

Instructions for Submitting the Financial Report for School Nutrition Programs

School Year 2022-23



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

August 2022

Instructions for Submitting the Financial Report for School Nutrition Programs

Connecticut State Department of Education

[https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/
Financial_Report_Instructions_SNP.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/Financial_Report_Instructions_SNP.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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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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Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 505, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

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This guide applies to sponsors of the National School Lunch Program (NSLP) including the Afterschool Snack Program (ASP), School Breakfast Program (SBP), Seamless Summer Option (SSO) of the NSLP, and Special Milk Program (SMP). All sponsors must submit their financial report online, using the Connecticut State Department of Education’s (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The CSDE strongly encourages all sponsors to complete their financial report by **October 31, 2022**.

CSDE Contact Information

For questions regarding this information, please contact the school nutrition programs staff in the CSDE’s Bureau of Health/Nutrition, Family Services and Adult Education.

County	Consultant
<ul style="list-style-type: none"> Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 6, 7, 12, and 14) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> Hartford County (Includes Region 10) Middlesex County (Includes Regions 4, 13, and 17) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> New Haven County (Includes Regions 5, 15, and 16) 	Greg King greg.king@ct.gov 860-713-6804
<ul style="list-style-type: none"> New London County Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11) Other areas: Claims processing 	Susan Alston susan.alston@ct.gov 860-807-2081
<ul style="list-style-type: none"> All counties: Special Milk Program (SMP) 	Terese Maineri terese.maineri@ct.gov 860-807-2145

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 Bureau of Health, Nutrition and Family Services
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For more information, visit the CSDE’s [School Nutrition Programs](#) webpage.

Overview of Requirements

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) Code of Federal Regulations (CFR) outlines the regulations for operating the National School Lunch Program (NSLP). Section [7 CFR 210.14 \(a\)](#) of the NSLP regulations requires that:

- school food authorities (SFAs) must maintain a nonprofit status for the school food service program; and
- any revenues must be used only for the operation or improvement of the food service program.

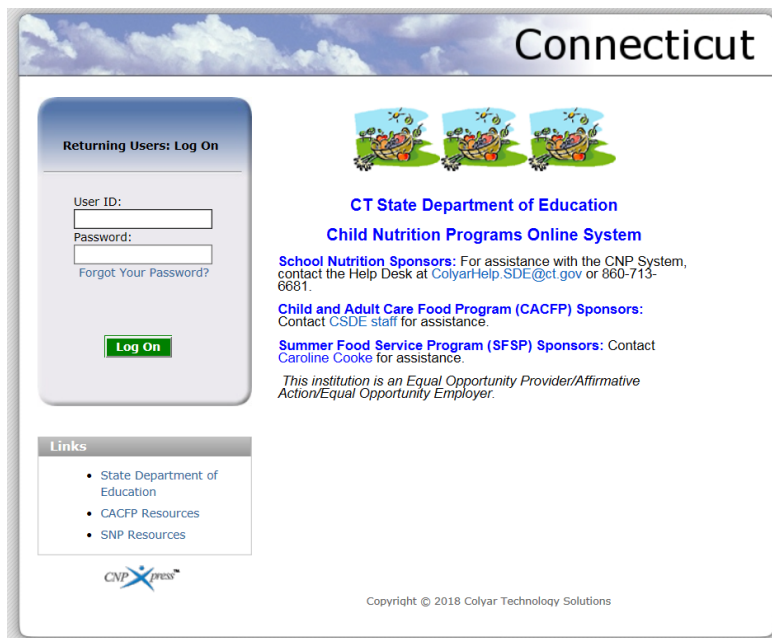
Section [7 CFR 210.14 \(b\)](#) requires that SFAs must limit their net cash resources to an amount that does not exceed three months' average expenditures for the nonprofit school food service. As defined by [7 CFR 210.2](#), net cash resources means "all monies, as determined in accordance with the State agency's established accounting system, that are available to or have accrued to a school food authority's nonprofit school food service at any given time, less cash payable. Such monies may include, but are not limited to, cash on hand, cash receivable, earnings on investments, cash on deposit and the value of stocks, bonds or other negotiable securities." To maintain the nonprofit status required for the food service account, the fund balance (net cash resources) of the account cannot exceed three months' average expenditures at any time.

This document provides instructions for SFAs on how to complete the annual financial report and submit to the CSDE. Sponsors must complete this report annually in the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). Completion of this report allows the CSDE to monitor each SFA's compliance with the end-of-year fund balance (net cash resources), as required by the NSLP regulations.

For more information, refer to the USDA's [Indirect Costs Guide](#). This guide describes the financial management requirements for state agencies and SFAs operating the school nutrition programs.

Instructions

1. Gather all the financial data needed to complete the financial form. Step 8 shows a screen shot of the form. **Note: You will have one opportunity to enter the data.**
2. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
3. Log in with your **User ID** and **Password**.



Instructions for Submitting the Financial Report for School Nutrition Programs

- Click on **School Nutrition Programs**.

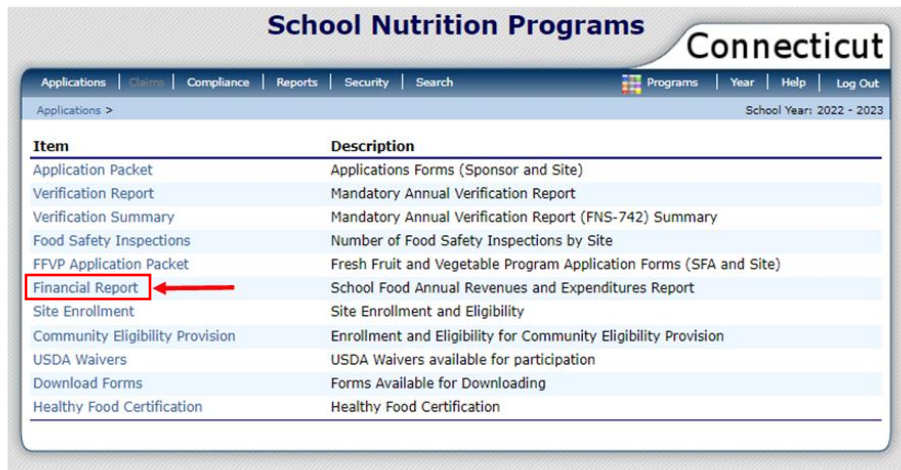


- Click on **Applications**.



Instructions for Submitting the Financial Report for School Nutrition Programs

6. Click on **Financial Report**.



7. Click **Add for School Year 2021-22**. **Note: Do not click Add** until all financial data is available to enter. The CSDE's [Instructions for Submitting the Financial Report for School Nutrition Programs](#) provides step-by-step guidance on how to complete this report. SFAs that exceed three months' average expenditures must submit their [Plan to Reduce Excess Operating Balance](#) as part of the Financial Report.

SNP Financial Report List

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

Actions	Version	School Year	Reporting Period	Received Date	Status
Add		2022-2023	Jul 2021 - Jun 2022		Not on File
View	Original	2021-2022	Jul 2020 - Jun 2021	3/2/2022	Approved

Instructions for Submitting the Financial Report for School Nutrition Programs

8. Enter the appropriate amount into each field. For information on each category, refer to “[Category Description for Revenues and Expenditures](#)” on pages 40-41. When complete, check the **certification box** at the bottom of the page.

REVENUES AND EXPENDITURES

1. Revenue for Reporting Period	
a. Cash From Daily Sales	\$ <input style="width: 100px;" type="text"/>
b. Other Local Revenue	\$ <input style="width: 100px;" type="text"/>
c. BOE Subsidies to Food Services Dept.	\$ <input style="width: 100px;" type="text"/>
d. Total Revenue	\$0.00
2. Expenditure for Reporting Period	
a. Purchased Food Used	\$ <input style="width: 100px;" type="text"/>
b. Direct Labor	\$ <input style="width: 100px;" type="text"/>
c. Employee Benefits	\$ <input style="width: 100px;" type="text"/>
d. Purchased Services	\$ <input style="width: 100px;" type="text"/>
e. Equipment Purchase	\$ <input style="width: 100px;" type="text"/>
f. Supplies / Miscellaneous	\$ <input style="width: 100px;" type="text"/>
g. BOE Subsidies	\$ <input style="width: 100px;" type="text"/>
h. Total Costs	\$0.00
3. Computed Operating Position	
a. Ending Cash Balance	\$ <input style="width: 100px;" type="text"/>
b. Accounts Receivable	\$ <input style="width: 100px;" type="text"/>
c. Value of Inventories on Hand	\$ <input style="width: 100px;" type="text"/>
d. Total 3A + 3B + 3C	\$0.00
e. Minus Accounts Payable	\$ <input style="width: 100px;" type="text"/>
f. Computed Operating Position (3D-3E)	\$0.00
g. Number of Operating Months	<input style="width: 100px;" type="text"/>
h. Three Month Average Operating Cost (2H/3G)*3	\$0.00
i. Excess Balance (3F-3H)	\$0.00

I certify that the information supplied above is correct to the best of my knowledge, that records are available to support this report. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject the applicant to prosecution under applicable state and federal statues.

Instructions for Submitting the Financial Report for School Nutrition Programs

9. After entering all data, click **SAVE** at the bottom of the page. This prompts the form to complete the calculations and the designated fields will populate automatically.


Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor exceeds the maximum allowable foodservice operating balance.

A maximum of three (3) months operating balance is allowable in the National School Lunch Program. The balance can exceed the limit if future planned expenditures for equipment, supplies, or program expansions exist; however, a proposal to expend those funds must be submitted to the state agency.

Actions	Notes	Version	Uploaded By
Add an attachment			

Created By: AReview on: 8/8/2022 10:13:16 AM Modified By: AReview on: 8/8/2022 10:13:18 AM



VIEW | **MODIFY** | DELETE

Note: If a positive amount appears in field 3i (Excess Balance), an **error message** will appear because the sponsor exceeds the allowable three months operating cost. A corrective action plan is required.


Click **Edit** and review the error message.

**SNP Financial Form Details
for July 1, 2021 - June 30, 2022**

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

The Financial Form has been saved with errors.

Information entered is either incomplete or is not in compliance with the Connecticut State Department of Education Child Nutrition Programs rules and regulations. All errors listed on the form must be corrected before the Financial Form can be processed.
You may correct the errors now by clicking '< Edit' or you may return to the Financial Form later.



Code	Error Description
18711	Corrective Action Plan must be attached if an Excess Balance exists.

If assistance is required with errors that are **not** Code 18711, contact your [school nutrition programs county consultant](#).

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If the error message indicates an excess balance exists. SFAs that exceed three months' average expenditures must submit a *Plan to Reduce Excess Operating Balance* to the CSDE to indicate how the excess balance will be spent to maintain the SFA's nonprofit status. Expenditures must make improvements to the school nutrition programs such as improving food quality and replacing or purchasing necessary equipment. The CSDE's *Instructions for the Plan to Reduce Excess Operating Balance* provides guidance on how to complete this form.

Click **Add an Attachment** to upload the SFA's *Plan to Reduce Excess Operating Balance*.

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor exceeds the maximum allowable foodservice operating balance.

A maximum of three (3) months operating balance is allowable in the National School Lunch Program. The balance can exceed the limit if future planned expenditures for equipment, supplies, or program expansions exist; however, a proposal to expend those funds must be submitted to the state agency.

Actions	Notes	Version	Uploaded By
Add an attachment			

Created By: AReview on: 8/8/2022 10:13:16 AM Modified By: AReview on: 8/8/2022 10:27:10 AM

Instructions for Submitting the Financial Report for School Nutrition Programs

Category Descriptions for Revenues and Expenditures (Step 8)

1. Revenue for Reporting Period

- a. **Cash from Daily Sales:** Includes the total amount of money that cashiers receive for paying students, adult meals, and a la carte sales (foods and beverages sold separately from reimbursable meals).
- b. **Other Local Revenue:** Cash received from catering and other local sources such as interest income on bank accounts. Do **not** include state matching funds and federal reimbursements.
- c. **BOE Subsidies:** Money that the board of education provides to subsidize the school food service program, such as the food service director's salary, health benefits, and equipment purchases. This also includes any in-kind services (services provided by the BOE but not charged to the school food service account), such as maintenance, electricity, gas, and telephone.
- d. **Total Revenue:** The CNP System calculates this amount automatically ($a + b + c$).

2. Expenditures for Reporting Period

- a. **Purchased Food Used:** The total cost of all foods and beverages used, including government commodities at the storage and processing rate.
- b. **Direct Labor:** Include all food service employee salaries such as food service director, secretary, managers, cooks, general workers, cashiers, truck drivers, and any other food service employees.
- c. **Employee Benefits:** Includes all fringe benefits such as FICA, workers' compensation, health insurance, sick leave, uniforms, and physicals.
- d. **Purchased Services:** Includes all purchased services such as food service management fees, armored services, and exterminators.
- e. **Equipment Purchased:** Includes all equipment purchases including capital purchases and smaller items intended for long term use such as tables and chairs.
- f. **Supplies/Miscellaneous:** The total cost of all supplies used, such as paper, cleaning, expendable equipment under \$500, and delivery charges for government commodities.

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- g. **BOE Subsidies:** Include the cost of BOE subsidies to reflect the cost of operating the SFA's program. This figure should equal the BOE subsidy amount listed in 1c of section 1, "Revenue for Reporting Period." **Note:** Do **not** include this figure in other expense areas.
- h. **Total Costs:** The CNP System calculates this amount automatically (a + b+ c +d +e +f + g).

3. Computed Operating Position

- a. **Ending Cash Balance:** The cash balance in the bank as of **June 30, 2022**, including checking, savings (all forms), petty cash, and posted interest.
- b. **Accounts Receivable:** Includes all payments due, such as federal reimbursements and money owed from students and adults.
- c. **Value of Inventories on Hand:** Ending inventory as of **June 30, 2022**, of purchased food, government commodities (at the storage and processing rate), and supplies.
- d. **Total 3A + 3B + 3C:** The CNP System calculates this amount automatically (a + b+ c).
- e. **Accounts Payable:** Any unpaid bills after June 30, 2022.
- f. **Computed Operating Position (3D-3E):** The CNP System calculates this amount automatically.
- g. **Number of Operating Months:** Record the number of months the Child Nutrition Program operated. Partial months count as a month. Include summer months if the sponsor is operating the seamless summer option (SSO) of the NSLP, an extended school year, or an official required academic summer school program.
- h. **Three Month Average Operating Cost (2H/3G*3):** The CNP System calculates this amount automatically.
- i. **Excess Balance (3F-3H):** This amount calculates automatically. **Note:** If an amount appears in this field, the sponsor exceeds the allowable three months operating cost and a corrective action plan is required. Click **Add an Attachment** to upload the SFA's specific corrective action plan.



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