

User IDs and Passwords for the Summer Food Service Program (SFSP)

Online Application and Claiming System

This document outlines the procedures for the U.S. Department of Agriculture (USDA) SFSP regarding access rights to the Connecticut State Department of Education's (CSDE) online application and claiming system for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>. The CNP System provides administrators, state users, and sponsors access to applications, claims and related nutrition program functions. Please review the *User Manual for the SFSP* for detailed guidance on the using Connecticut's CNP System. For more information, see the CSDE's [CNP Online System](#) webpage.

- The CNP System includes security measures to support adequate internal controls through segregation of duties (also known as separation of duties). This concept involves having more than one person involved in the completion of a task. When adequate internal controls or segregation of duties are in place, one person is prevented from having control over all aspects of a particular transaction, thereby minimizing the opportunity for errors and unintended reporting.
- The CNP System segregates duties by separating the claim preparation and claim submission processes. This means that:
 - the person who enters reimbursement claim data into the system (“claims preparer”) is unable to submit that data to the state agency (CSDE) for payment; and
 - the two individuals who are authorized to submit claims for reimbursement (“authorized signers”) are unable to enter or modify claim data in the system. Authorized signers are those individuals identified on the ED-099 Agreement for Child Nutrition Programs between the state agency (CSDE) and the institution.
- Each claims preparer and both authorized signers are provided with a unique user ID and password that specifies that person's access rights to the system as a claim preparer or claim submitter.
 - All user IDs and passwords are case-sensitive and must be entered exactly to gain access to the CNP system.
 - Users will be allowed five unsuccessful attempts to access the system before being temporarily suspended (locked out). After five unsuccessful attempts due to an incorrect user ID and/or password, the temporary lockout period is 15 minutes. Please allow 15 minutes to elapse before attempting to regain access to the CNP system.
- If the claims preparer or either of the two authorized representatives changes, the sponsor must contact the CSDE's CNP office for new password and user ID information.

User IDs and Passwords for the SFSP

- Assigned passwords are automatically programmed to expire every 180 calendar days. Each user will be periodically prompted by the CNP system to create a new password to submit future claims for reimbursement. Users must follow the system's instructions when generating new passwords. The password must be at least eight (8) characters in length.
- Under no circumstances should unique user IDs and passwords be shared with anyone other than the individuals for whom they have been assigned. All users are personally responsible for safeguarding the security of their access codes and will be held accountable for any unauthorized use.



For more information on the SFSP, visit the CSDE's [SFSP](#) website or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at <http://portal.ct.gov/-/media/SDE/Nutrition/CNPsystem/AccessSFSP.pdf>.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.