

Maine Department of Education
School Nutrition Program
Sponsor User Manual



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Logging In and Navigating

1.1 Receiving User ID and Password

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

1.2 Logging in

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



Figure 1: Login screen for CnpWeb

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

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

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

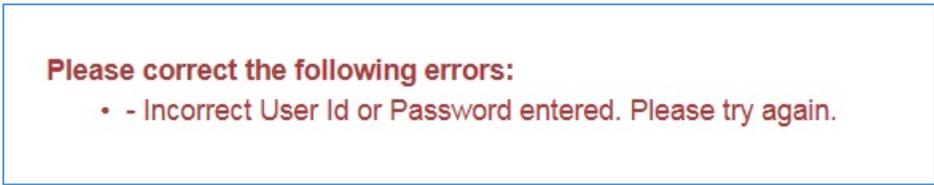


Figure 2: Login error message

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

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

[Sign Out](#)

Figure 3: Program Selection page

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

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Message Screen for School Nutrition Program Sponsors

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For questions about the content of this page contact Allie Caito-Sipe at acaito@doe.in.gov.

The following items were all featured in recent [Weekly School Nutrition Newsletters](#).

If you would like to receive these weekly updates, click [here](#).

Stay up to date on new information and resources by visiting the School Nutrition COVID-19 Newsletter [here](#).

Visit the IDOE – School Nutrition COVID-19 Webpage [here](#).

View IDOE’s COVID-19 Frequently Asked Questions Resource [here](#).

Figure 4: Notice page

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

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

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2017	July 2016	June 2017
2018	July 2017	June 2018
2019	July 2018	June 2019

Figure 5: Program Year selection screen

If you only have one Sponsor then CnpWeb will simply take you to the Sponsor Summary Screen (see Figure 7 below). This document will explore the Sponsor Summary screen in greater detail in [Section III](#).

Sponsor Summary						AAA Test (12345)
Checklist	Applications	Claims	Payments	Users		
Assigned Specialist: No specialist currently assigned. //						Adams County (01)
Number	Name	Revision	Status	Date Approved	Action	
Sponsor Info Sheet						
		0	Errors			
Site Info Sheet						
S1345C	Site One TestC	0	Errors			
654321	Site Three				+	

Figure 6: Sponsor Summary screen

If you are the Sponsor Administrator (SA) to more than one Sponsor, you will next be expected to select the Sponsor you want to work in (see Figure 8 below). After you select the Sponsor, CnpWeb will take you to that Sponsor’s home page—the Sponsor Summary screen.

Select Sponsor			
Sponsor Number:	<input type="text"/>	Name:	<input type="text"/>
Sponsor Number	Sponsor Name	Type	Status
9545	21st Century Charter School @ Gary	Public	Approved
9970	Ace Preparatory Academy	Public	Approved

Figure 7: Sponsor Selection screen

1.3 Navigating through CnpWeb

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

Sponsor Summary						Ace Preparatory Academy (9970)
Checklist	Applications	Forms	Claims	Payments	Users	
Assigned Specialist: Eory, Jacqueline //						Marion County (49)
Item	Required	On-Line	Forms	Description	Count/Date	Status
1.	<input checked="" type="checkbox"/>			Sponsor Information Sheet	9/27/2019	Approved

Figure 8: Three main parts of the screen for navigation purposes

1.4 The Main Menu

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

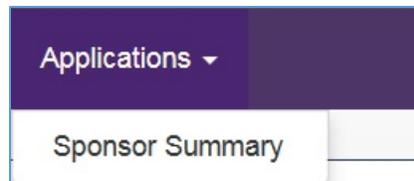


Figure 9: Main Menu Item and drop-down list with link

1.5 The Sponsor Summary

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

1.6 The Tools Menu

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



Figure 10: Tools Menu items

The Program Year link in green text will take you to the Program Year selection screen (see [Figure 6](#)) and beside it displayed in red is the year you have currently selected. Next to that is the Sponsor link, also in green. This link takes you to the Sponsor selection screen (see [Figure 8](#)) if you administer more than one Sponsor. Next to the green Sponsor link is the currently selected sponsor in red text.

Above the Sponsor link, you will see your User ID in the purple section of the screen. When you hover over it you will see a drop-down menu (see Figure 12 below).

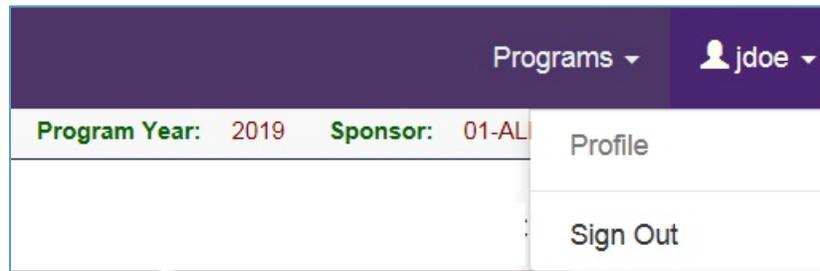


Figure 11: User Account Menu

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

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

Security and Changing the Password

2.1 Security

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

2.2 Tips

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

2.3 Changing your Password

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

Exploring the Sponsor Summary Screen

The Sponsor Summary screen (see Figure 13 below) consists of five views that we will explore in detail here. These five tab views are where you will perform all of the tasks you need to complete an Information Sheet, also called an Application, at the beginning of each Program Year, where you can update your information as the year progresses, and where you will submit claims for reimbursement.

Sponsor Summary					AAA Test (12345)			
Checklist		Applications	Claims	Payments	Users			
Assigned Specialist: No specialist currently assigned. //					Adams County (01)			
Item	Required	On-Line Forms	Description	Count/Date	Status			
1.	<input checked="" type="checkbox"/>		Sponsor Information Sheet		Errors			
2.	<input checked="" type="checkbox"/>		Center Information Sheet(s)	1 of 2	Incomplete			
3.	<input checked="" type="checkbox"/>		CEP Application					
Item	Required	Off-Line Forms	Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>		Procurement Plan					
2.			Permanent Agreement					
3.	<input checked="" type="checkbox"/>		Permanent Agreement Addendum					

Figure 12: Sponsor Summary screen

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

3.1 Checklist Tab

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

Sponsor Summary						AAA Test (12345)	
Checklist		Applications	Claims	Payments	Users		
Assigned Specialist: No specialist currently assigned. //						Adams County (01)	
Item	Required	On-Line Forms Description	Count/Date		Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet	11/30/2016		Approved		
2.	<input checked="" type="checkbox"/>	Center Information Sheet(s)	1 of 1		Approved		
3.	<input checked="" type="checkbox"/>	CEP Application					
4.		Forms submitted to IDOE for Approval	11/30/2016		Approved		
5.		Forms Approved by IDOE	11/30/2016		Approved		
Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Permanent Agreement		9/7/2016	9/7/2016	9/7/2016	
2.	<input checked="" type="checkbox"/>	Food Service Management/Vended Meals Contract		11/30/2016	11/30/2016	11/30/2016	

Figure 13: Checklist Tab with Packet and Forms in approved status

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

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

3.2 Applications Tab

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

Sponsor Summary						AAA Test (12345)
Checklist		Applications	Claims	Payments	Users	
Assigned Specialist: No specialist currently assigned. //						Adams County (01)
Number	Name	Revision	Status	Date Approved	Action	
Sponsor Info Sheet						+
Site Info Sheet						
S1345C	Site One TestC					
654321	Site Three					

Figure 14: Applications Tab at the beginning of the Packet process

Figure 16 below is an illustration of what the Application Tab looks like once the Packet process has been completed.

Sponsor Summary					Ace Preparatory Academy (9970)
Checklist	Applications	Claims	Payments	Users	
Assigned Specialist: Snell, Sharmela // ssnell@doe.in.gov					Marion County (49)
Number	Name	Revision	Status	Date Approved	Action
Sponsor Info Sheet					
		0	Approved	1/13/2017	
Site Info Sheet					
1111	Ace Preparatory Academy	0	Approved	11/30/2016	

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

Note that the view is divided into two sections. The first section lists the On-Line forms that pertain to Sponsor level information. The second section contains Site Information Sheets for Centers of various types. There are several navigational icons and buttons that will help you get around the Applications Tab. The following are examples of those controls and what they do.

3.3 Action buttons

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

3.4 Expansion/Contraction buttons

If there are any versions beyond Revision 0, the Expansion/Contraction buttons will appear next to the form in question. This is an Expansion button. If you see it to the left of a Sponsor Information Sheet or a Site Information Sheet you will know there are previous versions.

Sponsor Summary					Ace Preparatory Academy (9970)
Checklist	Applications	Claims	Payments	Users	
Assigned Specialist: Snell, Sharmela // ssnell@doe.in.gov					Marion County (49)
Number	Name	Revision	Status	Date Approved	Action
	Sponsor Info Sheet				
		1	Approved	1/13/2017	
		0	Approved	11/30/2016	
Site Info Sheet					
1111	Ace Preparatory Academy	0	Approved	11/30/2016	

Figure 16: Applications Tab with examples of different buttons

In Figure 17 above you will see the Contraction buttons are circled in green. The Sponsor Information Sheet has multiple revisions and is expanded. Note how the Contraction button points downward and the second row for the previous version, which in this case is Revision 0, has a light blue square next to it.

To contract those two rows you would simply click on the downward darker blue icon.  Also note in this particular example, that the Site Information Sheet does not have an Expansion as it only has a single Revision entered.

3.5 Claims Tab

The Claims Tab is where you can create and edit Sponsor and Site/Provider Claims. Most of the Action buttons, circled in red in Figure 18 on the next page, are the same as described in the Applications Tab section in the previous section.

Sponsor Summary						Ace Preparatory Academy (9970)			
Checklist	Applications	Forms	Claims	Payments	Users				
Assigned Specialist: Eory, Jacqueline //						Marion County (49)			
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action				
Reimbursement Claims									
	August 2019	Sponsor Claim	0	Paid	\$12,017.16				
	September 2019	Sponsor Claim	1	Paid	\$10,620.65				
	October 2019	Sponsor Claim	0	Paid	\$9,523.18				
	November 2019	Sponsor Claim	0	Paid	\$9,356.73				
	December 2019	Sponsor Claim	0	Paid	\$7,343.81				
	January 2020	Sponsor Claim	0	Paid	\$9,591.19				
	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				

Figure 17: Claims Tab with buttons

There are two new buttons on this screen you have not seen—the Recap button and the Upload button. The Recap button  will take you to a summarized view of the Sponsor claim for that month. The other new button is the Upload button.  This button will appear only if a claim has not been filed. It is used to upload a data file that contains all of Sponsor’s sites’ claim data. The detailed process on how to submit claims is covered in [Section VI](#) of this document.

The final set of buttons you need to know about are the secondary Expansion/Contraction buttons circled in green in Figure 18. These secondary Expansion buttons are gray.  This kind of button expands the Sponsor Claim rows and shows the Site/Provider Claims underneath it for the selected claim month. Once expanded, the Site/Provider Claims rows will have a yellow background and the Contraction button is displayed to the left of the Month and Year

for the Sponsor Claim. The Contraction button  if clicked will reduce the rows back to displaying only the Sponsor Claim.

3.6 Payments Tab

The Payments Tab lists reimbursements from the State for claims submitted by the Sponsor and previously approved by the State. Each payment could cover one or more Sponsor Claims. In Figure 19 below note that one of the payments is opened using an Expansion button (see the area circled in green) and it shows one Sponsor Claim for August 2017. If there were multiple claims covered in that payment, that’s where they would be listed. The Contraction button would be clicked to close that section down so that only the overall payment information row displays.

Sponsor Summary								Ace Preparatory Academy (9970)
Checklist	Applications	Claims	Payments	Users				
Assigned Specialist: Snell, Sharmela // ssnell@doe.in.gov								Marion County (49)
Open Balance Transactions		Lunch	Breakfast	Snack	Milk	Match	FFVP	Total Payable
Total Open Transactions		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batch Number	Process Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Total Payment
<input checked="" type="checkbox"/> 5010	7/17/2017	277.34	57.91	0.00	0.00	0.00	0.00	335.25
June 2017 Claim		277.34	57.91	0.00	0.00	0.00	0.00	335.25
<input type="checkbox"/> 5004	7/3/2017	1,539.86	337.75	0.00	0.00	0.00	0.00	1,877.61

Figure 18: Payments Tab with buttons

3.7 Users Tab

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

Sponsor Summary				Ace Preparatory Academy (9970)
Checklist	Applications	Claims	Payments	Users
Assigned Specialist: Snell, Sharmela // ssnell@doe.in.gov				Marion County (49)
User Name	E-Mail Address	Phone Number	Last Login	
Ace Preparatory Academy			8/4/2017	
Brookside Community Youth Program			2/3/2020	

Figure 19: Users Tab

How to Complete a Packet

4.1 What is a Packet?

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

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

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

4.2 On-Line Forms versus Off-Line Documents

On-Line forms include only those forms that allow data entry and saving within CnpWeb. These forms include the Sponsor and Site Information Sheets, Provider Applications, Sponsor Budgets and Management Plans. Off-Line forms are forms that exist outside of CnpWeb but can be uploaded, emailed or mailed to The State as part of the Enrollment Packet process. Some of those forms are downloadable via CnpWeb and some are not. Regardless of where you get an Off-Line form and regardless of how you send that form to the State it will be tracked through

CnpWeb and you will need to enter the Date Sent for each one via the Sponsor Summary Checklist Tab as part of your Packet approval process.

4.3 How to use Off-Line Documents

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

Sponsor Summary					Ace Preparatory Academy (9970)	
Checklist		Applications	Claims	Payments	Users	
Assigned Specialist:		No specialist currently assigned. //			Marion County (49)	
Item	Required	On-Line Forms Description	Count/Date	Status		
1.	<input checked="" type="checkbox"/>	Sponsor Information Sheet		Errors		
2.	<input checked="" type="checkbox"/>	Center Information Sheet(s)	0 of 1	Incomplete		
3.	<input checked="" type="checkbox"/>	CEP Application				

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Procurement Plan		2/3/2020	2/3/2020		
2.	<input checked="" type="checkbox"/>	Permanent Agreement					

Figure 20: Off-Line Documents List on the Checklist Tab

Note in Figure 21 above the blue upload button on the far right of the list. Also note that one of the document has a small blue Word icon, which means that document can be downloaded as a Microsoft Word file.

Let’s use the downloadable Word document as an example of how to use the Off-Line documents. To fill out and submit Item #2 illustrated in Figure 21, you would first need to click on the Word download icon. You will receive a prompt from the browser as to whether you want to Open, Save or Cancel the file (see Figure 22 below).



Figure 21: File download prompt

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

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

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

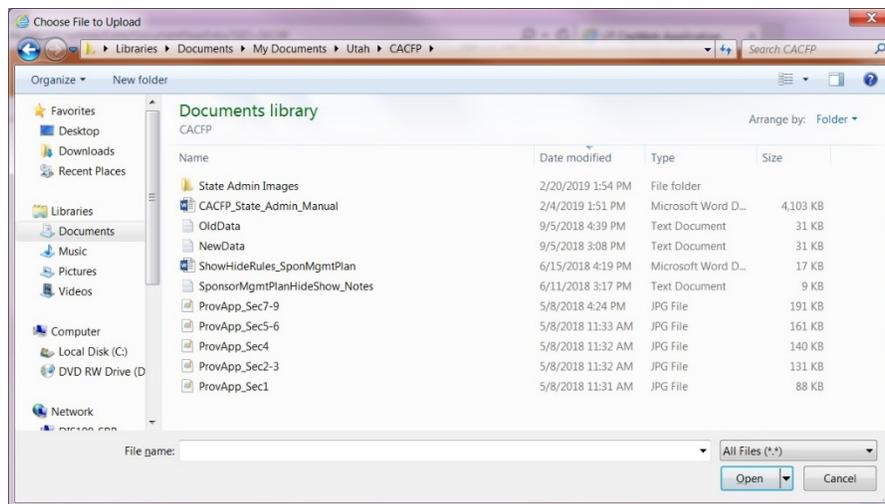


Figure 22: Choose a File to Upload

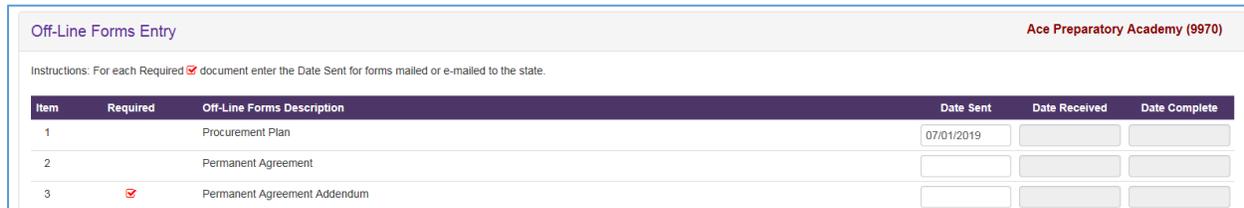
You can double click on the file name or click once on the file name and then click the Open button. The system will upload the document to CnpWeb and new Action buttons will appear in the Off-Line documents list (see [Figure 24](#) below). The System will automatically enter a Date Sent and Date Received. Now you can view the document you uploaded or delete it using the Action buttons.

Item	Required	Off-Line Forms Description	Downloads	Date Sent	Date Received	Date Complete	Action
1.		Free/Reduced Price Policy		1/20/2019	1/20/2019		 
2.		Collection Procedure Exception					

 Enter Dates for Required Off-Line Forms

Figure 23: Off-Line documents list with an uploaded example

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



Item	Required	Off-Line Forms Description	Date Sent	Date Received	Date Complete
1		Procurement Plan	07/01/2019		
2		Permanent Agreement			
3	<input checked="" type="checkbox"/>	Permanent Agreement Addendum			

Figure 24: Enter Dates for Off-Line Forms screen

4.4 On-Line Form Statuses

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.

4.5 How to complete the Sponsor Information Sheet

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

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

Figure 25: Sponsor Information Sheet with Errors

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

4.6 How to complete the Site Information Sheet

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

Number	Name	Revision	Status	Date Approved	Action
	Sponsor info Sheet	0	Errors		
	Site Info Sheet				

Figure 27: Site Information Sheet add button circled in blue

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

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

How to Revise Forms

The first version of a form is called Revision 0 and it is completed as part of the Enrollment Packet process at the beginning of the Program Year. Once the entire Packet has been approved, On-Line forms must be revised individually. Those approved forms and the buttons for revising them are illustrated in Figure 28 below.

Sponsor Summary						Ace Preparatory Academy (9970)
Checklist	Applications	Claims	Payments	Users		
Assigned Specialist: Snell, Sharmela / / ssnell@doe.in.gov						Marion County (49)
Number	Name	Revision	Status	Date Approved	Action	
>	Sponsor Info Sheet	1	Approved	1/13/2017	View +	
	Site Info Sheet					
1111	Ace Preparatory Academy	0	Approved	11/30/2016	View +	

Figure 27: Approved forms showing Revision 0 and Revision buttons

As you can see in the illustration above the Site Information Sheet is Revision 0, in Approved status and has the View and Add buttons available. Clicking on the Add button will open a new form (see Figure 29 on the next page) with all of the Revision 0 information in it, the new Revision number (in this case 1) and the form in Pending Submission status.

Once you have revised information on the form, you must re-check the sponsor certification checkbox and click the Save button. The individual form will go into Pending Approval status (if there are no errors). The State will review the form and either Approve it or send it back to you in Needs Correction status.

<ul style="list-style-type: none"> Top of Form Mailing/Street Address Alternate Address Food Service Contact Months of Operation General Information Site Eligibility Information Area Eligibility Information Community Eligibility Provision National School Lunch Program School Breakfast Program Special Milk Program After School Snack Program 	<div style="display: flex; justify-content: space-between;"> <div> <p>School Nutrition Programs</p> <p>Site Information Sheet</p> <p>Ace Preparatory Academy 1111</p> </div> <div style="text-align: right;"> <p>Indiana Department of Education</p> <p>9970 Ace Preparatory Academy 2016 - 2017 Program Year Pending Submission</p> <p style="border: 1px solid green; border-radius: 5px; padding: 2px;">Revision 1</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Mailing Address</p> <p>1. Address 1: 5326 Hillside Ave.</p> <p>2. Address 2:</p> <p>3. City: Indianapolis</p> <p>4. State: IN Zip Code: 46220-3446</p> <p>5. <input type="checkbox"/> Copy Mailing Address to Street Address</p> </div> <div style="width: 45%;"> <p>Street Address</p> <p>Address 1: 5326 Hillside Ave.</p> <p>Address 2:</p> <p>City: Indianapolis</p> <p>State: IN Zip Code: 46220-3446</p> <p>County: Marion</p> </div> </div>
--	--

Figure 28: Revision 1 form added

Once it has been approved by the State, if you were to view the form the number of revised fields will appear in blue in the form’s navigational menu on the left and the revised fields are highlighted in blue on the form itself. So remember if you see blue fields that means the data in that field was revised at some point.

How to Submit Claims

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

6.1 Uploading Site Claim Data File

First, select the Claims tab and then click the Upload Site Claim Data file button (see Figure 30 on the next page, button circled in green).

Sponsor Summary						Ace Preparatory Academy (9970)		
Checklist	Applications	Forms	Claims	Payments	Users			
Assigned Specialist: Eory, Jacqueline //						Marion County (49)		
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action			
Reimbursement Claims								
<input type="checkbox"/>	August 2019	Sponsor Claim	0	Paid	\$12,017.16	\$		
<input checked="" type="checkbox"/>	September 2019	Sponsor Claim	1	Paid	\$10,620.65	\$		
<input type="checkbox"/>	October 2019	Sponsor Claim	0	Paid	\$9,523.18	\$		
<input type="checkbox"/>	November 2019	Sponsor Claim	0	Paid	\$9,356.73	\$		
<input type="checkbox"/>	December 2019	Sponsor Claim	0	Paid	\$7,343.81	\$		
<input type="checkbox"/>	January 2020	Sponsor Claim	0	Paid	\$9,591.19	\$		
<input type="checkbox"/>	February 2020	Sponsor Claim	0	Paid	\$9,182.39	\$		
<input type="checkbox"/>	March 2020	Claim can only be submitted as a One-Time Exception after 60 days.						
<input type="checkbox"/>	April 2020	Claim should be entered between 5/1/2020 and 6/29/2020						
<input type="checkbox"/>	May 2020	Claim should be entered between 6/1/2020 and 7/30/2020						
YTD Claim Totals					\$67,635.11			

Figure 29: Upload claims file button on the Claims Tab

You will received the Upload Claims page (Figure 31 on the next page).

SNP - School Nutrition Programs Utah State Board of Education

Claim Upload January 2018

ASCENT ACADEMIES

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

Figure 30: Upload Claims File page

The select a file dialog window will open (see Figure 32 on the next page). Double click on the file you want to upload, or click the file once and click the Open button.

CnpWeb will try to analyze the file you have selected and if there are errors it will notify you. If the file is acceptable, then it will tell you that as well. Note: the file must be in a very particular format as an Excel spreadsheet or a comma delimited file. Contact your System Administrator for an example of the file format.

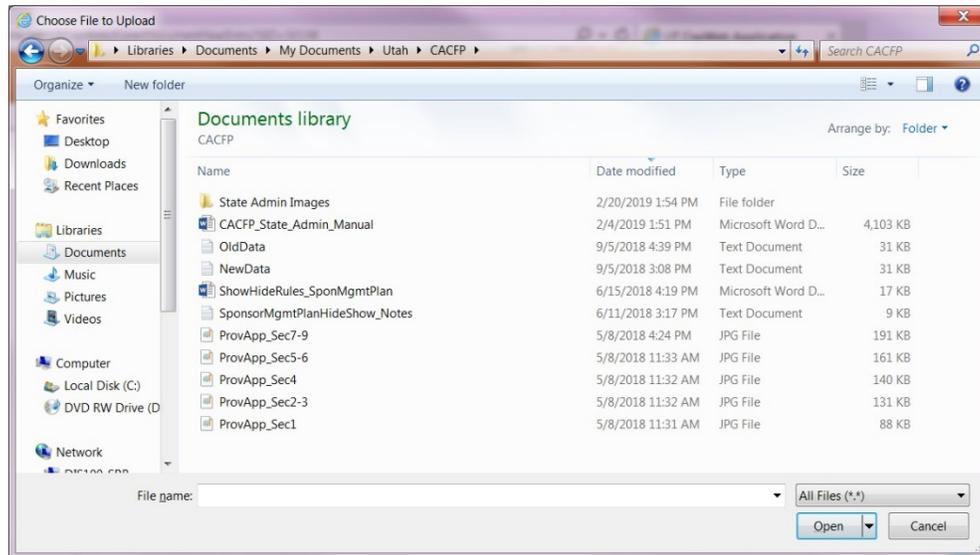


Figure 31: Choose a File Upload dialog window

Once all the site data has been uploaded, if there were no errors then all of the Site Claims will be in “Complete” status. The Sponsor claim will also have been automatically created, but it is not yet complete.

Edit the Sponsor Claim by clicking the Edit button in the far right hand side of the screen. Review the information on it, check the sponsor certification checkbox and click the Save button. This will submit both the Sponsor and Site Claims, which will then be in Pending Approval status. The State will review and approve them. When a Sponsor Claim is in an Approved status, it will be processed in the next payment batch.

6.2 Entering Claim Data for each Site

If you do not upload a data file to enter your site claims, then you will need to enter them via the system individually. To do this follow these steps.

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

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