

Steps for Uploading a Corrective Action Plan for the Child and Adult Care Food Program (CACFP) in the Compliance Module

This document outlines the steps for Connecticut CACFP sponsors to upload their required **Corrective Action Plan (CAP)** to the **Compliance Module** of the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). This document provides instructions for navigating the CNP System and completing all required CAP uploads.

Before beginning, sponsors should have their login credentials, appropriate access permissions, and all supporting documentation for the CAP prepared and ready for upload.

Document Submission Guidelines

- Please do not email the CAP to the CSDE Reviewer or attach it to the general "Review Attachments" section of the Compliance Module.
- The corrective action (CA) must be uploaded under each specific finding.
- Sponsors that experience any problems uploading their CAP documents should contact their [CSDE Lead Reviewer](#) for assistance.

Steps for Uploading a Corrective Action Plan for the Child and Adult Care Food Program (CACFP) in 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.



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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: Packet Status:

Sponsor Name: Field Service Rep:

Vendor Number: Specialist:

County: Program Status:

Sponsor Status: Program:

Search

Sponsors

Found:

<u>Sponsor ID</u>	<u>Sponsor Name</u>	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

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	

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5. 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

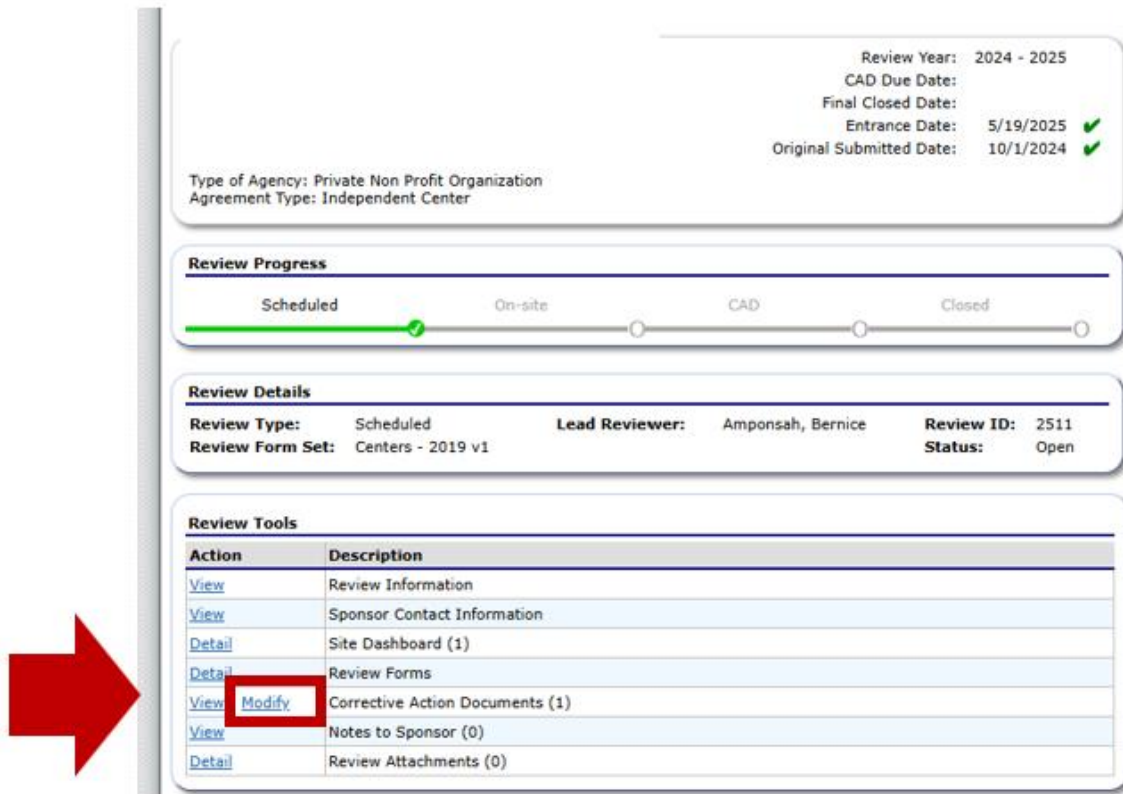
Type of Agency: Private Non Profit Organization
Agreement Type: Independent Center

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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6. Click on **Modify** for the Corrective Action Documents.



Review Year: 2024 - 2025
CAD Due Date:
Final Closed Date:
Entrance Date: 5/19/2025 ✓
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: 2511
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 (1)
View	Notes to Sponsor (0)
Detail	Review Attachments (0)

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7. For each **Action** listed, click **Modify**.

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

Corrective Action Documents

Review ID: 2511

Total CADs Required



Not Started	0
Pending Action	1
Pending Submission	0
Pending Approval	0
Returned	0
Accepted	0

CAD Counts

Total Number of CADs:	1
Number of Sponsor CADs:	1
Number of Site CADs:	0
CAD Due Date:	
Sponsor Access Start Date:	1/4/2026
Sponsor Access End Date:	2/7/2026

Review Findings and Corrective Action Documents

Sponsor Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

Action	Area	Question	CAD?	Status	Due Date
View Modify	200 - Eligibility	201 - The institution uses the current income eligibility statement and guidelines and parent/guardian/household letter approved by the State agency.	Y	Pending Action	

Site Findings

Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
1	ABC Child Care Center							

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8. The **Finding Description** and **Required Corrective Action** are listed first, followed by space to write in the **Sponsor Corrective Action Response**. If attachments are required, they may be added under **Document Attachments**. To add an attachment click **Add an Attachment**.

The screenshot displays the Compliance Module interface with four red arrows pointing to specific sections:

- Finding Description:** This section contains a text area with the following content:

The review month was May 2025.

Specific Eligibility Findings:

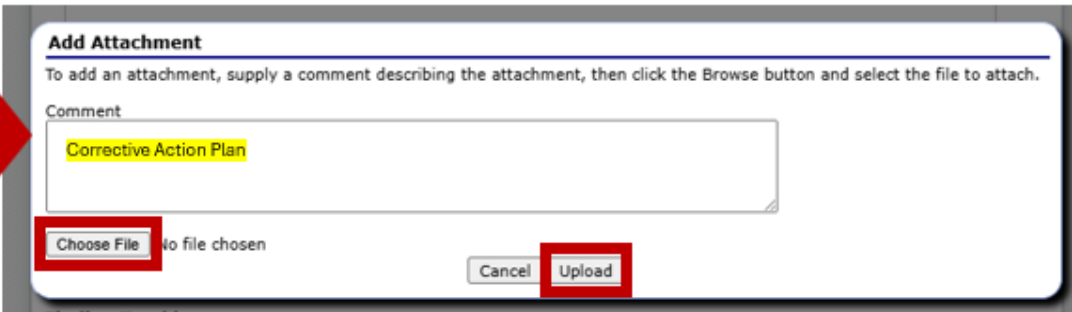
 - 4 Master List errors
- Required Corrective Action:** This section contains a text area with the following content:
 1. Develop procedure used to ensure that participants' approved categories are correctly transferred to the Master List as soon as eligibility determinations are made.
 2. Outline steps taking to ensure that eligibility determined categories are correctly checked off on the Master List and correctly reported on the Claim for Reimbursement system and the individual
- Sponsor Corrective Action Response:** This section contains a text area with the following content:

Corrective action plans developed in response to the above findings must be in agreement with and/or amend the institution's previously approved management plan. The responses to the above findings must be comprehensive and address the WHAT, WHO, WHEN, WHERE and HOW, so that complete and
- Document Attachments:** This section contains a table with the following structure:

Action	File Name	Description	Date	User
Add an attachment				

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9. Enter document name in the **Comment** box then **Choose File**. Select the desired file from your computer, then click **Upload**.



The screenshot shows a web-based 'Add Attachment' dialog box. A large red arrow points to the 'Comment' text area, which contains the text 'Corrective Action Plan'. Below the text area, the 'Choose File' button is highlighted with a red rectangle, followed by the text 'No file chosen'. To the right of these are 'Cancel' and 'Upload' buttons, with the 'Upload' button also highlighted by a red rectangle.

Add Attachment
To add an attachment, supply a comment describing the attachment, then click the Browse button and select the file to attach.

Comment
Corrective Action Plan

Choose File No file chosen Cancel Upload

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10. After entering the Corrective Action response, click **Save**, then **Finish**.

Document Attachments
A sponsor may submit supplemental information related to their Corrective Action by selecting the 'Add an attachment' link.

Action	File Name	Description	Date	User
Add an attachment				

Finding Tracking

Current Status:

Corrective Action Required:

Due Date:

Reviewer Response to CAD:

Dates

Submitted for Acceptance:

Accepted by Reviewer:

Created By: [Name] on: 12/18/2025 3:31:22 PM Modified By: BAmponsah on: 12/22/2025 10:31:35 AM

Save Submit For Acceptance Accept CAD Cancel

Save Confirmation
Congratulations!
The form has been Saved.

< Edit **Finish**

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- Under **Site Findings** (at bottom of the “Review Findings” screen), click on the listed **site name**.

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

Corrective Action Documents

Review ID: 2511

Total CADs Required



Not Started	0
Pending Action	1
Pending Submission	0
Pending Approval	0
Returned	0
Accepted	0

CAD Counts

Total Number of CADs:	1
Number of Sponsor CADs:	1
Number of Site CADs:	0
CAD Due Date:	
Sponsor Access Start Date:	1/4/2026
Sponsor Access End Date:	2/7/2026

Review Findings and Corrective Action Documents

Sponsor Findings

Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

Action	Area	Question	CAD?	Status	Due Date
View Modify	200 - Eligibility	201 - The institution uses the current income eligibility statement and guidelines and parent/guardian/household letter approved by the State agency.	Y	Pending Action	

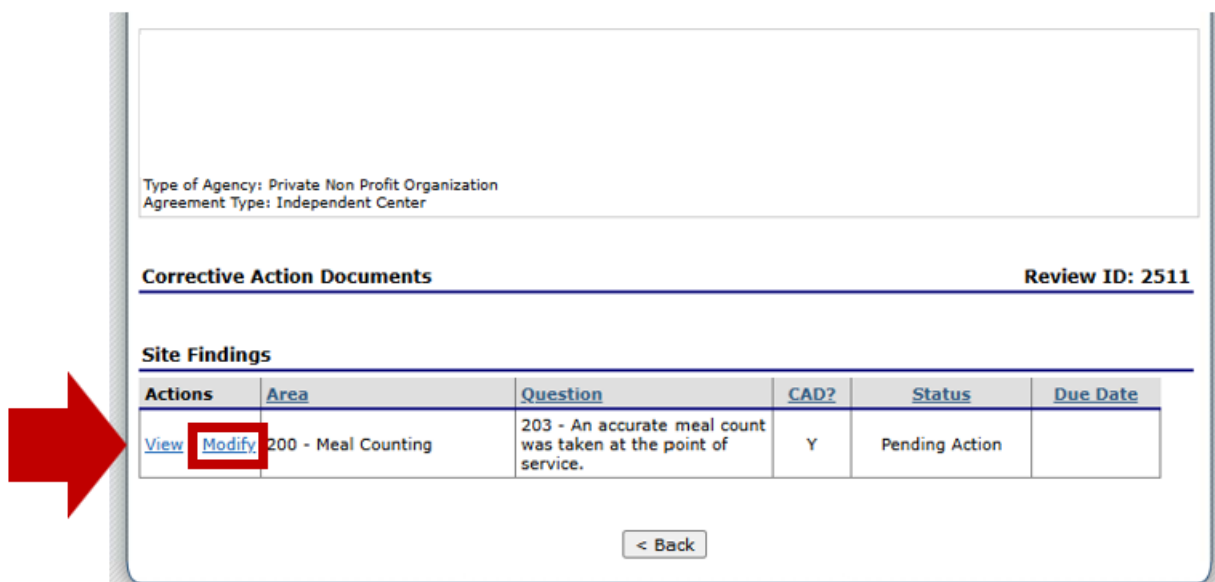
Site Findings

Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
1	ABC Child Care Center							

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Steps for Uploading a Corrective Action Plan for the Child and Adult Care Food Program (CACFP) in the Compliance Module

12. Click **Modify** then follow steps 8-11 in this document.



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

Corrective Action Documents Review ID: 2511

Site Findings

Actions	Area	Question	CAD?	Status	Due Date
View Modify	200 - Meal Counting	203 - An accurate meal count was taken at the point of service.	Y	Pending Action	

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13. Once all responses have been successfully entered, the “Status” column for each finding should display **Pending Approval**.

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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_corrective_action.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

This institution is an equal opportunity provider.

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