

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.



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

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"/>

Sponsors

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

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

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:	<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"/> Active	Program:	<input type="text"/> Both

Search

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	

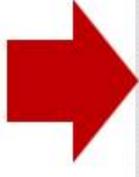
Steps for Uploading a Corrective Action Plan for the Child and Adult Care Food Program (CACFP) in the Compliance Module

5. Click on **Details**.



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

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)

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

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

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

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

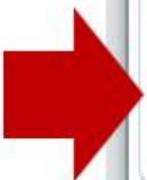
Sponsor Findings						
Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

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							

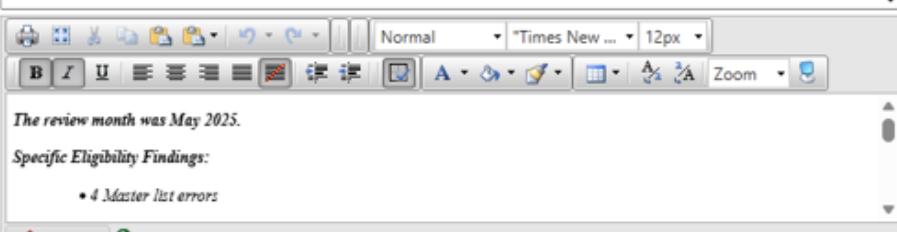
[< Back](#)



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

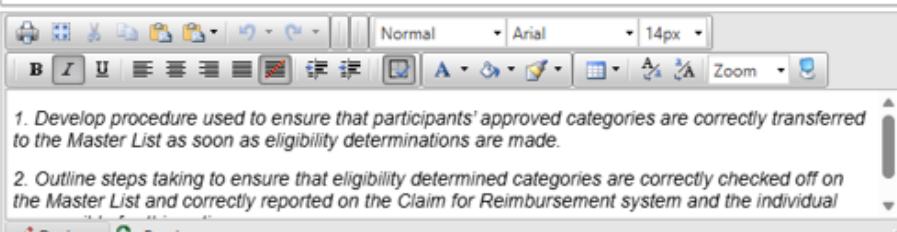
8. The **Finding Description** and **Required Corrective Action** are listed first, followed by space to write in the **Sponsor Corrective Action Response**. If attachments are required, they may be added under **Document Attachments**. To add an attachment click **Add an Attachment**.



Finding Description:
Add Standard Comment:


The review month was May 2025.
Specific Eligibility Findings:
• 4 Master list errors

Design Preview

Required Corrective Action:
Add Standard Comment:


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

Design Preview

Special Instructions:
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

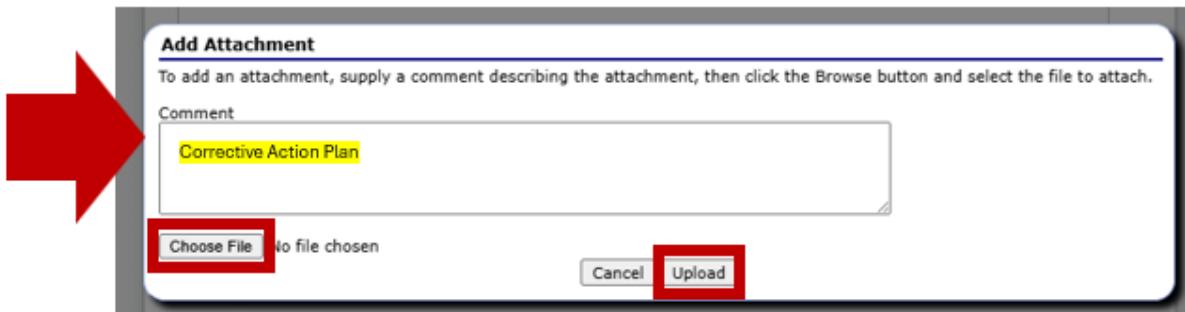
Sponsor Corrective Action Response:


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				

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

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



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

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: BAmponsah on: 12/18/2025 2:21:22 PM Modified By: BAmponsah on: 12/22/2025 10:31:35 AM





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

11. 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		CAD Counts	
		Total Number of CADs:	1
Not Started	0	Number of Sponsor CADs:	1
Pending Action	1	Number of Site CADs:	0
Pending Submission	0	CAD Due Date:	
Pending Approval	0	Sponsor Access Start Date:	1/4/2026
Returned	0	Sponsor Access End Date:	2/7/2026
Accepted	0		

Review Findings and Corrective Action Documents

Sponsor Findings

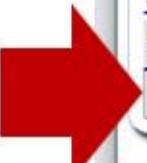
Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
0	1	0	0	0	0	1

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

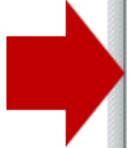
Site ID	Site Name	Not Started	Pending Action	Pending Submission	Pending Approval	Returned	Accepted	Total
1	ABC Child Care Center							

[« Back](#)



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

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

[< Back](#)

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

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

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

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

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

