

# Child and Adult Care Food Program (CACFP) User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System

This document outlines the procedures for CACFP sponsors regarding access rights to the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#). The CNP System provides administrators, state users, and sponsors access to applications, claims, and related nutrition program functions for the U.S. Department of Agriculture (USDA) Child Nutrition Programs. For more information, visit the "CACFP" section of the CSDE's CNP System webpage.



1. The CNP System includes security measures to support adequate internal controls through segregation of duties (also known as separation of duties). This concept involves having more than one person involved in the completion of a task. When adequate internal controls or segregation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting.
2. The CNP System segregates duties by separating the claim preparation and claim submission processes. This means that:
  - the person who enters reimbursement claim data into the system ("claims preparer") is unable to submit that data to the state agency (CSDE) for payment; and
  - the two individuals who are authorized to submit claims for reimbursement ("authorized signers") are unable to enter or modify claim data in the system. Authorized signers are those individuals identified on the ED-099 Agreement for Child Nutrition Programs between the state agency (CSDE) and the institution.
3. Each claims preparer and both authorized signers are provided with a unique user ID and password that specifies that person's access rights to the system as a claim preparer or claim submitter.
4. All user IDs and passwords are case-sensitive and must be entered exactly to gain access to the CNP system.

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5. Users will be allowed five unsuccessful attempts to access the system before being temporarily suspended (locked out). After five unsuccessful attempts due to an incorrect user ID and/or password, the temporary lockout period is 15 minutes. Please allow 15 minutes to elapse before attempting to regain access to the CNP system.
6. If the CACFP sponsor changes the claims preparer or either of the two authorized representatives, the sponsor must contact the CSDE's Bureau of Child Nutrition Programs for new password and user ID information. The sponsor must update the sponsor application in the CNP System with the new information. For changes to the two authorized representatives, the sponsor must submit the [Authorized Signatures Change Form](#) to the CSDE.
7. Assigned passwords are automatically programmed to expire every 180 calendar days. Each user will be periodically prompted by the CNP system to create a new password to submit future claims for reimbursement. Users must follow the system's instructions when generating new passwords. The password must be at least eight (8) characters in length.
8. Under no circumstances should unique user IDs and passwords be shared with anyone other than the individuals for whom they have been assigned. All users are personally responsible for safeguarding the security of their access codes and will be held accountable for any unauthorized use.

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### Resources

CNP System Access (CSDE webpage):

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

Instructions for Completing the Authorized Signatures Change Form (CSDE):

[https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/authorized\\_signatures\\_change\\_form\\_instructions.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/authorized_signatures_change_form_instructions.pdf)

CACFP (CSDE's CNP System for the School Nutrition Programs webpage):

<https://portal.ct.gov/sde/nutrition/cnp-system/cacfp>

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For information on the CACFP, visit the CSDE's [CACFP](#) webpage or contact the [CACFP 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/cnpsystem/cnp\\_system\\_access\\_cacfp.pdf](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cnp_system_access_cacfp.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](mailto:program.intake@usda.gov)

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