COLYAR CONSULTING GROUP, INC.

Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)

USER MANUAL for Connecticut Sponsors

Summer Food Service Program

Connecticut State Department of Education
Revised January 2021

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For information on the Summer Food Service Porgram (SFSP), visit the CSDE's SFSP website or contact the Summer Meals staff in the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/CNPSystemUserManual_SFSP.pdf

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Introduction

1

Welcome to the Connecticut State Department of Education's (CSDE) user manual for the Summer Food Service Program (SFSP) module. The Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) is a Web-based software solution that provides administrators, state users and sponsors with efficient and immediate access to applications, claims and related nutrition program functions.

Web Site Benefits and Features

The CNP System is a user-friendly Web application that allows authorized users to submit and approve applications, claims, and miscellaneous forms via the Internet, as their security rights permit. Key CNP System features include:

- a software system that manages information regarding sponsors, applications, claims, and reports;
- a single integrated database that serves all Child Nutrition Programs;
- the ability to save partially completed forms online, allowing the user to complete the process at a later time;
- individual user IDs and passwords for secure login to program functions and accurate tracking of user behavior; and
- a robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous predefined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized sponsors of the U.S. Department of Agriculture (USDA) SFSP. It is designed to provide a general understanding of how to use the CNP System in an effective and efficient manner. This manual provides:

- a general explanation of each feature available;
- screen examples of Web site pages and forms;
- step-by-step instructions for utilizing the Web site features; and
- tips and notes to enhance your understanding of the CNP System.

Getting Started

2

Before you can begin using the CNP System, you must be assigned a user ID and password by the CNP System Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log on to the CNP System Web site.

Accessing the Web Site

You can access CNP System from any computer connected to the Internet by opening your Internet browser and entering the CNP System URL in the browser's address line. The CNP System URL is **https://ct.cnpus.com/prod/Splash.aspx**.

Figure 1 shows the CNP System home page.

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the Web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

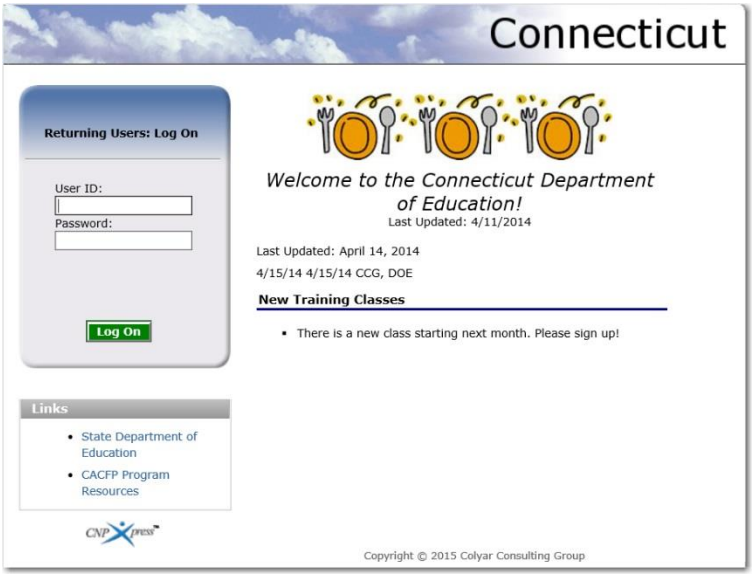


Figure 1: CNP System Home Page

About the CNP System Home Page

The CNP System Home Page consists of three major sections:

- bulletin board;
- log on; and
- links.

The **bulletin board** is managed by the CSDE and provides general information. It also includes information related to claim submission timelines and technical assistance contacts.

The **log on** section is where authorized users enter their user ID and password. It also provides a link for users that have entered a valid user ID but have forgotten their password, to be transferred to another Web page to reset their password.

The **links** section provides access to the CSDE's school nutrition programs Web sites and additional information.

Logging On

To log on

1. Access the CNP System by typing the URL (https://ct.cnpus.com/prod/Splash.aspx) into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a user ID and password, contact the CNP System Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

TIP: The Password is case-sensitive, so be sure to use upper-case and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the CNP 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** to continue to the CNP System Programs page.

Note: Security configuration settings require a password that contains at least eight (8) characters.

CNP System Content Overview

Once you are logged in, the top portion of the CNP System application contains key elements that provide basic information about your location within the CNP System and your organization (see figure 2). Table 1 describes these key elements.

Figure 2: CNP System Content Overview

Table 1: Key Elements of the CNP System	
Item	**Description**
Program Name	The selected program name appears in the **gray area** at the top of the page.
Menu Items	Menu items display on the **blue menu bar** at the top of the page. Selecting a menu item will take you to its menu page. Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the CNP System Help Desk for assistance at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 a.m. to 4:00 p.m.
Breadcrumb Trail	The navigation, or breadcrumb trail, identifies your location within the Web site. Selecting a specific portion of the trail will take you back to that particular screen.
Program Year	The selected program year displays on the right beneath the menu bar. Upon logging in, the CNP System defaults to the most current active program year.
Information Box	The information box displays general information regarding the sponsor/ site.
Log Out	The log out button displays in the menu bar. The CSDE recommends selecting **Log Out** to properly exit the CNP System.

Note: For security reasons, the CNP System will automatically log you out after twenty (20) minutes of inactivity.

Screen Options

Data entry screens in the CNP System offer the user some or all of the following options: **VIEW**, **MODIFY**, **DELETE** and **INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar (see figure 3).

Figure 3: Screen Options Example

Table 2 describes each of the possible screen options.

Table 2: Screen Options in the CNP System

Item	Description
VIEW	Presents the screen information in **view-only** mode. In this mode, the user cannot modify any data.
MODIFY	Presents the screen in **modify** mode. In this mode, the user can modify field data and save the data after pressing the **save** button at the bottom of the screen.
DELETE	Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record.
INTERNAL USE ONLY	This option is only available to authorized CSDE users.

CNP System Programs Page

Once you successfully log on, the CNP System Programs page is displayed (see figure 4). Actual access to specific modules is based on the user's security rights.

TIP: The Accounting, Maintenance and Configuration, and Security tiles are always gray because these are administrative modules that are only available to authorized CSDE users. Sponsors will not have access to these modules.

Figure 4: CNP System Programs Page

Table 3 shows the module that each button accesses.

Table 3: Access to CNP System Modules

Button Selected	Module Accessed
School Nutrition Programs	School Nutrition Programs home page
Child and Adult Care Food Program	Child and Adult Care Food Program home page
Summer Food Service Program	Summer Food Service Program home page
Accounting	Accounting Module home page
Maintenance and Configuration	Maintenance and Configuration module home page
Security	Security Module home page

SFSP Home Page

The SFSP home page contains the message board used by CSDE administrators to post SFSP-related messages to sponsors. Messages may contain important news regarding submission due dates, upcoming training, legislative changes or any other SFSP-specific information.

Message board content is managed by authorized CSDE staff.

To access the SFSP home page

1. Log on to the CNP System Web site.
2. On the Programs screen, select **Summer Food Service Program**.

Note: If a user only has access to the SFSP module, the Programs screen is not displayed.

3. The **Summer Food Service Program** home page displays.

Note: CSDE administrators maintain the message boards for all CNP System modules.

SFSP menu options

From the SFSP home page, you can select a menu item from the blue menu bar at the top of the page. The SFSP menu bar contains menu items specific to the SFSP. Table 4 describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: Individual users may have varying menu options due to the user's security configuration.

Table 4: Available Features for CNP System Menu Options

Menu Item	Menu Features
Applications	Access to overall application-related items including: • Application Packet (includes sponsor and site/provider applications as well as supporting submissions) • Advance Requests
Claims	Access to SFSP claim entry screens and sponsor-specific payment history.
Security	Access to an individual user's security-related items including: • Change Password *(authenticated user changing their password)*.
Search	Access to the SFSP Sponsor Search screens.

Error Processing

All information entered and saved on the CNP System is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (e.g., entering a four-digit zip code), or a nonlogical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (the error code is a letter), or displays a message next to the field in error. Input errors ***must be corrected*** before you can proceed. The CNP System will ***not*** save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 5 shows examples of input errors.

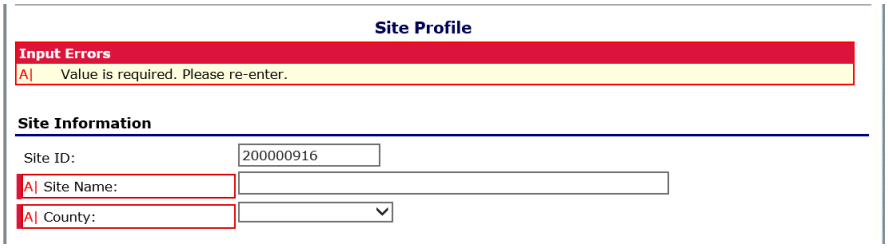


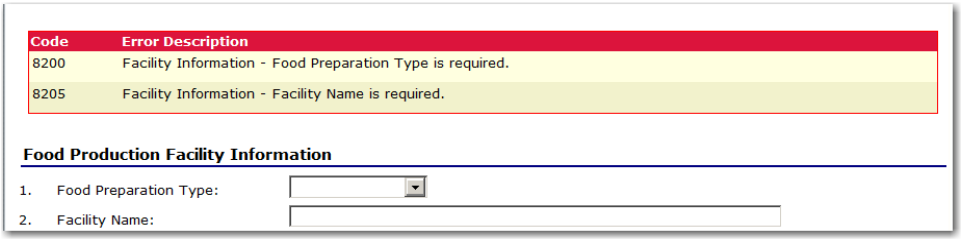
Figure 5: Examples of Input Errors (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that data entered on a form conforms to state-defined guidelines/requirements and federal regulations. When the user initiates a save, the CNP System will perform business rule edit checks and identify whether errors exist. After the user corrects any input errors, the CNP System will display a confirmation screen stating that the entered data has been saved.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually four to five digits) and error description. Business rule edits do ***not*** prohibit the CNP System from saving the data entered on the screen.

Figure 6 shows examples of business rule errors.



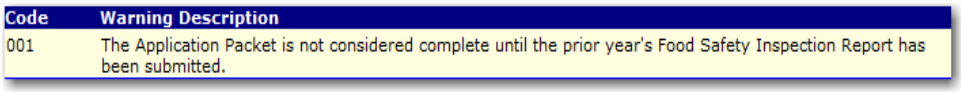
Code	Error Description
8200	Facility Information - Food Preparation Type is required.
8205	Facility Information - Facility Name is required.

Food Production Facility Information

1. Food Preparation Type:
2. Facility Name:

Figure 6: Example of Business Rule Errors (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an error or a warning. **Errors** appear in red and must be corrected before the form can be submitted. **Warnings** appear in blue and indicate an "out of the ordinary" data value (see figure 7). Warning errors do not need to be corrected prior to form submission.



Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

Figure 7: Example of a Warning Error

Note: CSDE administrators maintain the verbiage for business rule error messages. If you think an error message is incorrect or unclear, please contact the CNP System Help Desk.

Selecting a Program Year

Information for sponsors and sites is displayed based on the selected program year. After logging on to the CNP System, the "active" program year is the default selection and displays in the top-right corner in the blue bar. To view information from a prior year, you will need to change the program year.

Note: A sponsor will be unable to select a new year if they have not been granted the security right. Contact the CNP System Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The **Year Select** screen displays (see figure 8).
2. Select the year.

   Note: The selected year is indicated by **< Selected**.

3. Use the menu bar to return to your task in the program.

TIP: The ability to view and/or modify a program year is controlled by the CSDE's system administrator.

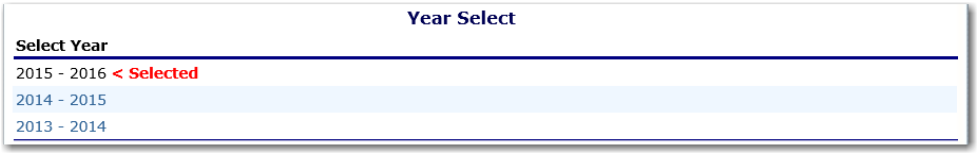


Figure 8: Year Select Screen

Sponsor Search

Note: If you are associated with only one sponsor, the CNP System will default to the sponsor's data.

If you are associated with more than one CNP sponsor, you must search for and select a sponsor using the Sponsor Search function before beginning any task. When the Sponsor Search screen displays, you can search for the sponsor using all or part of the sponsor ID, name, or any other combination of parameters provided on this screen.

To search for a Sponsor

1. On the menu bar, select **Search**. [If the Sponsor Search screen is already displayed, begin at Step 2.] The **Sponsor Search** screen displays (see figure 9).
2. Enter search parameters (see table 5 for additional information on using the search parameters).
3. Select **Search.**
4. Select the sponsor you wish to access.

TIP: The sponsors list displays based upon the search criteria entered. If no selections were made, the list displays all available sponsors with the designated status (default is "Active").

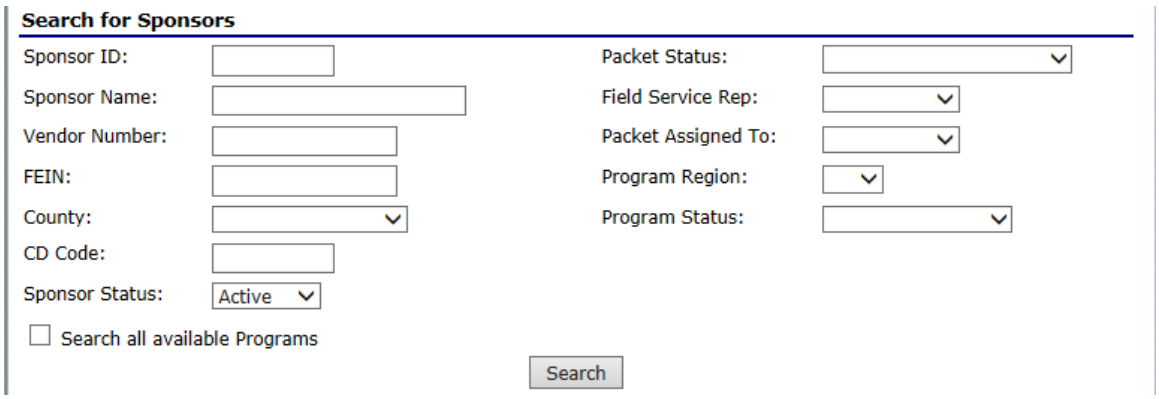


Figure 9: Sponsor Search screen

Note: Non-CSDE users can only make queries about and view sponsors associated with their user account.

The sponsor search parameters follow a specific set of rules. These are described in the table 5. The search is confined to the sponsors in the respective program year displayed at the top right of the screen.

If the type of search is identified as "includes," the system will search for any sponsor that includes the parameter in any portion of the selected field. For example, if the user entered "386" in the **Sponsor ID** parameter, the system will retrieve sponsors with sponsor IDs of "00386" and "01386."

If the type of search is "exact match," the system will search only for any sponsor that exactly matches the parameter. For example, if the user selected "Adams" in the **County** parameter, the system will retrieve all sponsors associated with the county of Adams.

Table 5: Rules for Sponsor Search Parameters

Parameter	Type of Search	Search Features
Sponsor ID	"includes"	• If in combination with the sponsor name, the sponsor ID takes precedence. • If in combination with any other parameter, all parameters are used to perform the search.
Sponsor Name	"includes"	• If in combination with the sponsor ID, the sponsor ID takes precedence; this parameter is ignored • If in combination with any other parameter, all parameters are used to perform the search.
Vendor Number **FEIN** **CD Code**	"includes"	• If in combination with the sponsor ID, the search is performed using both the sponsor ID and this parameter. • If in combination with any other parameter, all parameters are used to perform the search.
County **Packet Status** **Field Service Rep** **Packet Assigned To** **Program Region** **Program Status**	"exact match"	• If in combination with the sponsor ID, the search is performed using both the sponsor ID and this parameter. • If in combination with any other parameter, all parameters are used to perform the search.
Sponsor Status	"exact match"	• Required; defaults to "Active." • If in combination with any other parameter, all parameters are used to perform the search.

If the "Search all available Programs" box is checked, the results display changes in appearance (see figure 10). The system will ignore all search criteria except for the sponsor ID and sponsor status. If the sponsor name is entered, and no sponsor ID is entered, the system will ignore all search criteria except for sponsor name. If no parameters are entered, the system will retrieve all sponsors in all programs.

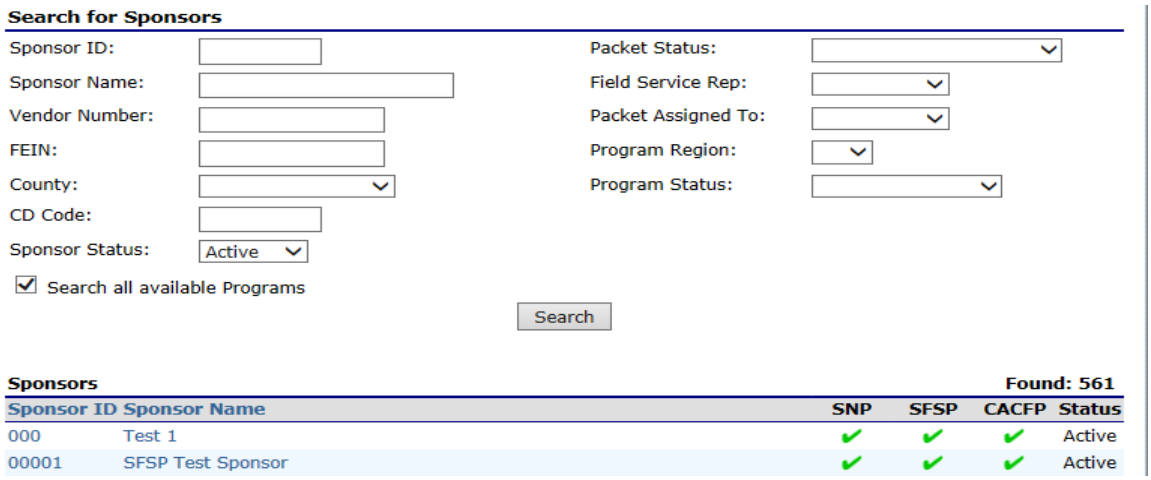


Figure 10: Sponsor Search Screen – "Search all Available Programs" Example

Site Search

You can search for and select a site through the **Site Search** function on the **Search** menu.

TIP: Sites only display if they are associated with a sponsor to which you have access.

You can search for the site using all or part of the site ID, site name, license number or street address. At least one search criteria must be entered. The search results display in the **Site List** below the search criteria.

To search for a site

1. On the menu bar, select **Search**.
2. Select **Site Search.** The **Site Search** screen displays (see figure 11).
3. Enter all or a portion of the site ID, site name, site type or address in the respective text boxes.

4. Select **Search.**

5. Select the desired site.

Figure 11: Site Search Page

Table 6 describes the rules for the site search parameters.

Table 6: Rules for Site Search Parameters

Parameter	Type of Search	Search Features
Site ID	"includes"	• If in combination with the site name, the site ID takes precedence. • If in combination with any other parameter, all parameters are used to perform the search.
Site Name	"includes"	• If in combination with the site ID, the site ID takes precedence; this parameter is ignored. • If in combination with any other parameter, all parameters are used to perform the search.
Site Type	"exact"	• If in combination with the site ID, the site ID takes precedence; this parameter is ignored. • If in combination with any other parameter, all parameters are used to perform the search.
Street Address **City** **State** **Zip Code**	"includes"	• If in combination with the site ID, the search is performed using both the site ID and this parameter. • If in combination with any other parameter, all parameters are used to perform the search.
Site Status	"exact"	• If in combination with any parameter, all parameters are used to perform the search.

Applications

3

Now that you know how to access and log on to the CNP System, the remainder of the manual will explore the functions of the SFSP module. Let's first look at the Applications component of the CNP System, where users manage yearly enrollment of sponsors and sites and review Advance Requests.

About the Program Year Enrollment Process

To participate in the SFSP, sponsors must submit an application packet for the upcoming program year to the CSDE for review and approval. Figure 12 shows the Application Packet screen for enrolling in a new program year.

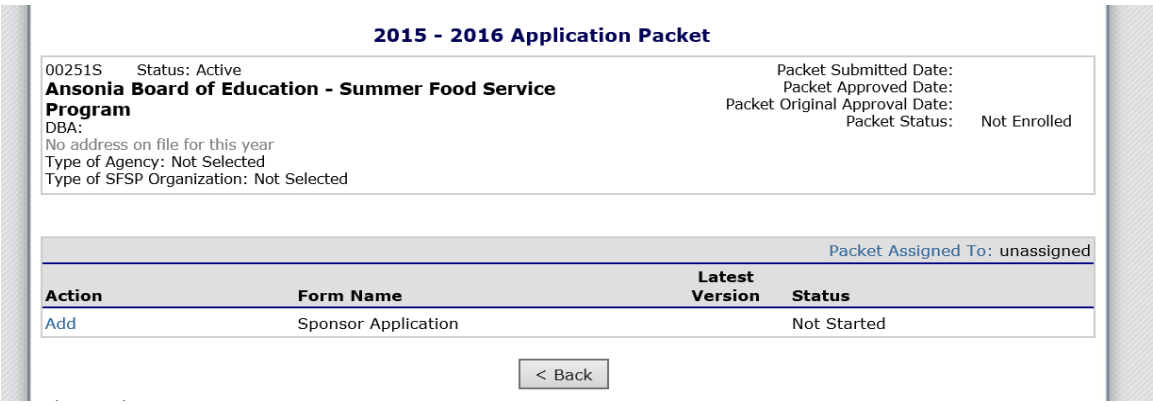


Figure 12: Enrolling in a New Program Year

Before beginning the application packet, sponsors must select the "Add" action on the Application Packet screen. The user is then transferred to the SFSP Sponsor Application screen. Data designated by the CSDE to roll over from the prior year's final approved application will pre-populate the sponsor and site application forms.

A new application packet must be submitted by the sponsor and approved by the CSDE each program year. Once the application packet is approved, and the program year has commenced, monthly claims for reimbursement may be submitted.

Submitting an Application Packet

The sponsor can submit the application packet to the CSDE once the application is deemed complete by the CNP system. To be able to submit an application packet, the packet must contain:

- a completed Sponsor Application with no errors;
- at least one completed SFSP Site Application with no errors;
- a completed Budget Detail with no errors; and
- all items in the Checklist (must be identified as submitted to the CSDE with a submitted date).

TIP: Since site field trip data can be entered **only** for CSDE-approved sites, they are usually not part of the initial Application Packet submission by the sponsor.

Once the application packet has been submitted to the CSDE for approval, the Packet History section of the Application Packet screen will display the event, and the packet status changes to **Submitted for Approval**. Figure 13 shows the Packet History section.

Packet History

Event	Event Date/Time	User
The application packet was approved.	5/29/2009 7:23:11 AM	Developer
The application packet was submitted.	5/29/2009 7:22:27 AM	Developer
The application packet was changed requiring it to be submitted.	5/29/2009 7:22:14 AM	Developer

Figure 6: Packet History (Subsection of the Application Packet Screen)

Applications Menu

The Applications menu is the starting point for all tasks related to the annual SFSP enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications**. The Applications Menu displays.
2. Select an application item to access that application function.

Figure 14 displays the complete list of Applications menu items for authorized state users. It is important to note that sponsors have significantly fewer Applications menu items.

Item	Description
Sponsor Manager	SFSP Sponsor's Profile, Site and Hold Information
Application Packet	SFSP Applications Forms (Sponsor and Site)
Advance Requests	Request Sponsor's SFSP Advance(s) for the current year
Advance Requests Manager	Manage requested Sponsor's SFSP Advance(s) for the current year
Download Forms	Forms Available for Downloading

Figure 14: SFSP Applications Menu Screen for CSDE Users

TIP: The **Sponsor Manager** and the **Advance Requests Manager** are CSDE-only screens. Sponsors will not see these screens on their menu.

Application Packet

To participate in the SFSP, sponsors must submit an application packet to the CSDE for review and approval. At the beginning of each program year, sponsor data are rolled over from the prior year's most recent approved application packet and must be verified by sponsors prior to being approved by the CSDE to participate in the SFSP for the current year. The sponsor updates any data that is no longer valid, as well as enters additional data required by the CSDE.

The Application Packet contains the Sponsor Application, Site Application and other forms required as a part of the packet. After selecting Application Packet from the Applications menu, each required packet item and its status displays (see figure 15). If any packet item requires attention (such as an error within a form or a checklist item needs to be completed), a red arrow displays next to the Application Packet item. If the Application Packet item has been completed correctly and contains no errors, a green check displays next to the Application Packet item.

Note: Sponsors cannot begin SFSP operations until their application packet has been approved for the respective program year.

Note: After an application packet has been approved, if a sponsor revises an item within the Application Packet (excluding the Site Field Trip screen), the Application Packet must be resubmitted for approval. Modifications to the Site Field Trip screen do not initiate the application packet approval process

To access the Application Packet

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. If necessary, search for and select a Sponsor. The Application Packet screen displays.
3. Select the packet item you want to access.

Note: These forms must be completed in order (Sponsor Application, Food Production Facility, Site Applications, Budgets) because data from the preceding forms populate to the succeeding form. Other forms can be completed in any order, either before or after the above noted forms.

2015 - 2016 Application Packet

000 Status: Active
Test 1
DBA: Test
No address on file for this year
Type of Agency: Government Agency
Type of SFSP Organization: Not Selected

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View | Modify | Admin	Sponsor Application	Original	Error
Add	Budget Detail		
Details	Food Production Facility List		
Details	Site Field Trip List		
Details	Checklist Summary (2)		
Details	Application Packet Notes		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

Figure 15: Application Packet Screen

If the application packet is under review by the CSDE, it becomes "read only" to the sponsor. The Application Packet screen is displayed with the following message to help make the sponsor aware that they can no longer modify the submitted packet during this time (see figure 16).

The Application Packet is currently under review by the State and is unavailable for changes.

Figure 16: Application Packet Screen Message

Sponsor Application

The Sponsor Application screen provides access to the sponsor's annual application for the SFSP. The sponsor is required to complete a new sponsor application annually; however, if an application is contained within the CNP System from the previous year, the CSDE has identified select application data that rolls over from the previous year and prefills a new year's application.

To view a Sponsor Application (Original)

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Select **View** next to the **Sponsor Application** packet item. The sponsor application for the designated program year is displayed

Note: If there are multiple versions of a Sponsor Application within the CNP System (i.e., revisions exist), the CNP System defaults to the version with the ***most current Application Effective Date*** designated on the Sponsor Application's Internal Use Only section.

To view a Sponsor Application (Revision)

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select the revision link under the **Latest Version** column. The sponsor application history for the designated program year displays.
4. Select the application version you would like to view.

TIP: The **View** option appears in two situations: 1) If the user only has view-access security rights; or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the CSDE and is under CSDE review, and therefore can no longer be modified.

To add a Sponsor Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Add** next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
4. Enter required information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Sponsor Application screen.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: The **Add** option only appears for new sponsors. If a sponsor had an application in the previous year and has elected to enroll in the new year, the prior year's application information is rolled over into the new year's application as a starting point. The user would select **Modify** to review and update this information.

To modify a Sponsor Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select Modify next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Sponsor Application screen.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: The **Modify** option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the CSDE, a revised application must be submitted, i.e., the **Revise** option displays.

To delete a Sponsor Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The CNP System transfers you to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: A Sponsor Application can only be deleted if the sponsor has not yet submitted any claims for the program year. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Sponsor Application

Note: Only CSDE-approved applications can be revised. Once a sponsor revises any item within the Application Packet, the Application Packet must be resubmitted and the CSDE review and approval process starts again.

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Select **Revise** next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Sponsor Application screen you just modified.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: The **Revise** option only appears when the previously submitted Application Packet has been approved by the CSDE.

SFSP Site Applications

Sponsors must complete a Site Application for each of their sites. The Site Application screen provides access to the site's annual application for the SFSP for both new and renewing sites. Sites must complete a new application annually; however, if an application is contained within the system from the previous year, the CSDE has identified select application data that rolls over from the previous year and pre-fills a new year's application.

To access the sponsor's site list

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays (see figure 17).

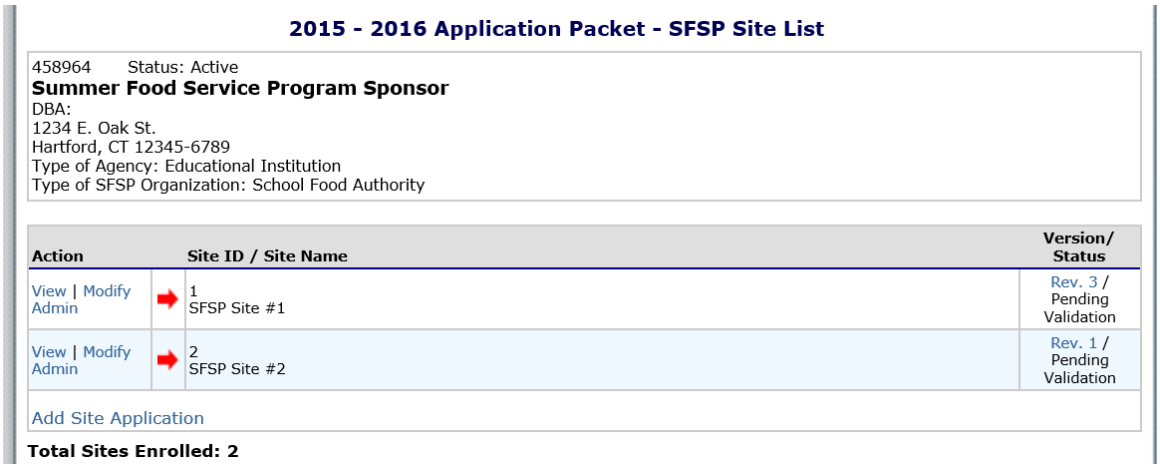


Figure 17: Application Packet – SFSP Site List Screen

To add a new site (available to sponsors)

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.
4. At the bottom of the site list, select **Add Site Application**. The SFSP Site List screen displays.

Note: The sites displayed on this screen are sites that are designated as SFSP sites on the Site Profile screen, but that do not have a site application.

5. If the site for which you would like to add an application is listed, select the site. If the site for which you would like to add an application is not listed, select **Add New Site**. The "Quick" Site Profile screen displays (see figure 18).
6. The system automatically defaults the site ID to the next available site ID for this sponsor.

TIP: For most sponsors, the CSDE highly recommends that you use the Site ID assigned by the CNP System. The CNP System has verified that the assigned ID is unique and is the next available Site ID for the sponsor.

4. Enter the site name and county.
5. Select **Save.** The Site Application for the new site displays.

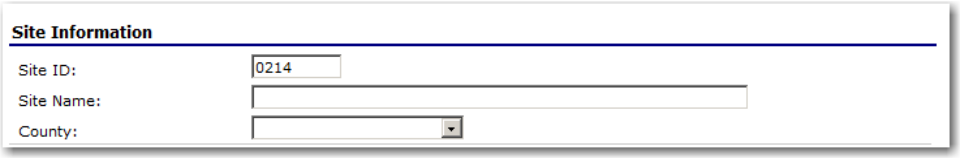


Figure 18: "Quick" Site Profile Screen

To view a Site Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application displays.

To modify a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.
4. Select **Modify** next to the site whose application you would like to view. The site's Site Application displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Application screen.
   OR
   Select **Finish** to return to the SFSP Site List screen.
8. Repeat steps 4 through 7 for each site that will participate in the SFSP.

To delete a Site Application

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays
4. Select **Modify** next to the site whose application you would like to delete. The Site Application displays.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The CNP System transfers you to the bottom of the screen and a warning message displays.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Only a site application that has not been approved should be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only CSDE-approved applications can be revised. An application that has been submitted but is currently under review by the CSDE cannot be revised. Once a sponsor revises a Site Application, the Application Packet must be resubmitted and the CSDE review and approval process starts again.

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet**. The current year's Application Packet screen displays.
3. Under Site Applications, select **Summer Food Service Program**. The Application Packet - SFSP Site List screen displays.
4. Select **Revise** next to the site whose application you would like to revise. The site's Site Application displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Application screen.

   OR

   Select **Finish** to return to the SFSP Site List screen.

TIP: The **Revise** option only appears when the previously submitted Application Packet has been approved by the CSDE.

Food Production Facility

The Food Production Facility section of the Application Packet contains information about each food production facility that the sponsor will use to provide meals to its sites. This includes vended meals and central kitchen services.

To access the Food Production Facility List

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Food Production Facility List**. The Food Production Facilities list screen displays (see figure 19).

Figure 19: Food Production Facilities List Screen

To add a Food Production Facility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Food Production Facility List**. The Food Production Facilities list screen displays.
4. Select the **Add Facility** button. A blank Food Production Facility screen for the specified year displays.
5. Complete the form.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Food Production Facility screen.

   OR

Select **Finish** to return to the Food Production Facilities list screen.

To modify a Food Production Facility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Food Production Facility List**. The Food Production Facilities list screen displays.
4. Select the facility you want to modify. The Food Production Facility screen displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Food Production Facility screen.
   OR
   Select **Finish** to return to the Food Production Facilities list screen.

To delete a Food Production Facility

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Food Production Facility List**. The Food Production Facilities list screen displays.
4. Select the facility you want to delete. The Food Production Facility screen displays.
5. Select **DELETE** on the Edit menu in the top-right corner. The CNP System transfers you to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

WARNING: Once the facility has been deleted, it is permanently removed and cannot be restored. Use caution before deleting a contract.

Budget Detail

The Budget Detail screen must be completed by sponsors annually. The CNP System will not allow an Application Packet to be submitted without completion of the Budget Detail screen, with no errors.

Once a budget is approved, a revision (i.e., a new version) must be created.

To access the Budget Detail

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **View** next to **Budget Detail**. The most current Budget Detail screen displays.

Note: If there are multiple versions of a budget within the CNP System (i.e., revisions exist), the CNP System defaults to the most current version.

To add a Budget Detail

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Add** next to **Budget Detail**. A blank Budget Detail screen displays.
4. Complete the form.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Budget Detail screen.

   OR

   Select **Finish** to return to the Application Packet screen.

Note: The staff and budget category titles are links. When the link is selected by the user, a secondary window or table is displayed to enter data. The category can be collapsed by selecting "Close."

To view a Budget Detail

1. On the blue menu bar, select **Applications.**
2. From the Applications menu, select **Application Packet**. The most current year's Application Packet screen displays.
3. To view the most current budget detail, select **View** next to Budget Detail. The Budget Detail screen displays (see figure 20).

   OR

   To view a prior budget detail, select the revision link under the **Latest Version** column. The sponsor budget history for the designated program year displays.

Version	Status	Approved Date
Revision 1	Pending Validation	
Original	Approved	04/21/2011

Figure 20: Sponsor Budget History Screen

4. Select the budget version you would like to view.

To modify a Budget Detail

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, unsubmitted budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Budget Detail screen.

   OR

   Select **Finish** to return to the Application Packet screen.

To revise a Budget Detail

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Budget Detail screen.

   OR

   Select **Finish** to return to the Application Packet screen.

TIP: When creating a revision, the CNP System maintains the previously approved budget that can be accessed via the **Sponsor Budget History** screen.

Site Field Trip

The Site Field Trip section of the Application Packet contains information about any field trips that an approved site will conduct for the specified year.

Note: Only approved sites can be associated with a Site Field Trip. Therefore, an initial review of an Application Packet will not include Site Field Trip forms because the CSDE has not yet approved any sites.

To access the Site Field Trip List

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Site Field Trip List**. The Field Trip – Site List screen displays (see figure 21).

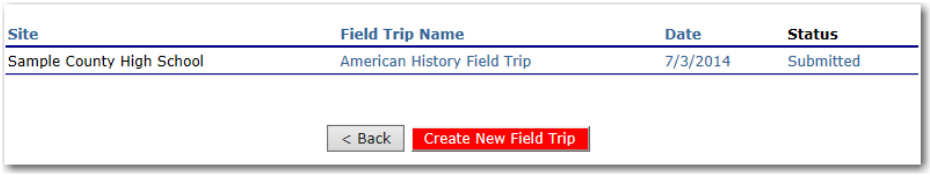


Figure 21: Site Field Trip list Screen

TIP: A field trip can be added ONLY for approved SFSP sites, i.e., an approved SFSP site application for the designated year.

To add a Site Field Trip

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Site Field Trip List**. The Field Trip – Site List screen displays.
4. Select the **Create New Field Trip** button. A blank Site Field Trip screen for the specified year displays.
5. Select the sponsor's site that will conduct the field trip.
6. Select the **Continue** button. The Site Field Trip screen is redisplayed with the selected

site at the top of the page and field trip fields required for completion.

7. Complete the form.
8. Select **Save**. A confirmation screen displays.
9. Select **Edit** to return to the Site Field Trip screen.

   OR

   Select **Finish** to return to the Field Trip – Site List screen.

To modify a Site Field Trip

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Site Field Trip List**. The Field Trip – Site List screen displays.
4. Select the field trip you want to modify. The Site Field Trip screen displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Field Trip screen.

   OR

   Select **Finish** to return to the Field Trip – Site List screen.

To cancel a Site Field Trip

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Site Field Trip List**. The Field Trip – Site List screen displays.
4. Select the field trip you want to cancel. The Site Field Trip screen displays.
5. Check the box in question 6 “Cancel Request.”
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Field Trip screen.

   OR

   Select **Finish** to return to the Field Trip – Site List screen.

TIP: Only approved field trips can be cancelled. If the field trip is not approved, but it will no longer occur, use the Delete feature.

WARNING: A cancelled field trip cannot be "uncancelled." If the sponsor decides to reinstate the field trip, a new field trip must be added.

To delete a Site Field Trip

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Details** next to **Site Field Trip List**. The Field Trip – Site List screen displays.
4. Select the field trip you want to delete. The Site Field Trip screen displays.
5. Select **DELETE** on the Edit menu in the top-right corner. The CNP System transfers you to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.

TIP: A field trip cannot be deleted once it is approved. If the field trip will not occur, see the "To cancel a Site Field Trip" section.

WARNING: Once the field trip has been deleted, it is permanently removed and cannot be restored. Use caution before deleting a field trip.

Checklist

A checklist is automatically generated based upon answers to specific questions from the Sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the CSDE. The Checklist feature allows sponsors to keep track of documents and their dates of submission. The CSDE uses this feature to identify when documents have been received and to denote the status of the documents.

To access a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.

To view a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.
4. Select the Sponsor or Site whose checklist you wish to view. The Checklist screen displays (see figure 22).

Note: Only sponsors and sites who have completed their applications and have additional required documents will have a checklist.

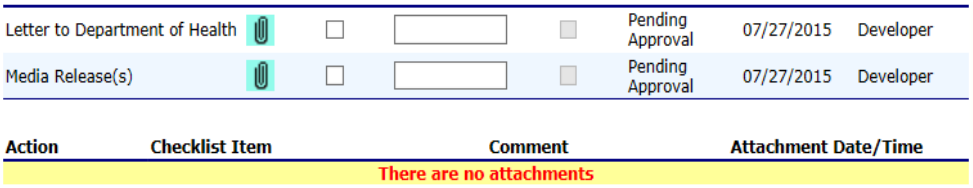


Figure 22: Checklist Screen (Partial Screen)

To update a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet**. The Application Packet screen displays.
3. Select **Checklist Summary**. The Checklist Summary screen displays.
4. Select the sponsor or site whose checklist you wish to update. The Checklist screen displays.
5. Identify whether the document has been submitted and the submission date. The **Date Submitted to the State** field automatically defaults to the CNP System date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to the CSDE.
6. Select **Save**. The Checklist Summary screen displays.

To upload an attachment to a Checklist

Note: If the checklist item has a paper clip icon next to it, the user can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg. The CNP System allows for files up to 15 MB.

1. Select the paper clip. The Checklist File Upload Details screen displays (see figure 23).
2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required).
3. Select **Save**.

Figure 23: Checklist File Upload Detail Screen

Advance Requests

Sponsors use the Advance Requests menu option to submit a request for operational or administrative payment advances and to view the status of their submitted requests. This screen is sponsor-specific.

To access Advance Requests

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays (see figure 24).

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
	Oct 2011				n/a	
	Nov 2011				n/a	
	Dec 2011				n/a	
	Jan 2012				n/a	
	Feb 2012				n/a	
	Mar 2012				n/a	
	Apr 2012				n/a	
	May 2012				n/a	
View	Jun 2012	Operating	$ 31,835.87	$ 0.00	Processed	05/08/2012
	Jun 2012	Administrative	$ 1,164.13	$ 0.00	Processed	05/08/2012
View	Jul 2012	Operating	$ 16,000.00	$ 0.00	Processed	06/07/2012
	Jul 2012	Administrative	$ 1,000.00	$ 0.00	Processed	06/07/2012
View	Aug 2012	Operating	$ 14,000.00	$ 0.00	Processed	07/10/2012
	Aug 2012	Administrative	$ 0.00	$ 0.00	Approved	
	Sep 2012				n/a	
		Totals	$ 64,000.00	$ 0.00		

Figure 24: Advance Request List Screen

To add an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select **Add** next to the advance month for which you would like an advance. The Advance Request screen displays.
4. Select the type of advance you are requesting.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Advance Request screen.

   OR

   Select **Finish** to return to the Advance Requests list screen.

Note: At least one site must have at least eight (8) operating dates in the advance month to request an advance.

Note: A sponsor may request up to three (3) operating advances and up to two (2) administrative advances for a designated program year.

To view or modify an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the advance you would like to view or modify. The Advance Request screen displays.
4. Update information, if desired.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Advance Request screen.

   OR

   Select **Finish** to return to the Advance Requests list screen.

To delete an Advance Request

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Advance Requests**. The Advance Request list screen displays.
3. Select the advance you would like to delete. The Advance Request screen displays.
4. Select **DELETE** on the Edit menu in the top-right corner.
5. The CNP System transfers you to the bottom of the screen and a warning message displays.
6. Select the **Delete** button at the bottom of the page. A confirmation message displays.
7. Select **Finish**.

WARNING: Only Advance Requests that have **not** been submitted can be deleted. Selecting the DELETE button permanently deletes the Advance Request from the system. It is not recoverable once deleted.

Claims

4

The CNP System Claims component allows sponsors to submit monthly online reimbursement claim requests to the CSDE, review claim rates, and review historical payment summaries.

About the Claims Process

A sponsor submits a reimbursement claim to the CSDE for every month in which one or more sites participates in the SFSP. Sponsors may enter sponsor and site information into the monthly claim form beginning the first of every month. Sponsors have fifteen days from the last day of the claim month/year to submit an original claim.

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the CNP System Help Desk to validate the effective date of the sponsor application and site application.

At the time claims are submitted, they are checked by the CNP System to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

Table 7 identifies the steps related to submitting and processing claims.

Table 7: Steps for Submitting and Processing Claims

Performed by	Task
Sponsor	Complete the Claim for Reimbursement forms for the selected claim month. Submit error-free claim to the CSDE for processing.
CSDE	Review and approve claim. Select claim for inclusion in the payment process. Send payment information to the appropriate CSDE Bureau for payment.

Claims Menu

Sponsors use the Claims menu to access SFSP claim functions, view current claim rates, and view payment summaries (see figure 25).

Item	Description
Claim - SFSP	Summer Food Service Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Organization

Figure 25: Claims Menu Screen

Claim Dates

Various dates are used in the CNP System claims function. Table 8 identifies and describes the dates used.

Table 8: Claim Dates for the CNP System

Date	Description
Date Created	This date is set to the current CNP System date when the claim is initially created.
Date Modified	This date is set to the current CNP System date when the claim is initially created and each time the claim is saved.
Date Received	This date is typically set to the date the claim was first submitted to the CSDE. The value of this field is used to validate the 60 day claim rules.
Date Accepted	This date is set to the current CNP System date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of "Accepted." Accepted claims can be modified until they are included in a payment batch.
Date Processed	This is the date that the claim was added by the CSDE into the batch payment process. Once the claim has been added to a batch (i.e., "batched"), it cannot be modified. These claims are identified with a status of "Accepted*" until the batch process has completed. When the batch process is completed, the status of the claim is "Processed." If a change is required to a claim that has a status of "Accepted*" or "Processed," a revised claim must be entered into the system.

Claims

The SFSP claim function is used to enter, modify, and view claims. The CNP System is set to submit claims at the site level. Original and upward adjusted claims cannot be submitted if the received date is more than 60 days from the last day of the claim month/year. To create a claim in a given month, an approved Application Packet must be in effect for the period.

To access Claim Entry

1. On the blue menu bar, select **Claims**. The Claims menu screen displays.
2. From the Claims menu, select the **Claim - SFSP**. The Claim Year Summary screen displays.
   - If a sponsor has already been selected, the **Claim Summary** screen displays.
   - If no sponsor has been selected, use the **Sponsor Search to** search for and select a sponsor.
3. Select the claim month you would like to submit a claim. The Claim Month Details screen displays.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year (see figure 26).

- **Adj Number:** Identifies the number of revisions associated with the claim. Each revision must be reprocessed by the CSDE.
- **Claim Status:** Identifies the current status of the claim.
- **Date Received:** Identifies the date the CNP System initially received the claim submission. Note: The CSDE has the authority to modify this date.
- **Date Processed:** Identifies the date the claim was included in the payment batch process.
- **Earned Amount:** Identifies the current value of the claim.

Note: Only months that are identified as valid operational months on the Sponsor Application are enabled to submit claims.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Oct 2011					$0.00
Nov 2011					$0.00
Dec 2011					$0.00
Jan 2012					$0.00
Feb 2012					$0.00
Mar 2012					$0.00
Apr 2012					$0.00
May 2012					$0.00
Jun 2012	0	Processed	08/29/2012	09/04/2012	$52,126.06
Jul 2012	1	Processed	09/04/2012	09/04/2012	$17,385.52
Aug 2012	0	Processed	09/09/2012	09/11/2012	$16,486.79
Sep 2012					$0.00
				Year to Date Totals	$85,998.37

Figure 26: Claim Year Summary Screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim.

If the claim has been processed, the options are **View** (to view the completed claim form) or **Summary** (to view the calculated payment summary related to the claim). Figure 27 shows an example of processed claims.

Claim Month: July 2012

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	08/29/2012	08/30/2012	09/04/2012	$16,221.23	Processed
View | Summary	1	09/04/2012	09/04/2012	09/04/2012	$1,164.29	Processed
				Total Earned	$17,385.52	

Figure 27: Claim Month Details Screen – Example of Processed Claims

If the claim has not been processed, the options are **View** (to view the completed claim form), **Modify** (to enter a new claim or modify an existing claim) or **Summary** (to view the calculated payment summary related to the claim). Figure 28 shows an example of unprocessed claims.

Claim Month: August 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0	11/30/2010	01/26/2011		$109.55	Accepted
				Total Earned	$109.55	

Figure 28: Claim Month Details Screen – Example of Unprocessed Claims

Note: Claims can be modified **until** the CSDE has added them into the batch payment process. After a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process is complete, the status of the claim is "Processed."

Claim Site List

All SFSP sponsors perform site-level claiming. The sponsor will first select **Add Original Claim** from the Claim Months Detail screen. The Claim Site List screen will display (see figure 29).

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
				Total Earned	$0.00	

< Back | Add Original Claim

Figure 29: Claim Site List Screen

The sponsor would use the Claim Site List screen to select the site whose claim to add, view, or modify (see figure 30).

Note: Only active sites with an approved application packet for the program year will have the ability to enter a claim via the **Claim for Reimbursement** screen.

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2013	0				

Internal Use Only

Actions	Site #	Site Name	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
View | Modify	0001	Sample County High School	$0.00	$0.00	$0.00		Validated
		Total	$0.00	$0.00	$0.00		Net $0.00

Figure 30: Claim Site List Screen Site Selection

To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the CSDE in the Internal Use Only section of the Sponsor and Site Applications).

1. From the Claims menu, select **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays (see figure 31).
3. Select **Add Original Claim** button. For site-level claiming, the Claim Site List screen displays.

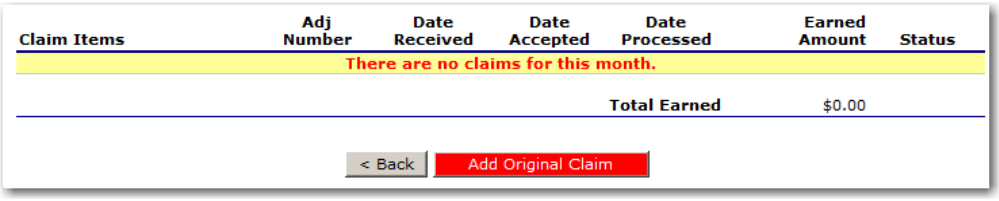


Figure 31: Claim Month Details Screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays
5. For each site claim, enter claim information for all enrolled programs.
7. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
8. Repeat steps 3-6 for each desired site.
9. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen displays. Review the data for accuracy.
   - To make a modification or correction to the claim, select the **Back** button to return to the Claim for Reimbursement screen
   - To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the CNP System performs additional edit checks (e.g., 60 day rule, etc.). If the CNP System

identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a sponsor if the received date is more than 60 days since the last day of the claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

WARNING: If the sponsor has less than ten days in their final month of operation, the sponsor may submit a combined claim representing the current month plus the previous month.

If the sponsor is operating only one month that is **less** than ten days, the CSDE must instruct the sponsor to increase the number of operating days to ten or more. Since the claim is calculated based on the number of meals and not the number of days, this will not cause a calculation problem and will allow the sponsor to submit a claim into the system.

To modify an unprocessed claim

Claims can be modified as many times as desired until the claim has been submitted **and** processed by the CSDE for payment distribution.

1. From the Claims menu, select **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.
3. Select **Modify**. The Claim Site List screen displays.
4. Under Actions, select **Modify** to the left of the Site you wish to view. The Site Claim Report screen displays.

   Note: The Summary link is not active until a claim has been submitted with no errors.

5. Update claim information.
6. Select **Save**. If there are no errors, the data is saved and the user is returned to Claim Site List screen.
7. Repeat steps 4-6 for each desired site claim you would like to modify.
8. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen displays. Review the data for accuracy.
9. To submit the modified claim, check the **Certification** box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the CNP System performs additional edit checks. If the CNP System identifies errors, the errors must be corrected before the user can submit the claim for payment.

WARNING: An original claim cannot be submitted by a sponsor if the received date is more than 60 days from the last day of claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

To revise a processed claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the submission date is within 30 days of the last day of the original claim month. Revised claims must be re-processed by the CSDE regardless of their original status.

1. From the Claims menu, select **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. The Claim Site List screen displays. Under Actions, select **Revise** to the left of the Site Name whose claim you wish to revise. The Claim for Reimbursement screen displays

   Note: The **Add Revision** button will only display on Claim Month Details screens that currently have no claims created.

4. Make any necessary changes to the claim.
5. Select **Save**. If there are no errors, the data is saved and the user is returned to the Claim Site List screen.
6. Repeat steps 3-5 for each desired site.
7. Once all site claims are completed, select the **Continue** button on the Claim Site List screen. The Claim Month Details screen displays. Review the data for accuracy.

   To submit the revised claim, check the **Certification** box and select the **Submit for Payment** button.

Note: Revised claims must be reprocessed by the CSDE regardless of their original status.

WARNING: An upward adjusted claim cannot be submitted by a sponsor if the received date is more than 60 days since the last day of claim month/year. For exceptions to this rule, contact the CNP System Help Desk.

To view a claim

1. From the Claims menu, select the **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. The Claim Site List screen displays. Under Actions, select **View** to the left of the site name you wish to view. The Claim for Reimbursement screen displays

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page. A Claim Summary is not available until a claim has been submitted with no errors.

1. From the Claims menu, select **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. The Claim Site List screen displays. Under Actions, select **Summary** to the left of the site name you wish to view. The Claim for Reimbursement Summary screen displays.

To delete a claim

If the Sponsor has entered a claim in error and the claim has **not** been included in the batch payment process (i.e., the status of the claim is NOT "Accepted*" or "Processed"), the claim can be deleted.

1. From the **Claims** menu, select **Claim - SFSP**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. Select **Modify**.
4. Select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays
5. Select **DELETE** in the Edit menu in the upper-right corner.
6. The CNP System transfers you to the bottom of the screen and a warning message displays.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.
8. Select **Finish**.

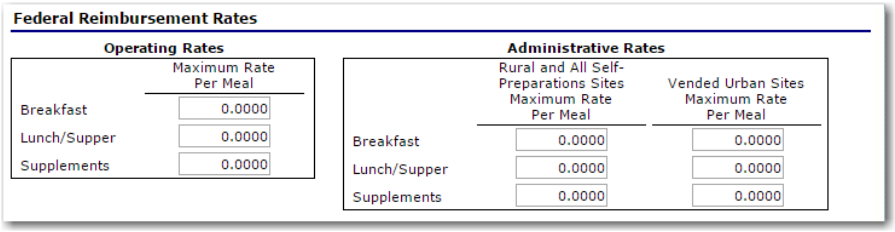
WARNING: Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

Claim Rates

The CNP System provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. The reimbursement rates are entered annually by authorized CSDE staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

To access Claim Rates

1. From the Claims menu, select **Claim Rates**. The Claim Rates screen displays (see figure 32).
2. Use the **Back** button to return to the Claims menu.



Federal Reimbursement Rates

Operating Rates

	Maximum Rate Per Meal
Breakfast	0.0000
Lunch/Supper	0.0000
Supplements	0.0000

Administrative Rates

	Rural and All Self-Preparations Sites Maximum Rate Per Meal	Vended Urban Sites Maximum Rate Per Meal
Breakfast	0.0000	0.0000
Lunch/Supper	0.0000	0.0000
Supplements	0.0000	0.0000

Figure 32: Claim Rates for SFSP Screen

TIP: The **Claim Rates** screen defaults to the designated program year identified at the top right of the screen. To view the claim rates for a previous year, see "Selecting a Program Year" (page 14).

Payment Summary

The Payment Summary screen provides a list of all payment batch schedules processed for the sponsor for the selected program year. Each schedule number and process date represents payments that have been scheduled. Payments from payment batches are grouped by program and sorted by date.

To access Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays (see figure 33).
2. Use the **Back** button to return to the Claims menu.

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
11042101	04/21/2011		$ 26,316.00	$ 0.00	$ 26,316.00

Figure 33: Payment Summary List Screen

To view a Payment Summary

1. From the Claims menu, select **Payment Summary**. The Payment Summary List screen displays (see figure 34).
2. Select the payment record you wish to view. The payment summary information displays for all payments included in the payment batch.
3. Select the **Back** button to return to the previous screen.

Schedule Number	Schedule Process Date	Federal Year	Warrant Number	Paid Date
11042101	04/21/2011	2010-2011		

Account Description	Month	Transaction Description	Amount
SFSP Meals			
	Jan 2011	Original Claim	$ 23,766.00
	Jan 2011	Distribution for Claim #100231	$ 23,766.00
SFSP Admin			
	Jan 2011	Original Claim	$ 2,550.00
	Jan 2011	Distribution for Claim #100231	$ 2,550.00

Payment Schedule Summary

Jan 2011	SFSP Meals	$ 23,766.00
Jan 2011	SFSP Admin	$ 2,550.00
	Total Payments	**$ 26,316.00**

Figure 34: Payment Summary Screen

Security

5

Security menu

System-authenticated users (i.e., users that are logged on) may change their password through the Change Password feature.

To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page. The Security menu displays.
2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.
2. On the Security menu, select **Change Password**. The Change Password screen displays (see figure 35).
3. Enter your **New Password**.
4. Re-enter your New Password.
5. Select **Save**. A confirmation message displays.
6. Select **Edit** to return to the Change Password screen you just modified.

   OR

   Select **Finish** to return to the Security menu.

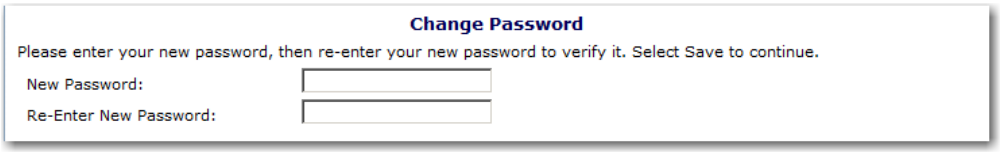


Figure 35: Change Password Screen

Note: Security configuration settings require a password that contains at least eight (8) characters.

Application Packet Process

6

This section of the manual provides information on how the CSDE can review and approve SFSP Application Packets through the CNP System.

Note: For security purposes, users can only view sponsors with whom they are associated.

Submitting a SFSP Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of "Pending Validation." Once the Application has been saved, the CNP System validates the business rules and the application's status is set by the CNP System to either "Error" (if any errors exist) or "Not Submitted" (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the CSDE. To submit a completed Application Packet, the sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the sponsor.

An Application Packet can be submitted to the CSDE (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- the Sponsor Application must contain no errors;
- at least **one** site or provider application must exist and contain no errors;
- a board of directors members list must exist and contain no errors;
- a budget must exist and contain no errors;
- all items in the Checklist must be submitted (item is submitted, checkbox checked and date submitted is entered); and
- the sponsor is not closed.

Once the sponsor has submitted the Application Packet, the CSDE will review each item in the submitted Application Packet. The CSDE may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the sponsor for correction.

If the Application Packet is denied or returned to the sponsor for correction, the CSDE will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to resubmit the Application Packet.

Note: If the sponsor submits a Revised Application, which occurs when a sponsor makes any changes to an Application Packet that has already been approved, the original packet's status automatically changes to "Not Submitted." The CSDE is required to review and approve the revised items in the Application Packet.

Application Packet Statuses

Statuses are used to manage the workflow of the application packet. Each packet can have only one status at a time.

Not Submitted

- The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised or modified, but the Application Packet has not been submitted to the CSDE.

Submitted

- The packet has a status of "Submitted" when the sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the CSDE for review.
- If the packet status is "Submitted," the entire packet becomes read-only to the sponsor.
- All applications that are "Submitted" must ultimately be "Approved," "Denied" or "Returned for Correction" or "Withdrawn."

Approved

- The packet has a status of "Approved" when the CSDE has approved each packet item and has selected the **Approve** button on the Application Packet screen.

Denied

- The packet has a status of "Denied" when the CSDE selects the **Deny** button on the Application Packet screen.
- When a packet is "Denied," the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the CSDE to change the status of the packet to something other than "Denied."

- By denying an Application Packet, the status of all items within the packet is automatically set to "Denied.'
- An "Approved" packet cannot be "Denied."

Returned for Corrections

- The packet has a status of "Returned for Corrections" when the CSDE selects the **Return** button on the Application Packet screen.
- This status unlocks the packet for the sponsor and sets the status back to "Not Submitted."
- An "Approved" packet cannot be "Returned for Corrections."

Withdrawn

- The packet has a status of "Withdrawn" when the sponsor or CSDE selects the **Withdraw** button on the Application Packet screen.
- An Application Packet with a status of "Approved" packet cannot be "Withdrawn." If an application has been "Approved," it can only be "Cancelled" or "Terminated" by the CSDE.

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

Pending Validation

- The application has a status of "Pending Validation" when the application has not yet been opened or saved.

Error

- The application has a status of "Error" if it has failed CNP System validation rules. Data entered is maintained.

Not Submitted

- The application has a status of "Not Submitted" when the application is saved without error, but the Application Packet has not been submitted to the CSDE.

Submitted

- The application has a status of "Submitted" when the sponsor has submitted the Application Packet to the CSDE for review (i.e., the sponsor has selected the **Submit for Approval** button).
    - Any application that is marked "Not Submitted" is changed to "Submitted."

- The Application Packet becomes read-only to sponsor users.

Approved

- The application has a status of "Approved" when the CSDE has approved the application (i.e., the CSDE selected "Approved" in the Internal Use Only section of the form).

Denied

- The application has a status of "Denied" when the CSDE has denied the application (i.e., the CSDE selected "Denied" in the Internal Use Only section of the form).
- If the application is "Denied," it can no longer be modified by the sponsor. Only the CSDE can change the status of the application.
- When setting the application status to "Denied," the CSDE should enter a comment in the Comments to sponsor field explaining the reason the application was denied.

Returned for Correction

- The application has a status of "Returned for Correction" when the CSDE has identified errors in the application and has selected "Returned for Correction" in the Internal Use Only section of the form.
- When setting the application status to "Returned for Correction," the CSDE should enter a comment in the Comments to sponsor field explaining the reason the application was returned.

Withdrawn

- The application has a status of "Withdrawn" when the CSDE has selected "Withdrawn" in the Internal Use Only section of the form.
- If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of "Not Eligible" when there is an application condition that is preventing claiming for the selected month (e.g., sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not "Approved").

Incomplete

- The claim has a status of "Incomplete" when the claim has been created in the CNP System but the **Save** button was never clicked (e.g., timeout, logout, etc.). The CNP System saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of "Error" when the claim has been submitted and has business rule violations.

Validated

- This site claim has a status of "Validated" when the site claim has been entered, validated, and contains no errors.
- Applicable only when the sponsor is participating in site-level claiming.

Accepted

- The claim has a status of "Accepted" when the claim has passed all on-line edits and additional edits (e.g., 15/30 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the CSDE in a batch payment process.

Accepted*

- The claim has a status of "Accepted*" when the claim has been selected by the CSDE for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

Processed

- Claim has been fully processed by the CSDE and has been sent to the CSDE Bureau responsible for disbursement of funds.