

School Nutrition Programs User IDs and Passwords for Accessing Connecticut's Online Application and Claiming System

This document outlines the procedures for sponsors of the school nutrition programs regarding access rights to the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). School nutrition programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Snack Program (ASP) of the NSLP, Seamless Summer Option (SSO) of the NSLP, Special Milk Program (SMP), and Fresh Fruit and Vegetable Program (FFVP).

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. Please review the [CNP System User Manual for Connecticut School Nutrition Programs](#) for detailed guidance on the using Connecticut's CNP System. For more information, visit the school nutrition programs 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.

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4. All user IDs and passwords are case-sensitive and must be entered exactly to gain access to the CNP system.
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 sponsor changes the claims preparer or either of the two authorized representatives, the sponsor must contact the CSDE's CNP office 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.

Resources

CNP System Access (CSDE webpage):

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

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

<https://portal.ct.gov/SDE/Nutrition/CNP-System/Documents#CNPSystemsSNP>

CNP System User Manual for Connecticut School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/CNP_System_User_Manual_SNP.pdf

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

https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Authorized_Signatures_Change_Form_Instructions.pdf

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For information on the school nutrition programs, visit the CSDE's [School Nutrition Programs](#) 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/CNPsystem/CNP_System_Access_SNP.pdf.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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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