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.

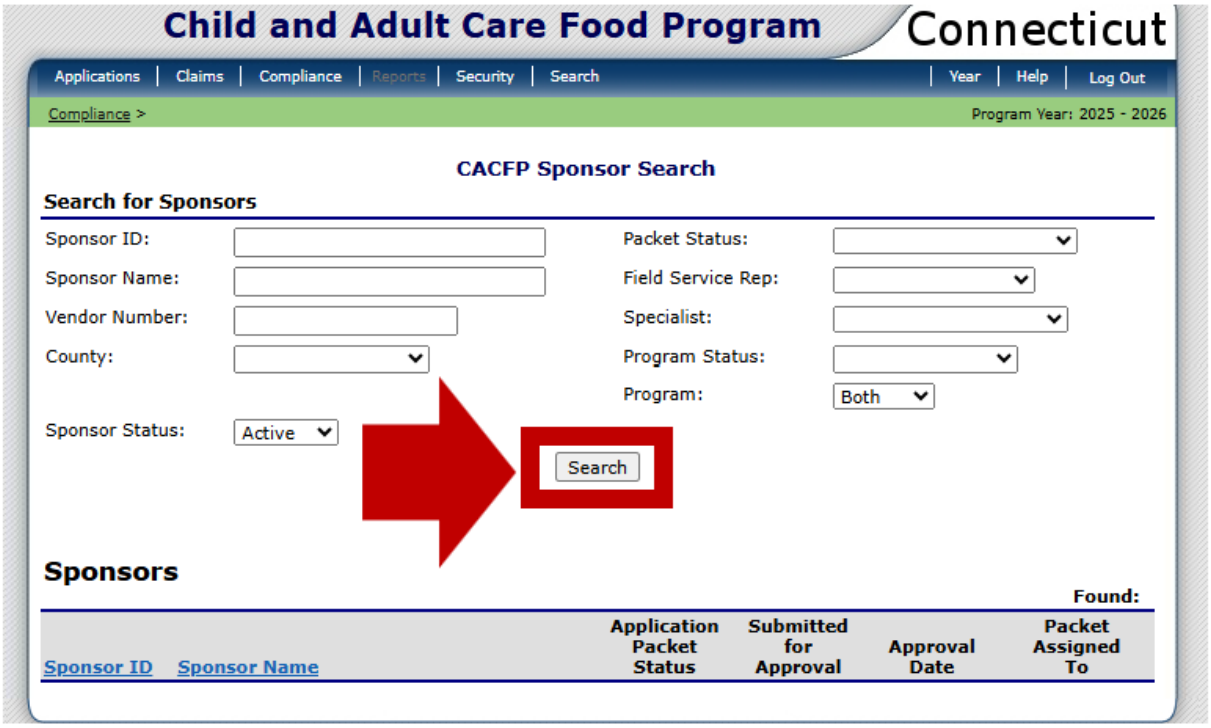
2. Enter your **User ID** and **Password**

3. Click on **Compliance** at the top of the screen.



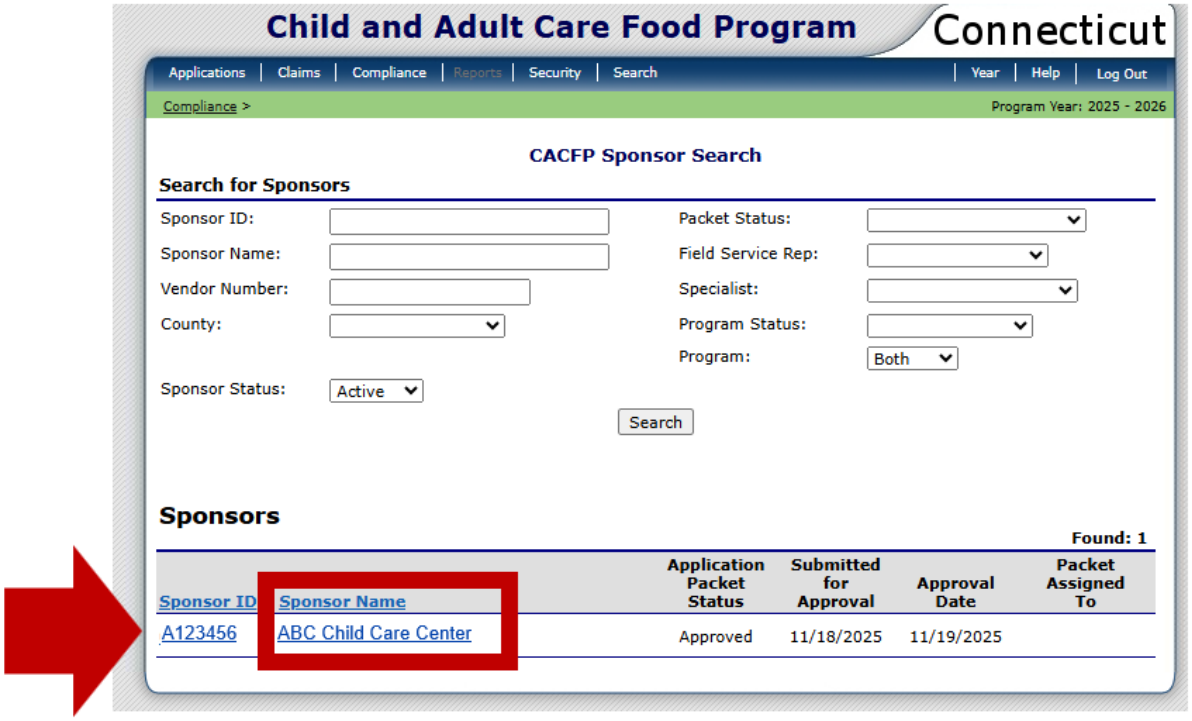
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4. Click on **Search** to show the institution.



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5. Click on **Sponsor Name**.

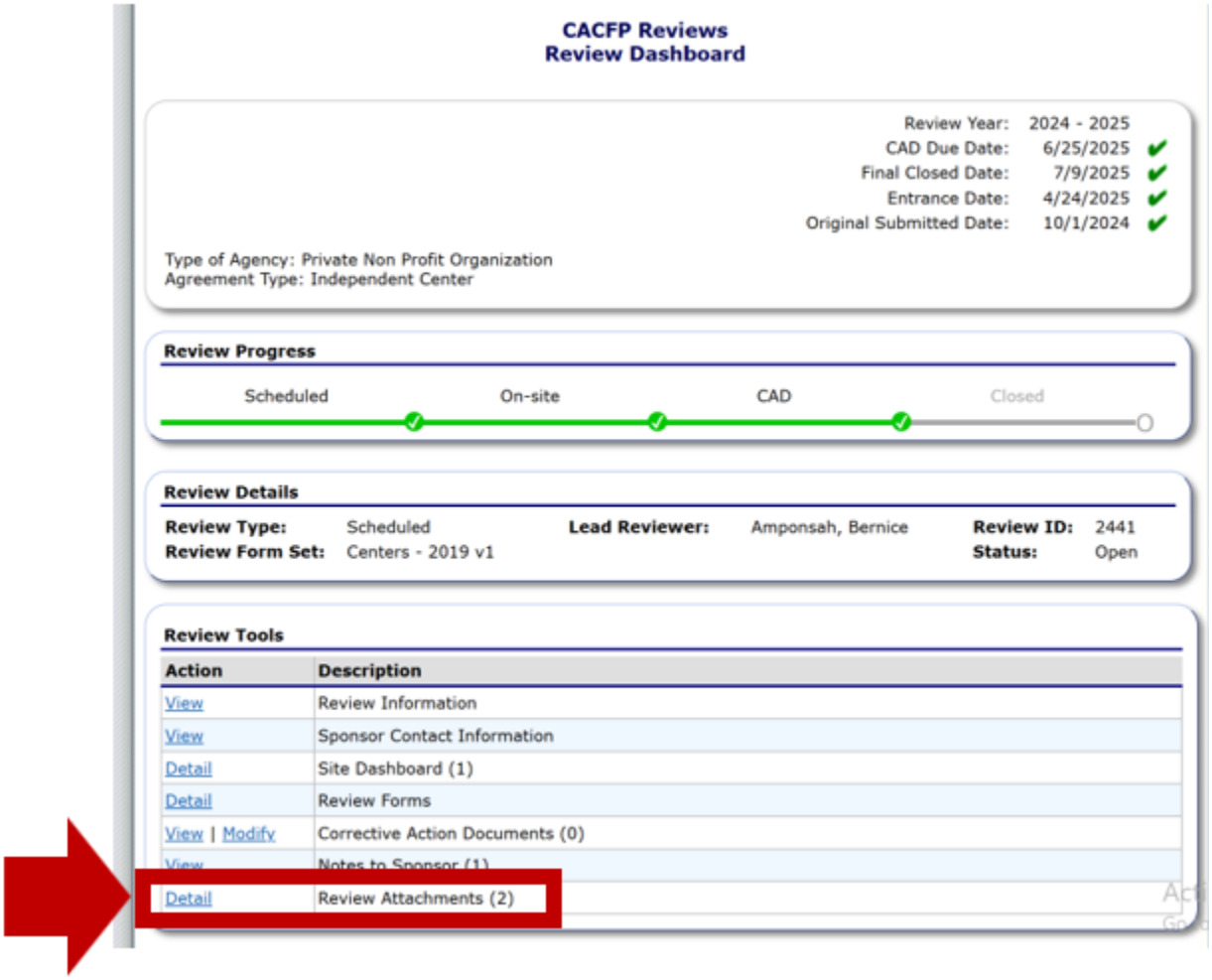


6. Click on **Details.**



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



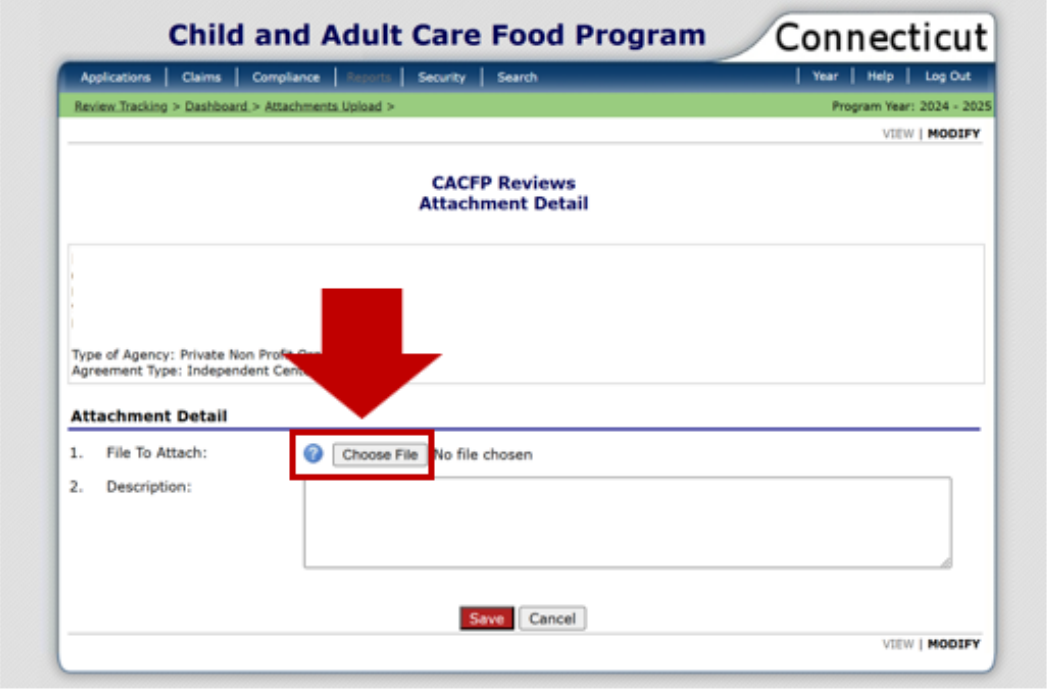
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8. Click on **Add Attachment**.



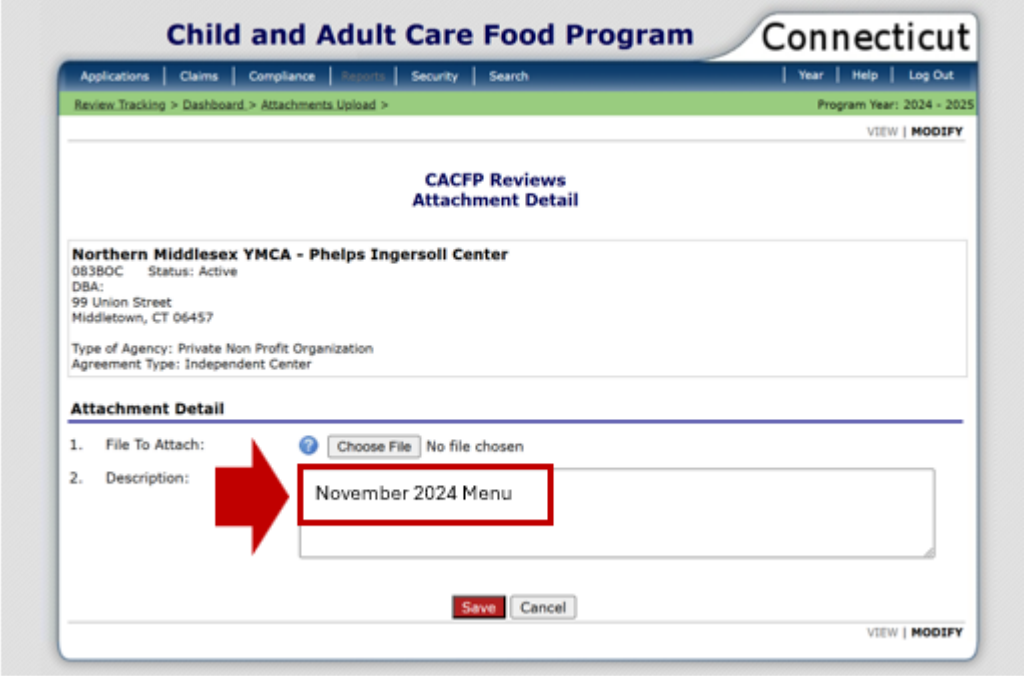
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9. Click on **Choose File** to select the document to upload. **Upload one document at a time.** Do not select multiple documents.



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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”).



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11. Click **Save**.



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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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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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