

# 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.

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

## 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.



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

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

The screenshot shows the 'Child and Adult Care Food Program' interface for Connecticut. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, Search, Year, Help, and Log Out. The 'Compliance' link is active, and the 'Program Year' is set to 2025 - 2026.

The main section is titled 'CACFP Sponsor Search' and contains a 'Search for Sponsors' form. The form includes the following fields:

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

A large red arrow points to the 'Search' button, which is highlighted with a red border.

Below the search form is a section titled 'Sponsors' with a table. The table has the following columns:

				Found:	
<u>Sponsor ID</u>	<u>Sponsor Name</u>	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To

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- Click on **Sponsor Name**.



**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:  Packet Status:

Sponsor Name:  Field Service Rep:

Vendor Number:  Specialist:

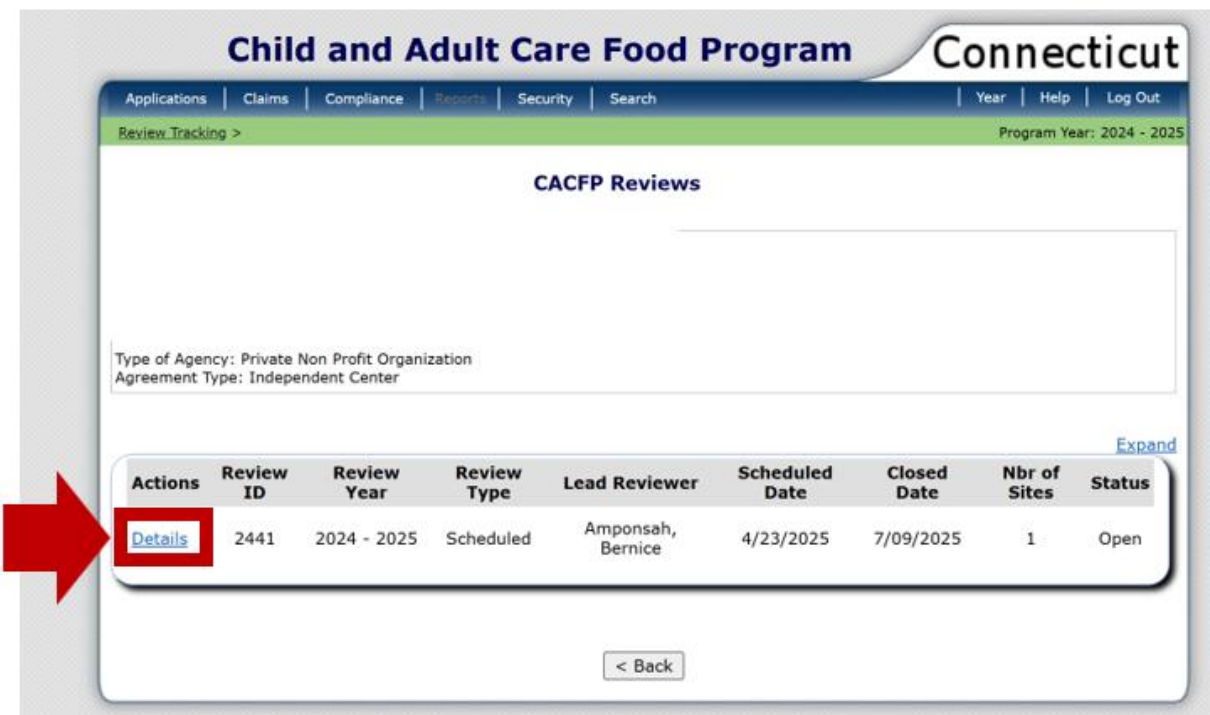
County:  Program Status:

Sponsor Status:  Program:

**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	

- Click on **Details**.



**Child and Adult Care Food Program** Connecticut

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

Review\_Tracking > Program Year: 2024 - 2025

### CACFP Reviews

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

[Expand](#)

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

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- 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
<a href="#">View</a>	Review Information
<a href="#">View</a>	Sponsor Contact Information
<a href="#">Detail</a>	Site Dashboard (1)
<a href="#">Detail</a>	Review Forms
<a href="#">View</a>   <a href="#">Modify</a>	Corrective Action Documents (0)
<a href="#">View</a>	Notes to Sponsor (1)
<a href="#">Detail</a>	Review Attachments (2)

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8. Click on **Add Attachment**.



The screenshot shows the 'CACFP Reviews Attachment List' page. At the top, there's a header for 'Child and Adult Care Food Program Connecticut'. Below this is a navigation bar with links: Applications, Claims, Compliance, Reports, Security, Search, Year, Help, and Log Out. A breadcrumb trail reads 'Review Tracking > Dashboard > Attachments List >'. The 'Program Year' is set to '2024 - 2025'. The main title is 'CACFP Reviews Attachment List'. Below this, it shows 'Type of Agency: Private Non Profit Organization' and 'Agreement Type: Independent Center'. A table titled 'Attachments' lists two items: 'ABC Document' (dated 4/23/2025) and 'XYZ Site Meal Counts' (dated 4/24/2025, with description 'Meal counts'). Each row has 'View' and 'Modify' links. Below the table, it says 'Total Attachments: 2'. At the bottom, there are two buttons: '< Back' and 'Add Attachment'. A large red arrow points from the left towards the 'Add Attachment' button, which is also highlighted with a red rectangular box.

Action	File Name	Description	Date	User
<a href="#">View</a>   <a href="#">Modify</a>	ABC Document		4/23/2025	
<a href="#">View</a>   <a href="#">Modify</a>	XYZ Site Meal Counts	Meal counts	4/24/2025	

Total Attachments: 2

< Back   **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.

The screenshot shows 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 breadcrumb trail indicates the path: Review Tracking > Dashboard > Attachments Upload >. The page title is 'CACFP Reviews Attachment Detail'. A red arrow points to the 'Choose File' button in the 'Attachment Detail' section. The form includes fields for 'File To Attach:' and 'Description:'. The 'File To Attach:' field shows 'No file chosen'. At the bottom, there are 'Save' and 'Cancel' buttons.

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

VIEW | MODIFY

CACFP Reviews  
Attachment Detail

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

Attachment Detail

1. File To Attach:  No file chosen

2. Description:

Save Cancel

VIEW | MODIFY

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

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 displays the 'Child and Adult Care Food Program' interface for the state of Connecticut. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, and Search, along with Year, Help, and Log Out options. The breadcrumb trail indicates the path: Review Tracking > Dashboard > Attachments Upload >. The main heading is 'CACFP Reviews Attachment Detail'. Below this, the agency information for 'Northern Middlesex YMCA - Phelps Ingersoll Center' is shown, including its ID (08380C), status (Active), DBA, address (99 Union Street, Middletown, CT 06457), and agency type (Private Non Profit Organization). The 'Attachment Detail' section contains two fields: 'File To Attach:' with a 'Choose File' button and 'No file chosen' text, and 'Description:' with a text input field. A red arrow points to the 'Description:' label. The text 'November 2024 Menu' is entered in the description field and is highlighted with a red rectangular box. At the bottom of the form are 'Save' and 'Cancel' buttons, and a 'VIEW | MODIFY' link is located in the bottom right corner.



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

11. Click **Save**.

The screenshot displays the 'Child and Adult Care Food Program' interface for the state of 'Connecticut'. The top navigation bar includes links for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. The 'Compliance' link is highlighted. Below the navigation bar, the breadcrumb trail reads 'Review Tracking > Dashboard > Attachments Upload >'. The 'Program Year' is set to '2024 - 2025'. The main heading is 'CACFP Reviews Attachment Detail'. Below this, the 'Type of Agency' is 'Private Non Profit Organization' and the 'Agreement Type' is 'Independent Center'. The 'Attachment Detail' section contains two fields: '1. File To Attach:' with a 'Choose File' button and 'No file chosen' text, and '2. Description:' with a text area 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](https://portal.ct.gov/-/media/sde/nutrition/cnpsystem/steps_upload_cacfp_compliance_module.pdf).



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

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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](mailto:program.intake@usda.gov)

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