

Steps for Uploading Child and Adult Care Food Program (CACFP) Records to the Compliance Module

This document describes the steps for Connecticut CACFP sponsors to upload required documents to the Compliance Module of the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The Compliance Module supports the CSDE's review of sponsor documentation during the administrative review of the CACFP.

This document provides instructions for navigating the CNP System and completing all required uploads. Before beginning, sponsors should have their login credentials, appropriate access permissions, and all necessary files prepared for upload.

Document Submission Guidelines

- Please do not email any documents to the CSDE Reviewer. All documents must be uploaded directly into the "Review Attachments" section within the Compliance Module.
- Each document must be uploaded under the specific program record listed in the CACFP Records.
- Sponsors that experience any problems uploading their documents should contact their [CSDE Lead Reviewer](#) for assistance.

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Steps

1. Access the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.
2. Enter your **User ID** and **Password**
3. Click on **Compliance** at the top of the screen.



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4. Click on **Search** to show the institution.

Child and Adult Care Food Program Connecticut

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

Compliance > Program Year: 2025 - 2026

CACFP Sponsor Search

Search for Sponsors

Sponsor ID:	<input type="text"/>	Packet Status:	<input type="text"/>
Sponsor Name:	<input type="text"/>	Field Service Rep:	<input type="text"/>
Vendor Number:	<input type="text"/>	Specialist:	<input type="text"/>
County:	<input type="text"/>	Program Status:	<input type="text"/>
Sponsor Status:	<input type="text"/>	Program:	<input type="text"/>

Search

Sponsors

Sponsor ID	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To

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5. Click on **Sponsor Name**.



Child and Adult Care Food Program Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out | Program Year: 2025 - 2026

Compliance >

CACFP Sponsor Search

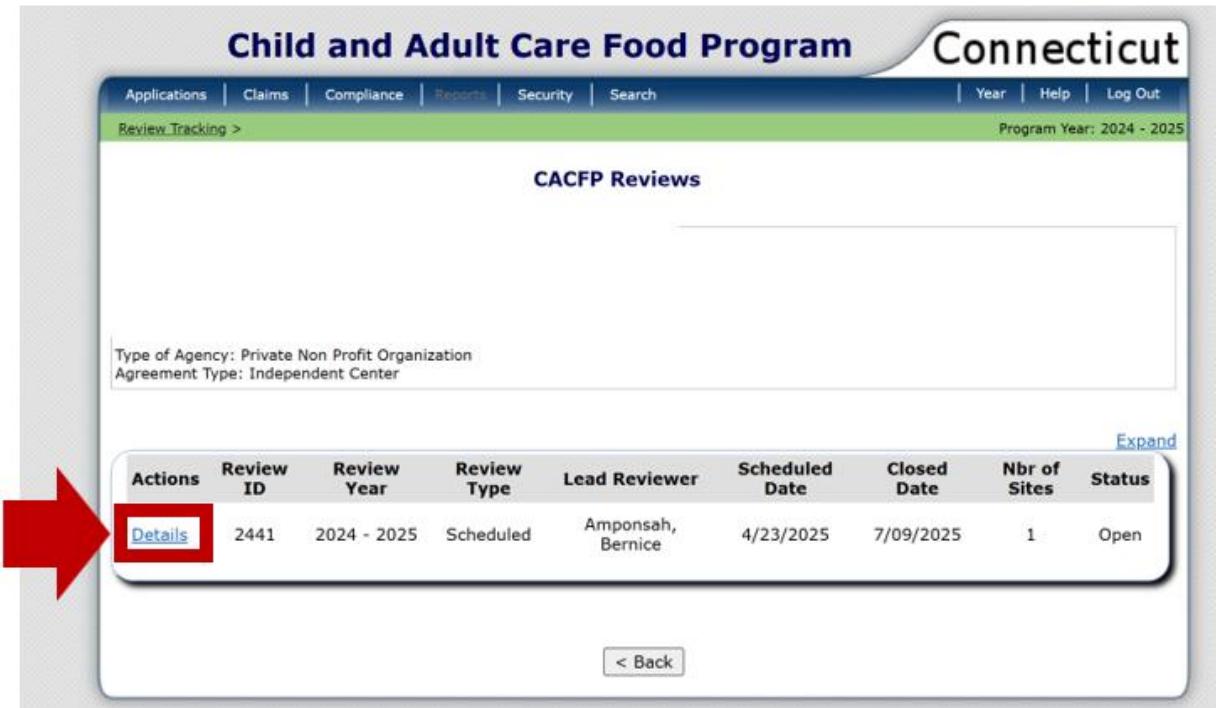
Search for Sponsors

Sponsor ID:		Packet Status:	
Sponsor Name:		Field Service Rep:	
Vendor Number:		Specialist:	
County:		Program Status:	
Sponsor Status:	Active	Program:	Both

Sponsors Found: 1

Sponsor ID	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To
A123456	ABC Child Care Center	Approved	11/18/2025	11/19/2025	

6. Click on **Details**.



Child and Adult Care Food Program Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out | Program Year: 2024 - 2025

Review Tracking >

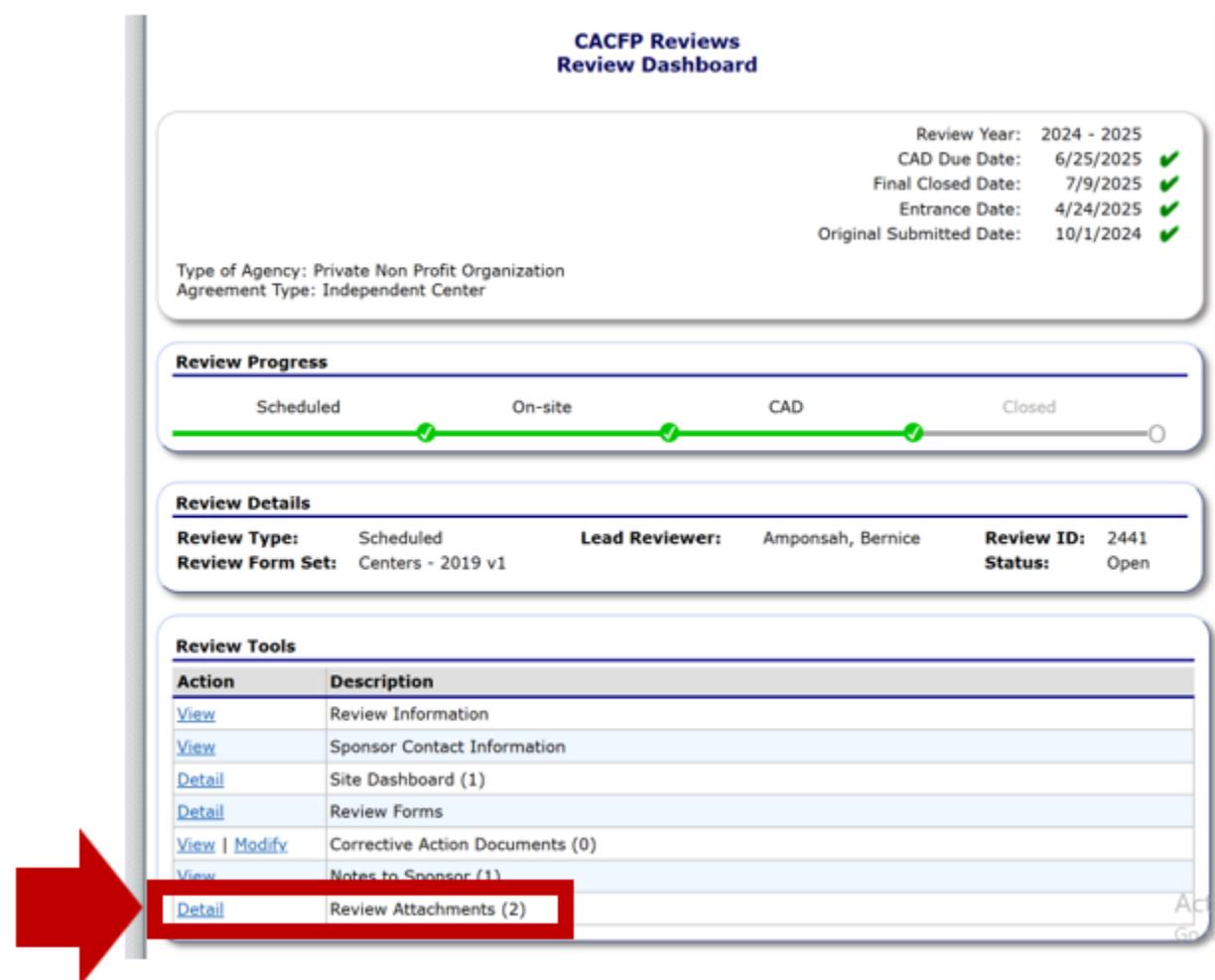
CACFP Reviews

Type of Agency: Private Non Profit Organization
Agreement Type: Independent Center

Actions	Review ID	Review Year	Review Type	Lead Reviewer	Scheduled Date	Closed Date	Nbr of Sites	Status
Details	2441	2024 - 2025	Scheduled	Amponsah, Bernice	4/23/2025	7/09/2025	1	Open

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7. Click on **Detail** to the left of **Review Attachments**.



CACFP Reviews
Review Dashboard

Review Year: 2024 - 2025
CAD Due Date: 6/25/2025 ✓
Final Closed Date: 7/9/2025 ✓
Entrance Date: 4/24/2025 ✓
Original Submitted Date: 10/1/2024 ✓

Type of Agency: Private Non Profit Organization
Agreement Type: Independent Center

Review Progress

Scheduled → On-site → CAD → Closed

Review Details

Review Type:	Scheduled	Lead Reviewer:	Amponsah, Bernice	Review ID:	2441
Review Form Set:	Centers - 2019 v1			Status:	Open

Review Tools

Action	Description
View	Review Information
View	Sponsor Contact Information
Detail	Site Dashboard (1)
Detail	Review Forms
View Modify	Corrective Action Documents (0)
View	Notes to Sponsor (1)
Detail	Review Attachments (2)

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8. Click on **Add Attachment**.



Steps for Uploading Child and Adult Care Food Program (CACFP) Records to the Compliance Module

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



Child and Adult Care Food Program Connecticut

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

Review Tracking > Dashboard > Attachments Upload > Program Year: 2024 - 2025

CACFP Reviews Attachment Detail

Type of Agency: Private Non Prof. C
Agreement Type: Independent Cen

Attachment Detail

1. File To Attach: No file chosen

2. Description:

Save Cancel

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10. In the **Description** box, enter the exact name of the uploaded file as it appears on the **Review Documents Request Form** (e.g., “November 2024 Menu” or “Meal Count”).



The screenshot shows the 'CACFP Reviews Attachment Detail' page. At the top, it displays the agency information: Northern Middlesex YMCA - Phelps Ingersoll Center, 08380C, Status: Active, DBA: 99 Union Street, Middletown, CT 06457. Below this, it shows the Type of Agency: Private Non Profit Organization and Agreement Type: Independent Center. The main section is titled 'Attachment Detail'. It has two fields: 'File To Attach:' with a 'Choose File' button and a 'No file chosen' message, and 'Description:' with a text input field containing 'November 2024 Menu'. A red arrow points to the 'Description:' field. At the bottom are 'Save' and 'Cancel' buttons, and a 'VIEW | MODIFY' link.

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11. Click **Save**.

The screenshot shows a web-based application for the Child and Adult Care Food Program in Connecticut. The title bar reads "Child and Adult Care Food Program Connecticut". The navigation menu includes "Applications", "Claims", "Compliance", "Logout", "Year", "Help", and "Log Out". The breadcrumb trail shows "Review Tracking > Dashboard > Attachments Upload >". The program year is listed as "Program Year: 2024 - 2025". The main content area is titled "CACFP Reviews Attachment Detail". It displays the following information:

- Type of Agency: Private Non Profit Organization
- Agreement Type: Independent Center

Below this, there is a section titled "Attachment Detail" with two fields:

- File To Attach: A "Choose File" button with the message "No file chosen".
- Description: A text input field containing "November 2024 Menu".

At the bottom of the form, there are "Save" and "Cancel" buttons. A large red arrow points to the "Save" button.

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12. Click **Finish**.



13. The list of **Attachments** will appear.



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For more information on the CACFP, visit the CSDE's [CACFP](#) webpage or contact the [CACFP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/steps_upload_cacfp_compliance_module.pdf.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/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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