



CONNECTICUT STATE DEPARTMENT OF EDUCATION

***The Administrative Review
and the Child Nutrition
Program Online System
(CNP System)***

Fall 2016

Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Links

- [State Department of Education](#)



*Welcome to the
Connecticut State Department of Education (CSDE)
Child Nutrition Programs (CNP) System!
The Online Claiming System is
UNLOCKED.*

For assistance with the CNP System, contact the **CNP System Help Desk** at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 AM to 4:00 PM.

NOTE: The 60 day deadline for July 2015 claims is September 29, 2015 (postmarked).

The Child Nutrition Programs Online Claiming System website can be found at <https://ct.cnpus.com/prod/Splash.aspx>

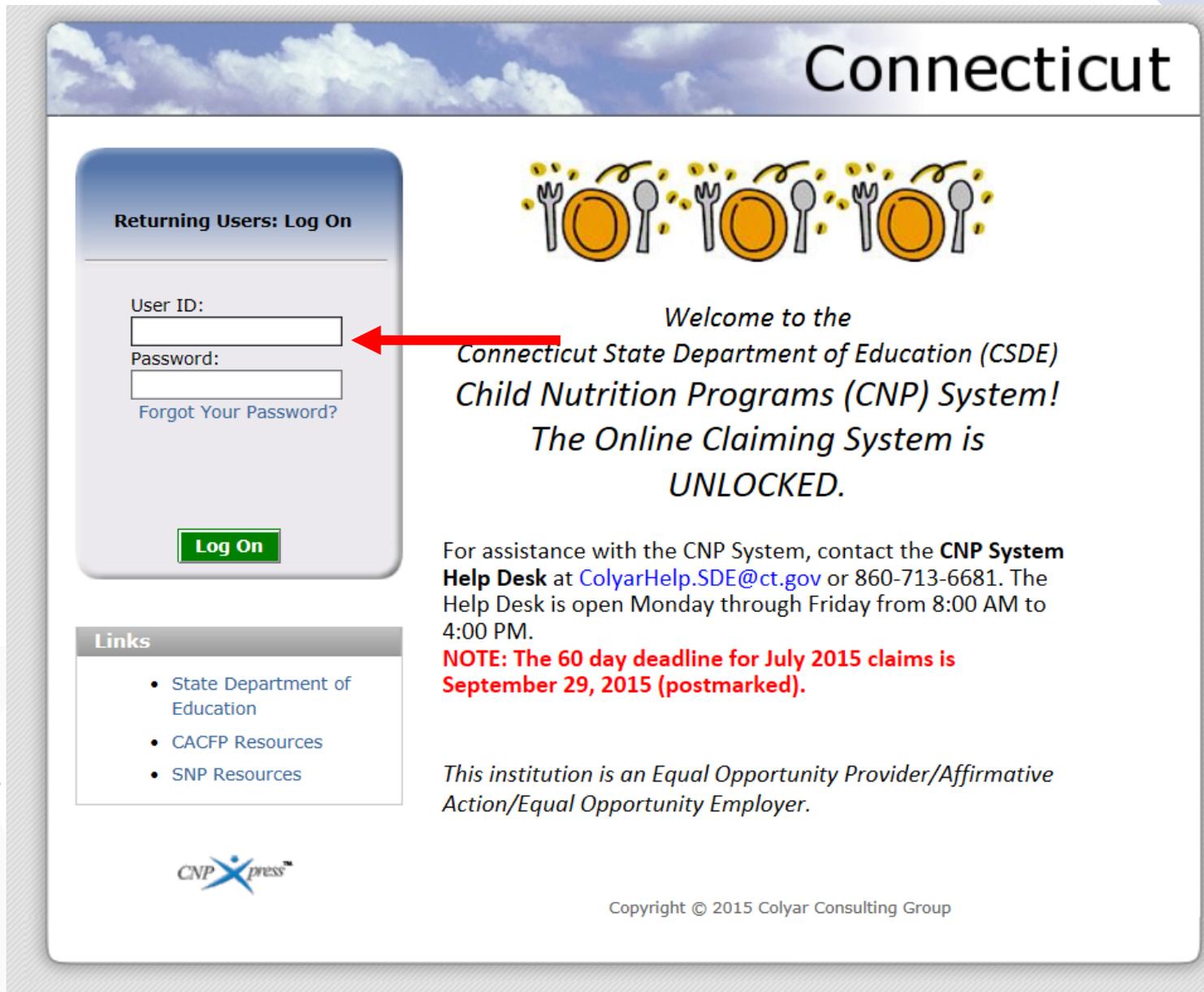


Copyright © 2015 Colyar Consulting Group



Accessing the Web Site

- Enter your assigned User ID and Password
- User IDs and Passwords were assigned to designated staff in July (claims preparer and 2 authorized signers)
- If you would like an additional user to have access to the Administrative Review Module, please contact your lead reviewer



Connecticut

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Log On

Links

- [State Department of Education](#)
- [CACFP Resources](#)
- [SNP Resources](#)

**Welcome to the
Connecticut State Department of Education (CSDE)
Child Nutrition Programs (CNP) System!
The Online Claiming System is
UNLOCKED.**

For assistance with the CNP System, contact the **CNP System Help Desk** at ColyarHelp.SDE@ct.gov or 860-713-6681. The Help Desk is open Monday through Friday from 8:00 AM to 4:00 PM.

NOTE: The 60 day deadline for July 2015 claims is September 29, 2015 (postmarked).

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

CNP Xpress

Copyright © 2015 Colyar Consulting Group



To Access the Compliance (AR) Module

- Once you have logged into the system, you will see the welcome page
- Click on **Compliance**



School Nutrition Programs Connecticut

Applications | Claims | **Compliance** | Reports | Security | Search | Year | Help | Log Out

*Welcome to the **NEW** Connecticut Child Nutrition Programs (CNP) System!*

Before entering your online application, please review the **User Manual** and **Application Packet Process Training Video**, available on the CSDE's [CNP Online System](#) Web page.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.



To Access the Review Forms

- Clicking on **Compliance** brings you into **Review Tracking**

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > School Year: 2015 - 2016

SNP Reviews

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615
Type of Agency: Educational Institution
Type of SNP Organization: Public

Expand

| Actions | Review ID | Review Year | Review Type | Lead Reviewer | Scheduled Date | Closed Date | Nbr of Sites | Status |
|-------------------------|-----------|-------------|----------------|---------------|----------------|-------------|--------------|--------|
| Details | 1000 | 2015 - 2016 | Administrative | Alston, Susan | 7/31/2015 | | 3 | Open |

Add New Review

[< Back](#)



To Access the Review Forms

- Review Tracking displays information about the review

Connecticut

Applications
Claims
Compliance
Reports
Security
Search
Year
Help
Log Out

Review Tracking > School Year: 2015 - 2016

SNP Reviews

13800 Status: Active
Stratford School Lunch
 DBA:
 Stratford Board of Education
 1000 East Broadway
 Stratford, CT 06615
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Note: Scheduled date is the date that the Lead Reviewer entered review information into the system. **It is not the date of the on-site review.**

| Actions | Review ID | Review Year | Review Type | Lead Reviewer | Scheduled Date | Closed Date | Nbr of Sites | Status |
|---------|-----------|-------------|----------------|---------------|----------------|-------------|--------------|--------|
| Details | 1000 | 2015 - 2016 | Administrative | Alston, Susan | 7/31/2015 | | 3 | Open |

[Add New Review](#)

< Back



To Access the Review Forms

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search

Year | Help | Log Out

Review Tracking >

School Year: 2015 - 2016

SNP Reviews

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615
Type of Agency: Educational Institution
Type of SNP Organization: Public

Expand

| Actions | Review ID | Review Year | Review Type | Lead Reviewer | Scheduled Date | Closed Date | Nbr of Sites | Status |
|-------------------------|-----------|-------------|----------------|---------------|----------------|-------------|--------------|--------|
| Details | 1000 | 2015 - 2016 | Administrative | Alston, Susan | 7/31/2015 | | 3 | Open |



Add New Review

< Back



- For the **2016-17 Review Year**, click on **Details**

To Access the Review Forms

- Clicking on **Details**, brings you into the Review Dashboard

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > Dashboard > School Year: 2015 - 2016

SNP Reviews Review Dashboard

13800 Status: Active
Stratford School Lunch
 DBA:
 Stratford Board of Education
 1000 East Broadway
 Stratford, CT 06615

Type of Agency: Educational Institution
 Type of SNP Organization: Public

Review Year: 2015 - 2016
 CAP Due Date: 4/4/2016 ✓
 Final Closed Date:
 Entrance Date: 2/29/2016 ✓
 Original Submitted Date: 7/1/2015 ✓

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

Review Type: Administrative **Lead Reviewer:** Alston, Susan **Review ID:** 1000
Review Form Set: Administrative Review v2 **Status:** Open

Review Tools

| Action | Description |
|--------|---------------------------------|
| View | Sponsor Contact Information |
| Detail | Review Forms |
| View | Corrective Action Documents (0) |
| View | Commendations (0) |
| View | Technical Assistance (0) |
| View | Notes to Sponsor (0) |
| Detail | Review Attachments (0) |

[< Back](#)



To Access the Review Forms

The **Review Dashboard** serves as the launching point for all information pertaining to the review including:

- Managing the administration of the review
- Updating review contact information
- Identifying sites to review
- Completing USDA forms, worksheets, and tools
- Managing findings and Corrective Action Documents
- Entering Technical Assistance, Notes, and Commendations



To Access the Review Forms

- The Lead Reviewer will select a dates to open the Off-site Assessment Tool for the SFA to complete
- The SFA will be notified via email when this portion of the review is opened
- The Lead Reviewer will also select a date for the Off-site Assessment to be closed for SA review
- Once the tool is closed, the forms will be in View only mode

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

| | | | | | |
|-------------------------|--------------------------|-----------------------|---------------|-------------------|------|
| Review Type: | Administrative | Lead Reviewer: | Alston, Susan | Review ID: | 1000 |
| Review Form Set: | Administrative Review v2 | Status: | Open | | |



To Access the Review Forms

- Click on **Detail** for Review Forms

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > Dashboard > School Year: 2015 - 2016

SNP Reviews Review Dashboard

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615

Review Year: 2015 - 2016
CAP Due Date: 4/4/2016 ✓
Final Closed Date:
Entrance Date: 2/29/2016 ✓
Original Submitted Date: 7/1/2015 ✓

Type of Agency: Educational Institution
Type of SNP Organization: Public

Review Progress

Scheduled Off-site On-site CAD Closed

Review Details

Review Type: Administrative **Lead Reviewer:** Alston, Susan **Review ID:** 1000
Review Form Set: Administrative Review v2 **Status:** Open

Review Tools

| Action | Description |
|--------|---------------------------------|
| View | Sponsor Contact Information |
| Detail | Review Forms |
| View | Corrective Action Documents (0) |
| View | Commendations (0) |
| View | Technical Assistance (0) |
| View | Notes to Sponsor (0) |
| Detail | Review Attachments (0) |



Off-site Assessment Forms

- Clicking on **Details**, brings you into **Review Forms** where you can access the Off-site Assessment.

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > Dashboard > Review Forms > School Year: 2015 - 2016

SNP Review Review Forms

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615
Type of Agency: Educational Institution
Type of SNP Organization: Public

| Action | Form | Status |
|---|---|------------|
| <input type="checkbox"/> | Off-site Assessment (14) | |
| <input type="checkbox"/> | SFA Forms (11) | |
| View Modify | 100 - Certification and Benefit Issuance | Incomplete |
| View Modify | 200 - Verification | |
| View Modify | 300 - Meal Counting and Claiming | |
| View Modify | 600 - Dietary Specifications and Nutrition Analysis | |
| View Modify | 700 - Resource Management | |
| View Modify | 800 - Civil Rights | |
| View Modify | 900 - SFA On Site Monitoring | |
| View Modify | 1000 - Local School Wellness Policy | |
| View Modify | 1100 - Smart Snacks | |
| View Modify | 1600 - School Breakfast and SFSP Outreach | |
| View Modify | Resource Management Comprehensive Review Form | |
| <input type="checkbox"/> | Sites (3) | |
| Detail | Chapel School | |
| Detail | Second Hill Lane School | |
| Detail | Stratford High School | |

< Back



Off-site Assessment Forms

- Within the Off-site Assessment module, the SFA will answer a series of numbered questions
- To access each series of questions, click on **Modify**

School Nutrition Programs Connecticut

Applications | Claims | Compliance | Reports | Security | Search
Year | Help | Log Out

Review Tracking > Dashboard > Review Forms >
School Year: 2015 - 2016

SNP Review Review Forms

13800 Status: Active
Stratford School Lunch
 DBA:
 Stratford Board of Education
 1000 East Broadway
 Stratford, CT 06615
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

| | Action | Form | Status |
|-----|---|---|------------|
| [-] | | Off-site Assessment (14) | |
| [-] | | SFA Forms (11) | |
| [-] | View Modify | 100 - Certification and Benefit Issuance | Incomplete |
| | View Modify | 200 - Verification | |
| | View Modify | 300 - Meal Counting and Claiming | |
| | View Modify | 600 - Dietary Specifications and Nutrition Analysis | |
| | View Modify | 700 - Resource Management | |
| | View Modify | 800 - Civil Rights | |
| | View Modify | 900 - SFA On Site Monitoring | |
| | View Modify | 1000 - Local School Wellness Policy | |
| | View Modify | 1100 - Smart Snacks | |
| | View Modify | 1600 - School Breakfast and SFSP Outreach | |
| | View Modify | Resource Management Comprehensive Review Form | |
| [-] | | Sites (3) | |
| | Detail | Chapel School | |
| | Detail | Second Hill Lane School | |
| | Detail | Stratford High School | |

< Back



Off-site Assessment Forms

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > Dashboard > Review Forms > Review Forms (Off-site) > School Year: 2015 - 2016

100 - Certification and Benefit Issuance

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615
Type of Agency: Educational Institution
Type of SNP Organization: Public

Off-site Assessment

| | | |
|------------|---|-----|
| 100 | Does the SFA meet one of the following criteria: <input type="checkbox"/> SFA-wide Special Provision Non-Base Year (Provision 2/3) <input type="checkbox"/> RCCI, without day students <input type="checkbox"/> SFA-wide Community Eligibility Provision Note: If one of the above is checked, skip questions 101 – 205 and proceed to question 300. <input type="checkbox"/> N/A | 📄 |
| 101 | Who is the determining official for certifying household applications (Names and/or position titles)? <input style="width: 90%;" type="text" value="Clarence Zachery - Principals/Secretaries at each school"/> | 📄 |
| 102 | Was the SFA required to conduct an Independent Review of Applications in the previous or current school year? <input type="radio"/> Yes <input type="radio"/> No If yes, please identify in the Comments section who is responsible for the second review of applications. (Names and/or position titles): <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div> | 📄 |
| 103 | a. Does the SFA use an electronic or manual application approval system? <input style="width: 80%;" type="text" value=""/> | 📄 ? |
| | b. Does the SFA use an electronic or manual benefit issuance system? <input style="width: 80%;" type="text" value=""/> | 📄 ? |

- Answer questions as appropriate
- Some information may pre-populate from the Sponsor Application



Off-site Assessment Forms

- By clicking on the paperclip, the option to add an attachment appears

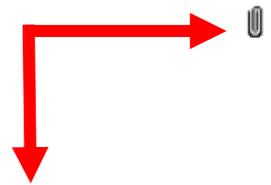
Off-site Assessment

100 Does the SFA meet one of the following criteria:

SFA-wide Special Provision Non-Base Year (Provision 2/3)

RCCI, without day students

SFA-wide Community Eligibility Provision



Note: If one of the following applies, select 300.

N/A

101 Who is the determining official for certifying household applications (Names and/or position titles)?

Clarence Zachery - Principals/Secretaries at each school

N/A

102 Was the SFA reviewed during the school year?

Yes No

If yes, please identify in the Comments section who is responsible for the second review of applications.

(Names and/or position titles):

100 Does the SFA meet one of the following criteria:

| Action | File Name | Description | Date | User |
|---------------------------|-----------|---|------|------|
| No Attachments | | | | |
| Total Attachments: 0 | | | | |
| < Back | | Add Attachment | | |



Off-site Assessment Forms

- By clicking on the question mark, additional information about the question is displayed

102 Was the SFA required to conduct an Independent Review of Applications in the previous or current school year?
 Yes No

If yes, please identify in the Comments section who is responsible for the second review of applications.
(Names and/or position titles):

103 a. Does the SFA use an electronic or manual application approval system?
 b. Does the SFA use an electronic or manual benefit issuance system?

104 At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?

105 How long does the household?

103 a. Does the SFA b. Does the SFA

104 At the beginning submitted an a

105 How long does the household?

Electronic application system means household applications are submitted by the household through a web-based or scanned application system. The system has limited to virtually no manual data entry by the SFA. Records are kept at the SFA electronically. All direct certification matches at the SFA level are completed with a computer match.

Manual application system means household applications are submitted by the household to the SFA. SFA completes eligibility determination and direct certification matches and enters data manually into a system and/or keeps written records. Hard copy records are kept on file at the SFA.

If the SFA has implemented an electronic system, but one or more aspect of the application processing is conducted manually (i.e., applications are submitted online, and also on paper – SFA staff processes paper applications) the reviewer will consider it a manual/ combination system. This would include instances where SFA staff are entering paper applications into the online electronic system for determinations.

Close



Off-site Assessment Forms

- When the series of questions has been answered, click on **Validate**

Comments:

119 How frequently are updates made to the point of service benefit issuance document(s)?

Comments:

120 Does the benefit issuance document indicate the date changes were made in the system?
 Yes No

Comments:

121 How and when are the following changes made to the point of service benefit issuance document:

a. New Students

b. Transfer Students

c. Withdrawn Students

d. 30 Day Carryover of Prior Eligibility

122 Is there a back-up system for updating benefit issuance document(s)? If yes, describe the back-up system for updating benefit issuance document(s).
 Yes No

Comments:

Created By: SAJston on: 9/3/2015 10:09:00 AM Modified By: SAJston on: 9/3/2015 10:09:00 AM

< Back Validate



Off-site Assessment Forms

- To confirm click on **Finish**

Comments:

119 How frequently are updates made to the point of service benefit issuance document(s)?

Comments:

120 Does the benefit issuance document indicate the date changes were made in the system?
 Yes No

Comments:

121 How and when are updates made to the point of service benefit issuance document:
a. New Students
b. Transfer Student
c. Withdrawn Students
d. 30 Day Carryover of Prior Eligibility

122 Is there a back-up system for updating benefit issuance document(s)? If yes, describe the back-up system for updating benefit issuance document(s).
 Yes No

Comments:

Created By: SAlston on: 9/3/2015 10:09:00 AM Modified By: AReview on: 9/4/2015 3:04:25 PM

< Back Validate

Validation Confirmation

Congratulations!

The form has been validated without errors.

< Edit Finish



Off-site Assessment Forms

- That series of questions will now have the status of **Pending Review**

Connecticut

Applications
Claims
Compliance
Reports
Security
Search
Year
Help
Log Out

Review Tracking > Dashboard > Review Forms >
School Year: 2015 - 2016

SNP Review Review Forms

13800 Status: Active
Stratford School Lunch
 DBA:
 Stratford Board of Education
 1000 East Broadway
 Stratford, CT 06615
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

| | Action | Form | Status |
|---|---------------|---|----------------|
| - | | Off-site Assessment (14) | |
| - | | SFA Forms (11) | |
| | View Modify | 100 - Certification and Benefit Issuance | Pending Review |
| | View Modify | 200 - Verification | |
| | View Modify | 300 - Meal Counting and Claiming | |
| | View Modify | 600 - Dietary Specifications and Nutrition Analysis | |
| | View Modify | 700 - Resource Management | |
| | View Modify | 800 - Civil Rights | |
| | View Modify | 900 - SFA On Site Monitoring | |
| | View Modify | 1000 - Local School Wellness Policy | |
| | View Modify | 1100 - Smart Snacks | |
| | View Modify | 1600 - School Breakfast and SFSP Outreach | |
| | View Modify | Resource Management Comprehensive Review Form | |
| - | | Sites (3) | |
| | Detail | Chapel School | |
| | Detail | Second Hill Lane School | |
| | Detail | Stratford High School | |

< Back



Off-site Assessment Forms

School Nutrition Programs

Connecticut

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Review Tracking > Dashboard > Review Forms > School Year: 2015 - 2016

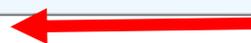
SNP Review Review Forms

13800 Status: Active
Stratford School Lunch
DBA:
Stratford Board of Education
1000 East Broadway
Stratford, CT 06615
Type of Agency: Educational Institution
Type of SNP Organization: Public

| Action | Form |
|---|---|
| <input type="checkbox"/> | Off-site Assessment (14) |
| <input type="checkbox"/> | SFA Forms (11) |
| View Modify | 100 - Certification and Benefit Issuance |
| View Modify | 200 - Verification |
| View Modify | 300 - Meal Counting and Claiming |
| View Modify | 600 - Dietary Specifications and Nutrition |
| View Modify | 700 - Resource Management |
| View Modify | 800 - Civil Rights |
| View Modify | 900 - SFA On Site Monitoring |
| View Modify | 1000 - Local School Wellness Policy |
| View Modify | 1100 - Smart Snacks |
| View Modify | 1600 - School Breakfast and SFSP Outreach |
| View Modify | Resource Management Comprehensive Review Form |
| <input type="checkbox"/> | Sites (3) |
| Detail | Chapel School |
| Detail | Second Hill Lane School |
| Detail | Stratford High School |

[< Back](#)

The Lead Reviewer will notify the SFA if this section needs to be completed after the 700 series of questions has been reviewed



- Complete all numbered series of questions
- **Do not** complete the **Resource Management Comprehensive Review Form** unless you have been notified to do so by your Lead Reviewer



Selected Sites

- Once the SA has selected the sites for review, the sites for review will appear below the SFA Forms
- Click on **Detail** to enter into each school

Connecticut

Applications
Claims
Compliance
Reports
Security
Search
Year
Help
Log Out

Review Tracking > Dashboard > Review Forms >
School Year: 2015 - 2016

SNP Review Review Forms

13800 Status: Active
Stratford School Lunch
 DBA:
 Stratford Board of Education
 1000 East Broadway
 Stratford, CT 06615
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

| | Action | Form | Status |
|-----|---------------|---|----------------|
| [-] | | Off-site Assessment (14) | |
| [-] | | SFA Forms (11) | |
| | View Modify | 100 - Certification and Benefit Issuance | Pending Review |
| | View Modify | 200 - Verification | |
| | View Modify | 300 - Meal Counting and Claiming | |
| | View Modify | 600 - Dietary Specifications and Nutrition Analysis | |
| | View Modify | 700 - Resource Management | |
| | View Modify | 800 - Civil Rights | |
| | View Modify | 900 - SFA On Site Monitoring | |
| | View Modify | 1000 - Local School Wellness Policy | |
| | View Modify | 1100 - Smart Snacks | |
| | View Modify | 1600 - School Breakfast and SFSP Outreach | |
| | View Modify | Resource Management Comprehensive Review Form | |
| [-] | | Sites (3) | |
| | Detail | Chapel School | |
| | Detail | Second Hill Lane School | |
| | Detail | Stratford High School | |

< Back



Off-site Assessment Forms

- It is important that all required areas of the Off-site Assessment are completed before the Off-site Assessment is closed
- Once the Off-site Assessment is closed, the Lead Reviewer will review the information entered by the SFA
- Technical Assistance will be provided if needed
- Information listed on the Off-site review will be validated during the On-site review



CSDE SNP STAFF

| COUNTY | CONSULTANT |
|---|--|
| Fairfield and Litchfield Counties | Fionnuala Brown fionnuala.brown@ct.gov • 860-807-2129 |
| Hartford County | Teri Dandeneau teri.dandeneau@ct.gov • 860-807-2079 |
| Middlesex, Windham and Tolland Counties | Susan Alston susan.alston@ct.gov • 860-807-2081 |
| New Haven County | Jackie Schipke jackie.schipke@ct.gov • 860-807-2123 |
| New London County | Kelly Mero kelly.mero@ct.gov • 860-807-2073 |

OTHER CSDE STAFF

| | |
|--|--|
| Nutrition Education Coordinator | Susan Fiore susan.fiore@ct.gov • 860-807-2075 |
| USDA Foods | Allison Calhoun-White allison.calhoun-white@ct.gov • 860-807-2008 |
| Procurement, USDA Foods, and Farm to School | Monica Pacheco monica.pacheco@ct.gov • 860-807-2086 |
| Procurement, Food Service and Management Company Contracts | Andy Paul andrew.paul@ct.gov • 860-807-2048 |
| Summer Meals | Caroline Cooke caroline.cooke@ct.gov • 860-807-2144 |



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road • Middletown, CT 06457