

Instructions for Updating the Sponsor Application for Child and Adult Care Food Program (CACFP) Centers

Program Year 2026-27



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

August 2026

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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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All center sponsors of the CACFP must complete the annual CACFP application process for the new federal fiscal year (2026-27) by **September 18, 2026**. This requirement applies to all sponsors of child day care centers, Head Start centers, adult day centers, emergency shelters, and at-risk afterschool programs.

1 — Introduction

This document provides instructions for sponsors of the Child and Adult Care Food Program (CACFP) on completing and submitting the annual CACFP sponsor application in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). The CNP System is a web-based software solution that provides state users and all sponsors of the Child Nutrition Programs with efficient and immediate access to applications, claims, and related nutrition program functions. 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 later; and
- individual User IDs and passwords for secure login to specific program functions.

CACFP sponsors will use the CNP System to complete and submit their annual CACFP sponsor application.

Application Renewal Packet

All institutions participating in the CACFP must have an approved application renewal packet on file to submit reimbursement claims for the new federal fiscal year, which begins on October 1, 2026. The online application packet includes the sponsor application, budget, and one or more site applications, as well as various checklist items and a board of directors listing (for non-profit organizations). The Sponsor Application is the starting point for all CACFP application renewals. Sponsors must begin with the Sponsor Application to access the other areas of the application packet.

Resources

The resources below assist sponsors with completing the CACFP application renewal process.

- [Child and Adult Care Food Program \(CACFP\) Application Renewal Summary Checklist](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_application_renewal_summary_checklist.pdf) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_application_renewal_summary_checklist.pdf
- [CACFP Centers Budget Worksheet](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet.pdf) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet.pdf
 - [Instructions for Completing the Child and Adult Care Food Program \(CACFP\) Centers Budget Worksheet](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet_instructions.pdf) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet_instructions.pdf
 - [Sample Completed CACFP Centers Budget Worksheet](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet_sample.pdf) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_worksheet_sample.pdf
- [Child and Adult Care Food Program \(CACFP\) Centers Budget Detail Form](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_detail_form.pdf) (CSDE):
https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/cacfp_centers_budget_detail_form.pdf

These documents and more guidance are available in the “[CACFP](#)” section of the CSDE’s Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System) webpage.

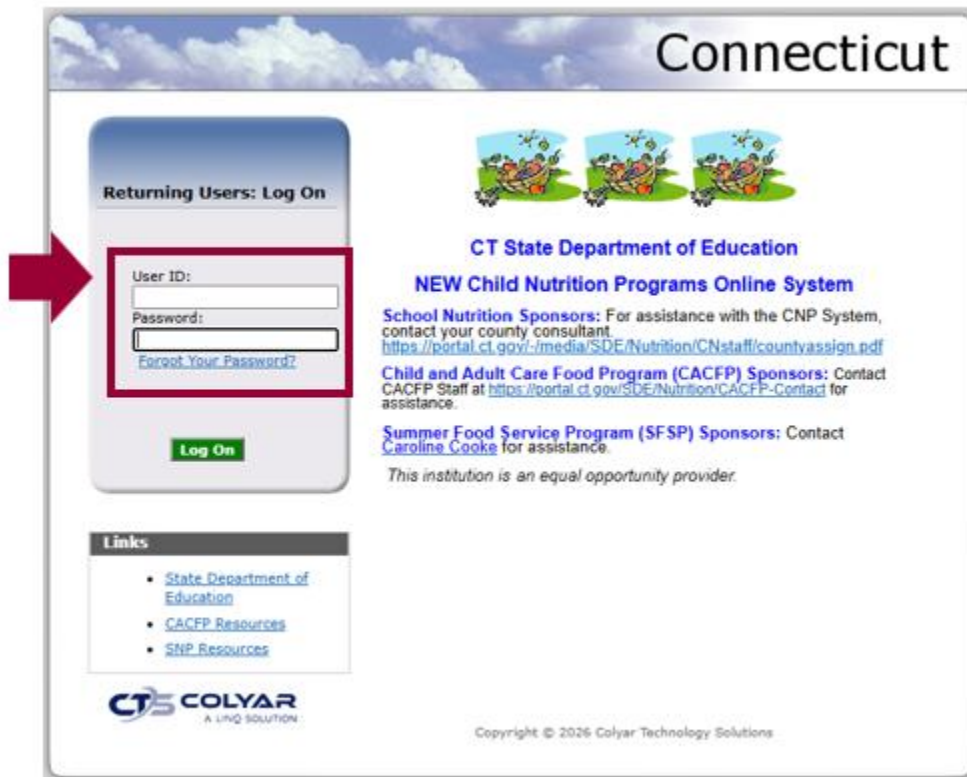
Questions

For questions regarding the CACFP sponsor application process, contact the [CACFP staff](#) in the Connecticut State Department of Education (CSDE) Bureau of Child Nutrition Programs.

2 — Accessing the CNP System

The Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) is available at <https://ct.cnpus.com/prod/Splash.aspx>.

1. Log in with **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.

This institution is an equal opportunity provider.

Links

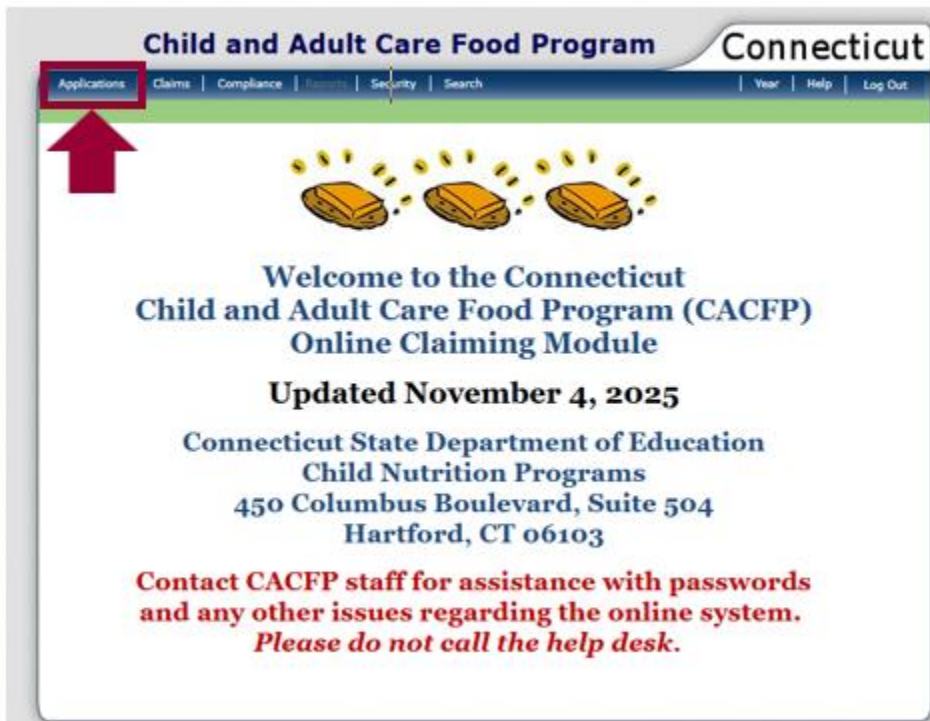
- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

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2 | Accessing the CNP System

2. Click **Application** at the top left of the screen.



3. Click **Application Packet – Center**. Make sure the Program Year is **2026-2027**.



4. Select **2026-2027** (the current program year) next to the green “NEW” button.

Program Year	Date Range	Application Packet
NEW! 2026 - 2027	10/01/2026 - 09/30/2027	Not Started
2025 - 2026	10/01/2025 - 09/30/2026	Application Packet on File
2024 - 2025	10/01/2024 - 09/30/2025	Application Packet on File

Note: Reimbursement claims through September 2026 are part of program year 2025-26, but the application renewal process is for program year 2026-27.

2 | Accessing the CNP System

- a. **Program Year is View Only:** If the screen displays this message, the sponsor is in the wrong year. To switch to the correct year, click **Year** in the upper right corner of the screen.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers >

**Application Packet
Sponsor of Affiliated Sites**

Packet Submitted Date: 10/15/2025
Packet Approved Date: 10/15/2025
Packet Original Approval Date: 10/15/2025
Packet Status: Approved

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Program Year is View Only

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Approved
Details	✓ Board of Directors	Original	Approved
View	✓ Sponsor Budget Detail	Original	Approved
Details	Checklist (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	2	0	0	0	0	0	2

- b. Choose **2026-2027** from the available program years. Continue with the application renewal process.

Child and Adult Care Food Program Connecticut

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

Select Year >

Year Select

Select Year

2026 - 2027

2025 - 2026 < Selected

2024 - 2025

2022 - 2023

2021 - 2022

3 — Enrolling the Sponsor

Sponsors must first enroll in the current program year before beginning their application.

1. Click **Enroll**.

The screenshot displays the 'Child and Adult Care Food Program' interface for Connecticut. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, and Search. The main content area is titled 'Application Packet Sponsor of Affiliated Sites'. It shows a status of 'Not Enrolled' and a message: 'The Sponsor has not started in the current year (2027). Click 'Enroll' to enroll for this year based on your prior year's information.' A large red arrow points to the 'Enroll' button, which is next to a 'Cancel' button.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

**Application Packet
Sponsor of Affiliated Sites**

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Enrolled

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

The Sponsor has not started in the current year (2027).
Click 'Enroll' to enroll for this year based on your prior year's information.

Enroll Cancel

3 | Enrolling the Sponsor

2. Click **OK**.



4 — Sponsor Application

Once the institution is enrolled, the 2026-2027 **Application Packet** screen will appear.

- 1. Click **Modify** next to the Sponsor Application to begin the application process.

Child and Adult Care Food Program

Connecticut

Applications | Claims | Compliance | Reports | Security | Search

Year | Help | Log Out

Applications > Application Packet - Centers >

Program Year: 2026 - 2027

Application Packet
Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action

Form Name

Latest Version

Status

View

Modify

✖

Sponsor Application

Original

Pending Validation

Revises

Details

✔

Board of Directors

Original

Approved

Add

Details

✖

Sponsor Budget Detail

Checklist

Approved

Pending

Return for Correction

Denied

Withdrawn/
Closed

Error

Total Applications

Site Application(s)

0

2

0

0

0

0

2

< Back

Submit for Approval

Withdraw Packet

Show Packet History

4 | Sponsor Application

2. After selecting **Modify**, the **CACFP Sponsor Application** will open.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

VIEW | **MODIFY**

**Child & Adult Care Food Program
Sponsor Application for 2026 - 2027**

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Version: Original

Sponsor Description

FEIN	Type of Agency	Type of CACFP - Centers Organization
	Government Agency	Sponsor of Affiliated Sites

1. Are all of your organization's CACFP participating sites located in the same building? ☐ Yes ☒ No

2. Does your organization operate the CACFP in any other state(s)? ☐ Yes ☒ No

Name(s) of State(s):

Addresses

Physical Address

3. Address Line 1:

Address Line 2:

4. City:

5. State: Zip:

6. County:

Mailing Address

☒ Mailing Address is the same as the Physical Address

7. Address Line 1:

Address Line 2:

8. City:

9. State: Zip:

Contacts

- a. Most information previously entered in 2025-2026 application will carry over to the new fiscal year (2026-2027).
- b. Review all the information in the **Sponsor Application** for accuracy. Make edits and updates to existing answers as necessary.

- c. The information entered in lines 22-27 (Authorized Representative 1) and lines 28-33 (Authorized Representative 2) must be consistent with either the ED-099 (Agreement) on file or the sponsor's most recently submitted Authorized Signatures Change Form. If the authorized representative information has changed, submit an [Authorized Signatures Change Form](#) to the CSDE before completing the renewal application.
- **Non-profit organizations:** Authorized Representative 1 must be the chairperson of the board of directors. Authorized Representative 2 must be the executive director, finance manager, or someone else who is empowered by the Board to assume oversight responsibilities for CACFP in the organization.
 - **For-profit institutions:** Authorized Representative 1 must be the owner/executive director. Authorized Representative 2 must be another individual authorized by the owner to oversee CACFP responsibilities for the organization.
 - The individuals listed as Authorized Representatives must have the authority to provide oversight and make decisions regarding CACFP on behalf of the organization.

Authorized Representative 1

An Authorized Representative is an individual who has been authorized to act on behalf of the Sponsor by agreeing to and signing the Statement of Authority.

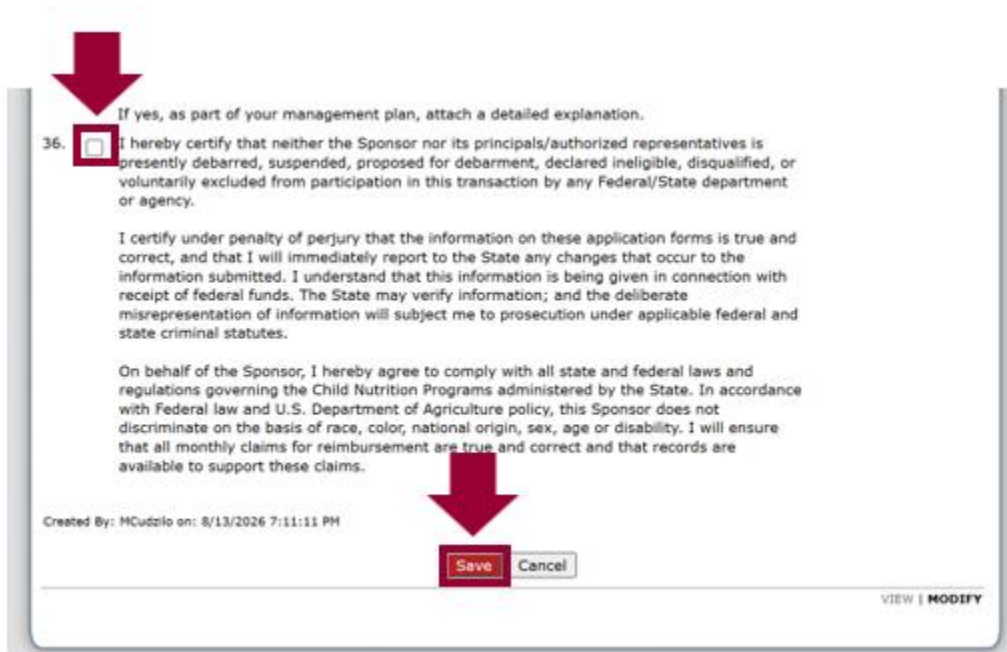
	Salutation	First Name	Last Name
22. Name:			
23. Date of Birth:		(mm/dd/yyyy)	
24. Email Address:			
25. Facility Phone:		Ext:	Fax:
26. Cell/Alt Phone:			
27. Title:			

Authorized Representative 2

	Salutation	First Name	Last Name
28. Name:			
29. Date of Birth:		(mm/dd/yyyy)	
30. Email Address:			
31. Facility Phone:		Ext:	Fax:
32. Cell/Alt Phone:			
33. Title:			

4 | Sponsor Application

3. Read the certification statement at the bottom of the page. Verify that all information entered in the application is accurate and complete.
4. Select the **certification checkbox** to acknowledge and accept the statement.
5. Click **Save** to proceed.



The screenshot displays a web form for a sponsor application. A large red arrow points to a checkbox labeled '36.' which is currently unchecked. The text next to the checkbox reads: 'I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.' Below this, there are two paragraphs of certification text. The first paragraph states: 'I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.' The second paragraph states: 'On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.' At the bottom left, it says 'Created By: MCudzilo on: 8/13/2026 7:11:11 PM'. At the bottom center, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button. At the bottom right, there are links for 'VIEW' and 'MODIFY'.

If yes, as part of your management plan, attach a detailed explanation.

36. ☐ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Created By: MCudzilo on: 8/13/2026 7:11:11 PM

Save Cancel

VIEW | **MODIFY**

6. Click **Finish**.

The screenshot shows the 'Child and Adult Care Food Program Connecticut' web interface. The title bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The breadcrumb trail is 'Applications > Application Packet - Centers >'. The program year is '2026 - 2027'. The main heading is 'Child & Adult Care Food Program Sponsor Application for 2026 - 2027'. Below this, the 'Type of Agency' is 'Government Agency' and the 'Agreement Type' is 'Sponsor of Affiliated Sites'. A message box states 'The Application has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish'. A large red arrow points to the 'Finish' button.

- a. The Sponsor Application is now complete.
- b. Complete the remaining sections of the renewal packet for Program Year 2026-2027, including:
 - Board of Directors Listing (non-profit organizations only);
 - Budget;
 - Site Applications; and
 - Checklist items and required documents.
- c. All required sections must be completed before the sponsor can submit their renewal packet.

5 — Board of Directors

The “Board of Directors” section of the CNP System is applicable only to non-profit organizations. Non-profit organizations must enter current information for all board members serving during the 2026-2027 program year. Make sure all information is accurate and up to date.

1. Click **Revise** next to **Board of Directors** to make changes or add a new member.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Application Packet
Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Revise Details	✓ Board of Directors	Original	Approved
Add	✗ Sponsor Budget Detail	-	
Details	✗ Checklist (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

5 | Board of Directors

- Click **Details** next to **Board of Directors** to review the specific information for each Board member.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Application Packet
Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Revise Details	✓ Board of Directors	Original	Approved
Add	✗ Sponsor Budget Detail	-	
Details	✗ Checklist (3)		

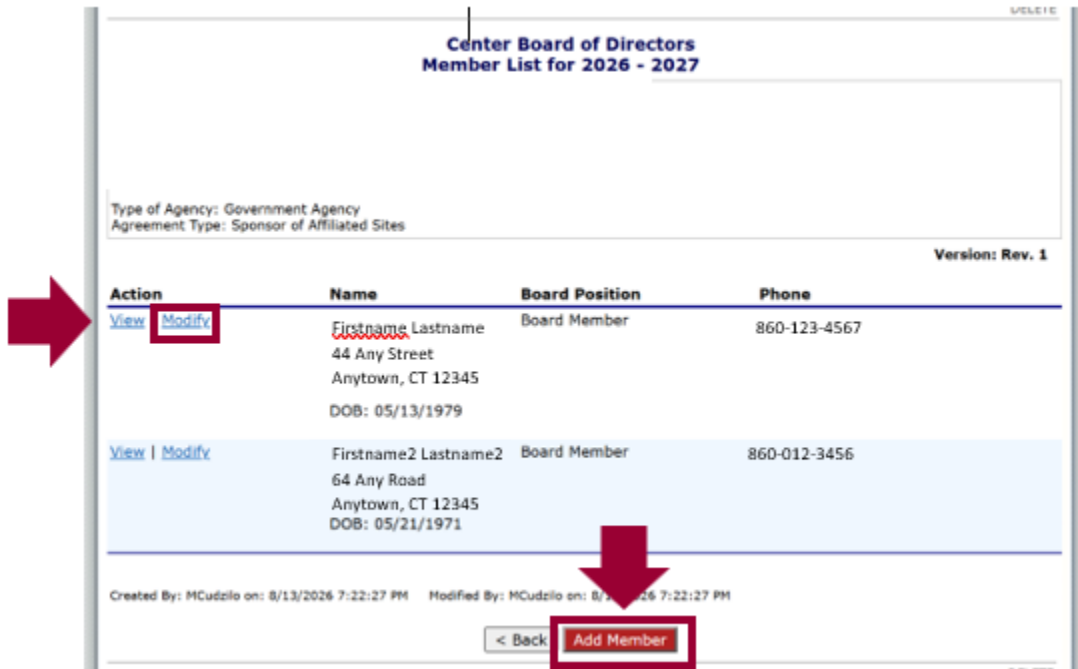
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

[Show Packet History](#)

[Back](#) [Submit for Approval](#) [Withdraw Packet](#)

Updating/Adding Board Members

1. Select an individual then click **Modify** to make edits and updates to their existing information.
2. Click the **Add Member** box in red at the bottom of the page to add a new member.



DELETE

Center Board of Directors Member List for 2026 - 2027

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Version: Rev. 1

Action	Name	Board Position	Phone
View Modify	Firstname Lastname 44 Any Street Anytown, CT 12345 DOB: 05/13/1979	Board Member	860-123-4567
View Modify	Firstname2 Lastname2 64 Any Road Anytown, CT 12345 DOB: 05/21/1971	Board Member	860-012-3456

Created By: MCudzilo on: 8/13/2026 7:22:27 PM Modified By: MCudzilo on: 8/13/2026 7:22:27 PM

< Back **Add Member**

08/13/2026

- Complete questions 1 through 14. Click **Save** to save the changes/updates.

Center Board of Directors - Member Information

Type of Agency: Government Agency
 Agreement Type: Sponsor of Affiliated Sites

Member/Principal 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 Sponsor? ☐ Yes ☐ No

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

You must submit documentation that confirms your organization's governing body is aware of the organization's responsibilities and liabilities associated with participation in the CACFP.

Created By: MCudzilo on: 8/13/2026 7:24:59 PM



4. Click **Finish**.

The screenshot shows a web application interface for the 'Child and Adult Care Food Program' in 'Connecticut'. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Year, Help, and Log Out. Below this, a breadcrumb trail reads 'Applications > Application Packet -> Centers >'. The main heading is 'Center Board of Directors - Member Information'. The form area contains the text 'Type of Agency: Government Agency' and 'Agreement Type: Sponsor of Affiliated Sites'. A confirmation message states 'The board member has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish'. A large red arrow points directly to the 'Finish' button, which is also highlighted with a red rectangular border.

5. Click **Applications** at the top of the screen to return to the main page.

Child and Adult Care Food Program

Connecticut

Applications

Claims

Compliance

Reports

Security

Search

Year

Help

Log Out

Applications > Application Packet > Centers >

Program Year: 2026 - 2027

DELETE

Center Board of Directors

Member List for 2026 - 2027

Type of Agency: Government Agency

Agreement Type: Sponsor of Affiliated Sites

Version: Rev. 1

Action	Name	Board Position	Phone
View Modify	Firstname Lastname 44 Any Street Anytown, CT 12345 DOB: 01/01/1980	Treasurer	860-123-4567
View Modify	Firstname2 Lastname2 64 Any Road Anytown, CT 12345 DOB: 02/12/1979	Board Member	860-012-3456

6 — CACFP Budget

All participating CACFP institutions must complete a CACFP budget for FY 2026-2027. The CACFP budget is in the “Sponsor Budget Detail” section of the CNP System.

1. Complete the hard copy of the [CACFP Centers Budget Worksheet](#). Refer to the CSDE’s [Instructions for Completing the Child and Adult Care Food Program \(CACFP\) Centers Budget Worksheet](#) and [Sample Completed Child and Adult Care Food Program \(CACFP\) Centers Budget Worksheet](#).
2. Complete the hard copy of the [Centers Budget Detail Form](#) for all applicable lines.
3. Log in to CNP System. Click **Add** next to **Sponsor Budget Detail** to access the online budget.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Application Packet
Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

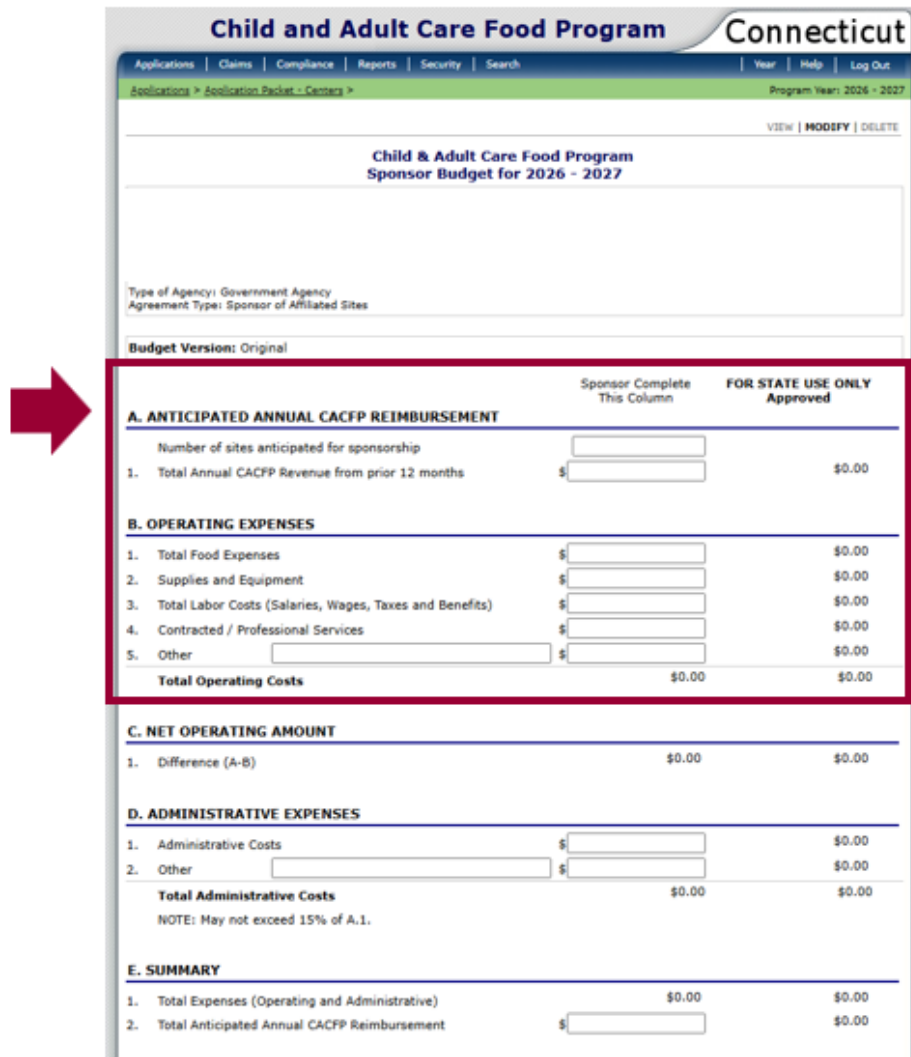
Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors	Rev. 1	Pending
Add	➔ Sponsor Budget Detail	-	
Details	➔ Checklist (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

[Show Packet History](#) [Back](#) [Submit for Approval](#) [Withdraw Packet](#)

4. Transfer the information from the hard copy of the **CACFP Centers Budget Worksheet** to the CNP System. The online budget must match the hard copy budget documents.
 - a. For each applicable line, transfer the amount in column 4 (Total Annual Budget) from the hard copy budget sheet to the CNP System.
 - b. Ensure that all costs that are reflected on the hard copy budget form(s) are shown in the online budget, even if they are not funded by CACFP reimbursements.
 - c. All participating CACFP institutions must complete sections A and B of the online **Sponsor Budget**:



Child and Adult Care Food Program Connecticut

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

Applications > Application Packet > Centers > Program Year: 2026 - 2027

VIEW | MODIFY | DELETE

**Child & Adult Care Food Program
Sponsor Budget for 2026 - 2027**

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

	Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT		
Number of sites anticipated for sponsorship		
1. Total Annual CACFP Revenue from prior 12 months	\$	\$0.00
B. OPERATING EXPENSES		
1. Total Food Expenses	\$	\$0.00
2. Supplies and Equipment	\$	\$0.00
3. Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	\$0.00
4. Contracted / Professional Services	\$	\$0.00
5. Other	\$	\$0.00
Total Operating Costs	\$0.00	\$0.00
C. NET OPERATING AMOUNT		
1. Difference (A-B)	\$0.00	\$0.00
D. ADMINISTRATIVE EXPENSES		
1. Administrative Costs	\$	\$0.00
2. Other	\$	\$0.00
Total Administrative Costs	\$0.00	\$0.00
NOTE: May not exceed 15% of A.1.		
E. SUMMARY		
1. Total Expenses (Operating and Administrative)	\$0.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$	\$0.00

- d. All sponsoring organizations (participating CACFP institutions with more than one site) must also complete section **D. Administrative Expenses**, even if the administrative costs are not funded by CACFP reimbursements.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

VIEW | MODIFY | DELETE

**Child & Adult Care Food Program
Sponsor Budget for 2026 - 2027**

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

	Sponsor Complete This Column	FOR STATE USE ONLY Approved
A. ANTICIPATED ANNUAL CACFP REIMBURSEMENT		
Number of sites anticipated for sponsorship		
1. Total Annual CACFP Revenue from prior 12 months	\$	\$0.00
B. OPERATING EXPENSES		
1. Total Food Expenses	\$	\$0.00
2. Supplies and Equipment	\$	\$0.00
3. Total Labor Costs (Salaries, Wages, Taxes and Benefits)	\$	\$0.00
4. Contracted / Professional Services	\$	\$0.00
5. Other	\$	\$0.00
Total Operating Costs	\$0.00	\$0.00
C. NET OPERATING AMOUNT		
1. Difference (A-B)	\$0.00	\$0.00
D. ADMINISTRATIVE EXPENSES		
1. Administrative Costs	\$	\$0.00
2. Other	\$	\$0.00
Total Administrative Costs	\$0.00	\$0.00
NOTE: May not exceed 15% of A.1.		
E. SUMMARY		
1. Total Expenses (Operating and Administrative)	\$0.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$	\$0.00

Limit for administrative costs: Section [7 CFR 226.16\(b\)\(1\)](#) of the CACFP regulations requires that for sponsoring organizations of centers, the portion of administrative costs to be charged to the CACFP cannot exceed 15 percent of the meal reimbursements estimated, or actually earned during the budget year, unless the CSDE grants a waiver.

5. Click **Add an attachment**.

E. SUMMARY

1. Total Expenses (Operating and Administrative)	\$0.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$	\$0.00

Certification

☐ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Connecticut State Department of Education Child Nutrition Programs any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Connecticut State Department of Education Child Nutrition Programs may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments (Only Upon State Agency Request)

Sponsors must account for the cost of operating a nonprofit food service.

Upon the State's request, Sponsors are required to disclose and identify any financial information that inhibits the State from making an informed assessment of the allowability of a particular cost. If you have any expenses that require disclosure, attach a detailed explanation.

Actions	Notes	Version	Uploaded By
 Add an attachment			

Created By: MCudzilo on: 8/13/2026 7:41:40 PM Modified By: MCudzilo on: 8/13/2026 7:41:40 PM

Save

Cancel

VIEW | **MODIFY** | DELETE

6. Use **Choose File** to browse files on the computer or memory device/flash drive to locate the specific items for uploading. In the Comment box, label (assign a title to) each individual document that is uploaded.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Child & Adult Care Food Program Sponsor Budget Document Upload for 2026 - 2027

MODIFY | DELETE

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

Budget

Upload Detail

1. File To Upload: **Choose File** No file chosen

2. Comment:

Save Cancel

MODIFY | DELETE

- Budget forms:** Upload only the hard copy budget forms (CACFP Centers Budget Worksheet and Centers Budget Detail Sheet) and related supporting documents (copies of contracts, leases, etc.) to the online Budget section of the application packet.
- Non-budget forms and documents:** Upload all other (non-budget) forms and documents under the **Checklist** section of the application packet (refer to “Section 8 – Checklist” in this document). Examples include audit reports, training and monitoring schedules, board member listings and board meeting minutes, school food agreements, and food service management contracts.

7. Click **Save**.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Child & Adult Care Food Program Sponsor Budget Document Upload for 2026 - 2027

MODIFY | DELETE

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Budget Version: Original

Budget

Upload Detail

1. File To Upload: No file chosen

2. Comment:

Save

MODIFY | DELETE

8. Click **Finish**.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Child & Adult Care Food Program Sponsor Budget Document Upload for 2026 - 2027

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

The Budget File Upload has been processed.

< Edit **Finish**

9. Read and complete the certification statement at the bottom of the page. Click the **Certification** check box and then click **Save**.

E. SUMMARY

1. Total Expenses (Operating and Administrative)	\$22,331.00	\$0.00
2. Total Anticipated Annual CACFP Reimbursement	\$ 24000	\$0.00

Certification

☒ I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Connecticut State Department of Education Child Nutrition Programs any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Connecticut State Department of Education Child Nutrition Programs may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Document Attachments (Only Upon State Agency Request)

Sponsors must account for the cost of operating a nonprofit food service.

Upon the State's request, Sponsors are required to disclose and identify any financial information that inhibits the State from making an informed assessment of the allowability of a particular cost. If you have any expenses that require disclosure, attach a detailed explanation.

Actions	Notes	Version	Uploaded By
View File Modify		Original	MCudzilo 08/13/2026
View File Modify		Original	MCudzilo 08/13/2026
Add an attachment			

Created By: MCudzilo on: 8/13/2026 7:41:40 PM Modified By: MCudzilo on: 8/13/2026 7:48:29 PM

Save Cancel

10. Click **Finish**.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

**Child & Adult Care Food Program
Sponsor Budget for 2026 - 2027**

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

The Budget has been saved with warnings.

< Edit **Finish**

7 — Site Applications

A site application must be completed and approved for each site that will be claimed for CACFP reimbursement.

1. At the bottom of the **Application Packet** screen, click **Site Application(s)** to open the **Application Packet – Site List** screen.
 - a. **Important:** Update all applicable Site Applications before completing the online Checklist.



Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Application Packet Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors	Rev. 1	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	➔ Checklist (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

7 | Site Applications

2. The **Application Packet – Site List** provides access to new and renewing sites. Important:
3. Update all applicable Site Applications before completing the online Checklist.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2026 - 2027

Child & Adult Care Food Program
Application Packet - Site List for 2026 - 2027

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	➡ 3	Child Development Center #5	CC	Original	Pending Validation
View Modify	➡ 4	School Age Care (SAC) Program	OS	Original	Pending Validation

[Add Site](#)

Total Sites Enrolled: 2

[< Back](#)

4. Click **Modify** next to the name of the site to modify an existing site.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet > Centers > Packet Center List - CACFP > Program Year: 2026 - 2027

Child & Adult Care Food Program
Application Packet - Site List for 2026 - 2027

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	➔ 3	Child Development Center #5	CC	Original	Pending Validation
View Modify	➔ 4	School Age Care (SAC) Program	OS	Original	Pending Validation

[Add Site](#)

Total Sites Enrolled: 2

[< Back](#)

7 | Site Applications

5. The **Site Application** will appear. Review and update the site's information.

Child and Adult Care Food Program

Connecticut

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

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2026 - 2027

VIEW | **MODIFY** | DELETE

Child & Adult Care Food Program

Site Application for 2026 - 2027

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Version: Original

License / Registration Information

A1. Site Type:
Adult Care Center ☐
Child Care Center
Child Care ☒ Outside School Hours ☐ Emergency Shelter ☐
Head Start ☐ At-Risk Afterschool Care Center ☐

A2. Tax Status: Nonprofit
If Other, please explain:

A3. License Number:

A4. License Effective Date:

A5. License Expiration Date: 02/28/2026

A6. License Capacity: 100

A7. Age Range of Participants: From: 0 Yrs 1 Mos To: 5 Yrs 0 Mos

A8. Do you provide child care for infants under 12 months old? ☒ Yes ☐ No

Physical Address

A9. Address Line 1:
Address Line 2:

A10. City:

A11. State: CT Zip:

A12. County: New London (006)

Mailing Address

☐ Mailing Address is the same as the Physical Address

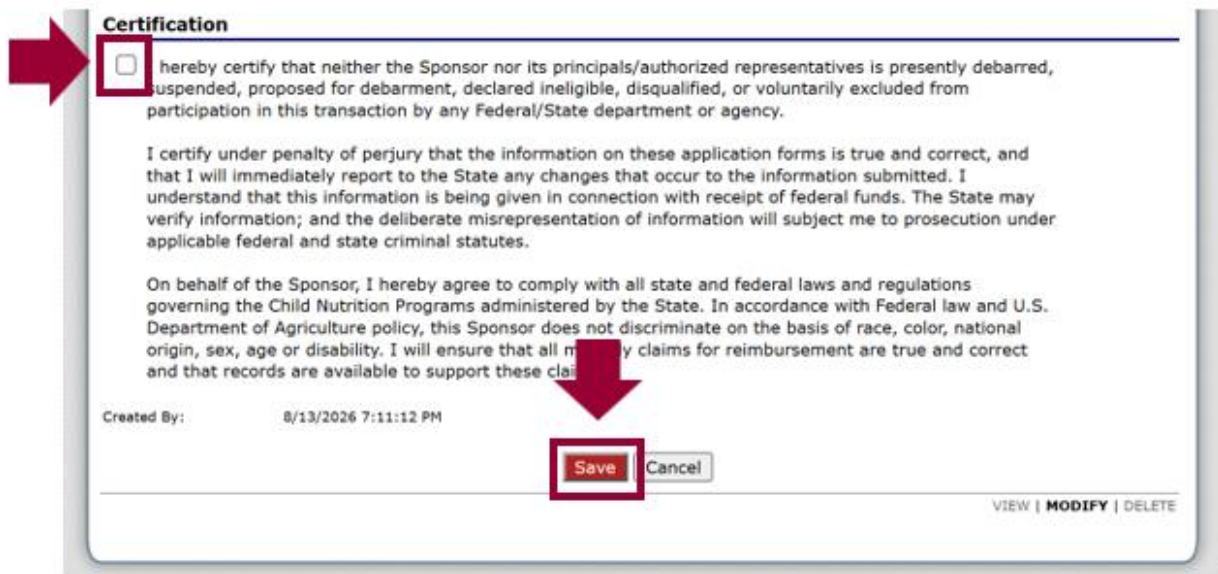
A13. Address Line 1:
Address Line 2:

A14. City:

A15. State: CT Zip:

Directions

6. Read the **Certification** statement. Verify that all information entered in the Site Application(s) section is accurate and complete. Select the certification checkbox to acknowledge and accept the statement.
7. Click **Save**.



Certification

☐ hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monetary claims for reimbursement are true and correct and that records are available to support these claims.

Created By: 8/13/2026 7:11:12 PM

Save Cancel

VIEW | **MODIFY** | DELETE

7 | Site Applications

8. Click **Finish**.

The screenshot shows the 'Child and Adult Care Food Program' interface for Connecticut. The header includes navigation links: Applications, Claims, Compliance, Reports, Security, Search, Year, Help, and Log Out. The breadcrumb trail is: Applications > Application Packet - Centers > Packet Center List - CACFP >. The program year is 2026 - 2027. The main heading is 'Child & Adult Care Food Program Site Application for 2026 - 2027'. Below this, a large empty box is present. The form data shows 'Type of Agency: Government Agency' and 'Agreement Type: Sponsor of Affiliated Sites'. A message box states 'The Site Application has been saved.' At the bottom, there are two buttons: '< Edit' and 'Finish'. The 'Finish' button is highlighted with a red box, and a large red arrow points down to it.

9. Click **Back** to return to the Site list. For sponsors with multiple sites, repeat steps 1-7 above.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Packet Center List - CACFP > Program Year: 2026 - 2027

**Child & Adult Care Food Program
Application Packet - Site List for 2026 - 2027**

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Site #	Site Name	Type	Latest Version	Status
View Modify	➡ 1	Child Development Center #1		Original	Pending Validation
View Modify	➡ 3	Child Development Center #5	CC	Original	Not Submitted
View Modify	➡ 4	School Age Care (SAC) Program	OS	Original	Pending Validation
Add Site					

Total Sites Enrolled: 3

[< Back](#)

Note: All sites that were approved and active during the prior (2025-2026) year will transfer over to the new (2026-2027) year in **Pending** status. The sponsor must click **Modify** or **Revise** for each site, update the information for the upcoming year, and then **Save** the Site Application, even if there are no changes for the new year.

After completing and saving the update for each site application, the site application status will change from **Pending** to **Not Submitted**. Once the entire application packet is submitted for approval, the site application status will change from **Not Submitted** to **Submitted**. All sites that will not be active in the new year should remain in **Pending** status.

- If at least one site application is not updated and put into **Not Submitted** status, the CNP System will not allow the application packet to be submitted for approval.
- The **Submit for Approval** button will not illuminate in red at the bottom of the main page unless at least one site application has been changed from **Pending** to **Not Submitted** status.

It is imperative that sponsors review all Site Applications for accuracy. Site Applications must reflect current license, participant eligibility, and meal service operations. Pay close attention to the License Expiration Date in section A of each Site Application. CACFP regulations do not allow reimbursement to be claimed for sites that are unlicensed, uncertified, or that have expired licenses or permits.

New sites that do not appear on the **Site Application** list require a Site Application (Form ED-099 Schedule A Attachment) and other documentation (e.g., license, menu, sponsor Pre-approval Site form) to be submitted to the CSDE before they can be approved for claiming. Contact the [CACFP staff](#) for guidance on adding one or more new sites.

Click **View** once the application packet has been approved to review site information without making changes or unapproving the application packet.

8 — Checklist

The “Checklist” section automatically generated a checklist based on the answers to specific questions from the sponsor and site applications. This section identifies supplemental documents that the sponsor must submit to the CSDE. It helps sponsors track required documents and record their submission dates, ensuring all application requirements are completed.

1. Click **Details** next to **Checklist**.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

Application Packet Sponsor of Affiliated Sites

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors	Rev. 1	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	➔ Checklist (4)		

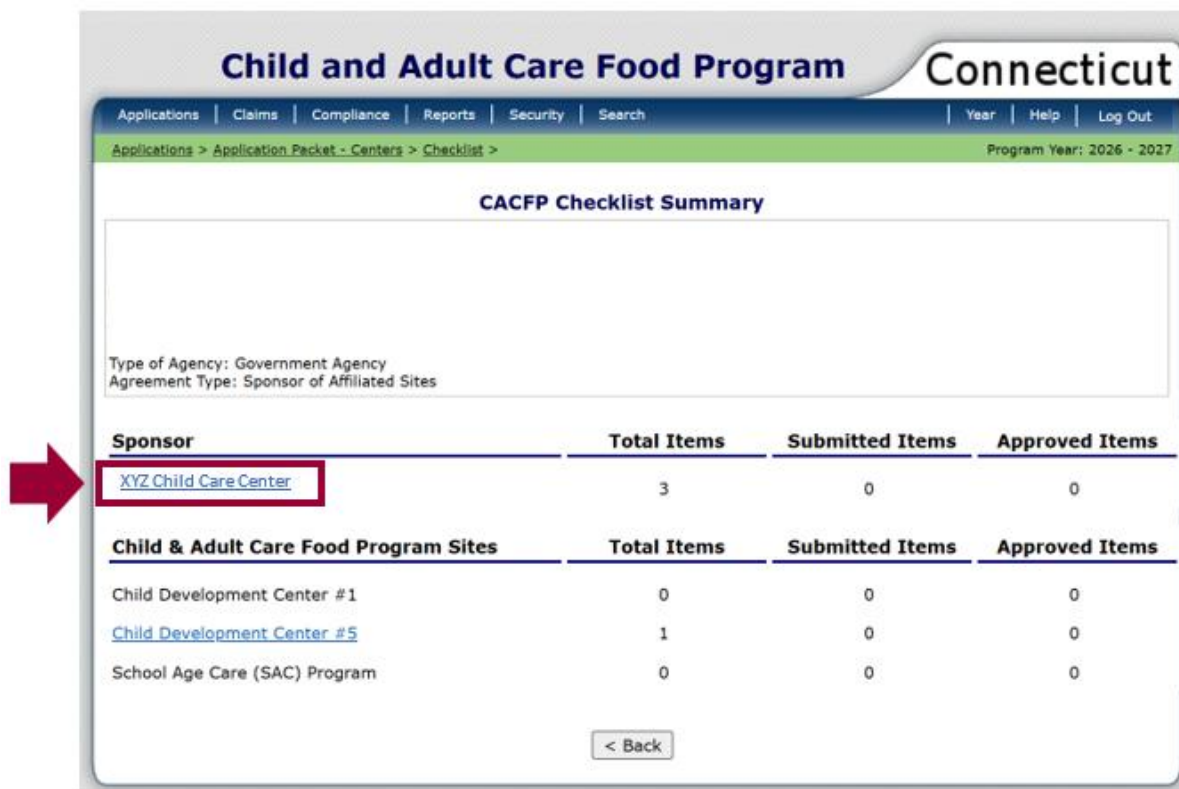
	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	3	0	0	0	0	3

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

8 | Checklist

- Click on the institution name under **Sponsor**.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Checklist > Program Year: 2026 - 2027

CACFP Checklist Summary

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Sponsor	Total Items	Submitted Items	Approved Items
XYZ Child Care Center	3	0	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
Child Development Center #1	0	0	0
Child Development Center #5	1	0	0
School Age Care (SAC) Program	0	0	0

< Back

- Click on the paper clip to the right of the required form.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Checklist > Program Year: 2026 - 2027

VIEW | MODIFY

CACFP Checklist

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Required Forms/Documents to send to CNP	Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status	Status Date	Last Updated By
Financial Viability Documentation	 ☐		☐	Pending Approval	08/13/2026	MCudzilo
Training Document (all centers) and Monitoring Schedule (if applicable)	 ☐		☐	Pending Approval	08/13/2026	MCudzilo
Application Renewal Checklist - Child and Adult Centers only	 ☐		☐	Pending Approval	08/13/2026	MCudzilo

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

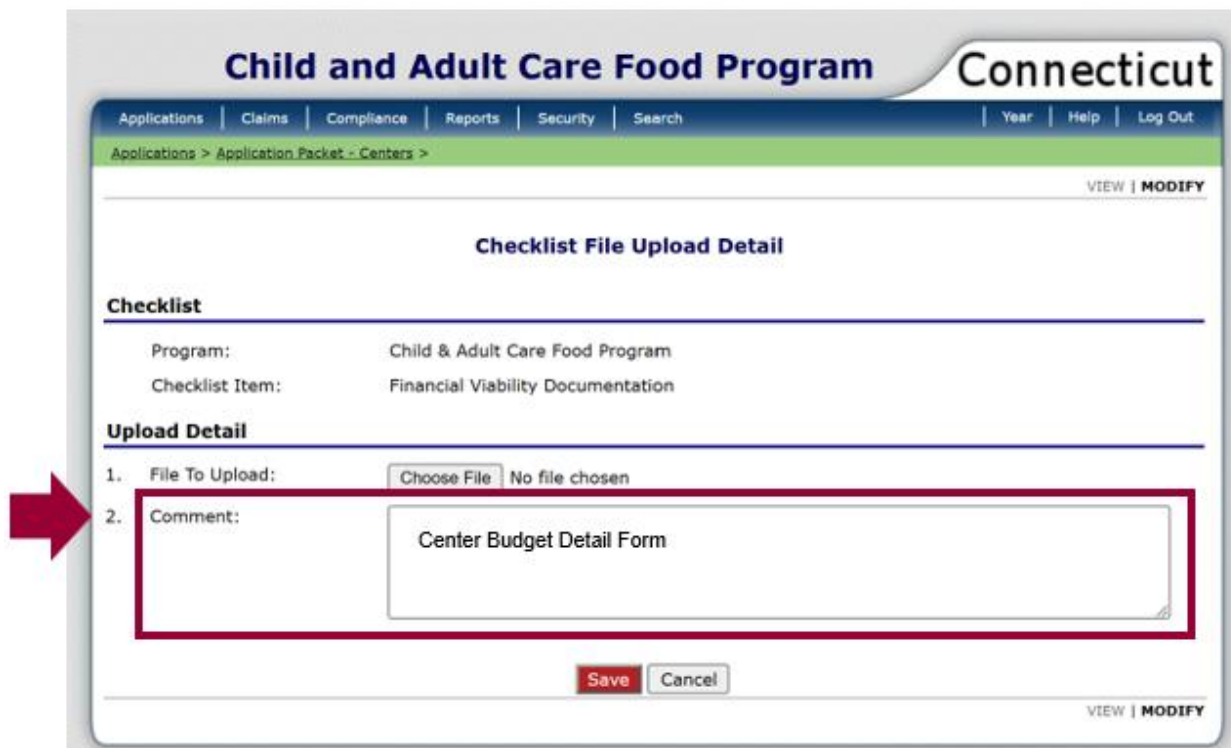
Save Cancel

8 | Checklist

4. Click **Choose File** to select the document to upload. Upload one document at a time. Do not select multiple documents.

The screenshot displays the 'Child and Adult Care Food Program' web interface. The header includes the program name and 'Connecticut'. A navigation bar contains links for Applications, Claims, Compliance, Reports, Security, and Search, along with Year, Help, and Log Out options. The breadcrumb trail shows 'Applications > Application Packet - Centers >'. The page title is 'Checklist File Upload Detail' with 'VIEW' and 'MODIFY' links. The 'Checklist' section shows 'Program: Child & Adult Care Food Program' and 'Checklist Item: Final Viability Documentation'. The 'Upload Detail' section contains a list with two items: '1. File To Upload:' and '2. Comment:'. The 'File To Upload:' item has a 'Choose File' button highlighted with a red box and a red arrow pointing to it, and the text 'No file chosen' next to it. The 'Comment:' item has a large text input area. At the bottom, there are 'Save' and 'Cancel' buttons, and 'VIEW' and 'MODIFY' links.

5. In the **Comment**, enter the exact name of the uploaded file as it appears (e.g., “Center Budget Detail Form”).



The screenshot displays the 'Child and Adult Care Food Program' web application interface. The header includes the program name and 'Connecticut'. A navigation bar contains links for Applications, Claims, Compliance, Reports, Security, and Search. The breadcrumb trail shows 'Applications > Application Packet - Centers >'. The page title is 'Checklist File Upload Detail'. The 'Checklist' section shows 'Program: Child & Adult Care Food Program' and 'Checklist Item: Financial Viability Documentation'. The 'Upload Detail' section has two items: '1. File To Upload:' with a 'Choose File' button and 'No file chosen' text, and '2. Comment:' with a text area containing 'Center Budget Detail Form'. A red arrow points to the 'Comment' field. At the bottom are 'Save' and 'Cancel' buttons, and a 'VIEW | MODIFY' link.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers >

VIEW | MODIFY

Checklist File Upload Detail

Checklist

Program: Child & Adult Care Food Program
Checklist Item: Financial Viability Documentation

Upload Detail

1. File To Upload: Choose File No file chosen

2. Comment: Center Budget Detail Form

Save Cancel

VIEW | MODIFY

8 | Checklist

6. Click **Save**.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers >

VIEW | MODIFY

Checklist File Upload Detail

Checklist

Program: Child & Adult Care Food Program
Checklist Item: Financial Viability Documentation

Upload Detail

1. File To Upload: No file chosen

2. Comment:

VIEW | MODIFY

7. Click **Finish**.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers >

Checklist File Upload Detail

The Checklist File Upload Detail has been processed.

8. Click **Save** after all documents have been submitted.

Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

VIEW | MODIFY

CACFP Checklist

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

Required Forms/Documents to send to CNP	Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status	Status Date	Last Updated By
Financial Viability Documentation	☒	08/13/2026	☐	Pending Approval	08/13/2026	MCudzilo
Training Document (all centers) and Monitoring Schedule (if applicable)	☐		☐	Pending Approval	8/13/2026	MCudzilo
Application Renewal Checklist - Child and Adult Centers only	☐		☐	Pending Approval	08/13/2026	MCudzilo

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Financial Viability Documentation		8/13/2026 8:18:23 PM

Save Cancel

8 | Checklist

9. Click **Finish**.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

CACFP Checklist

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Sites

The Checklist has been saved.

< Edit **Finish**

10. Click **Back**.

Child and Adult Care Food Program

Connecticut

Applications

Claims

Compliance

Reports

Security

Search

Year

Help

Log Out

Applications > Application Packet - Centers > Checklist >

Program Year: 2026 - 2027

CACFP Checklist Summary

Type of Agency: Government Agency

Agreement Type: Sponsor of Affiliated Sites

Sponsor	Total Items	Submitted Items	Approved Items
XYZ-Child-Care-Center	3	1	0

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
Child Development Center #1	0	0	0
Child Development Center #5	1	0	0
School Age Care (SAC) Program	0	0	0

< Back

11. Click **Submit for Approval**.

Child and Adult Care Food Program

Connecticut

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

Applications > Application Packet - Centers >
Program Year: 2026 - 2027

Application Packet Sponsor of Affiliated Sites

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Type of Agency: Government Agency
 Agreement Type: Sponsor of Affiliated Sites

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors	Rev. 1	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	Checklist (4)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	3	0	0	0	0	3

< Back
Submit for Approval
Withdraw Packet

[Show Packet History](#)

12. Click **OK**.

The screenshot shows a web application interface for the Connecticut Child and Adult Care Food Program (CACFP). A modal dialog box is displayed in the center, asking for confirmation to submit the application packet. The dialog text reads: "ctuat.cnpus.com says You have clicked the 'Submit for Approval' button. Do you want to continue?". The dialog has two buttons: "OK" and "Cancel". A red arrow points to the "OK" button.

The background page is titled "Application Packet Sponsor of Affiliated Sites". It displays the following information:

- Packet Submitted Date:
- Packet Approved Date:
- Packet Original Approval Date:
- Packet Status: Not Submitted
- Type of Agency: Government Agency
- Agreement Type: Sponsor of Affiliated Sites

Below this information is a table listing the application forms:

Action	Form Name	Latest Version	Status
View Modify	✓ Sponsor Application	Original	Not Submitted
Details	✓ Board of Directors	Rev. 1	Pending
View Modify	✓ Sponsor Budget Detail	Original	Pending Approval
Details	Checklist (4)		

Below the table is a summary table:

	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Site Application(s)	0	3	0	0	0	0	3

At the bottom of the page, there are three buttons: "< Back", "Submit for Approval" (highlighted in red), and "Withdraw Packet". A link "Show Packet History" is also visible.

13. The Application Packet has now been submitted and is ready for approval by the CSDE. The application can no longer be modified and will be in **View Only Mode**.



Child and Adult Care Food Program **Connecticut**

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

**Application Packet
Sponsor of Affiliated Sites**

Packet Submitted Date: 08/13/2026
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Submitted for Approval

Type of Agency: Government Agency
 Agreement Type: Sponsor of Affiliated Sites

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

Action	Form Name	Latest Version	Status
View	✓ Sponsor Application	Original	Submitted
Details	✓ Board of Directors	Rev. 1	Pending
View	✓ Sponsor Budget Detail	Original	Pending Approval
Details	Checklist (4)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	3	0	0	0	0	3

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

- The CNP System will send an automated notification to the designated CACFP Contact person in the Sponsor Application and the CSDE CACFP team member assigned to the institution. This notification will state that the Application Packet has been submitted for approval.
- A similar notification will be generated once the Application Packet is approved. Sponsors should retain this notification for their records. This is the only notification that the Application Packet has been approved for program year 2026-2027.

8 — Tips for Application Renewal

1. Access the correct program year.
 - Use program year 2026-2027 for application renewals.
 - Use program year 2025-2026 for claims through September 2026 (filed in October 2026).
2. Complete the application packet items in the following order:
 - **Sponsor Application:** Update as necessary.
 - **Board of Directors** listing (applicable only to non-profit organizations): Complete and update as necessary
 - **Budget:** Complete and upload hard copies of budget forms (CACFP Centers Budget Worksheet and CACFP Centers Budget Detail Form).
 - **Site Applications:** Click **Modify** or **Revise** to review and update, then **Save** changes. Make sure the Site Application changes from **Pending** to **Not Submitted** status.
 - **Checklist:** Upload necessary forms and attachments after all other items have been completed, so the Checklist populates accurately.
3. Upload hard copies of the required budget forms in the online **Budget** section. Upload all other required documents in the online **Checklist** section. Examples include audit reports/ audited financial statements, board member listing and board meeting minutes, training dates, monitoring schedule (if applicable), school food agreement/food service management company contract or addendum (if applicable). Make sure to label each uploaded document correctly.
4. Sponsors must review all site applications for accuracy for the upcoming year. Since each Site Application appears in **Pending** status, the CSDE's CACFP staff will not know that the information is updated for the new (2026-2027) year unless the sponsor revises and saves it and puts it into **Not Submitted** status. Review and update the license, enrollment/eligibility, and meal service information for accuracy, then **Save** the form. Complete this process for all sites that will be claimed in the upcoming year.
5. Submit a copy of all new licenses to the CSDE Bureau of Child Nutrition Programs with the application packet.

9 | Tips for Application Renewal

6. **New sites:** New sites that have never been claimed are not in the CNP System. Sponsors must submit a Site Application (Form ED-099 Schedule A Attachment) and other required documents (licenses) to the CSDE Bureau of Child Nutrition Programs. All new sites must be added to the institution's proposed CACFP budget and annual training and monitoring schedules.
7. **Incomplete Items:** The Application Packet home screen will indicate a red arrow next to any incomplete items. Sponsors must address all incomplete items so they change to a green check mark. Once all red arrows become green check marks, the CNP System will allow the Application Packet to be submitted for approval.

Child and Adult Care Food Program Connecticut

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

Applications > Application Packet - Centers > Program Year: 2026 - 2027

**Application Packet
Sponsor of Affiliated Sites**

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Government Agency
Agreement Type: Sponsor of Affiliated Site

Action	Form Name	Latest Version	Status
View Modify Details	✓ Sponsor Application	Original	Not Submitted
View Modify Details	✓ Board of Directors	Rev. 1	Pending
View Modify Details	✓ Sponsor Budget Detail	Original	Pending Approval
	➔ Checklist (3)		

	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	0	2	0	0	0	0	2

< Back Submit for Approval Withdraw Packet

[Show Packet History](#)

8. Complete the [Application Renewal Summary Checklist](#). Submit this document and all required attachments in the CSDE's CNP System.
9. Submit the application packet for approval in the CNP System and email the [CSDE's CACFP staff](#) that the renewal process is complete.

Error Processing

All information entered and saved in the CNP System is verified to ensure it conforms to data entry guidelines and system rules. The CNP System performs two types of checks on information entered: input edits and business rule edits.

Input Edits

Whenever the sponsor saves information or proceeds to a new screen, the CNP System 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 non-logical entry (e.g., entering a greater number of eligible participants than enrolled participants).

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 users 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.

Business Rule Edits

Business rule edits are used to ensure that entered data on a form conforms to state-defined guidelines/requirements and federal regulation. Once the user initiates a save, the CNP System will:

- perform business rule edit checks after all input errors have been corrected, and
- display a confirmation screen stating that data entered has been saved and identifies whether errors exist.

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 4-5 digits) and error description. Business rule edits do not prohibit the CNP System from saving the data entered on the screen.

In addition, business rule edits have an error severity that indicates whether an error is considered an error or 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. Warning errors do not need to be corrected prior to form submission.

Request Assistance if Needed

Sponsors may contact the CSDE's [CACFP staff](#) for assistance with any questions about completing the CACFP sponsor application process.