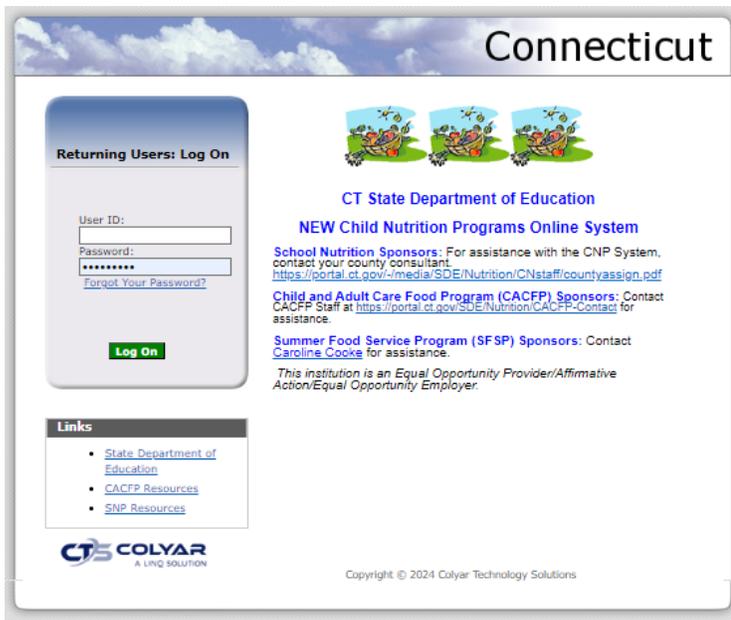


# Guidance for Uploading the Community Eligibility Provision (CEP) Application Excel Files

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 email any files to the CSDE.**

## Step 1

Access the **CNP System** using your ID and Password at <https://ct.cnpus.com/prod/Splash.aspx>.



The screenshot shows the login page for the Connecticut NEW Child Nutrition Programs Online System. The page features a header with the word "Connecticut" and a background image of a landscape with trees. On the left, there is a "Returning Users: Log On" section with fields for "User ID:" and "Password:" (masked with asterisks), a "Forgot Your Password?" link, and a green "Log On" button. In the center, there are three small illustrations of baskets of fruit. Below these, the text reads "CT State Department of Education" and "NEW Child Nutrition Programs Online System". To the right, there are three sections of contact information: "School Nutrition Sponsors" with a link to a PDF, "Child and Adult Care Food Program (CACFP) Sponsors" with a link to contact staff, and "Summer Food Service Program (SFSP) Sponsors" with a link to contact Caroline Cooke. At the bottom, there is a "Links" section with three links: "State Department of Education", "CACFP Resources", and "SNP Resources". The Colyar logo and "A LINQ SOLUTION" are at the bottom left, and the copyright notice "Copyright © 2024 Colyar Technology Solutions" is at the bottom center.

## Step 2

Click **Application**.



The screenshot shows the navigation menu for the School Nutrition Programs Connecticut system. The menu is a horizontal bar with a blue background and white text. The "Applications" link is highlighted with a red box. Other links in the menu include "Claims", "Compliance", "Reports", "Security", "Search", "Programs", "Year", "Help", and "Log Out". Below the menu, there is a "School Year:" label and a dropdown arrow.

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## Step 3

Click **Application Packet** for school year 2025-2026.



## Step 4

Click **Modify** next to the Sponsor Application

Action	Attention	Form Name
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>		Sponsor Application
<a href="#">Details</a>		Meal Pattern Compliance Dashboard
<a href="#">Details</a>		Checklist Summary

## 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.

The screenshot shows the application list from Step 4, but with an additional column for 'Latest Version' and 'Status'. The 'Checklist Summary' row is highlighted, and a red arrow points to it. The 'Status' for 'Checklist Summary' is 'Pending Validation'.

Action	Attention	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>		Sponsor Application	<a href="#">Original</a>	Error
<a href="#">Details</a>		Meal Pattern Compliance Dashboard		Pending Validation
<a href="#">Details</a>		Checklist Summary (12)		

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## Step 7

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

Action	Attention	Form Name
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>		Sponsor Application
<a href="#">Details</a>		Meal Pattern Compliance Dashboard
<a href="#">Details</a>		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

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

## Step 9

Click on the **SNP Upload** paperclip.



Letter of Verification Results and Adverse Action for Income Households

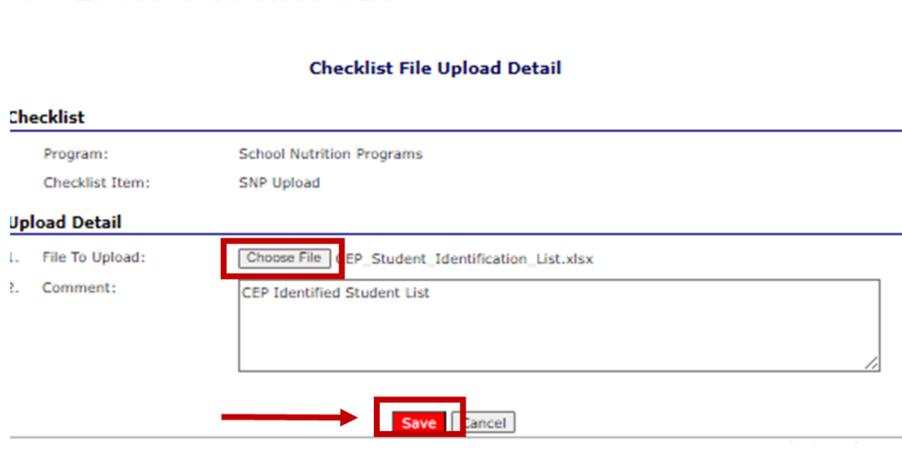
SNP Upload

## 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 indicated below.

1. CEP Enrollment
2. CEP Participation Worksheet
3. CEP Identified Student List



**Checklist File Upload Detail**

**Checklist**

Program: School Nutrition Programs

Checklist Item: SNP Upload

**Upload Detail**

1. File To Upload: Choose File CEP\_Student\_Identification\_List.xlsx

2. Comment: CEP Identified Student List

Save Cancel

## Step 11

Send email notification to **Susan Alston** at [susan.alston@ct.gov](mailto:susan.alston@ct.gov) after all three files are successfully uploaded.

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

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](https://portal.ct.gov/-/media/sde/nutrition/cep/cep_upload_guidance_cnp_system.pdf).



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

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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](mailto:program.intake@usda.gov)

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