

Guidance for Uploading the Community Eligibility Provision (CEP) Application Excel Files

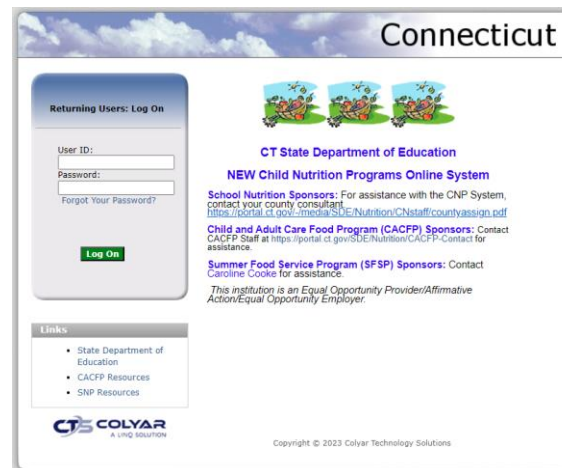
School Year 2023-24

School food authorities (SFAs) must upload all CEP application Excel files to the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). **Do not send any files to the CSDE by email.**

Step 1

Access the **CNP System** using your ID and Password.

<https://ct.cnpus.com/prod/Splash.aspx>



Step 2

Click **Application**.



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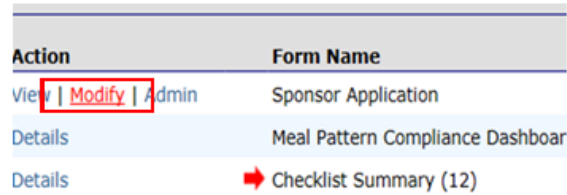
Step 3

Click **Application Packet** for school year 2023-2024.



Step 4

Click **Modify** next to the Sponsor Application



Step 5

Click **Save** at the bottom of the **Sponsor Application**.
This step is necessary to access the Checklist Summary.



Step 6

The screen to the right will appear. The **Checklist Summary** will have a red arrow next to it.

Action	Form Name	Latest Version	Status
View Modify Admin	Sponsor Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✓ FSMC Contract List		1 Contract
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	➔ Checklist Summary (13)		
Details	Application Packet Notes		
View Modify	SSO Reimbursement at SFSP Rates Dashboard		Complete

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Step 7

Click **Details** next to the **Checklist Summary**.

Action	Form Name
View Modify Admin	Sponsor Application
Details	Meal Pattern Compliance Dashboard
Details	Checklist Summary (12)

Step 8

The **SNP Checklist Summary** screen will now be visible.
Click **Sponsor Name**.

SNP Checklist Summary

Hartford, CT 06106

Type of Agency: Educational Institution
Type of SNP Organization: Public

Sponsor	Total Items	Submitted Items
←	13	0

The **SNP Checklist** will appear after clicking on **Sponsor Name**. Scroll down to the bottom of the list.

Required Forms/Documents to send to CNP	Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status
Policy Statement (SIGNED)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Meal Application and Data Management Process	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Site Information on Money Collection System and Point - of Service Meal Counting System	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Public Media Release	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Application for Free and Reduced-price School Meals	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending

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Step 9

Click on the **SNP Upload** paperclip.



Step 10

Upload each item individually (click **Choose File** to find file to be uploaded), **name** (as listed below), and **Save** each document.

Please name each uploaded file in the **Comment** box as follows:

- CEP Enrollment;
- CEP Participation Worksheet; and
- CEP Identified Student List.

Checklist File Upload Detail

Checklist

Program: School Nutrition Programs
Checklist Item: SNP Upload

Upload Detail

1. File To Upload: No file chosen

2. Comment:

Step 11

Send email notification to your **CSDE school team member** after all three files are successfully uploaded.

Refer to the CSDE's *County Assignments for School Nutrition Programs*.

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For more information, visit the CSDE's [CEP](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

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

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1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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