

Instructions for Enrolling in the Annual Application Process for the School Nutrition Programs

School Year 2025-26



Connecticut State Department of Education
Bureau of Child Nutrition Programs
450 Columbus Boulevard, Suite 504
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Instructions for Enrolling in the Application Process for the School Nutrition Programs
Connecticut State Department of Education

[https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/
instructions_enrolling_disrtict_snp_application.pdf](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/instructions_enrolling_disrtict_snp_application.pdf)

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<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

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Instructions for Enrolling in the Annual Application Process

Each sponsor of the National School Lunch Program (NSLP) designates staff members to access the applications and claims for the school nutrition programs in the Connecticut State Department of Education's (CSDE) Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). One of the sponsor's designated staff members must enroll the district in the application process for the school nutrition programs. The required steps for this process are below.

After enrolling the district, do not complete the annual **application** for the school nutrition programs until the CSDE notifies sponsors that it is time to start the online application process.

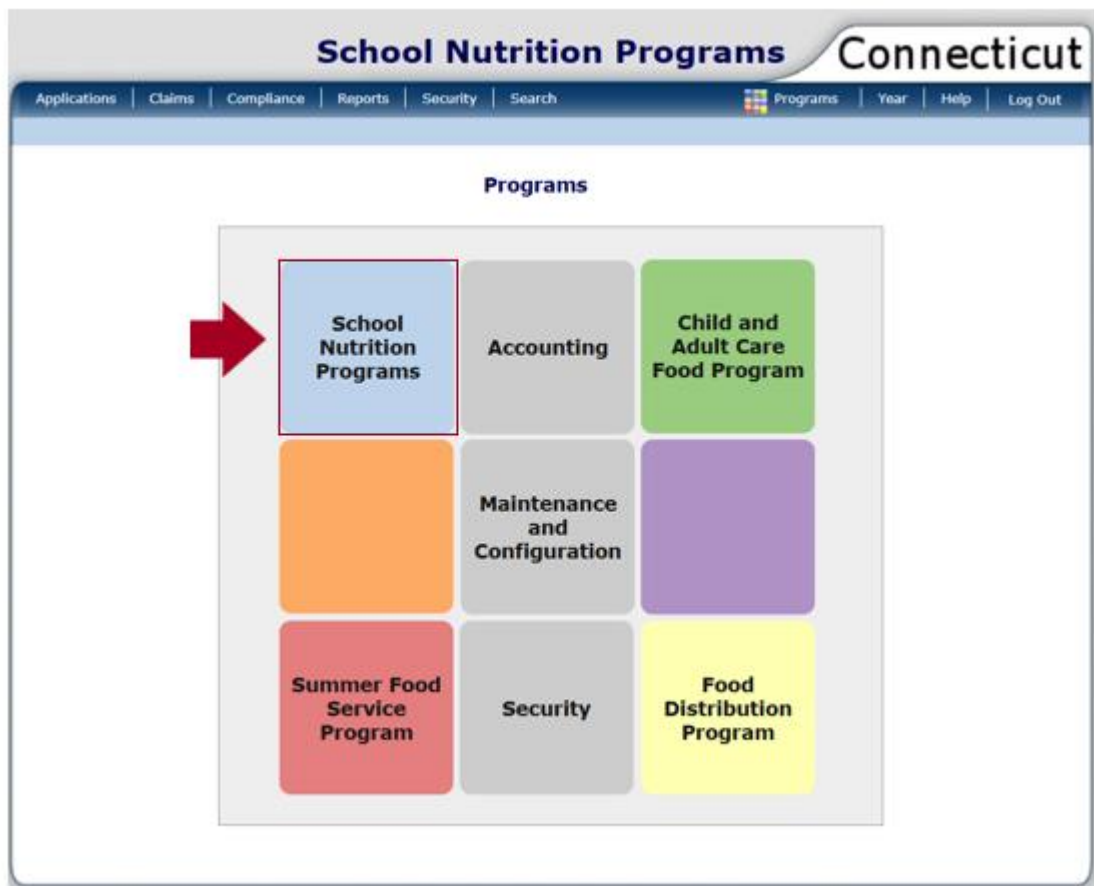
1. Access the CSDE's Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Log in with **User ID** and **Password**.



The screenshot shows the login page for the Connecticut Child Nutrition Programs Online System. The page has a header with the word "Connecticut" and a blue sky background. Below the header, there are three small illustrations of children playing. The main content area is divided into two columns. The left column contains a login form with the title "Returning Users: Log On". It has fields for "User ID:" and "Password:", a "Forgot Your Password?" link, and a green "Log On" button. A red arrow points to the "Log On" button. The right column contains the title "CT State Department of Education Child Nutrition Programs Online System" and three sections of text: "School Nutrition Sponsors: For assistance with the CNP System, contact your county consultant. [https://portal.ct.gov/-/media/SDE/Nutrition/CNstaff/countyassign.pdf](\"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](\"https://portal.ct.gov/SDE/Nutrition/CACFP-Contact\") for assistance.", and "Summer Food Service Program (SFSP) Sponsors: Contact Caroline Cooke for assistance." Below these sections is a statement: "This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer." At the bottom of the page, there is a "Links" section with three links: "State Department of Education", "CACFP Resources", and "SNP Resources". The footer contains the "CT COLYAR A UNQ SOLUTION" logo and the text "Copyright © 2022 Colyar Technology Solutions".

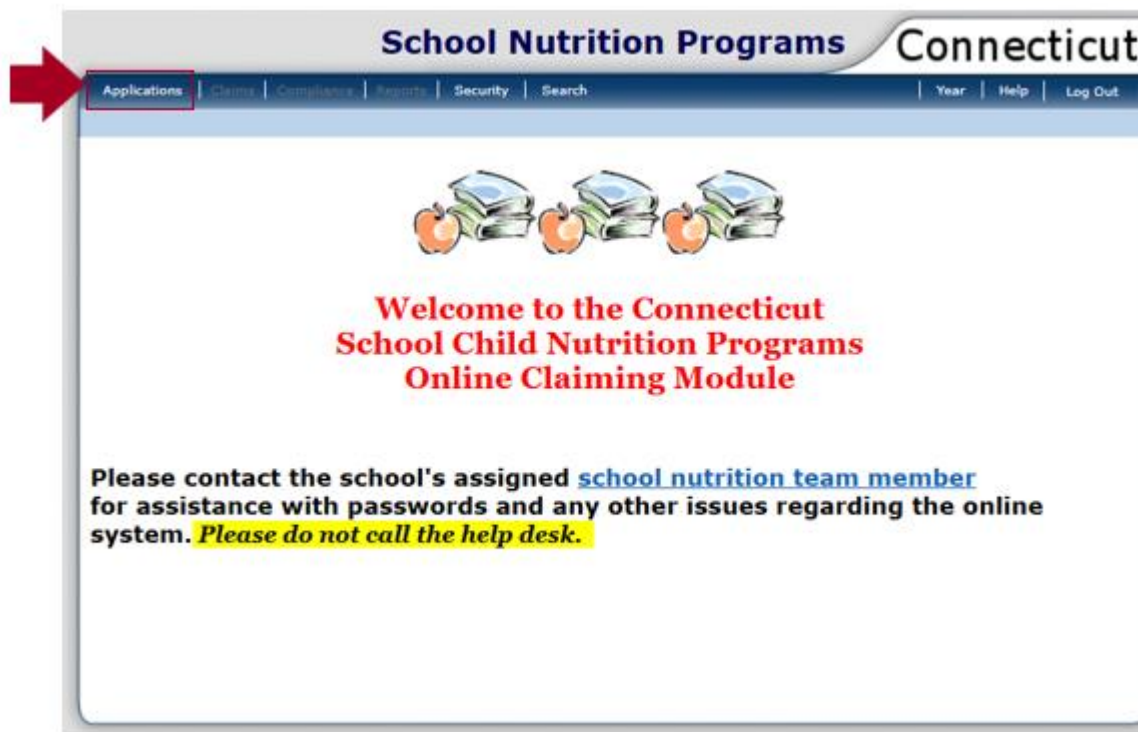
Instructions for Enrolling in the Annual Application Process

3. Click on **School Nutrition Programs** at the top left of the screen.



Instructions for Enrolling in the Annual Application Process

- Click on **Applications** at the top left of the screen.

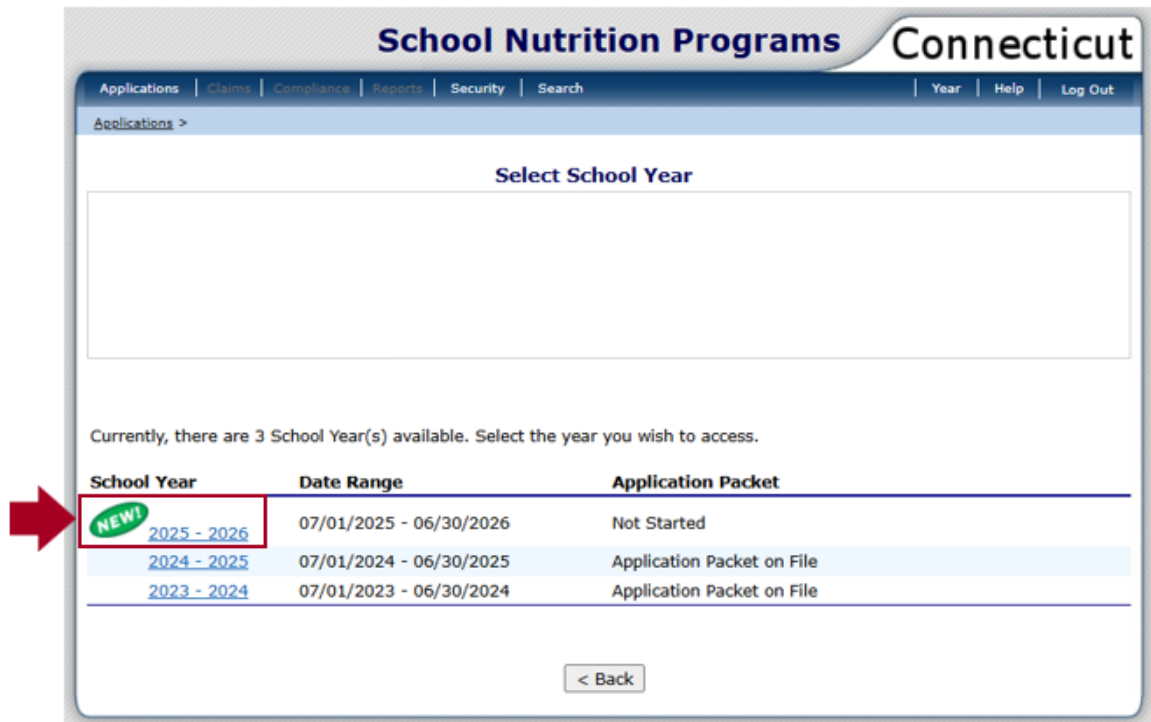


- Click on **Application Packet** (the first selection under **Item**).



Instructions for Enrolling in the Annual Application Process

8. Under **School Year**, click on **2025-2026** next to the green “NEW!” button.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications >

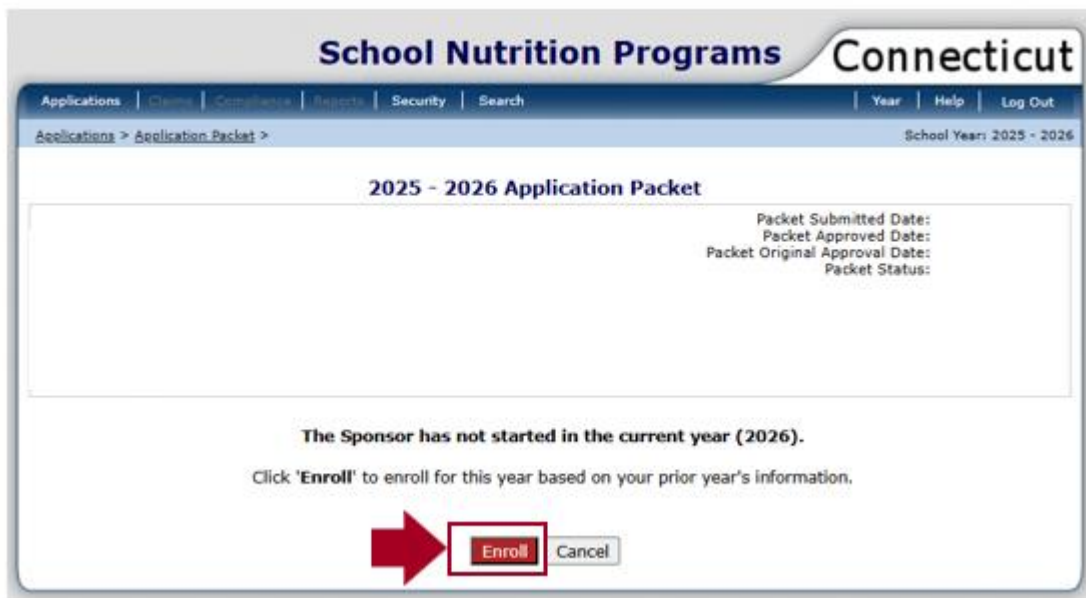
Select School Year

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2025 - 2026	07/01/2025 - 06/30/2026	Not Started
2024 - 2025	07/01/2024 - 06/30/2025	Application Packet on File
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File

< Back

9. Click **Enroll**.



School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: 2025 - 2026

2025 - 2026 Application Packet

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status:

The Sponsor has not started in the current year (2026).
Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll Cancel

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10. The **SNP Sponsor Application for School Year: 2025 - 2026** will open. **Do not** complete any information in this section. **Stop and log out.**

The screenshot shows the 'School Nutrition Programs Connecticut' website. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, and Search. The main content area is titled '2025 - 2026 Application Packet'. A large red text box states: 'Do not complete the 2025-2026 application until instructed by the CSDE.' To the right of this box, it says: 'Packet Submitted Date:', 'Packet Approved Date:', 'Packet Original Approval Date:', and 'Packet Status: Not Submitted'. Below this, there is a table with columns: Action, Attention, Form Name, Latest Version, and Status. The table lists two items: 'Sponsor Application' with a red arrow icon and 'FSMC Contract List' with a green checkmark icon. Below the table, there is a 'Site Applications' table with columns: Site Applications, Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications. The table shows data for 'School Nutrition Program' and 'Seamless Summer Option'. At the bottom, there are buttons for '< Back', 'Submit for Approval', and 'Withdraw Packet', and a link for 'Show Packet History'.

Action	Attention	Form Name	Latest Version	Status
View Modify	➔	Sponsor Application	Original	Pending Validation
Details	✓	FSMC Contract List		1 Contract
Details		Checklist Summary (1)		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

Do not complete the annual **application** for the school nutrition programs until the CSDE notifies sponsors that it is time to start the online application process.

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11. For more information on the CNP System, visit the [“School Nutrition Programs”](#) section of the CSDE’s CNP System webpage.