision	Status	Date Approved	Action
Sponsor Application		0	Approved	8/12/2021	+
Sponsor Budget Centers		0	Approved	8/12/2021	+
Institution Management Plan		0	Approved	8/12/2021	+
Site Information Sheet(s)					
103-6	+ At-Risk <input type="text"/>	0	Approved	8/12/2021	+
103-6	+ CCC <input type="text"/>	0	Approved	8/12/2021	+

- The Select Program Type page displays. Select the type of CACFP **program type** the site is operating (Child Care Center, Adult Day Care Center, Outside School Hours Center, Head Start Center, Emergency Shelter or After School At Risk Meals and Snacks Center).



**Note:** Locations may have multiple program types however each program at the one location must have a separate Site Information Sheet.

- The Site Information Sheet populates. If the site participated in the previous program year, information prepopulates. Complete the **form**.



**Note:** Remember to **Save** every 5-10 minutes to prevent the system from timing out. Navigate through the Site Information Sheet using the Navigation Bar on the left. Click **Exit** to leave the form and return to the Applications page.

<ul style="list-style-type: none"> <li>Site Info Sheet</li> <li>Alton Elementary School</li> <li>Mailing/Street Address</li> <li>General Information</li> <li>Site Eligibility Information</li> <li>Area Eligibility Information</li> <li>Community Eligibility Provision</li> <li>National School Lunch Program</li> <li>School Breakfast Program</li> <li>Special Milk Program</li> <li>After School Snack Program</li> <li>Fresh Fruit and Vegetable Program</li> <li>Seamless Summer Option (SSO)</li> <li>Seamless Summer Meal Service</li> </ul>	<div style="text-align: right;">Maine Department of Education</div> <div style="text-align: right;">1466 RSU 34 2021 - 2022 Program Year</div> <div style="text-align: right;">Pending Submission <b>New Application</b></div> <hr/> <div style="text-align: center;"> <b>SNP - School Nutrition Programs</b>        Site Information Sheet  <b>Alton Elementary School</b>  <b>8</b> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Mailing Address</b></p> <p>1. Address 1: <input type="text"/></p> <p>2. Address 2: <input type="text"/></p> <p>3. City: <input type="text"/></p> <p>4. State: <input type="text" value="ME"/> Zip Code: <input type="text"/></p> </div> <div style="width: 45%;"> <p><b>Street Address</b></p> <p>Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="ME"/> Zip Code: <input type="text"/></p> </div> </div> <p style="text-align: center;"><input type="checkbox"/> Copy Mailing Address to Street Address</p>
--	--

5. As you complete and **save** the Site Information Sheet, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.

<ul style="list-style-type: none"> <li>Site Info Sheet</li> <li>Alton Elementary School</li> <li>Mailing/Street Address <span style="color: red;">❗</span></li> <li>General Information <span style="color: red;">❗</span></li> <li>Site Eligibility Information</li> <li>Area Eligibility Information</li> <li>Community Eligibility Provision</li> <li>National School Lunch Program <span style="color: red;">❗</span></li> <li>School Breakfast Program <span style="color: red;">❗</span></li> <li>Special Milk Program <span style="color: red;">❗</span></li> <li>After School Snack Program <span style="color: red;">❗</span></li> <li>Fresh Fruit and Vegetable Program</li> <li>Seamless Summer Option (SSO) <span style="color: red;">❗</span></li> <li>Seamless Summer Meal Service</li> <li>Food Safety Inspection</li> <li>Accountability Procedures <span style="color: red;">❗</span></li> <li>Submit to State</li> <li>Bottom of Form</li> </ul>	<div style="text-align: right;">Maine Department of Education</div> <div style="text-align: right;">1466 RSU 34 2021 - 2022 Program Year</div> <div style="text-align: right;"><b>Errors</b> <b>Revision 0</b></div> <hr/> <div style="text-align: center;"> <b>SNP - School Nutrition Programs</b>        Site Information Sheet  <b>Alton Elementary School</b>  <b>8</b> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Mailing Address</b></p> <p><b>Please correct the following errors:</b></p> <ul style="list-style-type: none"> <li>Mailing Address 1 is required.</li> <li>Mailing Address City is required.</li> <li>Mailing Address Zip Code is required.</li> <li>Street Address 1 is required.</li> <li>Street Address City is required.</li> <li>Street Address Zip Code is required.</li> </ul> <p>1. Address 1: <input style="border: 1px solid red;" type="text"/></p> <p>2. Address 2: <input style="border: 1px solid red;" type="text"/></p> <p>3. City: <input style="border: 1px solid red;" type="text"/></p> <p>4. State: <input type="text" value="ME"/> Zip Code: <input style="border: 1px solid red;" type="text"/></p> </div> <div style="width: 45%;"> <p><b>Street Address</b></p> <p>Address 1: <input style="border: 1px solid red;" type="text"/></p> <p>Address 2: <input style="border: 1px solid red;" type="text"/></p> <p>City: <input style="border: 1px solid red;" type="text"/></p> <p>State: <input type="text" value="ME"/> Zip Code: <input style="border: 1px solid red;" type="text"/></p> </div> </div>
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**Note:** If the wrong data type is entered into a field (i.e., letter instead of a number), a Form Validation error will display. The Form Validation data errors will not save, correct the errors and save upon correcting.

WARNING - Save was not successful! Please read!

Errors were detected during the entry of this form.

These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered.

The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form.

Click on the "X" in the upper right corner to close this message.

6. Once you have completed the form and there are no errors, click **Save**. The first time completing the Site Information Sheet, the form will save as **Revision 0** and enter Pending Submission Status.

7. Complete all **Site Information Sheets** using the above steps.



**Note:** You cannot Submit to the State for Approval the Site Information Sheet to the State until the entire application packet is complete.

8. After completing Packet enrollment, the **Submit to State** checkbox will be at the bottom of the Site Information Sheet. **Check** the Submit to State checkbox to submit the form to the state for approval. The status will change to Pending Approval.

#### 4.5 Completing the Provider Information Sheet

Day care homes must complete and submit Provider Information Sheets for each provider.

1. From the Sponsor Summary screen, click the **Applications** tab.
2. The Applications tab displays, click **Add Provider**.

>	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	👁	+
<b>Provider Info Sheet(s)</b>									
				<b>Add Provider</b>					
>	1362		Abalos, Sylvia	2	Approved	11/27/2019	👁	+	
	4544		Abad, Faeza	0	Approved	10/29/2019	👁	+	

3. The Provider Information Sheet opens. The system prepopulates information from the prior program year. If this is the first year on the program, the form will be blank. Complete the **form**.
4. As you complete and **save** the Provider Information Sheet, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.



**Note:** If the wrong data type is entered into a field (i.e., letter instead of a number), a Form Validation error will display. The Form Validation data errors will not save, correct the errors and save upon correcting.

WARNING - Save was not successful! Please read!

Errors were detected during the entry of this form.

These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered.

The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form.

Click on the "X" in the upper right corner to close this message.

5. At the end of the form, there is the Certification section. Review the certification statement and **check** the certification statement checkbox.
6. Once you have completed the form and there are no errors, click **Save**. The first time completing the Provider Information Sheet, the form will save as **Revision 0** and enter Pending Submission Status.

## 4.6 Completing the Sponsor Budget Form

CACFP sponsors with at least one Center are required to complete a Sponsor Center Budget. If it is a school operating the CACFP After School At-Risk then the budget is not required.

1. From the Sponsor Summary screen, select the **Applications** tab.
2. The Applications tab populates, click the **+ button** to open the **Sponsor Center Budget**.
3. The Sponsor Budget Form populates. Complete the **form**.



**Note:** Remember to **Save** every 5-10 minutes to prevent the system from timing out. Navigate through the Sponsor Budget using the Navigation Bar on the left. Click **Exit** to leave the form and return to the Applications page.

4. As you complete and **save** the Sponsor Budget, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.



**Note:** If the wrong data type is entered into a field (i.e., letter instead of a number), a Form Validation error will display. The Form Validation data errors will not save, correct the errors and save upon correcting.

WARNING - Save was not successful! Please read!

Errors were detected during the entry of this form.

These errors must be corrected and the form re-submitted for the information to be saved to the database. If you fail to correct these errors and re-save the form the information will have to be re-entered.

The errors are listed on the side menu. Please select the appropriate section, correct the error and re-save the form.

Click on the "X" in the upper right corner to close this message.

5. At the end of the form, there is the Certification section. Review the certification statement and **check** the certification statement checkbox.
6. Once you have completed the form and there are no errors, click **Save**. The first time completing the Provider Information Sheet, the form will save as **Revision 0** and enter Pending Submission Status.

## 4.7 Completing the Institution Management Plan

All CACFP sponsors are required to complete an Institution Management plan. If it is a school operating the CACFP After School At-Risk then the management plan is not required.

4. From the Sponsor Summary screen, select the **Applications** tab.
5. The Applications tab populates, click the **+ button** to open the **Institution Management Plan**.
6. The Institution Management Plan populates. Complete the **form**.



**Note:** Remember to **Save** every 5-10 minutes to prevent the system from timing out. Navigate through the Institution Management Plan using the Navigation Bar on the left. Click **Exit** to leave the form and return to the Applications page.

- As you complete and **save** the Institution Management Plan, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.
- At the end of the form, there is the Certification section. Review the certification statement and **check** the certification statement checkbox.
- Once you have completed the form and there are no errors, click **Save**. The first time completing the Institution Management Plan, the form will save as **Revision 0** and enter Pending Submission Status.

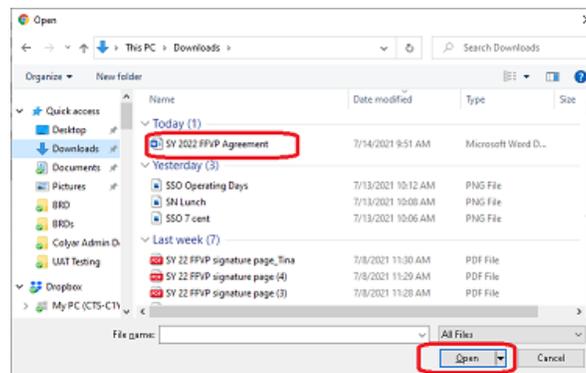
#### 4.8 Completing the Off-line Forms

Off-line forms are those which require the user to download the form, complete and reupload the completed document to CNPWeb. When the file is uploaded, the State Administrator will enter the **Date Received** in the Sponsor Summary Checklist tab as part of the packet approval process.

- Go to the Sponsor Summary screen. Click the **Checklist** tab.
- The Checklist tab populates. Go to the Off-Line Forms Description section. Required documents are noted with a red checkbox.
- Download the required document and complete the **document**.
- Click the **blue upload button** next to the required document to upload the completed document.

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program					

- The Open File dialog window opens. Find the document for upload and click **Open**.



- The system will upload the file and display the Date Sent and Date Received. The file is successfully uploaded.

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program		7/14/2021	7/14/2021		
2.	<input checked="" type="checkbox"/>	Policy Statement for free and reduced price benefits					



**Note:** Use the View and Delete buttons on the far right of the document to view or delete files. Once files are deleted, the file must be reuploaded, it cannot be recovered.

#### 4.9 Submitting the Packet for Approval

1. When all forms in the Application tab are in Pending Submission status and all required documents are uploaded in the Checklist tab, the packet is ready to submit for approval. Click the blue **Submit all forms to the State for Approval** button in the bottom left side of the screen.

**Sponsor Summary** Acton Public Schools (2)

Assigned Specialist: No specialist currently assigned York County

Item	Required	On-Line Forms Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		Pending Submission
2.	<input checked="" type="checkbox"/>	Site Information Sheet(s)	1 of 1	Pending Submission

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Agreement of Child Nutrition Program		7/14/2021	7/14/2021		
2.	<input checked="" type="checkbox"/>	Policy Statement for free and reduced price benefits		7/14/2021	7/14/2021		
3.		Agreement to Participate in CEP					
4.		Agreement to Participate in Provision II					
5.	<input checked="" type="checkbox"/>	Attestation of compliance with meal pattern requirements		7/14/2021	7/14/2021		
6.		Free & Reduced Price Meal Application and Household Letter					
7.		Free Eligibility Notification Letter					
8.		FFVP Annual Agreement					
9.		Reduced-price Eligibility Notification Letter					
10.		Derived Eligibility Notification Letter					
11.		Direct Certification Eligibility notification letter					
12.		Paid Lunch Equity (PLE) Tool					
13.		FSMC Contract/Renewal Agreement					

Enter Dates for Off-Line Forms

2. When this button is clicked, all forms will enter Pending Approval status. All online and offline forms will change status to Pending Approval.
3. The Maine Department of Education will review and approve the packet. When the packet is approved, all online and offline forms will enter Approved status.
4. If revisions are required, the State will return the packet with items in Needs Correction status. Fix the **errors** and **save** the form to reenter the form to Pending Submission status.
5. Return to the Sponsor Summary and click to **Submit all Forms to the State for Approval**.
6. When the Maine Department of Education has approved the packet, packet enrollment is complete for the year

## 4.10 Revising Forms

After the Enrollment Packet has been approved for the year, forms can be revised on an individual basis.

1. On the Sponsor Summary page, select the **Applications** tab.
2. The Applications tab populates. Click the **+ button** to open a new form revision.
3. Make all **revisions**, remembering to **save** periodically.
4. As you complete and **save** the Sponsor Information Sheet, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.
5. At the end of the form, there is the Certification section. Review the certification statement and **check** the certification statement checkbox.
6. Once you have completed the form and there are no errors, click **Save**.

## 5.0 Claims

Sponsors only can submit claims for the Program Year when the Packet is in Approved status. Claims are submitted by uploading a site claim data file or by entering claim data for each site. Sponsors cannot submit a claim for reimbursement until the first day of the month after the Enrollment Packet was approved.

For example, if the Enrollment Packet was approved on 10/7/2021, the sponsor can begin to submit claims for reimbursement on 11/1/2021 through the end of the program year.

Sponsors are permitted to upload a data file with claim information or entering site claim information individually. Sponsors with multiple sites are encouraged to upload data files. These data files must be uploaded as a CSV in a specific format. Contact the Maine Department of Education for the CSV formatted file. Sponsor with one site or few sites are encouraged to enter site claim information individually.

### 5.1 Submitting a Claim via Data File Upload

1. From the Sponsor Summary screen, click the **Claims** tab.
  2. The Claims tab populates. Click the **blue download button** next to the month for claim submission.
-

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	
<b>Reimbursement Claims</b>						
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					+ 📄
<b>YTD Claim Totals</b>				<b>\$13,469.34</b>		

- The file upload screen displays. Click **Select File** and attach the appropriate claim submission file.

**CACFP**
Maine Department of Education

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Claim Upload
December 2017

**AAA Test (A100)**

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

📄 Select File

✖ Exit

- After selecting the file, CNPWeb automatically will process the uploading file. If there are no errors, all Site Claims will upload in Complete status. If there are errors, you will receive an error message and must correct the errors before reuploading.
- After all Site Claims are in Complete status, click the **Sponsor Claim pencil icon**.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
<b>Reimbursement Claims</b>					
July 2021	Sponsor Claim	0	Pending Submission	\$5,238.05	\$ 👁️ ✎ 🗑️
37-703	B HIGH	0	Complete		👁️ ✎ 🗑️
37-103	B ELEMENTARY	0	Complete		👁️ ✎ 🗑️

- Review the Sponsor Claim. At the end of the claim, review the Certification Statement and mark the **checkbox**. Then click **Save**.
- The sponsor's Approving Official must review the claim and then mark the **checkbox** to approve this claim at the end of the claim. Then click **Save**.
- If the claim was selected for automatic claim review, the claim status will change to Approved. If the claim was selected for manual claim review, the status will change to Pending Approval until it is reviewed by the Maine Department of Education. When the Sponsor Claim is in

Approved Status and all the Site Claims are marked as Complete, then the Claim will be paid in the next payment batch.

## 5.2 Submitting a Claim by Individual Site Entry

1. From the Sponsor Summary screen, click the **Claims** tab.
2. The Claims tab populates. Click the **green folder icon** next to the month for claim submission. All sites will expand, then click the **+ button** next to the site to enter a site claim.

Sponsor Summary

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2021	Sponsor Claim	0	Paid	\$	👁️ +
August 2021	Sponsor Claim	1	Paid	\$	👁️ +
September 2021	Sponsor Claim	0	Approved	\$	👁️ ✎️ 🗑️
October 2021	Claims should be entered between the 1st and the 8th of the month.				+ 👤
3				\$0.00	+ 📄

**Sponsor Summary – Claims Tab**

3. Enter the **claim information** for the site.



**Note:** Remember to **Save** every 5-10 minutes to prevent the system from timing out. Navigate through the claim using the Navigation Bar on the left. Click **Exit** to leave the form and return to the Forms page.

4. As you complete and **Save** the claim, a Post Confirmation screen will populate. This form will inform the user of any errors and the type in the form. The errors will save when the form is saved. The navigation pane will indicate the number of errors in each section. Fix the **errors**.
5. When all errors are fixed, click **Save**. The Site Claim will enter Complete status. Repeat this for all site claims.
6. After all Site Claims are in Complete status, click the **Sponsor Claim pencil icon**.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2021	Sponsor Claim	0	Pending Submission	\$5,238.05	\$ 👁️ ✎️ 🗑️
37-703	B HIGH	0	Complete		👁️ ✎️ 🗑️
37-103	B ELEMENTARY	0	Complete		👁️ ✎️ 🗑️

**Claim Submission**

7. Review the Sponsor Claim. At the end of the claim, review the Certification Statement and mark the **checkbox**. Then click **Save**.
8. The sponsor's Approving Official must review the claim and then mark the **checkbox** to approve this claim at the end of the claim. Then click **Save**.
9. If the claim was selected for automatic claim review, the claim status will change to Approved. If the claim was selected for manual claim review, the status will change to Pending Approval until it is reviewed by the Maine Department of Education. When the Sponsor Claim is in

Approved Status and all the Site Claims are marked as Complete, then the Claim will be paid in the next payment batch.

### 5.3 Submitting Late Claims

Sponsors must submit a claim within 60 days of the last day of the claim month. Sponsors are permitted to submit a late claim past 60 days of the last day of the claim month for a one-time exception. Late claims are submitted in the traditional manners outlined above.

February 2020	Sponsor Claim	0	Paid	\$9,182.39	\$	+
March 2020	Claim can only be submitted as a One-Time Exception after 60 days.					+ +
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					+ +
YTD Claim Totals				\$67,635.11		

#### Late Claim Submission

If the sponsor submitted a late claim that was approved in the past 36 months, the system will not process the claim and notify the Maine Department of Education. In this situation, the Maine Department of Education may grant the late claim if it was due to reasons outside of the sponsor's control. Contact the Maine Department of Education for more information.