

COLYAR CONSULTING GROUP, INC.

**Connecticut Online Application and Claiming System
for Child Nutrition Programs (CNP System)**

**User Manual for Connecticut Sponsors
of the Child and Adult Care Food
Program**



**Connecticut State Department of Education
Revised April 2023**



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_User_Manual_CACFP.pdf.

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Introduction

Welcome to the Connecticut State Department of Education's (CSDE) user manual for the Child and Adult Care Food Program (CACFP) module. The Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) is a Web-based software solution that provides administrators, state users and sponsors with efficient and immediate access to applications, claims and related nutrition program functions.



Web Site Benefits and Features

The CNP System is a user-friendly Web application that allows authorized users to submit and approve applications, claims, and miscellaneous forms via the Internet, as their security rights permit. Key system features include:

- a software system that manages information regarding sponsors, applications, claims, and reports;
- a single integrated database that serves all Child Nutrition Programs;
- the ability to save partially completed forms online, allowing the user to complete the process at a later time;
- individual user IDs and passwords for secure login to program functions and accurate tracking of user behavior; and
- a robust security module that streamlines security setting controls by enabling administrators to easily assign users to numerous predefined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by authorized sponsors of the U.S. Department of Agriculture (USDA) CACFP centers and family day care homes. It is designed to provide a general understanding of how to use the CNP System in an effective and efficient manner. This manual provides:

- a general explanation of each feature available;
- screen examples of Web site pages and forms;
- step-by-step instructions for utilizing the Web site features; and
- tips and notes to enhance your understanding of the CNP System.

Getting Started

Before you can begin using the CNP System, you must be assigned a user ID and password by the CSDE. The CSDE provided this information to all users via e-mail. Please contact a CACFP consultant with any questions. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log on to the CNP System Web site.

2

Accessing the Web Site

You can access CNP System from any computer connected to the Internet by opening your Internet browser and entering the CNP System URL in the browser's address line. The CNP System URL is <https://ct.cnpus.com/prod/Splash.aspx>.

Figure 1 shows the CNP System home page.



TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the Web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.



Figure 1: CNP System Home Page

About the CNP System Home Page

The CNP System Home Page consists of three major sections:

- bulletin board;
- log on; and
- links.

The **bulletin board** is managed by the CSDE and provides general information. It is important to remember that the bulletin board on the home page is viewable by the public.

The **log on** section is where authorized users enter their User ID and password. It also provides a link for users that have entered a valid User ID but have forgotten their password, to be transferred to another Web page to reset their password.

The **links** section provides access to Web sites and additional information.

Logging On

To log on

1. Access the CNP System by typing the URL into the address line of your web browser.
2. Enter your assigned **User ID**.
3. Enter your **Password**.
4. Select **Log On**.

Note: If you do not have a user ID and password, contact the CNP System Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 a.m. to 4:00 p.m..



TIP: The password is case-sensitive, so be sure to use upper-case and lower-case letters, if necessary.

To change your password

If this is your first time logging on, the CNP System will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the CNP System Programs page.

Note: Security configuration settings require a password that contains at least eight (8) characters.

CNP System Content Overview

Once you are logged in and have selected a sponsor, the top portion of the CNP System application contains key elements that provide basic information about your location within the CNP System and the selected sponsor (see figure 2). Table 1 describes these key elements.



Figure 2: CNP System Content Overview

| Table 1: Key Elements of the CNP System | |
|--|---|
| Item | Description |
| Program Name | The selected program name appears in the gray area at the top of the page. |
| Menu Items | <p>Menu items display on the blue menu bar at the top of the page. Selecting a menu item will take you to its menu page.</p> <p>Users may not have access to all menu items. If you are unable to select a particular menu item, you do not have the necessary security rights. Contact the CNP System Help Desk for assistance at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 a.m. to 4:00 p.m.</p> |
| Breadcrumb Trail | The navigation, or breadcrumb trail, identifies your location within the Web site. Selecting a specific portion of the trail will take you back to that particular screen. |
| Program Year | The selected program year displays on the right beneath the menu bar. Upon logging in, the CNP System defaults to the most current active program year. |
| Information Box | The information box displays general information regarding the sponsor/site. |
| Log Out | The log out button displays in the menu bar. The CSDE recommends selecting Log Out to properly exit the CNP System. |

Note: For security reasons, the CNP System will automatically log you out after twenty (20) minutes of inactivity.

2 — GETTING STARTED

Screen Options

Data entry screens in the CNP System offer the user some or all of the following options: **VIEW**, **MODIFY**, **DELETE** and **INTERNAL USE ONLY**. The Screen Options area is located on the top right side of the screen, directly beneath the colored bar (see figure 3).



Figure 3: Screen Options Example

Table 2 describes each of the possible screen options.

| Table 2: Screen Options in the CNP System | |
|---|--|
| Item | Description |
| VIEW | Presents the screen information in view-only mode. In this mode, the user cannot modify any data. |
| MODIFY | Presents the screen in modify mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen. |
| DELETE | Deletes the current record displayed on the screen. The user will be presented with a confirmation screen to validate that they intend to delete the record. |

CACFP Home Page

The CACFP home page contains the message board used by CSDE administrators to post and maintain CACFP-related messages. Messages may contain important news regarding the submission due dates, upcoming training, legislative changes or any other CACFP-specific information.

To access the CACFP home page

1. Log on to the CNP System Web site.
2. On the Programs screen, select **Child and Adult Care Food Program**.

Note: If a user only has access to the CACFP module, the Programs screen is not be displayed.

3. The Child and Adult Care Food Program home page displays (see figure 4).

Note: CSDE administrators maintain the message boards for all CNP System modules.



Figure 4: Child and Adult Care Food Program Home Page

2 — GETTING STARTED

CACFP menu options

From the CACFP home page, you can select a menu item from the blue menu bar at the top of the page. The CACFP menu bar contains menu items specific to the CACFP. Table 3 describes the features available for each menu option, which the remainder of this manual will discuss in detail.

Please note: Individual users may have varying menu options due to the user's security configuration.

| Menu Item | Menu Features |
|---------------------|--|
| Applications | Access to overall application-related items including: <ul style="list-style-type: none">• Sponsor Manager (CSDE users only)• Application Packet (includes sponsor and site/provider applications as well as supporting submissions)• Advance Request• Advance Request Manager• Download Forms |
| Claims | Access to CACFP claim entry screens and sponsor-specific payment history. |

Error Processing

All information entered and saved on the CNP System is verified to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for input errors. These errors may include entry errors such as an invalid data entry (e.g., entering a four-digit zip code), or a nonlogical entry (e.g., entering a greater number of eligible than enrolled children).

If a form contains an input error and the user selects **Save**, the screen either displays the error code and description in red at the top of the page (and the error code is a letter) or displays a message next to the field in error. Input errors *must be corrected* before you can proceed. The CNP System will *not* save data entered on a screen that contains an input error. The user must correct the input errors and select **Save** again.

Figure 5 shows an example of an input error.

The screenshot shows a web form with a red error banner at the top. The banner contains the text "Input Errors" and "A| Value is required. Please re-enter." Below the banner, the form is titled "Site Information". The form contains four fields: "Site ID" with the value "0102", "Site Name" which is empty and has a red error message "A| Site Name:" next to it, "CD Code" with the value "034-907", and "County" which is a dropdown menu and has a red error message "A| County:" next to it.

Figure 6: Example of Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that data entered on a form conforms to state-defined guidelines/requirements and federal regulation. When the user initiates a save, the CNP System will perform business rule edit checks and identify whether errors exist. After the user corrects any input errors, the CNP System will display a confirmation screen stating that the entered data has been saved.

The user may correct business rule errors immediately or at another time. The entered data will not be lost. The errors will display at the top of the screen with an error code (usually four to five digits) and error description. Business rule edits do *not* prohibit the CNP System from saving the data entered on the screen.

Figure 6 shows an example of a business rule error.

The screenshot shows a table with two columns: 'Code' and 'Error Description'. The first row contains the code '327000' and the description 'Board Member Type must be selected.' Below this is a section titled 'Board Member Information' with two form fields: '1. Board Member Type:' with a dropdown menu, and '2. Length of Time on Board:' with a text input containing '2 Years'.

| Code | Error Description |
|--------|-------------------------------------|
| 327000 | Board Member Type must be selected. |

Board Member Information

1. Board Member Type:

2. Length of Time on Board:

Figure 7: Example of Business Rule Error (Partial Screen)

In addition, business rule edits have an error severity that indicates whether an error is considered an error or a warning. **Errors** appear in red and must be corrected before the form can be submitted. **Warnings** appear in blue and indicate an “out of the ordinary” data value (see figure 7). Warning errors do not need to be corrected prior to form submission.

The screenshot shows a table with two columns: 'Code' and 'Warning Description'. The first row contains the code '001' and the description 'The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.'

| Code | Warning Description |
|------|--|
| 001 | The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted. |

Figure 8: Example of a Warning Error

Note: CSDE administrators maintain the verbiage for business rule error messages. If you think an error message is incorrect or unclear, please contact the CNP System Help Desk.

Selecting a Program Year

Information for sponsors and sites displays based on the selected program year. After logging on to the system, the “active” program year is the default selection and displays in the top-right corner in the blue bar. To view information from a prior year, you will need to change the program year.

Note: A sponsor will be unable to select a new year if they have not been granted the security right. Contact the CNP System Help Desk and request access to the **Select Year** security right if you think this is in error.

To select a program year

1. Select **Year** on the blue menu bar at the top of the page. The **Year Select** screen displays (see figure 8).
2. Select the year.

Note: The selected year is indicated by **< Selected**.

3. Use the menu bar to return to your task in the program.



TIP: The ability to view and/or modify a program year is controlled by the CSDE’s system administrator. It is important to note that a program year may be set as “view only” to the sponsors and “modify” to authorized CSDE users.

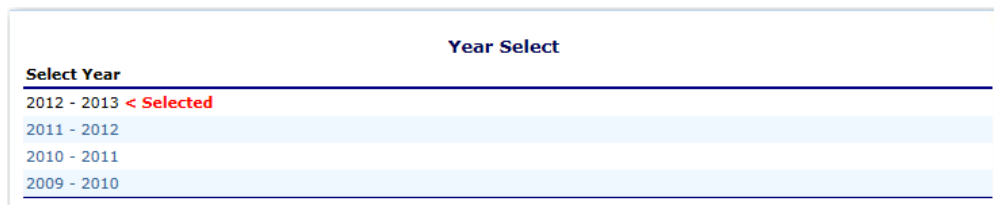


Figure 9: Year Select Screen

Applications

Now that you know how to access and log on to the CNP System, the remainder of the manual will explore the functions of the CACFP module. Let's first look at the Applications component of the CNP System, where users manage yearly enrollment of sponsors and sites and complete the appropriate forms required by the CSDE.



About the Program Year Enrollment Process

To participate in the CACFP, sponsors must submit an Application Packet to the CSDE for review and approval. A new Application Packet must be submitted and approved at the beginning of each year. For sponsors that are completing this process as part of their “annual update,” certain information from the previous year’s applications rolls over into the new program year. The sponsor may modify this data for the new program year or keep the prior year’s data for use in the current application.

Submitting an Application Packet

The sponsor can submit the Centers or Day Care Home Application Packet to the CSDE once the application is deemed complete by the CNP System. To be able to submit an application packet, the packet must contain:

- a completed Sponsor Application with no errors;
- at least one completed CACFP Site/Provider Application with no errors;
- a completed Budget with no errors;
- a Board of Directors members list must exist and contain no errors;
- all items in the Checklist (must be identified as submitted to the CSDE with a submitted date);
and
- if the sponsor has identified on their CACFP Sponsor Application that they are using a food service management company (FSMC), at least one FSMC contract with a status of “Submitted.”

Once the application packet has been submitted to the CSDE for approval, the Packet History section of the Application Packet screen will display the event, and the packet status changes to **Submitted for Approval**. Figure 10 shows the Packet History section.

| Packet History | | |
|--|----------------------|-----------|
| Event | Event Date/Time | User |
| The application packet was approved. | 5/29/2009 7:23:11 AM | Developer |
| The application packet was submitted. | 5/29/2009 7:22:27 AM | Developer |
| The application packet was changed requiring it to be submitted. | 5/29/2009 7:22:14 AM | Developer |

Figure 10: Packet History (Subsection of the Application Packet Screen)

Note: To view application packet history, select the **Show Packet History** link at the bottom of the Application Packet screen.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual CACFP enrollment process. Menu items are based on security levels.

To access the Applications Menu

1. On the blue menu bar, select **Applications**. The Applications Menu displays.
2. Select an application item to access that application function.

Application Packet

To participate in the CACFP, sponsors must submit an Application Packet to the CSDE for review and approval. At the beginning of each program year, sponsor data is rolled over and must be verified by sponsors prior to submitting any claims.

There are two types of CACFP Application Packets—a Center Packet and a Day Care Home (DCH) Packet. The overall application process is the same for both types, though some forms differ in content.

The Application Packet contains the sponsor application, site/provider applications, board of directors, budget and any required checklist items. After selecting Application Packet from the Applications menu, each required packet item and its status displays. A red arrow displays beside packet items that are not complete, while a green arrow displays for packet items that have been completed without error.

Note: Sponsors may not submit claims until their Application Packet has been approved for the respective program year.

Note: If an Application Packet has been approved, when a sponsor revises **any** item within the Application Packet, the Application Packet must be resubmitted for CSDE review and approval. An Application Packet **does not** need to be resubmitted for DCH Provider Application modifications or revisions.

Application Packet – Center and DCH Sponsors

Note: The sections below apply to both Center and DCH Application Packets. The forms displayed in the following screenshots may apply to one or both application packet types.

3 — APPLICATIONS

To access the Application Packet

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Application Packet – Center** or **Application Packet – DCH**. If necessary, search for and select a sponsor. The Application Packet screen displays (see figures 10 and 11).
3. Select the packet item you want to access.

| Packet Assigned To: unassigned | | | | | | | | |
|--------------------------------|--------------------------|----------------|---------|-----------------------|--------|----------------------|-------|--------------------|
| Action | Form Name | Latest Version | Status | | | | | |
| View Modify Admin | Sponsor Application | Original | Error | | | | | |
| Add | Board of Directors | | | | | | | |
| Add | Sponsor Budget Detail | | | | | | | |
| Details | ➔ Checklist (7) | | | | | | | |
| Details | Application Packet Notes | | | | | | | |
| | | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
| Site Application(s) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Figure 11: Application Packet – Center Screen

| Packet Assigned To: unassigned | | | | | | | | |
|--------------------------------|---------------------------|----------------|---------|-----------------------|--------|----------------------|-------|--------------------|
| Action | Form Name | Latest Version | Status | | | | | |
| View Modify Admin | ➔ DCH Sponsor Application | Original | Error | | | | | |
| Add | ➔ DCH Board of Directors | | | | | | | |
| Add | DCH Budget Detail | | | | | | | |
| Details | Checklist Summary | | | | | | | |
| Details | Application Packet Notes | | | | | | | |
| | | Approved | Pending | Return for Correction | Denied | Withdrawn/ Closed | Error | Total Applications |
| Provider Application(s) | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Figure 12: Application Packet – Day Care Home Sponsor Screen

If the Application Packet has been submitted for approval by the sponsor, it becomes “read only” to the sponsor. The Application Packet screen displays with the following message to help make the sponsor aware that they can no longer modify the submitted packet during this time (see figure 12).

The Application Packet is currently under review by the State and is unavailable for changes.

Figure 13: Application Packet Screen Message

CACFP Sponsor Application

The Sponsor Application screen provides access to the sponsor's annual application for the Child and Adult Care Food Program. The sponsor is required to complete a new sponsor application annually; however, if an application is contained within the CNP System from the previous year, the CSDE has identified select application data that rolls over from the previous year and prefills a new year's application.

To view a Sponsor application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select View next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.

Note: If there are multiple versions of a sponsor application within the CNP System (i.e., revisions exist), the CNP System defaults to the version with the most current Application Effective Date designated on the Sponsor Application's Internal Use Only section.

3 — APPLICATIONS

To view a Sponsor application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.
3. Select the revision link under the **Latest Version** column. The Sponsor Application History for the designated program year displays.
4. Select the application version you would like to view.



TIP: The View option appears in two situations: 1) If the user only has view-access security rights; or 2) If the user has modify-access security rights BUT the Application Packet has been submitted to the CSDE and is under CSDE review, and therefore can no longer be modified.

To modify a Sponsor application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year's Application Packet screen displays.
3. Select **Modify** next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Sponsor Application screen.

OR

Select **Finish** to return to the Application Packet screen.



TIP: The **Modify** option only appears when the Application Packet has not been submitted. Once an application has been submitted and approved by the CSDE, a revised application must be submitted, i.e., the **Revise** option displays.

To revise a Sponsor application

Note: Only CSDE-approved applications can be revised. Once a sponsor revises any item within the Application Packet, the Application Packet must be resubmitted and the CSDE review and approval process starts again.

1. On the blue menu bar, select **Applications**.
 2. From the Applications menu, select **Application Packet – Center** or **Application Packet – DCH**. The most current year’s Application Packet screen displays.
 3. Select **Revise** next to the **Sponsor Application** packet item. The Sponsor Application for the designated program year displays.
 4. Modify any desired information.
 5. Select **Save**. A confirmation screen displays.
 6. Select **Edit** to return to the Sponsor Application screen you just modified.
- OR
- Select **Finish** to return to the Application Packet screen.



TIP: The **Revise** option only appears when the previously submitted Application Packet has been approved by the CSDE.

CACFP Centers: Site Applications

Sponsors serving as CACFP centers must complete a Site Application for each of their sites. The Site Application screen provides access to the annual application for the CACFP for both new and renewing sites. Site Applications must be completed annually; however, if an application is contained within the CNP System from the previous year, the CSDE has identified select application data that rolls over from the previous year and prefills a new year’s application.

3 — APPLICATIONS

To access the Sponsor's site list

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays (see figure 13).

| Action | Site # | Site Name | Type | Latest Version | Status |
|-----------------------|--------|--------------------------------------|------|----------------|--------------------|
| View Modify Admin | ➔ 002 | At-Risk Center Only | | Original | Pending Validation |
| View Modify Admin | ➔ 001 | Combined Child Care & At-Risk Center | | Original | Error (18) |

Add Site

Total Sites Enrolled: 2

< Back

Figure 14: Application Packet – CACFP Site List Screen

To view a Site Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
4. Select **View** next to the site whose application you would like to view. The site's Site Application displays.

To modify a Site Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
4. Select **Modify** next to the site whose application you would like to view. The Site Application displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Application screen.
OR
Select **Finish** to return to the CACFP Site List screen.
8. Repeat steps 4 through 7 for each site that will participate in the program.

To delete a Site Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
4. Select **Modify** next to the site whose application you would like to delete. The Site Application displays.
5. Select **DELETE** on the Edit menu in the top-right corner.
6. The CNP System transfers you to the bottom of the screen and a warning message displays.
7. Select the **Delete** button at the bottom of the page. A confirmation message displays.



WARNING: Only a site application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

To revise a Site Application

Note: Only CSDE-approved applications can be revised. An application that has been submitted but is currently under review by the CSDE cannot be revised.

Once a sponsor revises a Site Application, the Application Packet must be resubmitted and the CSDE review and approval process starts again.

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - Center**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Under Site Applications, select **Site Application(s)**. The CACFP - Application Packet Site List displays.
4. Select **Revise** next to the site whose application you would like to revise. The Site Application displays.
5. Modify any desired information.
6. Select **Save**. A confirmation screen displays.
7. Select **Edit** to return to the Site Application screen.

OR

Select **Finish** to return to the CACFP Site List screen.



TIP: The **Revise** option only appears when the previously submitted Application Packet has been approved by the CSDE.

CACFP Day Care Homes: Provider Applications

DCH sponsors must complete a Provider Application for each of their providers. The Provider Application screen provides access to the annual application for the CACFP for both new and renewing providers. New provider applications must be completed; however, existing provider applications are automatically “rolled over” and do not require additional submission if no changes are made. The CNP System will automatically set them to an approved status upon rollover. If the sponsor changes a provider application, it is moved into a Pending Validation status, requiring the CSDE’s review and approval.

To access the Sponsor’s Provider list

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year’s Application Packet screen displays for the selected Sponsor.
3. Under Site Applications, select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays (see figure 14).

Note: Selecting a link in the **Provider Totals** section will limit the list of providers displayed below. You may also search for a specific provider by license number, provider name or alternate provider ID.

Application Packet - DCH Provider List

01530H Status: Active
Family Services Woodfield, Inc.
 DBA:
 1234 n n
 sample, CT 12345
 Type of Agency: Private Non Profit Organization

| Provider Totals | | | | | |
|----------------------------------|---------------|----------|--|-------------------|---------------|
| Approved: 1 | Unapproved: 0 | Total: 1 | Closed: 0 | Self-Cancelled: 0 | Terminated: 0 |
| Applications Pending Approval: 0 | | | Applications with Errors (Inactive): 0 | | |

Provider Search

Show All Providers or Search By:

Include All closed Providers

Providers: 1

| Action | License # | Provider | Tier | Provider Status/ Application Status |
|---------|-----------|---|-------------|--|
| Details | 12354 | smith, john 1234 n n sample, CT 12345 | Tier II Mix | Active/ Approved |

Figure 15: Application Packet – DCH Provider List Screen

3 — APPLICATIONS

To add a new Provider

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. At the bottom of the site list, select **Add Provider**. The Add Provider screen displays.
5. Enter the applicable search criteria and click **Search**.

Note: If the provider is classified as "Licensed" or "Registered," a license number is required. If the provider is classified as "Military" or "Tribal," a last name is required.

6. If the provider you would like to add an application for is listed, select the **Add** link. If the site you would like to add an application for is not listed, enter the first and last name and select **Add New Provider**. A new Provider Application displays.

To view a Provider Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to view.
5. Select **View** next to view the respective version of the application.

To modify a Provider Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to modify.
5. Select **Modify** next to the provider whose application you would like to view. The Provider Application displays.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.

To delete a Provider Application

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year's Application Packet screen displays for the selected Sponsor.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to delete.
5. Select the **Modify** link for the desired application version. The Provider Application displays.
6. Select **DELETE** on the Edit menu in the top-right corner.
7. The CNP System transfers you to the bottom of the screen and a warning message displays.
8. Select the **Delete** button at the bottom of the page. A confirmation message displays.



WARNING: Only a provider application that has not been approved can be deleted. Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

3 — APPLICATIONS

To revise a Provider Application

Note: Only CSDE-approved applications can be revised. An application that has been submitted but is currently under review by the CSDE cannot be revised.

The Application Packet does not need to be resubmitted for review and approval if a sponsor revises a Provider Application.

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet - DCH**. The most current year's Application Packet screen displays for the selected sponsor.
3. Select **Provider Application(s)**. The CACFP - Application Packet DCH Provider List displays.
4. Select **Details** next to the provider whose application you would like to revise.
5. Select the **Revise** link for the desired application version. The Provider Application displays.
6. Modify any desired information.
7. Select **Save**. A confirmation screen displays.



TIP: The Revise option only appears when the previously submitted Application Packet has been approved by the CSDE.

Board of Directors

The Board of Directors member list details all board members associated with the center or day care home. this form must be completed as part of the Application Packet. There is no variance between a Board of Directors screen for a center or a day care home.

To add a Board of Directors list

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Add** for the Board of Directors.
4. Select **Add Member**. The Board of Directors – Member Information screen displays (see figure 15).
5. Complete the Board Member Information.
6. Select **Save**.
7. Select **Finish** to return to the Board of Directors Member List.

Board Member Information

1. Board Member Type:

2. Length of Time on Board:

3. Expiration Date: / (mm/yyyy)

4. Name: Salutation First Name Last Name

5. Date of Birth: (mm/dd/yyyy)

6. Email Address:

7. Phone: Ext: Fax:

8. Occupation:

9. Current Employer:

Home Address

10. Address Line 1:

11. Address Line 2:

12. City:

13. State: Zip:

14. Is this member related to other board members or staff of this organization? Yes No

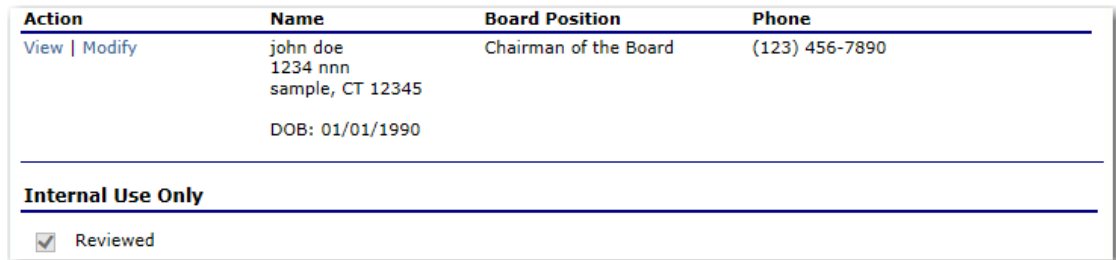
If **Yes**, please specify Name and Position held:

Figure 16: Board of Directors Member Information

3 — APPLICATIONS

To view or modify the Board of Directors

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Details** for the Board of Directors Board Member List (see figure 16).



| Action | Name | Board Position | Phone |
|--|---|-----------------------|----------------|
| View Modify | john doe 1234 nnn sample, CT 12345 DOB: 01/01/1990 | Chairman of the Board | (123) 456-7890 |
| Internal Use Only | | | |
| <input checked="" type="checkbox"/> Reviewed | | | |

Figure 17: Board of Directors Member List Screen

4. Select **View** or **Modify** to access Board of Directors – Member Information.
5. Modify any desired information.
6. Select **Save**.
7. Select **Finish** to return to the Board of Directors member list.

To add a member to the Board of Directors

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Details** for Board of Directors Board member list.
4. Select **Add Member**.
5. Complete the Board of Directors – member information screen.
6. Select **Save**.

To delete a member from the Board of Directors

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Details** for Board of Directors board member list.
4. Select **Modify** for the member you wish to delete.
5. Select **Delete** in the top-right corner.
6. Select **Delete** at the bottom of the screen to confirm.

3 — APPLICATIONS

Budget Detail

The Budget Detail screen must be completed by all center and day care home sponsors. The budget screen varies depending if the budget is for a center or for a day care home. The CNP System will not allow an Application Packet to be submitted without an error-free budget. Once a budget is approved, a revision (i.e., a new version) must be created.

To access the Budget Detail

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **View** next to **Budget Detail**. The most current budget detail screen displays.

Note: If there are multiple versions of a budget within the CNP System (i.e., revisions exist), the CNP System defaults to the most current version.

To add a Budget

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
 2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
 3. Select **Add** next to **Budget Detail**. A blank budget detail screen displays.
 4. Complete the form.
 5. Select **Save**. A confirmation screen displays.
 6. Select **Edit** to return to the Budget Detail screen.
- OR
- Select **Finish** to return to the Application Packet screen.

To view a Budget

1. On the blue menu bar, select **Applications**.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. To view the most current budget detail, select **View** next to Sponsor Budget Detail. The Budget Detail screen displays.

OR

To view a prior budget detail, select the revision link under the **Latest Version** column. The sponsor budget history for the designated program year displays.

| Version | Status | Approved Date |
|------------|--------------------|---------------|
| Revision 1 | Pending Validation | |
| Original | Approved | 04/21/2011 |

Figure 18: Sponsor Budget History Screen

4. Select the budget version you would like to view.

To modify a Budget

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays with the most current, unsubmitted budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Budget Detail screen.

OR

Select **Finish** to return to the Application Packet screen.

3 — APPLICATIONS

To revise a Budget

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Revise** next to **Budget Detail**. The Budget Detail screen displays with the most current budget data.
4. Modify any desired information.
5. Select **Save**. A confirmation screen displays.
6. Select **Edit** to return to the Budget Detail screen.

OR

Select **Finish** to return to the Application Packet screen.



TIP: When creating a revision, the CNP System maintains the previously-approved budget that can be accessed via the **Sponsor Budget History** screen.

To delete a Budget

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year's Application Packet screen displays.
3. Select **Modify** next to **Budget Detail**. The Budget Detail screen displays.
4. Select **Delete** in the top-right corner.
5. Select **Delete** at the bottom of the screen to confirm.

Checklist

A checklist is automatically generated based upon answers to specific questions from the sponsor and site applications. The checklist identifies supplemental documents that need to be submitted to the CSDE. The Checklist feature allows sponsors to keep track of documents and their dates of submission.

To access a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Details** for the Checklist. The Checklist Summary screen displays (see figure 18).

| Sponsor | Total Items | Submitted Items | Approved Items |
|---------------------------------------|-------------|-----------------|----------------|
| Ashland Independent | 3 | 3 | 0 |
| Child & Adult Care Food Program Sites | Total Items | Submitted Items | Approved Items |
| AISD Head Start Preschool Ctr | 0 | 0 | 0 |
| South Ashland Family Resource | 0 | 0 | 0 |

Figure 19: Checklist Summary Screen

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To view a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Details** for the Checklist. The Checklist Summary screen displays.
4. Select the sponsor or site/provider whose checklist you wish to view. The Checklist screen displays (see figure 19).

Note: Only sponsors and sites who have completed their applications and who have additional required documents will have a checklist. Checklist items are generated based on CSDE business rules associated with the respective sponsor or site application data.

| Required Forms/Documents to send to ICNP | Document Submitted to ICNP | Date Submitted to ICNP | Document on File w/ICNP | Status | Status Date | Last Updated By |
|--|-------------------------------------|------------------------|-------------------------------------|----------|-------------|-----------------|
| Permanent Agreement | <input checked="" type="checkbox"/> | 11/13/2013 | <input checked="" type="checkbox"/> | Approved | 11/13/2013 | Developer |
| Management Plan | <input checked="" type="checkbox"/> | 11/13/2013 | <input checked="" type="checkbox"/> | Approved | 11/13/2013 | Developer |
| Subcontract Agreements | <input checked="" type="checkbox"/> | 11/13/2013 | <input checked="" type="checkbox"/> | Approved | 11/13/2013 | Developer |

Figure 20: Checklist Screen

To update a Checklist

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. From the Applications menu, select **Application Packet – Centers** or **Application Packet – DCH**. The current year’s Application Packet screen displays.
3. Select **Details** for the Checklist. The Checklist Summary screen displays.
4. Select the sponsor or site/provider whose checklist you wish to update. The Checklist screen displays.
5. Identify whether the document has been submitted and the submission date. The **Date Submitted to CSDE** field automatically defaults to the CNP System date. This can be changed by the user. A checklist is not considered complete until all checklist items are identified as having been submitted to the CSDE.
6. Select **Save**. The Checklist Summary screen displays.

To upload an attachment to a Checklist item

Note: If the checklist item has a paper clip icon next to it, you can upload an attachment. Files in the following formats can be uploaded: .doc, .xls, .pdf, and .jpg.

1. Select the paper clip. The Checklist File Upload Details screen displays (see figure 20).
2. Use the **Browse** button to select the file to upload. If desired, enter a brief comment (field is not required).
3. Select **Save**.

Checklist File Upload Detail

Checklist

Program: Child & Adult Care Food Program
Checklist Item: Management Plan

Upload Detail

1. File To Upload: Browse...

2. Comment:

Figure 21: Checklist File Upload Detail Screen

Download Forms

The Download Forms function allows users to view, download and/or print all forms and documents made available on the site by the CSDE.

To access Download Forms

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Download Forms**. The Download Forms screen displays.

To download or view a form

1. On the blue menu bar, select **Applications**. The Applications menu screen displays.
2. On the menu, select **Download Forms**. The Download Forms screen displays a list of all available forms (see figure 21).
3. Select the Form ID of the form you wish to download. If the form is a document, a gray dialog box appears.
4. Select **Open** to view the form.

OR

Select **Save** to save the form to your computer.

Note: The software application associated with the form will initiate the opening of the form. For example, if the form is a Microsoft Word document, Microsoft Word on your desktop will initiate the opening of the form. This is also true with Microsoft Excel or Adobe Acrobat forms.

5. Select the **Back** button to return to the previous screen.

| Download Forms | | | |
|----------------|-----------------------------|---------------|--------------|
| Form ID | Description | Last Modified | New Sponsor? |
| KY FDCH-1 | DCH Management Plan | 07/30/2012 | Y |
| KY FDCH-2 | Statement of Authority Form | 07/30/2012 | Y |
| KY FSC-1 | CACFP Food Service Contract | 07/13/2012 | N |
| KY MGMT-1 | FY 2013 Management Plan | 07/13/2012 | Y |
| KY SOA-1 | Statement of Authority Form | 07/13/2012 | Y |

Figure 22: Download Forms Screen (Partial Screen)



TIP: The **New Sponsor?** column indicates whether the form is required for submission by sponsors new to the Child and Adult Care Food Program.

Claims

The CNP System Claims component allows sponsors to submit monthly online reimbursement claim requests to the CSDE, review claim rates, and review historical payment summaries.

4

About the Claims Process

A sponsor submits a reimbursement claim to the CSDE for every month in which one or more sites participates in the CACFP. Sponsors may enter sponsor and site information into the monthly claim form beginning at the first of every month. Sponsors have fifteen days from the last day of the claim month/year to submit an original claim.

Note: Claims cannot be created for a month if there is no approved Application Packet in effect for that period. If you cannot access claims for a specific month, be sure your Application Packet has been approved. If your Application Packet has been approved and you still cannot enter a claim for a specific month, contact the CNP System Help Desk to validate the effective date of the sponsor application and site application.

At the time claims are submitted, they are checked by the CNP System to ensure they conform to established business rules governing reimbursement claim eligibility and approval.

Table 4 identifies the steps related to submitting and processing claims.

| Performed by | Task |
|---------------------|---|
| Sponsor | Complete the Claim for Reimbursement forms for the selected claim month. Submit error-free claim to the CSDE for processing. |
| CSDE | Review and approve claim. Select claim for inclusion in the payment process. Send payment information to the appropriate CSDE Bureau for payment. |

Claims Menu

Sponsors use the Claims Menu to access CACFP claim functions, view current claim rates, or view payment summaries (see figure 22). From the menu, select a claims item to access that claim function.

| Item | Description |
|---------------------------|--|
| Claim Entry - Centers | Center Claim Entry (Breakfast, Lunch, Supper, Supplements) |
| Claim Entry - DCH | DCH Claim Entry (Breakfast, Lunch, Supper, Supplements) |
| Roster Claims - Providers | Roster Claims - Providers |
| Claim Rates - Centers | Adult and Child Care Center Claim Rates - View current claim rates |
| Claim Rates - DCH | Day Care Home Provider Claim Rates - View current claim rates |
| Payment Summary | Payment Summary |

Figure 23: Claims Menu

Claim Dates

Various dates are used in the CNP System claims function. Table 5 identifies and describes the dates used.

| Date | Description |
|-----------------------|--|
| Date Created | This date is set to the current system date when the claim is initially created. |
| Date Modified | This date is set to the current system date when the claim is initially created and each time the claim is saved. |
| Date Received | This date is typically set to the date the claim was first submitted to the CSDE. The date can be changed by an authorized CSDE user via the Internal Use Only section of the claim form until the claim has been processed for payment. The value of this field is used to validate the 30/60 day claim rules. |
| Date Accepted | This date is set to the current system date each time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. These claims are identified with a status of “Accepted.” Accepted claims can be modified until they are included in a payment batch. |
| Date Processed | This is the date that the claim was added by the CSDE into the batch payment process (via Payment Tracking in the Accounting module). Once the claim has been added to a batch (i.e., “batched”), it cannot be modified. These claims are identified with a status of “Accepted*” until the batch process has completed. When the batch process is completed, the status of the claim is “Processed.” If a change is required to a claim that has a status of “Accepted*” or “Processed,” a revised claim must be entered into the system. |

Claim Entry

The Claim Entry function is used to enter, modify, and view claims. The CNP System provides the ability to submit claims at the sponsor or site level. Original and upward adjusted claims cannot be submitted if the received date is more than 15 days from the last day of the claim month/year. To create a claim in a given month, an approved Application Packet must be in effect for the period.

Note: The general claims functionality is the same for both centers and day care homes.

To access claim entry

1. On the blue menu bar, select **Claims**.
2. On the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**.
3. Select the claim month for which you would like to submit a claim. The **Claim Month Details** screen displays.

Note: The current program year is the default year if no other program year has been selected. For help selecting a new program year, see "Selecting a Program Year" on page 13.

Claim Year Summary

The Claim Year Summary summarizes information regarding the claim for each claim month in the designated year (see figure 23).

- **Adj Number:** Identifies the number of revisions associated with the claim. Each revision must be reprocessed by the CSDE.
- **Claim Status:** Identifies the current status of the claim.
- **Date Received:** Identifies the date the CNP System initially received the claim submission. Note: The CSDE has the authority to modify this date.
- **Date Processed:** Identifies the date the claim was included in the payment batch process.
- **Earned Amount:** Identifies the current value of the claim.

Note: Only months that are identified as valid operational months for the sponsor are enabled to submit claims.

4 — CLAIMS

| Claim Month | Adj Number | Claim Status | Date Received | Date Processed | Earned Amount |
|----------------------------|------------|--------------|---------------|----------------|---------------|
| Oct 2013 | 0 | Error | | | \$0.00 |
| Nov 2013 | | | | | \$0.00 |
| Dec 2013 | | | | | \$0.00 |
| Jan 2014 | | | | | \$0.00 |
| Feb 2014 | | | | | \$0.00 |
| Mar 2014 | | | | | \$0.00 |
| Apr 2014 | | | | | \$0.00 |
| May 2014 | | | | | \$0.00 |
| Jun 2014 | | | | | \$0.00 |
| Jul 2014 | | | | | \$0.00 |
| Aug 2014 | | | | | \$0.00 |
| Sep 2014 | | | | | \$0.00 |
| Year to Date Totals | | | | | \$0.00 |

Figure 24: Claim Year Summary Screen

Claim Month Details

From the Claim Month Details screen, you can access a specific claim form or a summary of the submitted claim. If the claim has been processed, the options are **View** (to view the completed claim form) or **Summary** (to view the calculated payment summary related to the claim). Figure 24 shows an example of processed claims.

| Claim Month: September 2010 | | | | | | |
|-----------------------------|------------|---------------|---------------|----------------|--------------------|-----------|
| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
| View Summary | 0 | 02/02/2011 | 02/02/2011 | 02/02/2011 | \$37,843.34 | Processed |
| View Summary | 1 | 02/02/2011 | 02/02/2011 | 02/03/2011 | (\$7.76) | Processed |
| Total Earned | | | | | \$37,835.58 | |

Figure 25: Claim Month Details Screen – Example of Processed Claims

If the claim has not been processed, the options are **View** (to view the completed claim form), **Modify** (to enter a new claim or modify an existing claim) or **Summary** (to view the calculated payment summary related to the claim). Figure 25 shows an example of unprocessed claims.

| Claim Month: August 2010 | | | | | | |
|--------------------------|------------|---------------|---------------|----------------|-----------------|----------|
| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
| View Modify Summary | 0 | 11/30/2010 | 01/26/2011 | | \$109.55 | Accepted |
| Total Earned | | | | | \$109.55 | |

Figure 26: Claim Month Details Screen – Example of Unprocessed Claims

Note: Claims can be modified **until** the CSDE has added them into the batch payment process. After a claim has been included in a payment batch, the status of the claim is "Accepted*" until the batch process has completed. When the batch process is complete, the status of the claim is "Processed."

Claim Site List

If the sponsor has been identified by the CSDE as performing site-level claiming on the Sponsor Profile screen, the sponsor would use the Claim Site List screen to select the site whose claim to add, view or modify.

Note: Only active sites with an approved application packet for the program year will have a link to open the **Claim for Reimbursement** screen.

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|------------------------|---------------|----------------|-------------|
| Aug 2009 | 1 | | | | |
| Internal Use Only | | | | | |
| Actions | Site # | Site Name | Errors | Status | |
| View Revise | 1032 | West Elementary School | | Paid | |
| View Modify | 1033 | Southwest Elementary | | Incomplete | |

Figure 27: Claim Site List Screen

To add an original claim

Claims can be entered for each eligible month in the program year. Eligible months are determined based on an approved Application Packet and the designated application effective date (identified by the CSDE in the Internal Use Only section of the sponsor and site applications).

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. Select **Add Original Claim** button. If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Add** to the left of the Site Name you wish to add an original claim. The Claim for Reimbursement screen displays (see figure 27).

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|-------------------------------------|------------|---------------|---------------|----------------|---------------|--------|
| There are no claims for this month. | | | | | | |
| | | | | | Total Earned | \$0.00 |

Figure 28: Claim Month Details Screen – Add Original Claim

Note: The **Add Original Claim** button will only display on Claim Month Details screens that currently have no claims created.

4. Enter claim information for all enrolled programs. Only the programs identified in an approved Application Packet with the appropriate effective date will be available for data entry.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.
 - To make a modification or correction to the claim, select the **Back** button to return to the Claim for Reimbursement screen.
 - To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the CNP System performs additional edit checks (e.g., 30/60 day rule, etc.). If the CNP System identifies errors, the errors must be corrected before the user can submit the claim for payment.

To modify an unprocessed claim

Claims can be modified as many times as desired until the claim has been submitted *and* processed by the CSDE for payment distribution.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired Claim Month. The Claim Month Details screen displays.

The Claim Site List screen displays. Under Actions, select **Modify** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays (see figure 28).

| Claim Month: October 2010 | | | | | | |
|---|------------|---------------|---------------|----------------|---------------|---------|
| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
| View Modify Summary | 0 | 01/26/2011 | | | \$1,151.70 | Pending |
| Total Earned | | | | | \$1,151.70 | |

Figure 29: Claim Month Details Screen – Modify an Unprocessed Claim

Note: The Summary link is not active until a claim has been submitted with no errors.

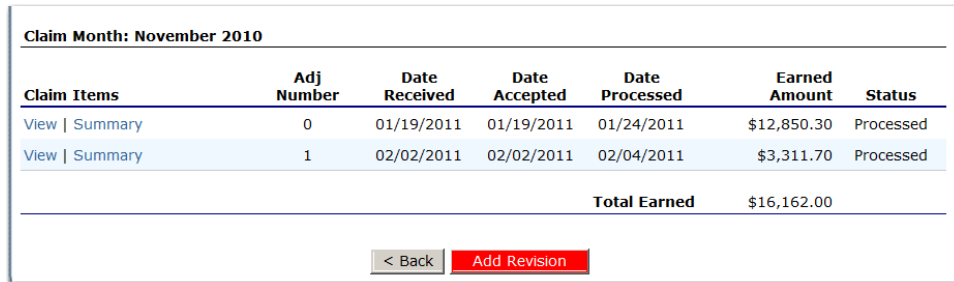
3. Update claim information.
4. Select **Save**. The Claim Month Details screen displays.
5. Review the information.
 - To make a modification or correction to the claim, select the **Back** button to return to the Claim for Reimbursement screen.
 - To submit the claim, check the Certification box and select the **Submit for Payment** button.

Note: When the **Submit for Payment** button is selected, the CNP System performs additional edit checks. If the CNP System identifies errors, the errors must be corrected before the user can submit the claim for payment.

To revise a processed claim

Claim revision resulting in a downward adjustment may be submitted at any time. Claim revisions resulting in an upward adjustment may be submitted if the date of submission is within 30 days of the last day of the original claim month. Revised claims must be reprocessed by the CSDE regardless of their original status.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **Revise** to the left of the site name whose claim you wish to revise. The Claim for Reimbursement screen displays (see figure 29).



The screenshot shows a web interface for 'Claim Month: November 2010'. It features a table with columns for Claim Items, Adj Number, Date Received, Date Accepted, Date Processed, Earned Amount, and Status. Two rows of claim items are listed, both with a status of 'Processed'. A 'Total Earned' row shows a value of \$16,162.00. At the bottom, there are two buttons: '< Back' and 'Add Revision'.

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|--|------------|---------------|---------------|----------------|---------------|-----------|
| View Summary | 0 | 01/19/2011 | 01/19/2011 | 01/24/2011 | \$12,850.30 | Processed |
| View Summary | 1 | 02/02/2011 | 02/02/2011 | 02/04/2011 | \$3,311.70 | Processed |
| Total Earned | | | | | \$16,162.00 | |

Figure 30: Claim Month Details Screen – Add Revision

Note: The **Add Revision** button will only display on Claim Month Details screens that currently have no claims created.

4. Make any necessary changes to the claim.
5. Select **Save**. The Claim Month Details screen displays.
6. Review the information.
 - To make a modification or correction to the claim, select the **Back** button to return to the Claim for Reimbursement screen.
 - To submit the revised claim, check the Certification box and select the **Submit for Payment** button.

Note: Revised claims must be reprocessed by the CSDE regardless of their original status.

To view a claim

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. If the sponsor is performing sponsor-level claiming, select **View**. The Claim for Reimbursement screen displays.
4. If the sponsor is performing site-level claiming, the Claim Site List screen displays. Under Actions, select **View** to the left of the Site Name you wish to view. The Claim for Reimbursement screen displays.

To view a Claim Summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page. A Claim Summary is not available until a claim has been submitted with no errors.

1. From the Claims menu, select **Claim Entry – Centers** or **Claim Entry - DCH**. The Claim Year Summary screen displays.
2. Select the desired claim month. The Claim Month Details screen displays.
3. Select **Summary**. The Claim for Reimbursement Summary screen displays.

Claim Rates

The CNP System provides a screen to view claim for reimbursement rates by year. The rates displayed apply for the rate year defined at the top of the page. Meals are reimbursed based on the designated rate established by the USDA. The reimbursement rates are entered annually by authorized CSDE staff through the Claim Rate Maintenance screens in the Maintenance and Configuration module.

4 — CLAIMS

To access Claim Rates

1. From the Claims menu, select **Claim Rates – Centers** or **Claim Rates - DCH**. The applicable Claim Rates screen displays (see figures 30 and 31).
2. Use the **Back** button to return to the Claims menu.

| Claim Rates for CACFP | | | | | |
|---|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| Federal Reimbursement Operating Rates - July 1, 2011 to June 30, 2012 | | | | | |
| Breakfast | | Lunch | | Supper | |
| | Maximum Reimbursement | | Maximum Reimbursement | | Maximum Reimbursement |
| Free | 1.5100 | Free | 2.7700 | Free | 2.7700 |
| Reduced | 1.2100 | Reduced | 2.3700 | Reduced | 2.3700 |
| Paid | 0.2700 | Paid | 0.2600 | Paid | 0.2600 |
| | | CIL | 0.2225 | CIL | 0.2225 |
| Snack | | At Risk Snack | | At Risk Supper | |
| | Maximum Reimbursement | | Maximum Reimbursement | | Maximum Reimbursement |
| Free | 0.7600 | Free | 0.7600 | Free | 2.7700 |
| Reduced | 0.3800 | | | | |
| Paid | 0.0700 | | | | |

Figure 31: Claim Rates for CACFP – Centers Screen

| Claim Rates for DCH | | | | | |
|---|-----------------------|---------------------|-----------------------|---------------|-----------------------|
| Federal Reimbursement Meal Rates - July 1, 2011 to June 30, 2012 | | | | | |
| Breakfast | | Lunch/Supper | | Snacks | |
| | Maximum Reimbursement | | Maximum Reimbursement | | Maximum Reimbursement |
| Tier I | 1.2400 | Tier I | 2.3200 | Tier I | 0.6900 |
| Tier II High | 1.2400 | Tier II High | 2.3200 | Tier II High | 0.6900 |
| Tier II Low | 0.4500 | Tier II Low | 1.4000 | Tier II Low | 0.1900 |
| Federal Reimbursement Home Rates - July 1, 2011 to June 30, 2012 | | | | | |
| Number of Homes | | | | | |
| | Maximum Reimbursement | | | | |
| 1-50 | 106.0000 | | | | |
| 51-200 | 81.0000 | | | | |
| 201-1000 | 63.0000 | | | | |
| 1000+ | 55.0000 | | | | |

Figure 32: Claim Rates for CACFP – Day Care Homes Screen



TIP: The **Claim Rates** screen defaults to the designated program year identified at the top right of the screen. To view the claim rates for a previous year, see "Selecting a Program Year" on page 13.

Security

Security menu

The Security menu option within the CACFP module is the access point to the Change Password and User Manager functions.



To access the Security menu

1. Select **Security** on the blue menu bar at the top of the page. The Security menu displays.
2. Select a security item to access that security function.

To access Change Password

1. On the blue menu bar, select **Security**.
2. On the Security menu, select **Change Password**. The Change Password screen displays (see figure 32).
3. Enter your **New Password**.
4. Re-enter your New Password.
5. Select **Save**. A confirmation message displays.
6. Select **Edit** to return to the Change Password screen you just modified.

OR

Select **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Figure 33: Change Password Screen

Note: Security configuration settings require a password eight (8) characters in length. Please note that the password must be **at least** eight (8) characters in length. The password must contain at least one number, one letter, and one special character (e.g., !, ?, /). Passwords are case sensitive.

Application Packet Process

This section of the manual provides information on how the CSDE can review and approve CACFP Application Packets through the CNP System.

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Note: For security purposes, users can only view sponsors to whom they are associated.

Submitting a CACFP Application Packet

All new enrollment or renewal enrollment applications are initially created with a status of “Pending Validation.” Once the Application has been saved, the CNP System validates the business rules and the application’s status is set by the CNP System to either “Error” (if any errors exist) or “Not Submitted” (no errors, but the Application Packet has not been submitted).

Only complete Application Packets that have no errors can be submitted to the CSDE. To submit a completed Application Packet, the sponsor would select the **Submit for Approval** button. This simulates sending a completed Application Packet in the mail. Application items are placed in a view-only mode for the Sponsor.

An Application Packet can be submitted to the CSDE (i.e., the **Submit for Approval** button is enabled) only if the following conditions have been met:

- the Sponsor Application must contain no errors;
- at least **one** site or provider application must exist and contain no errors;
- a board of directors members list must exist and contain no errors;
- a budget must exist and contain no errors;
- all items in the Checklist must be submitted (item is submitted, checkbox checked and date submitted is entered); and
- the sponsor is not closed.

Once the sponsor has submitted the Application Packet, the CSDE will review each item in the submitted Application Packet. The CSDE may approve each application item, deny an application item, or return the application item and its respective Application Packet back to the sponsor for correction.

6 — APPLICATION PACKET

If the Application Packet is denied or returned to the sponsor for correction, the CSDE will provide comments within the respective Application Packet item as to why the application was denied or what needs to be corrected in order to resubmit the Application Packet.

Reviewing and Approving a CACFP Application Packet

Once a sponsor's Application Packet has been submitted, it must be reviewed by an authorized CSDE user. The CSDE must review each item included in the Application Packet and set each item's status to "Approved." This includes each checklist item. Once the **Approve** button is selected, the sponsor can begin submitting claims for reimbursement.

Note: If the sponsor submits a revised application, which occurs when a sponsor makes any changes to an Application Packet that has already been approved, the original packet's status automatically changes to "**Not Submitted**." The CSDE must then review and approve all of the revised items in the Application Packet. Changes to Provider Applications do not affect a packet's status.

Application Packet Statuses

Statuses are used to manage the workflow of the Application Packet. Each packet can have only one status at a time.

Not Submitted

- The packet has a status of "Not Submitted" when the packet is created for the first time or when any of the packet items are created, revised, or modified, but the Application Packet has not been submitted to the CSDE.

Submitted

- The packet has a status of "Submitted" when the sponsor uses the **Submit for Approval** button on the Application Packet screen to submit the error-free packet to the CSDE for review.
- If the packet status is "Submitted," the entire packet becomes read-only to the sponsor.
- All applications that are "Submitted" must ultimately be "Approved," "Denied" or "Returned for Correction" or "Withdrawn."

Approval Recommended (i.e., First Level Approved)

- When a sponsor is new to the program, the CNP System will require two levels of approval. This status represents the first level of approval performed by the CSDE before a final approval is granted.
- The Application Packet screen will display the **First Approval** button when the first level approval is required. After the button has been selected, this button will not display; however, the **Approve** button will be displayed.

Approved

- The packet has a status of “Approved” when the CSDE has approved each packet item and has selected the **Approve** button on the Application Packet screen.

Denied

- The packet has a status of “Denied” when the CSDE selects the **Deny** button on the Application Packet screen.
- When a packet is “Denied,” the packet remains view-only and nothing in the packet can be modified. The only way to edit items in a denied packet is for the CSDE to change the status of the packet to something other than “Denied.”
- By denying an Application Packet, the status of all items within the packet is automatically set to “Denied.”
- An “Approved” packet cannot be “Denied.”

Returned for Corrections

- The packet has a status of “Returned for Corrections” when the CSDE selects the **Return** button on the Application Packet screen.
- This status unlocks the packet for the sponsor and sets the status back to “Not Submitted.”
- An “Approved” packet cannot be “Returned for Corrections.”

Withdrawn

- The packet has a status of “Withdrawn” when the sponsor or CSDE selects the **Withdraw** button on the Application Packet screen.
- An Application Packet with a status of “First Level Approved” can be withdrawn.
- An Application Packet with a status of “Approved” packet cannot be “Withdrawn.” If an application has been “Approved,” it can only be “Cancelled” or “Terminated” by the CSDE (see *Application Packet* section).

Application Statuses

Statuses are used to define the current state of an application packet item. Each application can have only one status at a time.

Pending Validation

- The application has a status of “Pending Validation” when the application has not yet been opened or saved.

Error

- The application has a status of “Error” if it has failed system validation rules. Data entered is maintained.

Not Submitted

- The application has a status of “Not Submitted” when the application is saved without error, but the Application Packet has not been submitted to the CSDE.

Submitted

- The application has a status of “Submitted” when the sponsor has submitted the Application Packet to the CSDE for review (i.e., the sponsor has selected the **Submit for Approval** button).
- Any application that is marked “Not Submitted” is changed to “Submitted”
- The Application Packet becomes read-only to sponsor users.

Approved

- The application has a status of “Approved” when the CSDE has approved the application (i.e., the CSDE selected “Approved” in the Internal Use Only section of the form).

Denied

- The application has a status of “Denied” when the CSDE has denied the application (i.e., the CSDE selected “Denied” in the Internal Use Only section of the form).
- If the application is “Denied,” it can no longer be modified by the sponsor. Only the CSDE can change the status of the application.
- When setting the application status to “Denied,” the CSDE should enter a comment in the Comments to sponsor field explaining the reason the application was denied.

Incomplete

- The Board of Directors has a status of “Incomplete” when the data has been rolled over from the previous program year and the CSDE is reviewing the Application Packet for a Base Year Renewal. In order to approve the Application Packet, the reviewing CSDE user needs to indicate that the Board of Directors has been reviewed.

Returned for Correction

- The application has a status of “Returned for Correction” when the CSDE has identified errors in the application and has selected “Returned for Correction” in the Internal Use Only section of the form.
- When setting the application status to “Returned for Correction,” the CSDE should enter a comment in the Comments to Sponsor field explaining the reason the application was returned.

Withdrawn

- The application has a status of “Withdrawn” when the CSDE has selected “Withdrawn” in the Internal Use Only section of the form.
- If the Application Packet has ever been approved, there will not be an option to withdraw.

Claim Statuses

Statuses are used to define the current state of a claim. Each claim can have only one status at a time.

Not Eligible

- The claim has a status of “Not Eligible” when there is an application condition that is preventing claiming for the selected month (e.g., sponsor or site is not authorized on the Application Packet to operate for the selected month or the Application Packet status is not “Approved”).

Incomplete

- The claim has a status of “Incomplete” when the claim has been created in the CNP System but the **Save** button was never clicked (e.g., timeout, logout, etc.). The CNP System saves the data that has been entered, but no edits have been performed.

Error

- The claim has a status of “Error” when the claim has been submitted and has business rule violations.

Pending

- The claim has a status of “Pending” when the claim has been saved and online edits have been performed, but the claim has not been submitted and validated with additional edits (e.g., 60 days edit, etc.).
- Applicable only when the sponsor is participating in sponsor-level claiming.

6 — APPLICATION PACKET

Validated

- This site claim has a status of “Validated” when the site claim has been entered, validated, and contains no errors.
- Applicable only when the sponsor is participating in site-level claiming.

Accepted

- The claim has a status of “Accepted” when the claim has passed all online edits and additional edits (e.g., 60 days edit, etc.), and is ready to be included in the payment tracking process.
- The claim can still be modified. A revision is not necessary until the claim is included by the CSDE in a batch payment process.

Accepted*

- The claim has a status of “Accepted*” when the claim has been selected by the CSDE for inclusion in the batch payment process; however, the batch process has not run.
- The claim cannot be modified. If the claim requires a change, a revised claim must be submitted.

Processed

- Claim has been fully processed by the CSDE and has been sent to the CSDE’s Grants Management Office for disbursement of funds.