School Nutrition Program
Getting Started Guide for Sponsors

Featuring the Child Nutrition Management System

June 2008

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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 School Nutrition 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.

CNPweb Benefits

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.
- The 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 52.*

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** illustrate processes used to submit and approve your applications and claims.
- **Step-by-step instructions** take you through each procedure.
- **Key points** ensure that you don’t 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, along with the page number for each topic.</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>
2 CNPweb Basics

Sponsor Summary

The School Nutrition 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 child nutrition program area on the CNPweb.

To access the CNPweb Sponsor Summary page for the School Nutrition 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 School Nutrition Program puzzle piece. The CNPweb display a program notice, if your state agency posted one.

Step 7: Click CONTINUE (if your state agency posted a program notice).

The CNPweb displays the PROGRAM YEAR SELECTION page for the School Nutrition Program.

Screen 3: The CNPweb Program Year Selection page for the School Nutrition Program.

Step 8: Click the number for the current program year.

The CNPweb displays the SPONSOR SUMMARY page for the School Nutrition Program in the selected program year.

Screen 4: The Sponsor Summary page within the SNP program.
The SPONSOR SUMMARY page provides access to the information about your organization and your participation in the School Nutrition 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 School Nutrition Program SPONSOR SUMMARY includes the following tabs:

- **Packet tab** provides access to your application packet and off-line forms.
- **Applications tab** provides access to your individual online application forms.
- **Claims tab** provides access to your monthly claims and October Survey.
- **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 42.

Each page of the CNPweb provides basic information and access to common commands.

**Screen 5:** An example of the Sponsor Summary page pointing out common page elements.
School Nutrition Program  ■  Getting Started Guide for Sponsors

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, School Nutrition 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 purple menu band allow you to quickly use these common features.</td>
</tr>
<tr>
<td></td>
<td>Use <strong>HELP</strong> to open the help system for this program.</td>
</tr>
<tr>
<td></td>
<td>Use <strong>PROGRAMS</strong> to begin working in a different child nutrition program.</td>
</tr>
<tr>
<td></td>
<td>Use <strong>LOGOFF</strong> to end a CNPweb work session.</td>
</tr>
<tr>
<td>Menu Options</td>
<td>The menu options in the purple menu band vary between the child nutrition programs. Each command allows you to access a different type of program information.</td>
</tr>
<tr>
<td></td>
<td>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>(bread crumb trail)</td>
<td>You can use the bread crumb trail to quickly return to a previous page by clicking on the abbreviated page title.</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.</td>
</tr>
<tr>
<td></td>
<td>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 purple menu at the right of the screen.

To exit the CNPweb:

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

The CNPweb displays the Child Nutrition Programs logon page.
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 42.

### Program Years

The CNPweb organizes information about your School Nutrition 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.

Each sponsor that participates in the School Nutrition 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).
- Submit your October Survey.

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 may also revise claims from the previous 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 School Nutrition 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 School Nutrition Program.

Before the start of the program year, your organization must submit the required School Nutrition Program application forms. The specific group of forms your organization must submit depends on:

- The School Nutrition Program enrollment requirements.
- Your organization’s structure and characteristics.

Your organization submits an application packet before the start of every School Nutrition 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.

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**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.

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The CNPweb provides a School Nutrition 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.
- **Off-line 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 off-line forms by mail, fax, or other delivery methods specified by your state agency.

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

A sponsor that participates in the School Nutrition Program submits the following online application forms.

- **Sponsor Application** – Describes your organization and its participation in the School Nutrition Program.
- **Site Applications** – Describes each sponsored site and its participation in the School Nutrition Program. Your organization submits one site application for each participating sponsored site.

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 application forms rolls over, but 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.

The Utah State Office of Education adds off-line forms to the School Nutrition Program packet, and your 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.
or required based on the programs implemented at your organization.

**KEY POINT**

The list of off-line 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 off-line forms for the School Nutrition Program, the USOE makes the forms available on the CNPweb so you can easily download them.

Off-line forms can use many document types. The CNPweb identifies the computer program you need to edit and print the off-line 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.png" 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.png" 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.png" alt="Icon" /></td>
<td>Adobe Acrobat® documents require you to use the free Acrobat Reader to print these forms. You may refer to these as PDF documents.</td>
</tr>
<tr>
<td><img src="image4.png" 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 off-line forms and submit them to the Utah State Office of Education using the form instructions. You report the date that you submit each off-line 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 School Nutrition Program application forms and packets.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>The CNPweb assigns the <em>INCOMPLETE</em> 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 assigns the <em>ERRORS</em> 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 assigns the <em>PENDING SUBMISSION</em> 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 assigns the <em>PENDING APPROVAL</em> status when your packet is waiting for USOE review and approval.</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>The CNPweb assigns the <em>NEEDS CORRECTION</em> 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>
<tr>
<td>Approved</td>
<td>The CNPweb assigns the <em>APPROVED</em> 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.</td>
</tr>
</tbody>
</table>

**Application Form Status Determines Your Actions**

The actions you can take on a School Nutrition Program packet or application depends on its status.

<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>Needs Correction</td>
<td>■</td>
<td>■</td>
<td>■</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>■</td>
<td>■</td>
<td></td>
<td>■</td>
</tr>
</tbody>
</table>
What Does the Application Status Tell Me?

While your organization creates its School Nutrition Program application packet, you can use the individual application 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 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 or report, and the CNPweb updates the status.</td>
</tr>
<tr>
<td>Pending Submission</td>
<td>The form appears in the application packet ready to submit to the USOE. When all forms have the Pending Submission status, submit the packet to the state agency for review and approval.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>No action required.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot change application forms in this status.</td>
</tr>
<tr>
<td>Needs Correction</td>
<td>Edit the form and review the state agency 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.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot edit an approved application. If you need to submit changes, you must revise the application.</td>
</tr>
</tbody>
</table>

Packet and Application Example Screens

The Sponsor Summary tool identifies the School Nutrition Program application packet components for your organization including all online forms appropriate for your organization and any off-line forms required by the Utah State Office of Education.

The following example screens show changes to the Sponsor Summary – Packet page and the Sponsor Summary – Application page throughout the packet creation and submission process.
Screen 6: An example of the Sponsor Summary – Packet page showing an incomplete packet before starting any work.

Screen 7: An example of the Sponsor Summary – Packet page after creating the sponsor and site applications.
Screen 8: An example of the Sponsor Summary – Packet page after the state agency approves the application packet.

Screen 9: An example of the Sponsor Summary – Applications page after creating the sponsor application.
Screen 10:  An example of the Sponsor Summary – Applications page after packet approval. The sponsor revised a site application, and the page shows the revision history.

Packet Submission & Approval Process

The CNPweb assigns statuses to identify the location of your School Nutrition 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 your organization creates application forms and submits an application packet, and shows 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 your organization for correction.
- The third diagram shows how your organization 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 off-line 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.

---

**State Agency Packet Review Process**

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**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 USOE 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.
The sponsor corrects each application form returned by the USOE for correction and resubmits the form to its packet.

**Step 6:** The CNP*web* determines if the form contains input errors.

If the form contains input errors, the CNP*web* 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 CNP*web* 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 School Nutrition 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 CNP*web* 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.

---

**KEY POINT**

*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 CNP*web* 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 – Packet 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 to view the application form revision history.

Application Form Revision & Approval Process

Sponsors in the School Nutrition 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. 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 your organization 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 your organization for correction.
- The third diagram shows how your organization corrects a revised application form returned by the USOE and resubmits it.
Diagram 4: Create and submit a revised application.

**Step 1:** Your organization 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. Your organization must correct all errors and resubmit the revised form.

If the revised application form contains no input errors and your organization did not check the submit checkbox, the CNPweb assigns the **PENDING SUBMISSION** status. You must edit the revised form, check the submit checkbox, and resubmit the revised form.
If the revised application form contains no input errors and you checked the submit checkbox, the CNPweb assigns the **PENDING APPROVAL** status.

### State Review & Approval

#### 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 your organization. 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: Your organization 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. Your organization must correct all errors and resubmit the revised form.
If the revised application form contains no input errors and your organization did not check the submit checkbox, the CNPweb assigns the **Pending Submission** status. You must edit the revised form, check the submit checkbox, and resubmit the revised form.

If the revised application form contains no input errors and you did not check 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 it is approved by the Utah State Office of Education.

**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 successfully 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>Your organization did not check the submit checkbox. You must edit the application, check the submit checkbox, and resubmit the application.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>No action required.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot change application 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.</td>
</tr>
<tr>
<td></td>
<td>Your organization cannot edit an approved application. If you need to submit changes, you must revise the application.</td>
</tr>
</tbody>
</table>
KEY POINT

For more information about application form statuses, see “Packet & Form Statuses” on page 13.
4 Reimbursement Claims

Introduction

The CNPweb provides the tools that allow sponsor organizations that participate in the School Nutrition 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 School Nutrition 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 School Nutrition Program, including the months your organization can submit a reimbursement claim.

Submitting Claims

The general claims process occurs each claim month of the program year:

- **Submit claims.** Your organization submits site-level claims to the state agency. You must submit the claims within the USDA guidelines.

- **Claim approval.** The state agency may automatically approve your claims without a review, or they may review your claim before they approve it.

- **Claim payment.** Your state agency pays approved claims each month according to its policies and procedures.

The CNPweb uses the information provided on your sponsor and site applications to determine your participation in the School Nutrition Program and the operating months when your organization can submit a reimbursement claim.

The Utah State Office of Education requires sponsor organizations to submit claims at the site level. This means that your organization must submit a separate claim for each sponsored site that participates in the School Nutrition Program in a calendar month during the program year. The CNPweb rolls up all site claims to create a sponsor summary claim for the program month.

With site-level claims, your organization chooses between two methods for submitting the original claim in each operating month.

---

Claims Reporting Level and Reporting Options

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Your organization chooses the submission process best suited to your operations.

- **Use an online site claim form.** You collect the meal service numbers for each site and enter the information about each site using online forms. The CNPweb calculates a sponsor summary claim from your individual site claims.
- **Upload a claim file.** Your organization creates a data file from your point of sale or other software that contains the detailed meal service information for each site. Your organization prepares the claim upload file using a file layout technical specification provided by the state agency. You upload the file and the CNPweb puts the data into the appropriate individual site claim forms. The CNPweb calculates a sponsor summary claim from your individual site claims.

---

**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: SNP File Upload Layout on page 55.

---

The state agency has two processes for approving reimbursement claims.

- **State agency approval.** For some 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 School Nutrition 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 all new (original) monthly claims on or after the first day of the following month, not to exceed 60 days from the last day of the claim month.
- Each claim reports the meal activity for one calendar 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.

Processing One-Time Exceptions

The USDA allows each sponsor to have one late claim submission every 36 months. The CNPweb enforces this rule and provides you with supporting information.

- The CNPweb posts a notice on SPONSOR SUMMARY – CLAIMS page on unsubmitted claim months past the 60-day limitation. This notice informs you that you can submit the original claim for this month by using your one-time exception.

KEY POINT

This notice appears on more than one claim month as appropriate.

- When you create a claim using the one-time exception, the CNPweb changes the notice on any other late claims months. The new notice states that you have used your one-time exception and cannot submit a claim for any remaining
months with unsubmitted claims until the next 36-month period. The CNPweb tracks the end of the 36-month waiting period.

- If your organization or the state agency deletes this claim before it is paid, or your state agency does not allow your organization to use the one-time exception, the CNPweb recognizes that you have not used your one-time exception, and allows you to submit a one-time exception immediately. The CNPweb updates the note on any remaining months with unsubmitted claims to let you know that you can use your one-time exception.

Claims Statuses

The CNPweb assigns statuses to identify the location of your claims in the creation and approval process. The claim status appears on the SPONSOR SUMMARY - CLAIMS page.

- Each site claim receives its own status.
- The CNPweb creates a sponsor summary claim that contains the total of all site claims. The sponsor claim receives its own status.
- 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 School Nutrition Program claims.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors</td>
<td>The CNPweb assigns the ERRORS 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>
</tbody>
</table>
Status | Description
---|---
Complete | The CNPweb assigns the COMPLETE status to a site claim without data input errors. Each site claim must have the COMPLETE status before you submit the entire month claim to the Utah State Office of Education for approval and payment. The CNPweb only uses the COMPLETE status to site claims.

Pending Submission | The CNPweb assigns the PENDING SUBMISSION status when a reimbursement claim is ready to submit to the Utah State Office of Education for approval and payment.

Pending Approval | The CNPweb assigns the PENDING APPROVAL status after the Utah State Office of Education receives your claim for approval and payment. If your state agency automatically approves claims from your organization, your claims never have the PENDING APPROVAL status.

Approved | The CNPweb assigns the APPROVED status to your claim (original or revision) after the Utah State Office of Education or the CNPweb approves it for payment. If your state agency automatically approves claims from your organization, your claims receive the APPROVED status immediately after you submit them. Every approved claim becomes part of the claim revision history and remains available in the CNPweb.

Paid | The CNPweb assigns the PAID status to your claim after the Utah State Office of Education posts the claim payment.

---

**Claim Status Determines Your Actions**

The actions you can take on a School Nutrition Program claim depends on the status of the sponsor claim.

<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 School Nutrition Program claim, you can use the claim status information to determine what actions you must take to successfully 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. 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. To submit a claim with the <strong>Pending Submission</strong> status, you must check the payment checkbox above the <strong>Submit</strong> button and submit the claim. When you submit your claim, the CNPweb assigns the <strong>Pending Approval</strong> or <strong>Approved</strong> status based on the sponsor claims approval option the state agency set for your organization.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>No action required. Your organization cannot change claims in this status. If your state agency automatically approves claims from your organization, the CNPweb never assigns the <strong>Pending Approval</strong> status to your claims.</td>
</tr>
<tr>
<td>Approved</td>
<td>No action required. Your organization cannot take any action on a claim with the <strong>Approved</strong> status.</td>
</tr>
<tr>
<td>Paid</td>
<td>No action required. 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 Example Screens**

The **Sponsor Summary** tool identifies the School Nutrition Program monthly claims for your organization, including online claims forms and claim file upload.

The following example screens show changes to the **Sponsor Summary – Claims** page throughout the claim creation and submission process.
Screen 11: An example of the Sponsor Summary – Claims page before the state agency approves the application packet.

Screen 12: An example of the Sponsor Summary – Claims page showing one month’s claim eligible for submission.

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 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.

Claims Submission Process

Create & Submit 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 have been created.

**Step 2:** The sponsor creates a site claim. The CNPweb determines if the site claims 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 School Nutrition 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 impacts 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 to view 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 School Nutrition Program:

Step 1: Log into the CNPweb and select the School Nutrition Program puzzle piece.

Step 2: Display your SPONSOR SUMMARY page.

Step 3: Click HELP in the upper right screen corner.

Each program help system is organized into chapters:

- **INTRODUCTION** provides a general overview of the CNPweb.
- **SCHOOL NUTRITION 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 School Nutrition 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 School Nutrition Program, you would:

**Step 1:** Log in to the CNPweb and open the School Nutrition Program by clicking on the program puzzle piece.

**KEY POINT**

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

**Step 2:** Click Help in the command area of the screen. The CNPweb opens the School Nutrition Program help system in a separate window.

---

**An Example**

Screen 13: The first page of the SNP 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.

**KEY POINT**
For more information, see “Pop-Up Blockers & Online Help Features” on page 47.
Step 7: Skim the PROGRAM ACTIVITIES topic to find the ACTIVITY 2: REVISE APPLICATIONS link.

Step 8: Click ACTIVITY 2: REVISE APPLICATIONS.

The help system displays the selected topic.

Screen 15: The SNP help showing the Activity 2: Revise Applications 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.
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 17: 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 18: 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 20: 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.

![Security Warning dialog](image)

**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.*

---

**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 lookup topics that include the information you need to know. Select key words and concepts and look them up alphabetically in the index. For each index term, one or more topics may contain 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.

**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).*

**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**

*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, with a few exceptions. On these exceptions, 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. The help system is updated just as the CNPweb is updated. From time to time, we add new topics, and existing topics may 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 SNP 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.

<table>
<thead>
<tr>
<th>Sponsor Number:</th>
</tr>
</thead>
</table>

CNPweb address: 

Program Participation

As an organization, we participate in the following programs:

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

CNPweb Users

As an organization, we have the following users:

<table>
<thead>
<tr>
<th>Organization Details</th>
</tr>
</thead>
</table>

Organization Details

As an organization, we:

1. Participate in the Lugar Pilot program:
   - [ ] Participate
   - [ ] Do not participate

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

3. Submit site/center-level claims for:
   - National School Lunch Program
   - Child and Adult Care Food Program

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

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

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

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

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

National School Lunch Program

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<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 participating 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 off-line forms.</td>
<td></td>
</tr>
</tbody>
</table>

Child and Adult Care Food Program

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit your sponsor application.</td>
<td>4. Submit all required off-line forms required by your state agency (if appropriate).</td>
</tr>
<tr>
<td>2. Submit a center application for each program implemented at each center. If your center list is not complete and accurate, contact the state agency.</td>
<td>5. Submit your completed packet.</td>
</tr>
<tr>
<td>3. Submit a provider application for each day care home provider (if appropriate).</td>
<td>6. Check for packet components returned by the state agency for correction.</td>
</tr>
</tbody>
</table>

Summer Food Service Program

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<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>

Food Distribution Program

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<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: SNP File Upload Layout

This appendix section describes the file layout for uploading SNP 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.

<table>
<thead>
<tr>
<th>SNP Upload File Record Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Header Record</td>
</tr>
<tr>
<td>Batch Detail Site Record</td>
</tr>
</tbody>
</table>

1 per file
1 per site

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

<table>
<thead>
<tr>
<th>Technical Support Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: Dynamic Internet Solutions</td>
</tr>
<tr>
<td>7030 W. Morning Dove Drive</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: Joe Mays - <a href="mailto:jmays@dynamicinet.com">jmays@dynamicinet.com</a></td>
</tr>
<tr>
<td>Steve Brooks - <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 is the program name followed by your sponsor number followed with a CSV extension.
   
   For example, if you are uploading data for the National School lunch Program (NSLP), and your sponsor number is K096, the file name would be: NSLPK096.CSV

2. The file type is ASCII text file.
3. Only original claims are processed 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. Each record appears on a separate text line.

   For Provision 2 Claims:

8. Provision 2 sites will fill in zeros for meal counts covered by their provision 2 certifications as recorded on the site applications for other than the base year.
9. For Provision 2 Breakfast: Free, Reduced and Paid Breakfast will be zeros.
10. For Provision 2 Lunch Free, Reduced and Paid Lunch will be zeros.
11. If all meals claimed are Provision 2 (no non-Provision 2 meals are claimed): Free, Reduced, and Paid Eligible Children Meals will be zeros.

12. If there are non-Provision 2 meals claimed: Free, Reduced, and Paid Eligible Children Meals will be filled in with the actual eligibility numbers.

**Header Record Layout**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Max Length</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>NSLP</td>
</tr>
<tr>
<td>3</td>
<td>Sponsor Number</td>
<td>15</td>
<td>Character</td>
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<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>
</tbody>
</table>
| 5     | Terminator           | 1          | Character | N/A      | |}

**Detail Site Record Layout**

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<th>Default Value</th>
</tr>
</thead>
<tbody>
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<td>Record ID</td>
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<td>Character</td>
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<td>S</td>
</tr>
<tr>
<td>2</td>
<td>Program ID</td>
<td>4</td>
<td>Character</td>
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</tr>
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<tr>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
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<tr>
<td>8</td>
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## Batch Detail Site Record Layout

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<tr>
<td>42</td>
<td>Paid Eligible Children Special Milk</td>
<td>6</td>
<td>Numeric</td>
<td>99999999</td>
<td>0</td>
</tr>
<tr>
<td>43</td>
<td>Free Eligible Children Special Milk</td>
<td>6</td>
<td>Numeric</td>
<td>99999999</td>
<td>0</td>
</tr>
<tr>
<td>44</td>
<td>Total Eligible Children Special Milk</td>
<td>8</td>
<td>Numeric</td>
<td>999999999</td>
<td>0</td>
</tr>
<tr>
<td>45</td>
<td>Average Cost Per Half Pint</td>
<td>6,2</td>
<td>Decimal</td>
<td>99.9999</td>
<td>0</td>
</tr>
<tr>
<td>46</td>
<td>Terminator</td>
<td>1</td>
<td>Character</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
## Glossary

<table>
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<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>bread crumb trail</td>
<td>A navigation tool that appears on each CNPweb page. The breadcrumb trail shows your current location within the menu options at all times. You can use it to quickly return to a previous page by clicking on the abbreviated page title in the breadcrumb trail.</td>
</tr>
<tr>
<td>CNPweb</td>
<td>The child nutrition management system from Dynamic Internet Solutions designed to assist the sponsor organizations to 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 claims for NSLP and center-level claims for the CACFP. 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>off-line 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 off-line forms, the Sponsor Summary tool provides a list of off-line forms and allows you to easily download them.</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, claims, and October Survey.</td>
</tr>
<tr>
<td>packet (application packet)</td>
<td>A group of online and off-line 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 off-line forms required for your application packet, and allows you to submit monthly claims, and your October Survey.</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>
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### Utah State Office of Education

#### Child Nutrition Programs

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