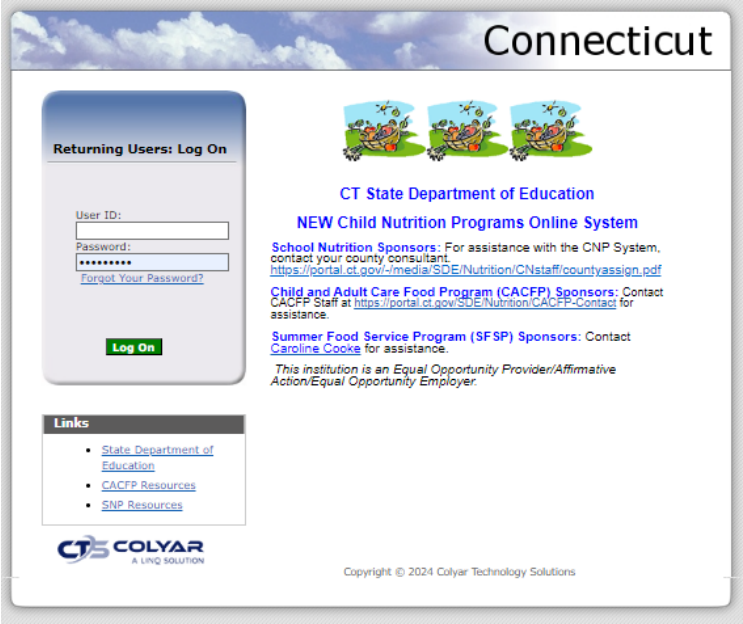
Guidance for Uploading the Community Eligibility Provision (CEP) Application Excel Files

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.



Step 2

Click **Application.**

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Step 3

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

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.

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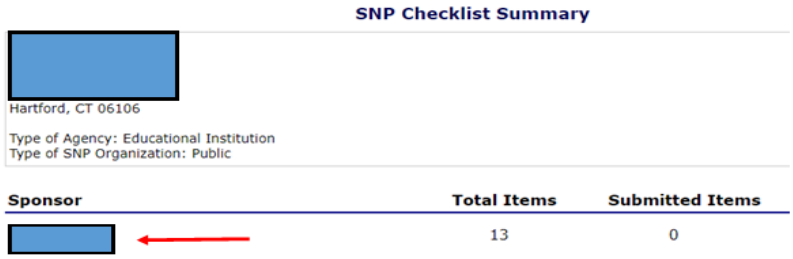
Step 7

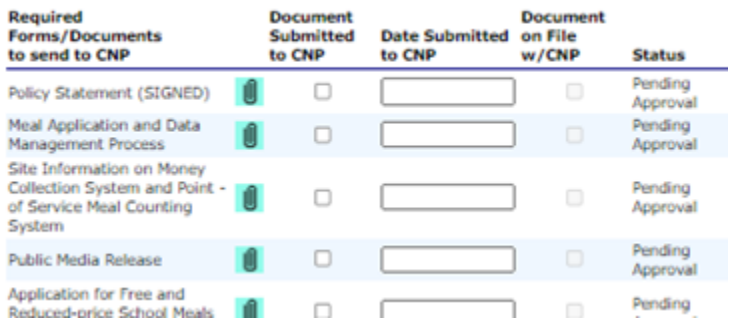
Click **Details** next to the **Checklist Summary**.

Step 8

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



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



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Step 9

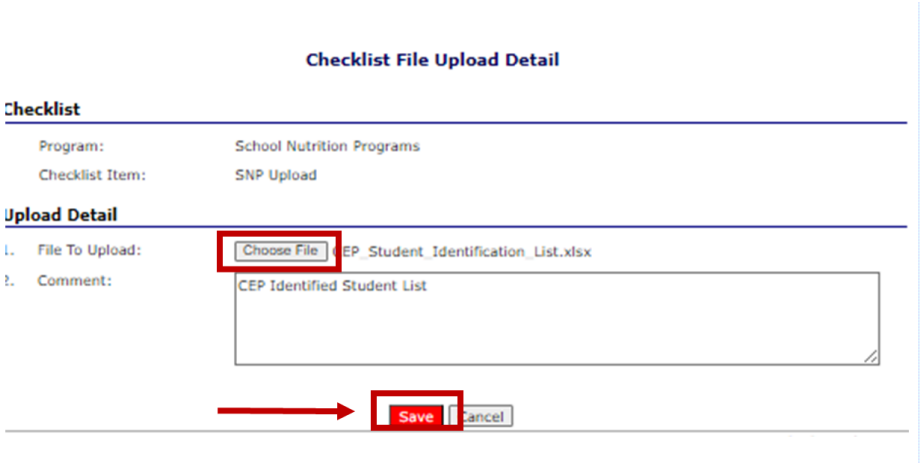
Click on the **SNP Upload paperclip**.

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 indicated below.

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



Step 11

Send email notification to **Susan Alston** at susan.alston@ct.gov after all three files are successfully uploaded.

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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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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

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