

CNPweb Navigation Tips and Definitions

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Our regular website is: www.doe.in.gov/food - this is where much of the program information is now available. Please use this address first when going into the **CNPweb** - to insure that you haven't missed important information. Very little is being mailed. At the top of nearly every page you will find a link to the Log-in screen for the **CNPweb** system. If you go directly to the **CNPweb** first, there is no link to our regular website.

Also note that the **CNPweb** system is a 'part' of our regular website. It is a database used for the contract application information, claims, and financial reports. When you open the **CNPweb** from our website, it also opens in a "new window", so you can switch between our website and **CNPweb** easily by clicking on either button at the bottom of your screen. If "new window" is "Greek" to you, then ask a local computer tech to show you!

- 1. "Back" key or Arrow:** Do not use in the **CNPweb** system! When on the internet, in either Internet Explorer or another browser, there is usually a 'Back' arrow key in the upper left corner of the screen and it allows one to go back to the previous screen. However, in **CNPweb** system, this does not work well – you may see something about a "duplicate" entry. For going 'back' while in **CNPweb**, use the "bread crumbs". This would be the trail of pages to the right of the word "Home" near the top of the screen. As long as it appears to be a "clickable" (blue and underlined), then you can click on it to get to a previous screen.
- 2. Programs:** You can easily switch between the School Nutrition Program (purple puzzle piece) and the Food Distribution Program (green puzzle piece) while logged into the **CNPweb** system by clicking on the word "Programs" in the upper right corner of the screen, just to the left of "Logoff". This takes you back to the puzzle piece page where you can then select the other program.
- 3. Program Year:** This can also be changed without logging out of the system. Click on "Program Year: 200X" in upper right (just below and left of "Programs" described above) and you will see all program years currently in the system. Some people are finishing the Annual Financial Report for last year and then need to revise the current year Sponsor and Site Information Sheets. It's possible to do work in both years during a single log-in session. Each Program Year always begins on July 1 and ends on June 30. For example, to file an August 2008 claim, you will need to be in Program Year 2009.
- 4. Pending Submission:** This means "**You are not done yet!**" An online document with this status means you can still "edit" and that you need to go back into it to finish the "Submit" process when you're ready for us to approve it. Usually it requires checking the box that it is "ready to submit" and then click on "Submit".
- 5. Pending Approval:** When the status is "Pending Approval", then it's our turn to check the document. At this point, you will NOT be able to "edit" unless you call us and request the document be returned to "Pending Submission".
- 6. Errors:** The **CNPweb** system has 'business' rules that will find certain things as 'errors'. It will mark these items in red and inside the document give a message explaining what the error is.
- 7. Needs Correction:** There are some things the system is not programmed to find that may be incorrect. There is no way to 'mark' these items, but the concern will be described in red at the top of the appropriate document by a human. You should fix it and re-submit for approval. Please call us if you're not sure.

8. **Sponsor/Site Information Sheets:** At the beginning of each program year, the initial sponsor and site information sheets are submitted as a packet from the Packet tab on the Sponsor Summary screen. Most data will roll over from the previous year but some items will need to be filled in every year. Always check the rolled over last year's info to insure it is STILL correct for this year. **The Sponsor and Site Information Sheets must be completed and approved as a packet every year in the summer to be able to file claims in the new program year.**
9. **New or Inactivated Sites:** For sites that are no longer being used or to add new buildings, you will need to contact Diane Rice to have the system updated before you can complete the packet process each summer.
10. **Attendance factor:** Each site will have this automatically on the Site Information Sheet as the state annual average (currently 95.9%). Or you may put in the actual annual average for the school, whichever is higher. The **CNP**web system does "edit checks" on all site claims by taking the number of eligible children X the number of days of operation X the site sheet attendance factor. This is done separately for paid, free and reduced.

This factor should NOT be changed monthly! For the infrequent situations where the system 'sees' an overclaim (e.g. all three reduced children ate every day in one month), then you should call to request an 'override'. If this sort of thing happens frequently (in the case of small private schools with free children who often eat every day every month), then you should revise the Site Information Sheet's attendance factor to be higher.

11. **Annual Financial Report (AFR):** This report is due annually after June 30 for all sponsors with NSLP. The system is set to require approval by October each year or your reimbursement check will not be processed until the AFR is approved. You can find this report from the Sponsor Summary screen on the Claims/AFR tab at the bottom of the claims list. Be sure to select the correct Program Year. Sponsors without NSLP do not have to file the Annual Financial Report.

In the Expense section you can either fill in dollars or percentages and the system will figure the other when you click the "Calculate" button at the bottom of the screen. Reasonable expense allocation is critical to a realistic report and is best done with percentages allowing the system to figure the dollars. A few other boxes may also be incorrectly used, such as Balance of Accounts and Other Food. To fill out the AFR properly, please see the instructions found in "Resources". If your report status is "Needs Correction", please contact Andi Smith or Diane Rice for further assistance.

12. **Resources:** This is in the purple strip near the top middle of your **CNP**web screen. Clicking here will open a "new window". You will find instructions for the claim, the financial report, and the sponsor/site sheets.

Additional Definitions

Packet This tab on the Sponsor Summary screen is only used at the beginning of each program year to submit all site sheets with the sponsor sheet as a packet. Sponsor or site sheet revisions after that would be done separately.

Applications This tab provides access to the Sponsor and Site Information Sheets.

View: No changes can be made in the document.

Edit: Make changes to an unapproved document.

Revise: Make revisions to an already approved document.

Submit: Save any changes made to the document.

Cancel: Leave a document without making any changes to it.

Delete: Delete a document that is no longer needed or was a mistake in the first place.

Check to submit: Many of the online documents (sponsor claim, AFR, site info sheets) have a place to “check here to submit for approval” or something similar right before the Submit button. If you don’t check it, the document will be Pending Submission instead of Pending Approval, meaning we won’t be looking at it as we think you are not yet finished.