

# CNP Web – User Quick Guide

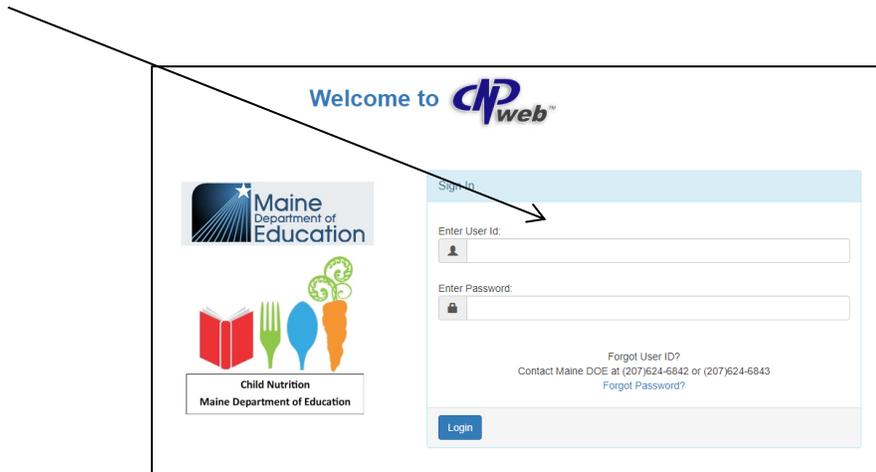
## Administrative Review Tool

Access the CNP Web site here: <https://me.cnpus.com/cnp/Login>

### Off-site Assessment Tool

*Completing the off-site questions:*

**Step 1:** Sign in by entering your User Id and Password on the CNP Web homepage.



**Step 2:** Select “SNP” under “Program Selection.”

Program Selection	Program Description
Program Code	
SNP	NSLP

Sign Out

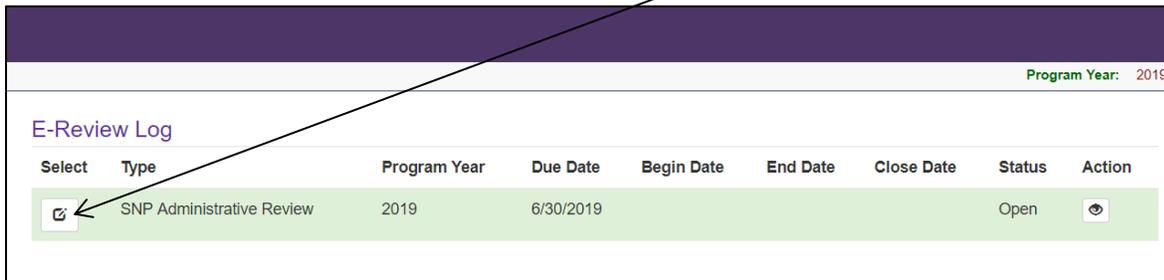
**Step 3:** Select the school year being reviewed under “Program Year Selection.”

Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024

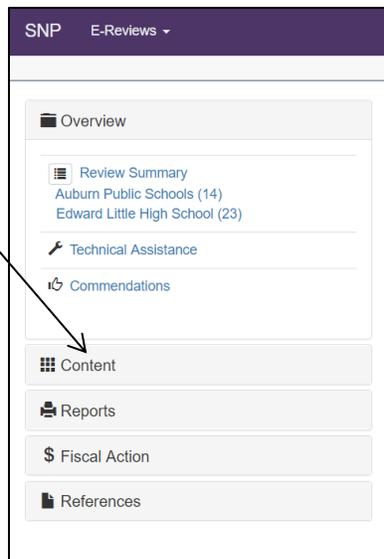
**Step 4:** Click “E-Reviews” in the top left-hand corner of the screen and select “E-Review Log by Sponsor.”



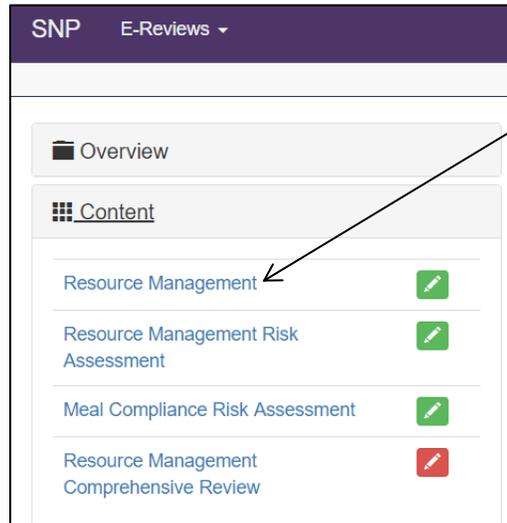
**Step 5:** Click on the  symbol under “E-Review Log”. This will open up the Review Summary Page.



**Step 6:** Click the “Content” section on the left side of the screen. This will open additional sections to complete:



Resource Management – 1) Click “Resource Management” to open questions 700-712.



2) There are four tabs (Non-Profit FS Account, Paid Lunch Equity, Nonprogram Foods Revenue, and Indirect Costs) that each must be selected and contain questions to answer. **Paid Lunch Equity does not apply to non-pricing schools or those with a positive/zero balance on June 30, 2022.** Don't forget to save after you answer each question. As each question is answered and saved, the red box with the pencil will turn green to indicate completion.

Review Form - Resource Management

Non-Profit FS Account | Paid Lunch Equity | Nonprogram Foods Revenue | Indirect Costs

Action	Question	Form	Description
	700.	OFS	SFA accurately track all revenues and expenses?
	701.	OFS	SFA have net cash resources that exceeded three months' average expenditures?
	702.	OFS	SFA transfer funds other than approved indirect costs?
	703.	OFS	SFA receive prior approval from State agency for equipment costing \$5,000 or more?
	704.	OFS	SFA have any financial findings on previous reviews?
	705.	OFS	SFA have internal controls to ensure only allowable costs charged?

**Step 7: District level off-site questions:** 1) Click on the  symbol under the blue portion of “Review Listing” to answer the district level questions.

Review Listing

Select	Name	Period	Rev Nbr	On-Site Date	Begin Date	End Date
	Auburn Public Schools (14)	Jan 2019	0			
	Edward Little High School (23)	Jan 2019	0	3/5/2019		

2) There are five categories: Certification and Benefit Issuance, Verification, Meal Counting & Claiming, General Program Compliance, and IX Special Provision Options. As you answer and save questions in each area, the red bar will change to green.

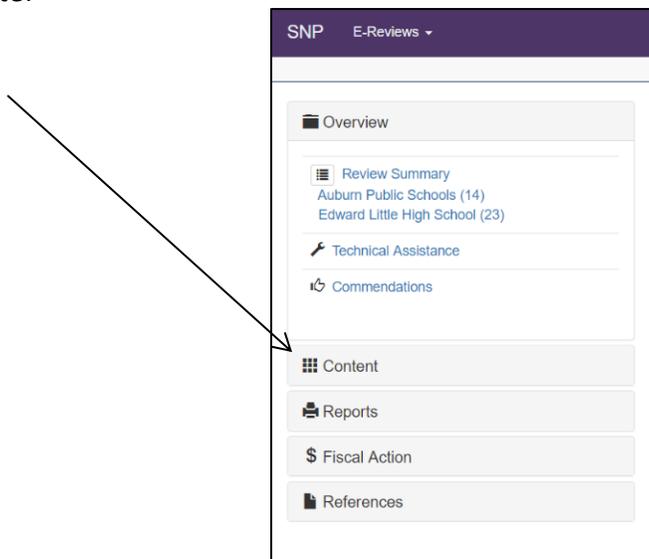


### Review Form - Verification

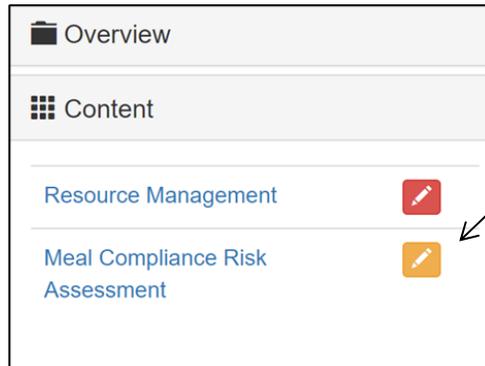
Action	Question	Form	Description
	200.	OFS	FNS-742 Verification Collection Report questions
	201.	OFS	SFA verifying official?
	202.	OFS	SFA confirming official?
	203.	OFS	SFA's verification process?
	204.	OFS	Electronic system to identify error-prone applications, name of software?

### Step 8: Completing the Meal Compliance Risk Assessment

1) Click the "Content" section on the left side of the screen. This will open additional sections to complete:



2) Click on “Meal Compliance Risk Assessment.” The “Meal Compliance Assessment Tool” will open. **Note: this will only need to be completed for districts that have more than one site being reviewed.**



3) Click on each reviewed school, and answer questions #1-10.

Meal Compliance Risk Assessment Tool

School: Lisbon High School (270)

1. In addition to the National School Lunch Program, which of the following Child Nutrition Programs operate at the site?

School Breakfast Program	Yes	No	Reset	15
Seamless Summer Option	Yes	No	Reset	0
Afterschool Snack Program	Yes	No	Reset	0
Fresh Fruit and Vegetable Program	Yes	No	Reset	0
Special Milk Program	Yes	No	Reset	0

2. What are the age/grade groups served in the school?

Pre-K	Yes	No	Reset	0
K-5 only (or K-1, K-2, K-3, K-4)	Yes	No	Reset	0
6-8 only (or 6-7, 7-8)	Yes	No	Reset	0
9-12 only (or 10-12)	Yes	No	Reset	0
K-8 overlap	Yes	No	Reset	0
6-12 overlap	Yes	No	Reset	0
K-12 overlap	Yes	No	Reset	0

### Uploading Requested Documents

**Step 1:** Sign in by entering your User Id and Password on the CNP Web homepage.

Welcome to **CNP web**

Maine Department of Education logo and Child Nutrition logo.

Sign In

Enter User Id:

Enter Password:

Forgot User ID? Contact Maine DOE at (207)624-6842 or (207)624-6843  
Forgot Password?

Login

**Step 2:** Select “SNP” under “Program Selection.”

Program Selection	
Program Code	Program Description
SNP	NSLP

[Sign Out](#)

**Step 3:** Select the school year being reviewed under “Program Year Selection.”

Program Year Selection		
Program Year	Program Begin Date	Program End Date
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**Step 4:** Click “E-Reviews” in the top left-hand corner of the screen and select “E-Review Log by Sponsor.”

SNP E-Reviews ▾

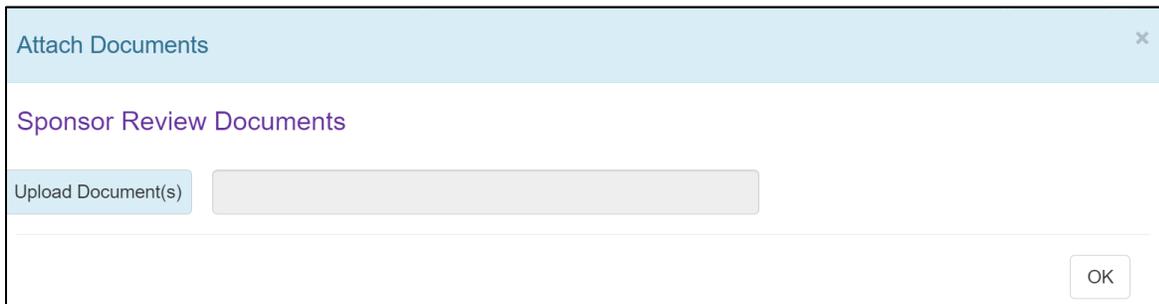
- E-Review Log by Sponsor
- Corrective Action Responses

**Step 5:** Click on the  symbol under “E-Review Log”. This will open up the Review Summary Page.

Program Year: 2019

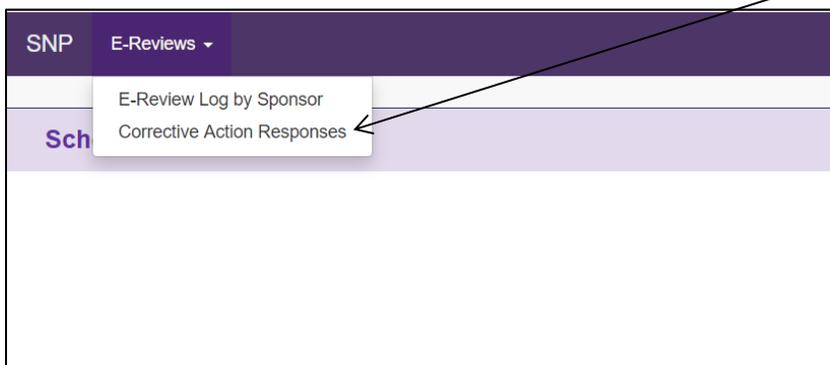
E-Review Log								
Select	Type	Program Year	Due Date	Begin Date	End Date	Close Date	Status	Action
	SNP Administrative Review	2019	6/30/2019				Open	

**Step 6:** Click on the  symbol to the right of the screen. This is where you will upload requested documents.



### Submitting Corrective Action

**Step 1:** Click “E-Reviews” in the top left-hand corner of the screen and select “Corrective Action Responses.”

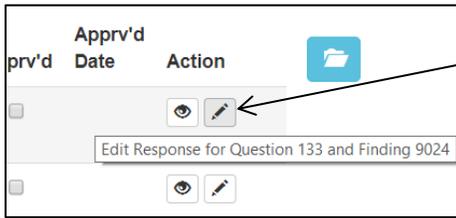


**Step 2:** This is the Corrective Action Responses navigation page. Here, School Nutrition Department and Maine State Agency staff can work together on Corrective Action needs.

Corrective Action Responses Filter: - Show All Corrective A

Entity	Status	Question Number	Finding Number	Finding Title	CA Due Date	Response Submitted	Apprv'd	Apprv'd Date	Action
York High School (545)	Open	322	9070	Meal counts exceeded number of free, reduced price and/or paid eligible students.		<input type="checkbox"/>	<input type="checkbox"/>		 

1) For each finding, select the pencil box to add a Corrective Action response.



2) Each finding includes a description of the finding and Corrective Action needs.

A screenshot of the 'Finding 9070' form. It includes fields for 'Question: 322', 'Finding Title', 'Finding Description', 'Corrective Action', 'Entered By', 'Date Entered', 'Due Date', 'Response By', and 'Response Date'.

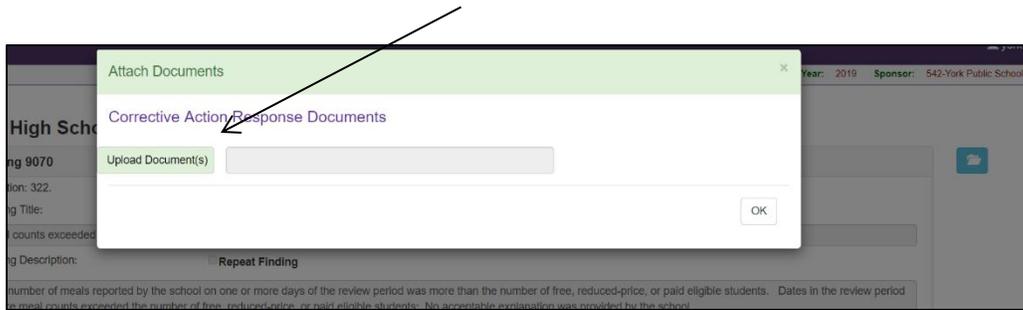
3) Enter your Corrective Action response.

A screenshot of the 'Corrective Action' section of the form. It includes a text box for 'Provide explanation why number of meals reported exceeded number of eligible students.', 'Response By', 'Response Date', and 'Enter Corrective Action Response'.

4) To upload supporting documentation if needed, click on the blue folder at the top right corner of the screen.

A screenshot of the 'Finding 9070' form with a red box and arrow pointing to a blue folder icon in the top right corner.

5) Click "Upload Document(s) and select the file you wish to attach.



6) Be sure to save after the response and file has been uploaded.



**Step 3:** If you need to upload general files to support Corrective Action, click the blue folder in the upper right hand corner of the Corrective Action Page.

	CA Due Date	Response Submitted	Apprv'd Apprv'd	Apprv'd Date	Action
correctly.		<input type="checkbox"/>	<input type="checkbox"/>		 
m within the first 4		<input type="checkbox"/>	<input type="checkbox"/>		 
Snacks standards.		<input type="checkbox"/>	<input type="checkbox"/>		 
meal pattern		<input type="checkbox"/>	<input type="checkbox"/>		 

A blue folder icon is located in the upper right corner of the table area, with an arrow pointing to it from the text above.

Click "Upload Document(s) and select the file you wish to attach.

