Child and Adult Care Food Program

Getting Started Guide for Sponsors

FEATURING THE CHILD NUTRITION MANAGEMENT SYSTEM

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1 Introduction

Welcome
Welcome to the Utah State Office of Education (USOE) CNPweb
GETTING STARTED GUIDE FOR SPONSORS. Dynamic Internet
Solutions developed this guide for sponsor organizations
participating in the Child and Adult Care Food Program using the
CNPweb from your state agency website.

What is the CNPweb?
CNPweb is a child nutrition management system designed to assist
the sponsor organizations throughout your state to participate in
the child nutrition programs managed by the USOE Child Nutrition
Programs. Your organization may participate in one, several, or all
of these programs:

- **National School Lunch Program** (NSLP), also called the
  School Nutrition Program (SNP)
- **Child and Adult Care Food Program** (CACFP)
- **Summer Food Service Program** (SFSP)
- **Food Distribution Program** (FDP)

The CNPweb allows your organization to complete the following
types of tasks appropriate for each program:

- Create and submit application forms.
- Revise your application forms as needed throughout the
  program year.
- Submit monthly reimbursement claims.
- Revise claims within the USDA guidelines and USOE
  guidelines.

The CNPweb offers many advantages to your organization
throughout the program year.

- All of your organization’s information is centrally located
  for easy access.
- You have direct, online access to the application forms your
  organization must submit for each program during the
  program year.
- Your organization uses the Internet to submit your
  applications annually and your claims monthly.
- Error messages assist you to complete your online forms
  completely and accurately before you submit them to the
  Utah State Office of Education.
The Utah State Office of Education receives your forms instantly without the delays of mail or fax delivery because of the online connection.

You can review the status of your forms for all programs in one central location.

CNPweb is a software program that runs from the Child Nutrition Programs website. To run this program, your organization needs:

- A relatively new off-the-shelf computer using a recent version of a major operating system.
- Access to the Internet using at least a 56K dialup connection. A high-speed (broadband) connection is preferred.
- A current version of Internet Explorer (version 6 or later) or Netscape (version 4 or later) browser.
- CNPweb user ID and password.

**KEY POINTS**

*Contact the Utah State Office of Education if you have any questions about the CNPweb technical requirements or if you need a user ID and password.  
You can keep track of your user information in Appendix A: Sponsor Fact Sheet on page 48.*

**What Does This Guide Do For Me?**

The GETTING STARTED GUIDE FOR SPONSORS provides you with the information you need to begin using the CNPweb. Specifically, this manual includes:

- An overview of the CNPweb features and how they fit into the child nutrition program requirements.
- An explanation of how the CNPweb fits into the ongoing work of the Child Nutrition Programs.
- Instructions for logging into the CNPweb.
- Instructions for starting and using the online help system.
- Administrative tools to help your organization get the most from the CNPweb.

Within this guide:

- **Screen captures** provide examples of CNPweb pages.
- **Diagrams** show processes used with the CACFP.
- **Step-by-step instructions** take you through each procedure.
- **Key points** ensure that you do not miss critical information and helpful tips.
The CNPweb GETTING STARTED GUIDE FOR SPONSORS provides you with the following tools.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of contents</td>
<td>Provides a detailed listing of the guide contents with page numbers.</td>
</tr>
<tr>
<td>Index</td>
<td>Provides a listing of key terms and concepts, along with the page number where the guide explains them.</td>
</tr>
<tr>
<td>Glossary</td>
<td>Provides a listing of key terms used in the CNPweb and a detailed explanation.</td>
</tr>
<tr>
<td>Appendix sections</td>
<td>Provides supporting information that helps your organization use the CNPweb.</td>
</tr>
</tbody>
</table>
CNPweb Basics

Sponsor Summary

The Child and Adult Care Food Program collects information about your organization and your participation in the program. The Sponsor Summary tool within the CNPweb provides your organization with the information and tools you need to:

- Submit program paperwork.
- Track the status of your organization’s paperwork.
- Revise your organization’s paperwork as needed throughout the program year.
- Track payments authorized to your organization.
- Review a list of your organization’s users.

The Sponsor Summary is the most important tool your organization uses in the CNPweb.

Access Your Sponsor Summary

You have a separate Sponsor Summary tool in each child nutrition program on the CNPweb. It provides your organization with information about your participation in a single program. The Sponsor Summary is the first page you see when you enter a program area on the CNPweb.

To access the CNPweb Sponsor Summary page for the Child and Adult Care Food Program:

Step 1: Turn on your computer and log in (as usual) to your computer network (if necessary).

---

KEY POINT

You can also access the CNPweb from any computer connected to the Internet.

---

Step 2: Open your Internet browser.

Step 3: Open the Child Nutrition Programs CNPweb using the URL (CNPweb address) provided by your state agency.

The CNPweb displays the Child Nutrition Programs logon page.
Screen 1: The USOE Child Nutrition Programs CNPweb logon page.

**Step 4:** Type your user ID and password.

**Step 5:** Click **Login**.

---

**KEY POINTS**

If you provide an incorrect user ID or password, an error message displays on the logon page.

If you cannot remember your user ID or password, contact the Utah State Office of Education.

---

The CNPweb displays the program selection page.

Screen 2: The USOE Child Nutrition Programs program selection page.
**KEY POINTS**

If your organization does not participate in a program, that program puzzle piece may be grayed out.

Each program uses a different color. You can identify the CNPweb program screens by the program color.

**Step 6:** Click the Child and Adult Care Food Program puzzle piece.

The CNPweb displays the **PROGRAM YEAR SELECTION** page for the Child and Adult Care Food Program.

**Screen 3:** The CNPweb Program Year Selection page for the Child and Adult Care Food Program.

**Step 7:** Click the number for the current program year.

The CNPweb displays the **SPONSOR SUMMARY** page for the Child and Adult Care Food Program in the selected program year.

**Screen 4:** The Sponsor Summary page for the CACFP program.
The SPONSOR SUMMARY page provides access to the information about your organization and your participation in the Child and Adult Care Food Program. The SPONSOR SUMMARY consists of several pages, each with a tab at the top. To select an area, click the appropriate tab.

KEY POINT
The Sponsor Summary tabs vary between the child nutrition programs.

The Child and Adult Care Food Program SPONSOR SUMMARY includes the following tabs:

- **Packet tab** provides access to your application packet.
- **Applications tab** provides access to your individual application forms.
- **Claims tab** provides access to your monthly claims.
- **Payments tab** provides access to reimbursement payments information.
- **Users tab** provides a list of your organization’s CNPweb users.

The online help provides detailed information about the tabs and information areas for each child nutrition program. To access the online help, see “Finding What You Need to Know” on page 38.
Each page of the CNPweb provides basic information and access to common commands.

Each page of the CNPweb displays the following pieces of information in the page heading (starting from the top):

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Name</td>
<td>The child nutrition program name, Child and Adult Care Food Program, appears in the white band. The screen color also uniquely identifies the child nutrition program.</td>
</tr>
<tr>
<td>Commands</td>
<td>The commands available in the orange menu band allow quickly use of these common features.</td>
</tr>
<tr>
<td></td>
<td>■ Use HELP to open the help system for this program.</td>
</tr>
<tr>
<td></td>
<td>■ Use PROGRAMS to begin working in a different child nutrition program.</td>
</tr>
<tr>
<td></td>
<td>■ Use LOGOFF to end a CNPweb work session.</td>
</tr>
<tr>
<td>Menu Options</td>
<td>The menu options in the orange menu band vary between the child nutrition programs. Each command allows you to access a different type of program information. See the online help for details about menu options.</td>
</tr>
<tr>
<td>Navigation Trail</td>
<td>In the white band below the menu, the CNPweb provides you with a navigation trail. This trail shows your location within the menu options at all times.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>You can use the breadcrumb trail to return quickly to a previous page by clicking on the abbreviated page title.</td>
<td></td>
</tr>
<tr>
<td>Program Year</td>
<td>The currently selected program year appears below the navigation trail and to the right on the page. The CNPweb requires you to select a program year before you can perform any activities. Use this screen element to change the program year during a CNPweb work session. For more about program years, see “Program Years” on page 9.</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Your organization ID and name appear next to the program year.</td>
</tr>
</tbody>
</table>

**Logoff**

Each time you finish using the CNPweb, you exit the website. The LOGOFF command appears in the header of every CNPweb page in the orange menu at the right of the screen.

To exit the CNPweb:

**Step 1:** Click **LOGOFF**.

The CNPweb displays the Child Nutrition Programs logon page.

**KEY POINT**

*If you have trouble locating the LOGOFF command in the page header, see “Page Content Overview” on page 8.*

**CNPweb Quick Access**

There are two methods for easy access to the CNPweb from your own computer.

- Add a bookmark or favorites to your browser while on the logon page.
- Create a desktop shortcut that will open your browser to the logon page.

Instructions for creating a desktop shortcut using Internet Explorer appear in the online help. For more information, see “Finding What You Need to Know” on page 38.

**Program Years**

The CNPweb organizes information about your Child and Adult Care Food Program participation by program year. Over time, the CNPweb contains information about your organization’s participation over several program years.
Each time you log on to the CNPweb, you must identify the program year you want to work with before you can start viewing or entering information. The selected program year displays on every page as part of the common page elements.

---

**KEY POINT**

You can change the program year while working in the CNPweb. Instructions for changing the program year appear in the online help.

---

Each sponsor that participates in the Child and Adult Care Food Program completes the following program year activities.

**Before the program year starts:**
- Submit your application packet.

**During the program year:**
- Submit your monthly reimbursement claims.
- Revise your application forms (as necessary).
- Revise your monthly claims (as necessary).

During most months of the program year, your organization only performs tasks in the current program year. However, there are months when you perform activities in two program years.

**In the last months of a program year:** You submit claims and revise applications for the current program year. You also submit your application packet for the upcoming program year.

**In the first months of a program year:** You submit claims and revise applications for the current program year. You also submit revised claims for the last program year.

---

**KEY POINT**

For more detailed information, see the “A Year in the Life” topic in the online help.
3 Program Enrollment

Introduction

The CNPweb provides the tools that allow sponsor organizations that participate in the Child and Adult Care Food Program to easily submit the required program paperwork to the Utah State Office of Education (USOE) Child Nutrition Programs and easily maintain the enrollment paperwork throughout the program year. As a sponsor, you use the CNPweb to document your participation in the Child and Adult Care Food Program.

Before the start of the program year, your organization must submit the required Child and Adult Care Food Program application forms. The specific group of forms your organization must submit depends on:

- The Child and Adult Care Food Program enrollment requirements.
- Your organization’s structure and characteristics.

Your organization submits an application packet before the start of every Child and Adult Care Food Program program year. The Utah State Office of Education notifies you when your application packet is ready and gives you the application deadline. Your organization must submit the program application forms each year.

Organizations that sponsor Family Day Care Homes can request an advance from the Utah State Office of Education. The state agency reviews your request, determines your advance amount, and authorizes your payment.

KEY POINTS

Your state agency may distinguish between application forms for first-time participants and renewal forms for continuing participants.

Your state agency may submit application packets for new sponsor organizations based on its policies and procedures.

If you have any questions about your application packet, contact the Utah State Office of Education.

The CNPweb provides a Child and Adult Care Food Program customized application packet that identifies your organization’s application forms. Your organization must complete all forms in its
packet and submit its completed packet to the Utah State Office of Education for review and approval.

What Types of Application Forms Do You Submit?

The CNPweb provides two general types of forms in your application packet:

- **Online forms.** Allow your organization to complete forms by answering questions on a screen. The CNPweb submits your answers to the state agency electronically.
- **Offline forms.** Require your organization to download forms and complete them using other computer programs such as Microsoft Word® or Microsoft Excel®. Your organization submits completed offline forms by mail, fax, or other delivery methods.

The CNPweb displays a list of all offline forms identified by the USOE, and identifies which forms your organization is required to submit. Your organization must complete all forms in its packet (online and required offline).

A sponsor that participates in the Child and Adult Care Food Program submits the following online application forms.

- **Sponsor Application.** Describes your organization and its participation in the Child and Adult Care Food Program.
- **Sponsor Budget.** Describes the expected costs for the program year. The USOE requires a sponsor budget for organizations that sponsor Family Day Care Homes (FDCH).
- **Site Application.** Describes each sponsored site and its participation in the Child and Adult Care Food Program. Your organization submits one site application for each program at each participating sponsored site.
- **Provider Application.** Describes each Family Day Care Home provider sponsored by your organization. The USOE requires provider applications from organizations that sponsor Family Day Care Homes (FDCH).

**KEY POINT**

If your organization sponsors Family Day Care Homes, you may request an advance on your sponsor application.
The first year that your organization submits its application packet using the CNPweb, you must complete blank application forms. In each following year, the CNPweb rolls over some of your application information from the previous year. This reduces the time it takes to fill out your application packet each year. The Utah State Office of Education determines which information the CNPweb rolls over from your previous year’s application. Generally, it includes your addresses (mailing and street), contact information, and some site characteristics.

**KEY POINT**

You can edit the rolled-over information on your application forms if necessary.

### Offline Forms

The Utah State Office of Education adds offline forms to the Child and Adult Care Food Program packet, and you organization must submit each required form. Some forms are required by all sponsors, and other forms are only required for specific types of sponsor organizations.

**KEY POINT**

The list of offline forms required for your organization can change from year to year based on your organization’s characteristics and changes in program enrollment requirements.

When your organization must submit offline forms for the Child and Adult Care Food Program, the USOE makes the forms available on the CNPweb so you can easily download them.

Offline forms can use many document types. The CNPweb identifies the computer program you need to edit and print the offline forms with the following icons.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Document Type &amp; Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Icon" /></td>
<td>Microsoft Word® documents require you to use Word to complete and print these forms.</td>
</tr>
<tr>
<td><img src="image2" alt="Icon" /></td>
<td>Microsoft Excel® documents require you to use Excel to complete and print these forms.</td>
</tr>
<tr>
<td><img src="image3" alt="Icon" /></td>
<td>Adobe Acrobat® documents require you to use the free Acrobat Reader to print these forms, also called PDF documents.</td>
</tr>
<tr>
<td><img src="image4" alt="Icon" /></td>
<td>Text files require you to use Word or Microsoft Notepad® to open and print these forms.</td>
</tr>
</tbody>
</table>
You must complete the required offline forms and submit them to the Utah State Office of Education using the form instructions. You report the date that you submit each offline form on the CNPweb, but you do not use the CNPweb to submit them.

**Packet & Form Statuses**

The CNPweb uses statuses to identify the location of your application forms and packet in the creation and approval process. The CNPweb uses the same statuses to track original application forms and revisions.

---

**KEY POINTS**

The CNPweb uses a different set of statuses to track claims and application forms.

For more detailed information about each status, refer to the online help.

---

The following table summarizes the statuses used by the CNPweb for Child and Adult Care Food Program application forms and packets.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>The CNPweb uses the INCOMPLETE status to show that your organization has not yet started to complete the online forms in your application packet.</td>
</tr>
<tr>
<td>Errors</td>
<td>The CNPweb uses the ERRORS status when an application form contains data input errors. You must correct every application form with errors. You cannot submit your application packet to the USOE for review and approval until you correct all errors in the application forms.</td>
</tr>
<tr>
<td>Pending Submission</td>
<td>The CNPweb uses the PENDING SUBMISSION status on an application form in your packet when the form has no data input errors before you submit it to the USOE for review and approval.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The CNPweb uses the PENDING APPROVAL status when your packet is waiting for USOE review and approval.</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>The CNPweb uses the NEEDS CORRECTION status when the USOE returns one or more application forms for correction. You must correct every application form returned by the state agency for correction and resubmit your packet to the state agency for review and approval.</td>
</tr>
</tbody>
</table>
Status | Description
---|---
Approved | The CNPweb uses the APPROVED status when the USOE has reviewed and approved your application packet. Every approved application form becomes part of the form’s revision history and remains available in the CNPweb.

| Application Form Status | Determines Your Actions
---|---
The actions you can take on a Child and Adult Care Food Program packet or application depends on its status.

| Status | View | Edit | Delete | Revise |
---|---|---|---|---|
Errors | ☐ | ☐ | ☐ | 
Pending Submission | ☐ | ☐ | ☐ |
Pending Approval | ☐ |
Needs Correction | ☐ | ☐ | ☐ |
Approved | ☐ |

What Does the Application Form Status Tell Me?

While your organization creates its Child and Adult Care Food Program application packet, you can use the individual application form statuses to determine what actions you must take to submit your application packet. Review the status of individual application forms on the Sponsor Summary – Applications page.

The status of every packet and application determines the action you must take to reach the Approved status.

| Current Status | Action |
---|---|
Errors | Edit the form and correct all data input errors using the error messages. Submit the form and the CNPweb updates the status. |
Pending Submission | The form appears in the application packet for submission. When all forms have the Pending Submission status, submit the packet to the state agency for review and approval. |
Pending Approval | No action required. Your organization cannot change application forms in this status. |
Needs Correction | Edit the form and review the state agency correction comments. Make all appropriate changes and submit the corrected form. The CNPweb updates the status. |
<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>No action required. Your organization cannot edit an approved form. If you need to submit changes, you must revise the form.</td>
</tr>
</tbody>
</table>

**Packet Submission & Approval Process**

The CNPweb uses statuses to identify the location of your Child and Adult Care Food Program packet and individual applications in the creation and approval process. The CNPweb uses the same statuses to track original application forms and revisions.

The following diagrams show the process to create, submit, and approve application packets. To simplify the process, there are three diagrams:

- The first diagram shows how a sponsor creates application forms and submits an application packet and each possible status for the application forms during this process.
- The second diagram shows how the Utah State Office of Education reviews each packet, approves a packet, or returns individual application forms to the sponsor for correction.
- The third diagram shows how a sponsor corrects application forms returned by the Utah State Office of Education and resubmits its application packet.
Diagram 1: Create and submit an application packet.

**Step 1:** The sponsor creates an application form and submits it to the packet.

**Step 2:** The CNPweb determines if the form contains input errors.

If the form contains input errors, the CNPweb assigns the **ERRORS** status. The sponsor must correct all errors and resubmit the form to the packet.

If the form contains no input errors, the CNPweb assigns the **PENDING SUBMISSION** status.

**Step 3:** The sponsor creates all application packet forms and enters the submission date for all required offline forms. The sponsor checks the submit checkbox and submits the packet to the Utah State Office of Education for review and approval.
If the sponsor did not check the submit checkbox, the CNPweb assigns the Pending Submission status. The sponsor must check the submit checkbox and resubmit the packet.

If the sponsor checked the submit checkbox, the CNPweb assigns the Pending Approval status.

Diagram 2: Review and approve an application packet.

**Step 4:** The USOE reviews each of the individual application forms in the sponsor’s packet.

If the state agency determines that a form is not complete or correct, it returns the form to the sponsor. The CNPweb assigns the Needs Correction status to the form.
KEY POINTS

The Utah State Office of Education may return one or more forms in a packet to the sponsor for correction.

The forms that do not need correction in a returned application packet have the Pending Submission status.

If the Utah State Office of Education approves all forms in the packet, it approves the packet. The CNPweb assigns the APPROVED status.

Diagram 3: Correct forms returned by the state agency and resubmit the application packet.

Step 5: The sponsor corrects each application form returned by the USOE for correction and resubmits the form to its packet.
Step 6: The CNPweb determines if the form contains input errors.

If the form contains input errors, the CNPweb assigns the **ERRORS** status. The sponsor must correct all errors and resubmit the form to the packet.

If the form contains no input errors, the CNPweb assigns the **PENDING SUBMISSION** status.

Step 7: When all packet forms have the **PENDING SUBMISSION** status, the sponsor resubmits the packet to the Utah State Office of Education for review and approval. The forms have the **PENDING APPROVAL** status.

Step 8: Repeat **Step 5** through **Step 8** as necessary to submit an approved packet.

**Original and Revised Application Forms**

Before the start of the program year, your organization submits its required Child and Adult Care Food Program application forms. These forms define your organization’s participation in the program and stay in effect throughout the program year. These are your original application forms, and you submit them in your application packet.

Occasionally, you may need to make changes to your application forms as changes take place in your organization. The CNPweb allows you to revise your original application forms throughout the program year as necessary.

- You can revise any application form as many times as needed during the program year, or you may keep your original application form in place throughout the entire program year.
- You submit revised application forms individually. You do not resubmit your application packet.

Each time you submit an application form, whether it is your original version or a revised version, the Utah State Office of Education reviews and approves it. The review and approval process is the same for the original form and each revised form. Each approved version remains in the CNPweb as part of your organization’s records and the application form’s revision history.

The CNPweb allows you to review the revision history for an application form if other versions exist. The **SPONSOR SUMMARY – APPLICATION** page automatically displays the current version.
of each application form, and allows you to review previous versions for each form (when a previous version exists).

---

**KEY POINT**

*The online help provides instructions for viewing the application form revision history.*

---

**Application Form Revision & Approval Process**

Sponsors in the Child and Adult Care Food Program submit application forms as part of a packet before the start of the program year. However, sponsors submit application form revisions individually (outside of a packet). Like the packet submission and approval process, the CNPweb uses statuses to identify the location of revised applications in the creation and approval process.

When your organization submits its application packet, the submit checkbox appears on the **SPONSOR SUMMARY – PACKET** page and must be checked when you submit the packet. When you revise an individual application form, you do not use the packet. The submit checkbox appears at the bottom of the revised form instead. You must check the submit checkbox to submit a revised form to the USOE for review and approval.

The following diagrams show the process used to create, submit, and approve revised application forms. To simplify the process, there are three diagrams.

- The first diagram shows how a sponsor creates and submits a revised application form and each possible status for the revised application form during this process.
- The second diagram shows how the USOE reviews each form revision, approves the form, or returns revised form to the organization for correction.
- The third diagram shows how an organization corrects a revised application form returned by the USOE and resubmits it.
Diagram 4: Create and submit a revised application.

**Step 1:** The sponsor creates a revised application form, checks the submit checkbox, and submits the revised form to the Utah State Office of Education for review and approval.

**Step 2:** The CNPweb determines if the revised application form contains input errors.

If the revised application form contains input errors, the CNPweb assigns the ERRORS status. The sponsor must correct all errors and resubmit the revised form.

If the revised application form contains no input errors and the sponsor did not check the submit checkbox, the CNPweb assigns the PENDING SUBMISSION status. The sponsor must edit the revised form, check the submit checkbox, and resubmit the revised form.
If the revised application form contains no input errors and the sponsor checked the submit checkbox, the CNPweb assigns the **Pending Approval** status.

**Diagram 5:** Review and approve a revised application.

**Step 3:** The Utah State Office of Education reviews each submitted application form revision.
If the USOE determines that a revised application form is not complete or correct, it returns the revised form to the sponsor. The CNPweb assigns the **Needs Correction** status to the revised form.
If the state agency approves the revised application form, the CNPweb assigns the **Approved** status.
**KEY POINT**

The CNPweb adds the approved revision to the revision history.

---

**Revised Form Correction Process**

**Correct & Resubmit Form**

**Diagram 6**: Correct revised application returned by the state agency and resubmit the application.

**Step 4**: The sponsor corrects the revised application form returned by the USOE for correction and resubmits the revised form to the state agency for approval.

**Step 5**: The CNPweb determines if the revised form contains input errors.

If the revised application form contains input errors, the CNPweb assigns the **ERRORS** status. The sponsor must correct all errors and resubmit the revised form.
If the revised application form contains no input errors and the sponsor did not check the submit checkbox, the CNPweb assigns the PENDING SUBMISSION status. The sponsor must edit the revised form, check the submit checkbox, and resubmit the revised form.

If the revised application form contains no input errors and the sponsor checked the submit checkbox, the CNPweb assigns the PENDING APPROVAL status.

**Step 6:** Repeat Step 3 through Step 5 as necessary to submit a revised application form until the Utah State Office of Education approves it.

### Revised Application Form Statuses

When your organization revises an application form, you can use the application form status information to determine what actions you must take to submit your revision. Review the status of application forms on the SPONSOR SUMMARY – APPLICATIONS page.

The status of every revised application determines the action you must take to reach the Approved status.

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>Edit the form and correct all data input errors using the error messages. Submit the form and the CNPweb updates the status.</td>
</tr>
<tr>
<td>Pending Submission</td>
<td>Edit the application, check the submit checkbox, and resubmit the application.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>No action required. Your organization cannot change forms in this status.</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>Edit the form and review the state agency correction comments. Make all appropriate changes and submit the corrected form. The CNPweb updates the status.</td>
</tr>
<tr>
<td>Approved</td>
<td>No action required. Your organization cannot edit an approved form. If you need to submit changes, you must revise the form.</td>
</tr>
</tbody>
</table>

**KEY POINT**

For more information about application form statuses, see “Packet & Form Statuses” on page 14.
4 Reimbursement Claims

Introduction
The CNPweb provides the tools that allow sponsor organizations that participate in the Child and Adult Care Food Program to easily submit monthly reimbursement claims to the Utah State Office of Education (USOE) Child Nutrition Programs and easily maintain claims throughout the program year. As a sponsor, you use the CNPweb to document your Child and Adult Care Food Program meal service and request reimbursement using the Sponsor Summary – Claims page.

The CNPweb uses the information provided on your applications to determine your participation in the Child and Adult Care Food Program, including the months your organization can submit a reimbursement claim.

Claims Reporting Level
The Utah State Office of Education requires sponsor organizations to submit claims at the site level.

- Your organization must submit a separate claim for each sponsored site that participates in the Child and Adult Care Food Program in a calendar month during the program year.
- If your organization sponsors FDCH providers, you must submit a separate claim for each provider that participates in a calendar month.

The CNPweb rolls up all site and provider claims to create a sponsor summary claim.

With site-level claims, your organization chooses between two methods for submitting the original claim in each operating month. Your organization chooses the submission process best suited to your operations.

- Online forms allow your organization to fill in claims forms on the CNPweb and submit them electronically to the USOE. You submit a separate claim form for each sponsored site and provider and the CNPweb calculates the sponsor summary claim in a separate form.
- File upload allows your organization to prepare a data file using a file layout specification provided by the USOE. You upload the file and the CNPweb puts the data into the
appropriate forms and calculates the sponsor summary claim in a separate form.

**Key Points**

You must use the online forms to submit all claim revisions. The file upload option is only available for the original claim each claim month.

See Appendix D: CACFP File Upload Layout on page 51.

---

### Claims Approval & Payment

The state agency has two processes for approving reimbursement claims.

- **State agency approval.** For many sponsor organizations, the state agency requires the sponsor to submit a claim for review before approving and paying it.

- **Automatic approval.** For some sponsor organizations, the state agency automatically approves a claim when the sponsor submits it. The state agency does not review these claims prior to payment.

The USOE separates claim approval and claim payment into two separate processes. The state agency reviews and approves claims from sponsors without automatic claim approval as they arrive in the CNPweb. The state agency policies and procedures determine when they process payments for all approved claims for each claim month. The payment process authorizes payments for all claims (original and revised) approved since the last payment cycle.

The CNPweb records claims payments to your organization on the **Sponsor Summary – Payments** page. The reimbursement amount your organization receives for your approved claim depends on the USDA reimbursement rates for the claim month.

**Key Points**

You can review the reimbursement rates for each month using the CNPweb. On the **Maintenance** menu, select the **Rate Entry** option.

For more information, see “View Reimbursement Rates” in the online help.
Claim Submission Guidelines

Each sponsor organization that participates in the Child and Adult Care Food Program submits monthly reimbursement claims for its operating months of the program year. Each claim reports the meals served during one calendar month. Your organization must submit claims according to these guidelines:

- You submit a monthly claim on or after the first day of the following month, not to exceed 60 days from the last day of the claim month.
- You may submit a claim past the 60-day limitation once every 36 months as a one-time exception.

*KEY POINT*

The Utah State Office of Education must approve your use of the one-time exception.

The CNPweb posts a notice on Sponsor Summary – Claims page when your organization has a claim that you have not submitted during the 60-day window. This notice informs you that you can submit the original claim for this month by using your one-time exception.

If your organization uses your one-time exception, the CNPweb keeps track of the 36 months until you can use the one-time exception again. If your organization has another late claim during the 36 months, the CNPweb posts a notice on the claim month that identifies when you can use the one-time exception again.

Claims Statuses

The CNPweb uses statuses to identify the location of your claim in the creation and approval process. The CNPweb uses the same statuses to track original claims and revisions.

*KEY POINTS*

The CNPweb uses a different set of statuses to track claims and application forms.

For more detailed information about each status, refer to the online help.
The following table summarizes the statuses used by the CNPweb for Child and Adult Care Food Program claims.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>The CNPweb uses the <strong>ERRORS</strong> status when a claim contains data input errors. You must correct every claim with errors. You cannot submit a claim to the Utah State Office of Education for approval and payment until you correct all errors.</td>
</tr>
<tr>
<td>Complete</td>
<td>The CNPweb uses the <strong>COMPLETE</strong> status with site claims without data input errors before you submit the sponsor claim to the Utah State Office of Education for approval and payment. The CNPweb only uses the <strong>COMPLETE</strong> status with site claims.</td>
</tr>
<tr>
<td>Pending Submission</td>
<td>The CNPweb uses the <strong>PENDING SUBMISSION</strong> status when a reimbursement claim has no data input errors before you submit it to the Utah State Office of Education for approval and payment.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The CNPweb uses the <strong>PENDING APPROVAL</strong> status when a claim is waiting for the Utah State Office of Education’s review and approval. If your state agency automatically approves claims from your organization, your claims never have the <strong>PENDING APPROVAL</strong> status.</td>
</tr>
<tr>
<td>Approved</td>
<td>The CNPweb uses the <strong>APPROVED</strong> status when the Utah State Office of Education has approved your claim. If your state agency automatically approves claims from your organization, your claims receive the <strong>APPROVED</strong> status immediately after you submit them. Every approved claim becomes part of the claim revision history and remains available in the CNPweb.</td>
</tr>
<tr>
<td>Paid</td>
<td>The CNPweb uses the <strong>PAID</strong> status for your claim when the Utah State Office of Education has posted the claim payment.</td>
</tr>
</tbody>
</table>
The actions you can take on a Child and Adult Care Food Program claim depends on the status of the sponsor claim.

### Claim Status Determines Your Actions

<table>
<thead>
<tr>
<th>Status</th>
<th>View</th>
<th>Edit</th>
<th>Delete</th>
<th>Revise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Pending Submission</td>
<td>☑</td>
<td>☑</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pending Approval</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### What Does the Claim Status Tell Me?

While your organization creates a Child and Adult Care Food Program claim, use the claim status information to determine what actions you must take to submit your claim. Review the status of your monthly claims on the **Sponsor Summary – Claims** page.

The status of a claim determines the action you must take to reach the **Paid** status.

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>Edit the form and correct all data input errors using the error messages. Submit the corrected claim.</td>
</tr>
<tr>
<td>Complete</td>
<td>No action required on the site claim.</td>
</tr>
<tr>
<td></td>
<td>You must submit the sponsor claim (claim summary) to submit the site claims.</td>
</tr>
<tr>
<td>Pending Submission</td>
<td>Edit the claim and check the payment checkbox. Submit the claim.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>No action required.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot change claims in this status.</td>
</tr>
<tr>
<td></td>
<td>If your state agency automatically approves claims from your organization, the CNPweb never assigns the Pending Approval status to your claims.</td>
</tr>
<tr>
<td>Approved</td>
<td>No action required.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot take any action on a claim with the Approved status.</td>
</tr>
<tr>
<td>Paid</td>
<td>No action required.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot edit a paid claim. If you need to submit a claim adjustment, you must revise the paid claim.</td>
</tr>
</tbody>
</table>
Claims Submission & Approval Process

The CNPweb uses statuses to identify the location of your claim in the creation and approval process. The CNPweb uses the same statuses to track original claims and revisions.

The following diagrams show the process used to create, submit, and approve application packets. To simplify the process, there are two diagrams.

- The first diagram shows how a sponsor creates and submits a claim and each possible status for the claim during this process.

---

**KEY POINT**

The same submission and approval process covers both original claims and claim revisions.

---

- The second diagram shows how the Utah State Office of Education reviews each claim and authorizes payments for approved claims.
Diagram 7: Create and submit a claim.

**Step 1:** The sponsor creates and submits the sponsor claim for the claim month. The CNPweb assigns the **ERRORS** status because none of the supporting site claims exist.

**Step 2:** The sponsor creates a site claim. The CNPweb determines if the site claim contains data input errors.

If the site claim contains data input errors, the CNPweb assigns the **ERRORS** status to the site claim. The sponsor must correct all errors and resubmit the claim.

If the site claim contains no data input errors, the CNPweb assigns the **COMPLETE** status.

**Step 3:** The sponsor repeats **Step 2** until all site claims have the **COMPLETE** status.
Step 4: The sponsor edits the sponsor claim, checks the payment checkbox, and submits the sponsor claim. If the sponsor did not check the payment checkbox on the sponsor claim, the CNPweb assigns the PENDING SUBMISSION status. The sponsor must edit the sponsor claim, check the payment checkbox, and resubmit the sponsor claim.

Step 5: If the sponsor checked the payment checkbox, the CNPweb checks to see if the Utah State Office of Education automatically approves claims from this sponsor. If the state agency does not automatically approve claims from this sponsor, the CNPweb assigns the PENDING APPROVAL status. If the state agency automatically approves claims from this sponsor, the CNPweb assigns the APPROVED status. The CNPweb displays the claim payment amount as an OPEN BALANCE TRANSACTION on the Sponsor Summary – Payments tab.
Diagram 8: Approve and pay a claim.

**Step 6:** The Utah State Office of Education reviews each claim with the **Pending Approval** status. If the state agency approves the claim, the CNPweb assigns the **Approved** status.

The CNPweb displays the claim payment amount as an **Open Balance Transaction** on the **Sponsor Summary – Payments** tab.

**Step 7:** The Utah State Office of Education authorizes payment for all approved claims and the CNPweb assigns the **Paid** status.

The CNPweb displays the claim payment amount on the **Sponsor Summary – Payments** page.
Original and Revised Claims

During the program year, you submit your organization’s Child and Adult Care Food Program monthly reimbursement claims. Your claims report your meal service and other program participation information for a calendar month. The first claim you submit for a claim month is your original claim.

Occasionally, you may need to make changes to your paid claims. The CNPweb allows you to revise each original claim throughout the program year as necessary. You can revise any claim as many times as needed throughout the program year within the USDA limitations.

The USOE pays each approved claim. This means that your claim revision affects your payment. A revised claim causes two types of payment adjustments.

- **Upward revisions** (results in an increased reimbursement) – The CNPweb accepts revisions with upward adjustments up to 90 days past the end of the claim month.

- **Downward revisions** (results in a decreased reimbursement) – The CNPweb accepts revisions with downward adjustments until the Utah State Office of Education closes the program year to claims revisions.

**KEY POINT**

*The CNPweb enforces the USDA claims submission guidelines for submitting new original claims and revised claims with an upward adjustment.*

Each time you submit a claim, whether it is your original version or a revised version, the Utah State Office of Education approves and pays it. The review and approval process is the same for the original form and each revised form. For claim revisions, the CNPweb calculates the claim adjustment amount.

- **Upward revisions** (results in an increased reimbursement) – The CNPweb processes the additional reimbursement amount as a claim payment with the next payment cycle.

- **Downward revisions** (results in a decreased reimbursement) – The CNPweb processes the amount of overpayment with the next payment cycle, and subtracts this amount from your organization’s next payment.

Each approved claim version remains in the CNPweb as part of your organization records and the claim revision history.
The CNPweb allows you to review the revision history for a claim if other versions exist. The SPONSOR SUMMARY – CLAIMS page automatically displays the most current version of each monthly claim, and allows you to review previous versions for each claim when a previous version exists.

---

**KEY POINT**

*The online help provides instructions for viewing the claim revision history.*
5 Using the Online Help

Overview

The **GETTING STARTED GUIDE FOR SPONSORS** provides you with an introduction to the CNPweb and provides useful supporting information to assist you throughout the program year. However, your primary resource for learning to use the CNPweb is the online help system. It contains background information and step-by-step procedures for each task you must perform throughout the program year.

If you do not have a copy of **USING YOUR CNPWEB HELP SYSTEM**, contact the USOE. This short handout provides an overview of the help system features for new CNPweb help users.

Help Organization

The CNPweb provides a separate help system for each program. To access the help system for the Child and Adult Care Food Program:

- **Step 1:** Log into the CNPweb and select the Child and Adult Care Food Program puzzle piece.
- **Step 2:** Display your **SPONSOR SUMMARY** page.
- **Step 3:** Click **HELP** in the upper right screen corner.

---

**KEY POINT**

*For more information about locating the HELP command, see “Page Content Overview” on page 8.*

---

Each program help system contains chapters:

- **INTRODUCTION** provides a general overview of the CNPweb.
- **CHILD AND ADULT CARE FOOD PROGRAM OVERVIEW** provides background information about each program, including information about application/renewal packet contents, form statuses, and claims reporting level.
- **A YEAR IN THE LIFE** puts the pieces together for you. It takes you through the tasks you must perform at each phase of the program year, and provides links to detailed instructions.

The remaining chapters provide details about CNPweb features.
Finding What You Need to Know

When you first begin using the CNPweb, you should spend some time reviewing the Child and Adult Care Food Program Overview chapter in the help system to get familiar with how the CNPweb implements the program features.

Next, you should review the A Year in the Life chapter to see how to use each of the CNPweb features throughout the program year. This list of activities divides tasks into the following categories:

- Before the start of the program year.
- During the program year.
- After the program year ends.

By skimming through the activities in each phase of the program, you locate the task you need to perform.

For example, if you need to revise your sponsor application for the Child and Adult Care Food Program, you would:

**Step 1:** Log in to the CNPweb and open the Child and Adult Care Food Program by clicking on the program puzzle piece.

**Step 2:** Click Help in the command area of the screen. The CNPweb opens the Child and Adult Care Food Program help system in a separate window.

---

An Example

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**KEY POINT**

For more information about the logon procedure, see “Access Your Sponsor Summary” on page 4.

---

Screen 6: The first page of the CACFP help system.
Step 3: If your browser or security program notifies you that pop-ups are blocked for this site, allow pop-ups for the site.

---

KEY POINT

You can create a desktop shortcut or bookmark for the help system while viewing this help page.

---

Step 4: Locate the **A YEAR IN THE LIFE** chapter in the table of contents.

Step 5: Click the plus sign to show the individual topics in the **A YEAR IN THE LIFE** chapter.

The help system expands the table of contents section to show the topics.

Step 6: Click the **PROGRAM YEAR ACTIVITIES** topic in the table of contents.

The help system displays the selected topic.

---

### Program Year Activities

Throughout the program year, your organization uses the CNPWeb to participate in the Child and Adult Care Food Program. You perform your general activities.

#### Before the Program Year:

**Activity 1: Submit a Packet**

Before the start of a new program year, your organization submits its Child and Adult Care Food Program application packet with both online and offline forms.

After your organization completes the individual applications for your packet and submits the additional required program paperwork, you submit your packet to the state agency for review and approval.

After the state agency approves your application packet, your organization begins using the other CNPWeb features.

#### During the Program Year:

**Activity 2: Review Applications & Sponsor Budget**

After the state agency approves your packet, you may need to change your applications and sponsor budget. You cannot edit an approved application or budget. Instead, your organization must submit a revised application or budget for state agency review and approval. The CNPWeb keeps track of the form revision history.

**Activity 2: Submit Monthly Claims**

When the program year begins, your organization keeps track of program activities at each site and provider. You use this information to create your monthly reimbursement claims.

Your state agency requires you to submit a claim for every site. You can use the online forms or upload a claim data file.

---

Screen 7: The CACFP help showing the Program Year Activities topic.
Step 7: Skim the **PROGRAM ACTIVITIES** topic to find the **ACTIVITY 2: REVISE APPLICATIONS & SPONSOR BUDGET** link.

Step 8: Click **ACTIVITY 2: REVISE APPLICATIONS**. The help system displays the selected topic.

Screen 8: The CACFPP help showing the Activity 2: Revise Applications & Sponsor Budget topic.

Step 9: Skim the topic to find the link to the topic that explains how to revise the sponsor application.

Step 10: Click **REVISE SPONSOR APPLICATION**. The help system displays the selected topic.
Revise a Sponsor Application

You can revise an approved Child and Adult Care Food Program sponsor application. The CNPweb submits the revised version to the state agency for review and approval. When the state agency reviews the application, they can either approve it or send it back to you for correction.

When you submit an original application at the start of the program year, you submit it as part of your application packet. However, when you revise an approved application during the program year, you submit the application directly to the state agency apart from your packet. For this reason, you must check the submit checkbox on the form to submit the revised application to the state agency for review and approval.

To revise an approved sponsor application:

1. Click Change the program year (if appropriate).
2. Display the Sponsor Summary - Applications page.
3. Locate your sponsor application.
4. Click Revise.
5. Make all appropriate changes to the sponsor information.
6. Scroll to the bottom of the page.
7. Check the submit checkbox to submit the form to the state agency for approval.
8. Click Submit

The CNPweb checks your sponsor application for input errors.

Screen 9: The CACFP help topic: Revise a Sponsor Application.

The REVISE A SPONSOR APPLICATION topic provides the following information:

- Background information about how and why you might want to revise your sponsor application.
- Detailed instructions for how to revise your sponsor application.
- The NOTES section gives more details about the revision process to provide you with a more in-depth understanding of how to use the CNPweb.
- Links to related topics (background information) and related tasks (procedures) help you to find related information inside this help system.
- The SEE ALSO list provides links to other topics in the detailed SPONSOR APPLICATION chapter of the help system.

KEY POINT

Most help system topics contain the same features as this example topic.
Expanded Instructions

The help system procedures show you the quickest way to accomplish a task. Some of the steps assume that you know how to perform basic CNPweb operations. If you are unsure about how to perform these tasks, you can click the step to display expanded instructions.

**KEY POINT**

Steps with expanded instructions display in underlined text with a blue right arrow at the start of the step text.

To revise an approved sponsor information sheet:

1. Display the Sponsor Summary - Applications page.
2. Locate your sponsor information sheet.

Screen 10: An example of a procedure step that you can expand to see detailed instructions.

In the example screen above, click the step to display the detailed instructions for displaying the SPONSOR SUMMARY – APPLICATIONS page. The CNPweb displays the step-by-step procedure to complete this task.

To revise an approved sponsor information sheet:

1. Display the Sponsor Summary - Applications page.
   a. Click the Applications menu.
   b. Click Sponsor Summary.
      The CNPweb displays the Sponsor Summary - Packet page.
   c. Click the Applications tab.
      The CNPweb displays the Sponsor Summary - Applications page.
2. Locate your sponsor information sheet.

Screen 11: An example of expanded instructions.

**KEY POINT**

You can remove the expanded instructions by clicking again on the original instruction step (next to the blue down triangle).
If you are unable to display these detailed instructions, it may be because of your pop-up blocker settings. Even though the detailed instructions do not appear in a pop-up window, some browsers and security programs, including Internet Explorer, consider this feature a type of pop-up and block access.

To allow the help system to show these detailed instructions, you must turn on pop-ups for the help system. There are two ways you can do this.

To turn on pop-ups each time you start a help system using Internet Explorer (temporary for this use):

**Step 1:** Open the help system (as usual).

Internet Explorer displays the first page of the help system, and adds the following information bar above the help content:

*To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options.*

**Step 2:** Click the information bar with this message.

Internet Explorer displays a menu of options.

**Step 3:** Click **Allow Blocked Content**...

Internet Explorer displays the Security Warning window.

---

Screen 12: An example of the pop-up blocker message from Internet Explorer.

**Step 2:** Click the information bar with this message.

**Step 3:** Click **Allow Blocked Content**...
Screen 13: The Internet Explorer Security Warning dialog.

**Step 4:** Click **YES**.

Internet Explorer now allows all of the help system features to work for this help use.

---

**KEY POINTS**

- You must repeat this procedure each time you start a help system.
- You can allow blocked content at any point during the help session.

To allow Internet Explorer to turn on pop-ups for a help system (permanent for this help system):

**Step 1:** Open a help system with Internet Explorer.

**Step 2:** Click **TOOLS** menu.

**Step 3:** Click **POP-UP BLOCKER**.

**Step 4:** Click **POP-UP BLOCKER SETTINGS**.

Internet Explorer displays the **POP-UP BLOCKER SETTINGS** window.

**Step 5:** In the Exceptions area, click **ADD**.

**Step 6:** Click **CLOSE**.

Internet Explorer adds the help system to the list of sites that do not use the pop-up blocker.

---

**KEY POINT**

- You must repeat this procedure once for each CNPweb program help system.
- If you need additional assistance with your pop-up blocker, contact your local help desk.
Getting the Most from the Help System

The help system provides you with three ways to find the information you need.

- **Table of contents.** Provides the list of topics organized into chapters. You can review each of the chapter contents to locate the topic you want to read.

- **Index.** Provides a way to look up which topics include the information you need to know. Select key words and concepts and look them up alphabetically in the index. For each index term, the help system contains one or more topics that provide the information you want.

- **Links.** Provide a quick method to jump from one topic to a related topic. Any underlined text provides a link to a related topic.

### Navigation Tools
You can use any of the following tools to move through the help system topics.

- **Up and down arrows** at the top of each topic let you move forward or backward through the topics. The table of contents does not change as you move through the topics.

- **Scroll bars** on the sides of the topics allow you to read information that did not fit in the help window.

### Display Tools & Tips
You can use any of the following tools to change the way that the help system displays on your computer.

- You can make the help window fill your screen by clicking on the **MAXIMIZE** button (square) in the upper right corner.

- You can make the help window smaller than the whole screen by clicking on the **RESTORE DOWN** button (overlapping squares) in the upper right corner.

### KEY POINT

If your help window is smaller than the screen, scroll bars may appear across the bottom to allow you to view the topic width (left and right scroll bar).

### KEY POINT

These tools and tips cover standard Windows features. If you need assistance with them, consult your organization’s help desk.
Once the help window is smaller than the screen size, you can adjust its height and width by placing the mouse over the side, top, or bottom screen border and dragging it to make the window larger or smaller.

The help topic contents adjust to the width of the help system window. There are a few places in the help that do not shrink to the screen width. For these sections, you must either scroll right or adjust the window size.

You can move a help window that is smaller than the screen around to any location on the screen by clicking on the blue title bar across the top and dragging the window to the desired location.

**Marking Important Topics**

While you are learning the CNPweb, you may find that you refer to some help topics repeatedly. There are two ways that you can mark a topic to make it easier to return to it.

- **Add a browser favorite or bookmark.** While you view the page, use the browser feature (**Add to Favorites** with Internet Explorer) to add this topic to your favorites or bookmarks.

- **Add a desktop shortcut to the page.** While you view the page, use the browser feature (**Create Shortcut** with Internet Explorer) to add a shortcut to your computer desktop for this page.

**Printing Help Topics**

You can print individual help topics and keep important topics in a folder or notebook on your desk. However, the help system is not static. The USOE may update the help system just as they update the CNPweb. From time to time, new topics appear, and existing topics change. By using the online help system, you always have access to the most up-to-date help information. Printed topics may become outdated and will not provide you with new information, so use printed help topics carefully and for a short period.

---

**KEY POINT**

*We do not recommend that you print the entire help system. You should print the individual help topics that you find most useful.*
Key Topics

We believe that you will find the following topics most useful as you begin using the CNPweb.

- **Program Activities topic in A Year in the Life.** Organizes your activities throughout the program year and provides links to detailed instructions for completing them.

- **Sponsor Tasks topic in CACFP Overview.** Organizes your activities by category (packets, claims, etc.) and provides links to detailed instructions for completing them.

- **Sponsor Summary Page topic in Screens.** Describes each Sponsor Summary tab and provides links to detailed screen descriptions.

---

**KEY POINT**

We suggest that you bookmark these pages for easy access.
Appendix A: Sponsor Fact Sheet

Use this page to record important information about your organization and your participation in the CNPweb.

**Sponsor Number:**

<table>
<thead>
<tr>
<th>CNPweb address:</th>
</tr>
</thead>
</table>

**Program Participation**

As an organization, we participate in the following programs:

- [ ] National School Lunch Program
- [x] Child and Adult Care Food Program
- [ ] Food Distribution Program
- [ ] Summer Food Service Program

**CNPweb Users**

As an organization, we have the following users:

<table>
<thead>
<tr>
<th>User 1</th>
<th>User 2</th>
<th>User 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Organization Details**

As an organization, we:

1. Participate in the Simplified Summer Food Program (Lugar Pilot):
   - [ ] Participate
   - [x] Do not participate

2. Submit sponsor-level claims for:
   - [ ] National School Lunch Program
   - [x] Child and Adult Care Food Program
   - [ ] Summer Food Service Program

3. Submit site-level claims for:
   - [x] National School Lunch Program
   - [x] Child and Adult Care Food Program

4. Submit online claims for the following:
   - [x] National School Lunch Program
   - [x] Child and Adult Care Food Program
   - [x] Summer Food Service Program

4. Submit claim file uploads for the following:
   - [ ] National School Lunch Program
   - [ ] Child and Adult Care Food Program

5. Claims approval process:
   - [ ] The state agency reviews our claims.
   - [x] The state agency automatically approves our claims.
## Appendix B: Site Checklist

List the sites/delivery locations and check program participation. Make additional copies of this form if necessary. If any of these sites/delivery locations do not appear in the CNPweb, contact the Utah State Office of Education.

<table>
<thead>
<tr>
<th>Site/Delivery Location</th>
<th>Start date</th>
<th>End Date</th>
<th>NSLP</th>
<th>CSCFP</th>
<th>SFSP</th>
<th>FDP</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Utah State Office of Education ■ August 2008
## Appendix C: Enrollment Checklist

Make a copy of this checklist for a new program year. For each program, check off the enrollment activities as you complete them.

### Program Year:

<table>
<thead>
<tr>
<th>National School Lunch Program</th>
<th>Enrollment Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the SPONSOR SUMMARY tool to prepare the individual packet components and submit the completed packet by the deadline. See the online help for detailed instructions on how to complete each task.</td>
<td></td>
</tr>
<tr>
<td>1 ☐ Submit your sponsor application.</td>
<td>4 ☐ Submit your completed packet.</td>
</tr>
<tr>
<td>2 ☐ Submit a site application for each site. If your site list is not complete and accurate, contact the state agency.</td>
<td>5 ☐ Check for packet components returned by the state agency for correction.</td>
</tr>
<tr>
<td>3 ☐ Submit all required offline forms.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child and Adult Care Food Program</th>
<th>Enrollment Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the SPONSOR SUMMARY tool to prepare the individual packet components and submit the completed packet by the deadline. See the online help for detailed instructions on how to complete each task.</td>
<td></td>
</tr>
<tr>
<td>1 ☐ Submit your sponsor application. Request an advance (FDCH sponsors only).</td>
<td>5 ☐ Submit all required offline forms required by your state agency (if appropriate).</td>
</tr>
<tr>
<td>2 ☐ Submit a sponsor budget (FDCH sponsors only).</td>
<td>6 ☐ Submit your completed packet.</td>
</tr>
<tr>
<td>3 ☐ Submit a site application for each program implemented at each site.</td>
<td>7 ☐ Check for packet components returned by the state agency for correction.</td>
</tr>
<tr>
<td>4 ☐ Submit a provider application for each Family Day Care Home provider (if appropriate).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Food Service Program</th>
<th>Enrollment Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the SPONSOR SUMMARY tool to prepare the individual packet components and submit the completed packet by the deadline. See the online help for detailed instructions on how to complete each task.</td>
<td></td>
</tr>
<tr>
<td>1 ☐ Submit your sponsor application. Request an advance (if appropriate).</td>
<td>4 ☐ Submit your completed packet.</td>
</tr>
<tr>
<td>2 ☐ Submit a site application for each site. If your site list is not complete and accurate, contact the state agency.</td>
<td>5 ☐ Check for packet components returned by the state agency for correction.</td>
</tr>
<tr>
<td>3 ☐ Submit a sponsor budget (non-public organizations only).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food Distribution Program</th>
<th>Enrollment Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the SPONSOR SUMMARY tool to prepare and submit the individual forms by the deadline. See the online help for detailed instructions on how to complete each task.</td>
<td></td>
</tr>
<tr>
<td>1 ☐ Submit your RA application.</td>
<td>3 ☐ Check for packet components returned by the state agency for correction.</td>
</tr>
<tr>
<td>2 ☐ Submit a delivery location application for each delivery location. If your delivery location list is not complete and accurate, contact the state agency.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D: CACFP File Upload Layout

This appendix section describes the file layout for uploading CACFP provider and site claim records into the CNPweb Child Nutrition Management System. Each file consists of a header to identify the claiming sponsor and a detail record for each site reporting meals.

**CACFP Upload File Record Structure**

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Header Record</td>
<td>1 per file</td>
</tr>
<tr>
<td>Batch Detail Provider Record</td>
<td>1 per provider</td>
</tr>
<tr>
<td>Batch Detail Site Record</td>
<td>1 per site</td>
</tr>
</tbody>
</table>

If you have technical questions regarding the file upload process, please contact:

**Technical Support Contact Information**

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: Dynamic Internet Solutions</td>
</tr>
<tr>
<td>7200 West Bell Road, Suite H106</td>
</tr>
<tr>
<td>Glendale, AZ 85308</td>
</tr>
<tr>
<td>Phone Numbers: Office - (623) 825-0795</td>
</tr>
<tr>
<td>Fax - (623) 825-0901</td>
</tr>
<tr>
<td>Email: Steve Brooks at <a href="mailto:sbrooks@dynamicinet.com">sbrooks@dynamicinet.com</a></td>
</tr>
<tr>
<td>Website: <a href="http://www.Dynamicinet.com">www.Dynamicinet.com</a></td>
</tr>
</tbody>
</table>

**Business Rules**

These business rules govern the file layout.

1. File name format will be the program name, followed by your sponsor number, followed with a CSV extension.
   For example if your uploading data for the Child and Adult Care Food Program, and your sponsor number is K096, the file name would be: `CACFPK096.CSV`

2. The file type is ASCII text file.

3. Only submit original claims through the file upload system.

4. Any error that occurs during the file upload aborts the entire process.

5. All fields are variable length comma delimited.

6. A pipe character “|” (terminator character) is included at the end of each record.

7. The Record ID for distinguishing a Provider Claim record is P. The Record ID for distinguishing a Center claim record is C.

8. Each record appears on a separate text line.
# Header Record Layout

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Max Len</th>
<th>Data Type</th>
<th>Format</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record ID</td>
<td>1</td>
<td>Character</td>
<td>Uppercase</td>
<td>H</td>
</tr>
<tr>
<td>2</td>
<td>Program ID</td>
<td>5</td>
<td>Character</td>
<td>Uppercase</td>
<td>CACFP</td>
</tr>
<tr>
<td>3</td>
<td>Sponsor Number</td>
<td>15</td>
<td>Character</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Claim Period</td>
<td>6</td>
<td>Character</td>
<td>YYYYMM</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>Total Expenses</td>
<td>10,2</td>
<td>Numeric</td>
<td>99999999.99</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Administrative Income</td>
<td>10,2</td>
<td>Numeric</td>
<td>99999999.99</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Record Terminator</td>
<td>1</td>
<td>Character</td>
<td>N/A</td>
<td>I</td>
</tr>
</tbody>
</table>

# Batch Detail Provider Record (1 per Provider)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Max Len</th>
<th>Data Type</th>
<th>Format</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Record ID</td>
<td>1</td>
<td>Character</td>
<td>Uppercase</td>
<td>P</td>
</tr>
<tr>
<td>2</td>
<td>Program ID</td>
<td>4</td>
<td>Character</td>
<td>Uppercase</td>
<td>CACFP</td>
</tr>
<tr>
<td>3</td>
<td>Provider ID</td>
<td>10</td>
<td>Numeric</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Number of Operating Days</td>
<td>6</td>
<td>2</td>
<td>99</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Tier I Attendance</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Tier II High Attendance</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Total II Low Attendance</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Total Attendance</td>
<td>8</td>
<td>Numeric</td>
<td>999999999</td>
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<tr>
<td>9</td>
<td>Tier I Breakfast</td>
<td>6</td>
<td>Numeric</td>
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</tr>
<tr>
<td>10</td>
<td>Tier I AM Snack</td>
<td>6</td>
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</tr>
<tr>
<td>11</td>
<td>Tier I Lunch</td>
<td>6</td>
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<tr>
<td>12</td>
<td>Tier I PM Snack</td>
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<td>13</td>
<td>Tier I Supper</td>
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<tr>
<td>14</td>
<td>Tier I Evening Snack</td>
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<td>Numeric</td>
<td>999999</td>
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</tr>
<tr>
<td>15</td>
<td>Tier II High Breakfast</td>
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<td>Numeric</td>
<td>999999</td>
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<tr>
<td>16</td>
<td>Tier II High AM Snack</td>
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<tr>
<td>17</td>
<td>Tier II High Lunch</td>
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<td>Numeric</td>
<td>999999</td>
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<tr>
<td>18</td>
<td>Tier II High PM Snack</td>
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<td>Numeric</td>
<td>999999</td>
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<tr>
<td>19</td>
<td>Tier II High Supper</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
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</table>
### Batch Detail Provider Record Layout

<table>
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<tr>
<th>Field</th>
<th>Description</th>
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<th>Data Type</th>
<th>Format</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Tier II High Evening Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>21</td>
<td>Tier II Low Breakfast</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<tr>
<td>22</td>
<td>Tier II Low AM Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<tr>
<td>23</td>
<td>Tier II Low Lunch</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>24</td>
<td>Tier II Low PM Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<tr>
<td>25</td>
<td>Tier II Low Supper</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>26</td>
<td>Tier II Low Evening Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>27</td>
<td>Total Breakfast</td>
<td>8</td>
<td>Numeric</td>
<td>9999999</td>
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</tr>
<tr>
<td>28</td>
<td>Total AM Snack</td>
<td>8</td>
<td>Numeric</td>
<td>9999999</td>
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<tr>
<td>29</td>
<td>Total Lunch</td>
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<td>Numeric</td>
<td>9999999</td>
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<tr>
<td>30</td>
<td>Total PM Snack</td>
<td>8</td>
<td>Numeric</td>
<td>9999999</td>
<td>0</td>
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<tr>
<td>31</td>
<td>Total Supper</td>
<td>8</td>
<td>Numeric</td>
<td>9999999</td>
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<tr>
<td>32</td>
<td>Total Evening Snack</td>
<td>8</td>
<td>Numeric</td>
<td>9999999</td>
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</tr>
<tr>
<td>33</td>
<td>Record Terminator</td>
<td>1</td>
<td>Character</td>
<td>N/A</td>
<td></td>
</tr>
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</table>

### Batch Detail Center Record (1 per Center per program)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Max Len</th>
<th>Data Type</th>
<th>Format</th>
<th>Default Value</th>
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<tbody>
<tr>
<td>1</td>
<td>Record ID</td>
<td>1</td>
<td>Character</td>
<td>Uppercase</td>
<td>C</td>
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<tr>
<td>2</td>
<td>Site Number</td>
<td>15</td>
<td>Character</td>
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<td>N/A</td>
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<tr>
<td>3*</td>
<td>Program Type (See Table Below)</td>
<td>10</td>
<td>Character</td>
<td>Uppercase</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>Free Enrollment</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
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</tr>
<tr>
<td>5</td>
<td>Reduced Enrollment</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Above Scale Enrollment</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<td>7</td>
<td>Total Enrollment</td>
<td>7</td>
<td>Numeric</td>
<td>999999</td>
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<td>Number of Operating Days</td>
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<td>Numeric</td>
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<td>9</td>
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<td>10</td>
<td>Total Breakfast</td>
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<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<tr>
<td>11</td>
<td>Total AM Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
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<td>Total Supper</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
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</table>
## Batch Detail Center Record Layout

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Max Len</th>
<th>Data Type</th>
<th>Format</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Total Evening Snack</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>16</td>
<td>Total Title XX Beneficiaries</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>17</td>
<td>Free/Reduced-Price Eligibles</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>Current Total Enrollment or Site Cap</td>
<td>6</td>
<td>Numeric</td>
<td>999999</td>
<td>0</td>
</tr>
<tr>
<td>19</td>
<td>Record Terminator</td>
<td>1</td>
<td>Character</td>
<td>N/A</td>
<td>|</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>breadcrumb trail</td>
<td>A navigation tool on each CNPweb page. The breadcrumb trail shows your current location within the menu options at all times. You can use it to return quickly to a previous page by clicking on the abbreviated page title in the breadcrumb trail.</td>
</tr>
<tr>
<td>CNPweb</td>
<td>The name of the child nutrition management system from Dynamic Internet Solutions designed to support sponsor organizations as they participate in the child nutrition programs managed by the state agency.</td>
</tr>
<tr>
<td>file upload layout</td>
<td>A description of the data file used to submit site-level. Your organization may choose to upload claims by creating a data file that contains the claims information for a reporting month.</td>
</tr>
<tr>
<td>help system</td>
<td>The online help system provides detailed information about each CNPweb program and provides detailed instructions on how to complete each task your organization must perform throughout the program year.</td>
</tr>
<tr>
<td>input errors (data input errors)</td>
<td>Mistakes made on an online form that contain incorrect information or omit required pieces of information. The CNPweb checks each online form for input errors before submitting the form. Error messages point out the error location and help you to fix each error.</td>
</tr>
<tr>
<td>offline form</td>
<td>A form you must download from the CNPweb to complete and submit to the state agency by mail or fax. When the state agency requires offline forms, the Sponsor Summary tool provides a list of offline forms and allows you to download them easily.</td>
</tr>
<tr>
<td>online form</td>
<td>A page in the CNPweb that allows you to type the information used to create required program paperwork and submit it electronically to the state agency. The Sponsor Summary tool provides a list of the online forms for your organization that make up your application packet and claims.</td>
</tr>
<tr>
<td>packet (application packet)</td>
<td>A group of online and offline forms that your state agency requires for program enrollment. The specific forms for your organization appear in your Sponsor Summary. Your packet contents depend on the program requirements, your organization’s characteristics, and the state agency’s requirements for each program.</td>
</tr>
<tr>
<td>password</td>
<td>A security code used with a user ID to make sure that only authorized CNPweb users can access the program and its features.</td>
</tr>
<tr>
<td>puzzle piece</td>
<td>On the CNPweb program selection page, each child nutrition program appears as a puzzle piece. You click the puzzle piece to enter that program area in the CNPweb.</td>
</tr>
<tr>
<td>Sponsor Summary</td>
<td>The main feature of the CNPweb that organizes your work throughout the program year. The Sponsor Summary identifies the online and offline forms required for your application packet, and allows you to submit monthly claims.</td>
</tr>
<tr>
<td>status</td>
<td>A tool used to track the location of a packet, revised online form, or a claim in the submission, review, and approval process. Based on the status of an item, you can identify what action is required or possible.</td>
</tr>
<tr>
<td>user ID</td>
<td>The unique code that allows members of your organization to log on to the CNPweb. The user ID restricts access to CNPweb features and program data.</td>
</tr>
</tbody>
</table>
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Utah State Office of Education
Child Nutrition Programs
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3. This document was easy to use. 
   Yes  No
   
   If No, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

4. Please provide us with any other feedback about this document.

Thank you for taking the time to answer these questions.

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