

Instructions for Submitting the Financial Report for School Nutrition Programs

School Year 2025-26



CONNECTICUT
Education

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

June 2025

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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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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, 2025**.

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, 2025**.

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."

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

CSDE Contact Information

For questions regarding these instructions, please contact the SFA's assigned CSDE school nutrition team member for the school nutrition programs.

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 a list of all CSDE Child Nutrition Programs staff, refer to the CSDE's [Child Nutrition Staff and Responsibilities](#). For information on the school nutrition programs, visit the CSDE's [School Nutrition Programs](#) webpage.

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**.

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

CT State Department of Education

NEW Child Nutrition Programs Online System

School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant.
<https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf>

Child and Adult Care Food Program (CACFP) Sponsors: Contact CACFP Staff at <https://portal.ct.gov/SDE/Nutrition/CACFP-Contact> for assistance.

Summer Food Service Program (SFSP) Sponsors: Contact [Caroline Cooke](#) for assistance.

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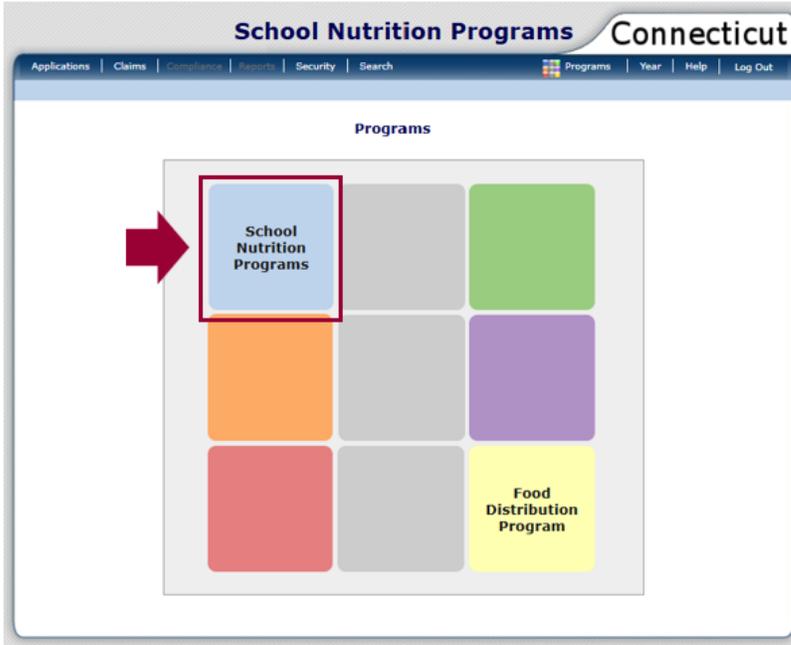
Links

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

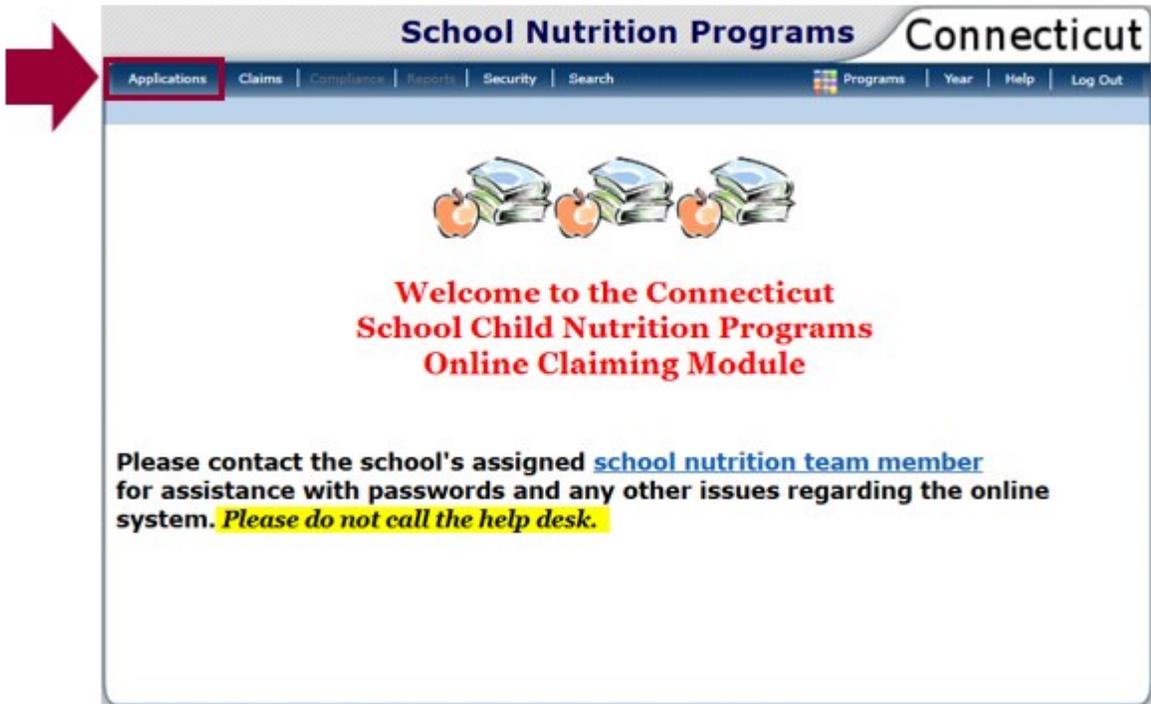
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4. Click on **School Nutrition Programs**.



6. Click on **Applications**.



The screenshot shows the 'School Nutrition Programs Connecticut' website. A red arrow points to the 'Applications' menu item in the top navigation bar. The navigation bar also includes 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right side of the navigation bar, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. The main content area features three icons of stacks of books with apples. Below the icons, the text reads: 'Welcome to the Connecticut School Child Nutrition Programs Online Claiming Module'. A paragraph of text follows: 'Please contact the school's assigned [school nutrition team member](#) for assistance with passwords and any other issues regarding the online system. **Please do not call the help desk.**'

2 | Instructions

7. Click on **Financial Report**.



The screenshot shows the 'School Nutrition Programs Connecticut' website. The navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The main content area is titled 'Applications >' and 'School Year'. A table lists various items with their descriptions. A red arrow points to the 'Financial Report' link, which is highlighted with a red box.

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
Capital Expenditure Request Form	Capital Expenditure Request
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

7. Click **Add** for **School Year 2025-25**.



The screenshot shows a table with the following columns: Actions, Version, School Year, Reporting Period, Received Date, and Status. A red arrow points to the 'Add' link in the Actions column.

Actions	Version	School Year	Reporting Period	Received Date	Status
Add		2025-2026	Jul 2024 - Jun 2025		Not on File

The Reporting Period is **July 2024-June 2025**. **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.

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.	

2 | Instructions

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 is required. Refer to the CSDE's [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#).

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

SNP Financial Form Details

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.

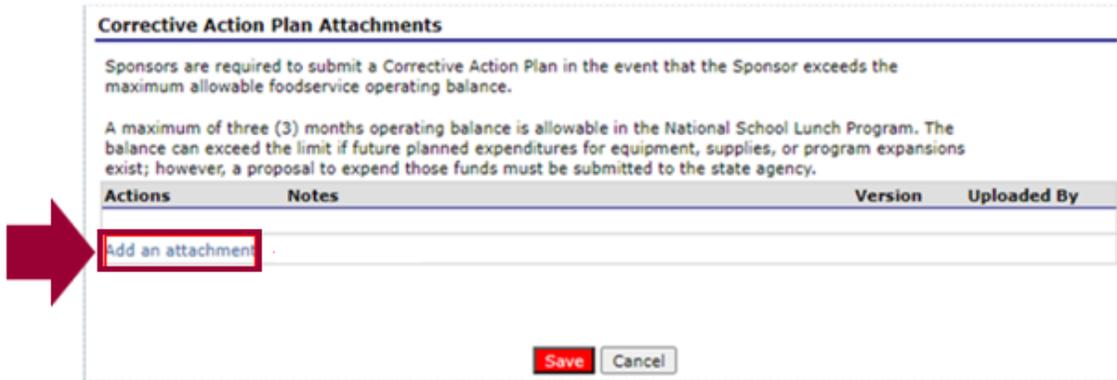


Code	Error Description
18711	Corrective Action Plan must be attached if an Excess Balance exists.

- If assistance is required with errors that are **not** code 18711, contact 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.

2 | Instructions

13. Click **Add an Attachment** to upload the SFA's [Plan to Reduce Excess Operating Balance for School Nutrition Programs](#).



Corrective Action Plan Attachments

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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.

2 | Instructions

- 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, 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](#).