

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 State Department of Education's NEW Child Nutrition Programs Online System. The page features a header with the word "Connecticut" and a background image of a blue sky with clouds. Below the header, there are three small illustrations of baskets of fruit. The main content area is divided into two columns. The left column contains a "Returning Users: Log On" section with a "User ID:" field, a "Password:" field with a masked password, a "Forgot Your Password?" link, and a green "Log On" button. The right column contains the "CT State Department of Education" logo, the "NEW Child Nutrition Programs Online System" title, and three sections of text: "School Nutrition Sponsors" with a link to a county assignment PDF, "Child and Adult Care Food Program (CACFP) Sponsors" with a link to contact CACFP staff, and "Summer Food Service Program (SFSP) Sponsors" with a link to contact Caroline Cooke. Below the main content area, there is a "Links" section with three links: "State Department of Education", "CACFP Resources", and "SNP Resources". At the bottom of the page, there is a logo for "COLYAR A LINQ SOLUTION" and a copyright notice: "Copyright © 2026 Colyar Technology Solutions".

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Step 2

Click **Application**.



Step 3

Click **Application Packet** for school year 2026-2027.



Step 4

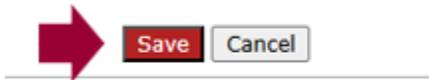
Click **Modify** next to the Sponsor Application

Action	Attention	Form Name
View Modify		Sponsor Application
Details		Checklist Summary (12)

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

Step 7

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



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

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Step 8

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

SNP Checklist Summary

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

Sponsor	Total Items	Submitted Items
ABC School District	12	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 or Free Milk	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval

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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: No file chosen

2. Comment:

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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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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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