

Instructions for Submitting the Financial Report for School Nutrition Programs

School Year 2024-25



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Connecticut State Department of Education
Bureau of Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

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Instructions for Submitting the Financial Report for School Nutrition Programs

https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/financial_report_instructions_snp.pdf

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1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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Contact Information for CSDE School Nutrition Programs Staff

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	CSDE staff
Middlesex County (includes Regions 4, 13, and 17) Tolland County (includes Regions 8 and 19)	Jennifer Bove 860-807-2044 jennifer.bove@ct.gov
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14) School wellness policies	Fionnuala Brown 860-807-2129 fionnuala.brown@ct.gov
Hartford County (includes Region 10)	Teri Dandeneau 860-807-2079 teri.dandeneau@ct.gov
New Haven County (includes Regions 5, 15, and 16)	Greg King 860-713-6804 greg.king@ct.gov
New London County Windham County (includes Region 11) Claims processing	Susan Alston 860-807-2081 susan.alston@ct.gov

For more information, visit the CSDE's [School Nutrition Programs](#) webpage.

Section 1 — Overview of Requirements

This document provides instructions for school food authorities (SFAs) on how to complete and submit the annual financial report. Sponsors must complete this report annually in the Connecticut State Department of Education (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The CSDE strongly encourages all sponsors to complete their financial report by **September 15, 2024**.

If the SFA has an excess operating balance and is required to submit the [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#), the deadline to upload this document is **October 15, 2024**.

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 National School Lunch Program (NSLP) regulations. The requirement to submit the annual financial report applies to sponsors of the NSLP (including the Afterschool Snack Program (ASP), School Breakfast Program (SBP), Seamless Summer Option (SSO) of the NSLP) and the Special Milk Program (SMP).

USDA Requirements

The U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) Code of Federal Regulations (CFR) outlines the regulations for operating the 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."

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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.

For more information on the financial requirements for the school nutrition programs, refer to the CSDE's [Guide to Financial Management Requirements for the School Nutrition Programs](#). This guide describes the financial management requirements for state agencies and SFAs operating the school nutrition programs.

Resources

Cost Allocation Plan Form for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/financialmanagement/cost_allocation_plan_form.pdf

Financial Management for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/sde/nutrition/financial-management-for-school-nutrition-programs/documents>

Guide to Financial Management Requirements for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/financialmanagement/guide_financial_management_requirements_snp.pdf

Online Application and Claiming System for Child Nutrition Programs (CNP System) (CSDE):

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

Plan to Reduce Excess Operating Balance for School Nutrition Programs (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/financialmanagement/plan_reduce_excess_operating_balance_snp.pdf

Section 2 — Instructions

1. Gather all the financial data needed to complete the financial form. [Step 8](#) shows a screen shot of the form.
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**.

The screenshot shows the splash page for the Connecticut Child Nutrition Programs Online System. The page has a white background with a blue header area containing the word "Connecticut" in white. Below the header, there are three small illustrations of baskets of fruit. The main content area is divided into several sections:

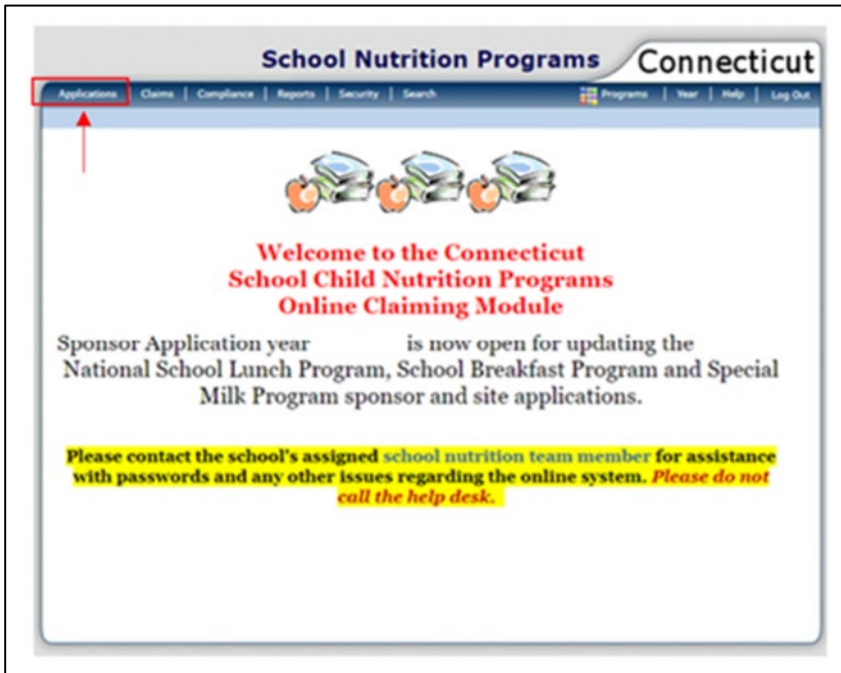
- Returning Users: Log On:** A box containing input fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button.
- CT State Department of Education Child Nutrition Programs Online System:** The title of the system.
- School Nutrition Sponsors:** Text stating: "For assistance with the CNP System, contact the Help Desk at ColyarHelp.SDE@ct.gov or 860-713-6681."
- Child and Adult Care Food Program (CACFP) Sponsors:** Text stating: "Contact CSDE staff for assistance."
- Summer Food Service Program (SFSP) Sponsors:** Text stating: "Contact [Caroline Cooke](#) for assistance."
- Disclaimer:** "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer."
- Links:** A list of links: "State Department of Education", "CACFP Resources", and "SNP Resources".
- Logos:** The "CNP Xpress" logo and the "Copyright © 2018 Colyar Technology Solutions" text.

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4. Click on **School Nutrition Programs**.



5. Click on **Applications**.



Instructions for Submitting the Financial Report for School Nutrition Programs

6. Click on **Financial Report**.



The screenshot shows the 'School Nutrition Programs Connecticut' website interface. At the top, there is a navigation bar with links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, there is a table with two columns: 'Item' and 'Description'. The 'Financial Report' item is highlighted with a red box, and a red arrow points to it from the left.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
USDA Waivers	USDA Waivers available for participation
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

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- Click **Add** for **School Year 2024-25**.

Actions	Version	School Year	Reporting Period	Received Date	Status
Add		2024-2025	July 2023—June 2024		Not on File

The Reporting Period is **July 2023-June 2024**. **Do not** click **Add** until all financial data is available to enter. SFAs that exceed three months' average expenditures must submit their [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#) as part of the Financial Report.

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8. Enter the appropriate amount into each field. For information on each category, refer to “[Category Description for Revenues and Expenditures](#)” in this document. 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 type="text"/>
b. Other Local Revenue	\$ <input type="text"/>
c. BOE Subsidies to Food Services Dept.	\$ <input type="text"/>
d. Total Revenue	\$0.00
2. Expenditure for Reporting Period	
a. Purchased Food Used	\$ <input type="text"/>
b. Direct Labor	\$ <input type="text"/>
c. Employee Benefits	\$ <input type="text"/>
d. Purchased Services	\$ <input type="text"/>
e. Equipment Purchase	\$ <input type="text"/>
f. Supplies / Miscellaneous	\$ <input type="text"/>
g. BOE Subsidies	\$ <input type="text"/>
h. Total Costs	\$0.00
3. Computed Operating Position	
a. Ending Cash Balance	\$ <input type="text"/>
b. Accounts Receivable	\$ <input type="text"/>
c. Value of Inventories on Hand	\$ <input type="text"/>
d. Total 3A + 3B + 3C	\$0.00
e. Minus Accounts Payable	\$ <input type="text"/>
f. Computed Operating Position (3D-3E)	\$0.00
g. Number of Operating Months	<input type="text"/>
h. Three Month Average Operating Cost (2H/3G)*3	\$0.00
i. Excess Balance (3F-3H)	\$0.00
<input type="checkbox"/> 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 statutes.	

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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

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 ([Plan to Reduce Excess Operating Balance for School Nutrition Programs](#)) is required.

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

The screenshot shows the 'SNP Financial Form Details' page. At the top, it says 'for' followed by a date. Below that, it lists 'Type of Agency: Educational Institution' and 'Type of SNP Organization: Public'. A red error message states: '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.' At the bottom, there is a red arrow pointing to a '< Edit' button, and a 'Finish' button is also visible.

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 the district's assigned school nutrition team member (refer to "[Contact Information for CSDE School Nutrition Programs Staff](#)" in this document).
- If the error message indicates an excess balance exists (exceeds three months' average expenditures), the SFA must submit a [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#) 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. Instructions on how to complete the form are included in the form.

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11. Click **Add an Attachment** to upload the SFA's *Plan to Reduce Excess Operating Balance for School Nutrition Programs*.

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			

SFAs must use the CSDE's *Plan to Reduce Excess Operating Balance for School Nutrition Programs*. This is the only document that will be accepted by the CSDE. Do not submit a narrative corrective action plan.

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 with a unit cost under \$500, and delivery charges for government commodities.

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- h. **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.
- i. **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, 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, 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.
- 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.

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 [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#).