Revise CACFP Application Packet materials with CNPweb

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## To Revise an Approved Sponsor Application

**Step 1:** In the address bar of your internet browser, enter the website: <https://cnp.ode.state.or.us>

 *CNPweb* Login page displays

**Step 2:** Enter your CNPweb user ID and password

**Step 3:** Click **Login**

**Step 4:** click on the **CACFP puzzle piece**

*CNPweb* displays the **“Splash”** page. (review the announcements posted here before entering CNPweb)

**Step 5:** Click **“Continue”** on the Splash page

CNPweb displays the **Program Year Selection** page

**Step 6:** Select the program year that needs a revision to a Sponsor Application

* If you are assigned to only 1 Sponsor, *CNPweb* will now display the **Sponsor Summary** page for your Sponsor
* If you are assigned to more than 1 sponsor, *CNPweb* will now display the **Select Sponsor** page. At this page, select the sponsor that you wish to revise. *CNPweb* will then display the **Sponsor Summary** page for the selected Sponsor

**Step 9:** Observe that the **Sponsor Summary** page initially displays with the **Packet** tab highlighted. This page shows the status of the various pieces of your Application Packet.

**Step 10:** Click on the **Applications** tab

CNPweb displays the Sponsor Summary-Applications page, which allows you to manage your Sponsor and Site Information Sheets.

**Step 11:** Locate the line for the Sponsor Information Sheet.

**Step 12:** Click **Revise** in the “Action” column on the far right.

 The CNPweb displays the Sponsor Information Sheet.

**Step 13:** Make the needed revisions to this Information Sheet.

**Step 14:** Check the “Check here to submit this form to the State for Approval” checkbox just below the Comments section. Checking this box will submit the form to ODE for approval.

**Step 15:** When all necessary revisions are completed, click **Submit** at the bottom of the form.

The *CNPweb* checks the Sponsor Information Sheet for input errors.

• If the *CNPweb* finds errors, it displays the appropriate Post Confirmation page with the **Errors** status. You must Edit this Sponsor Information Sheet to correct all errors and resubmit the form. For assistance in correcting errors, please see the [Troubleshooting](#_Troubleshooting) Section.

• If the *CNPweb* finds **no errors**, it displays the appropriate Post Confirmation page with the **Pending Approval** status.

**Step 16:** Click the **“here”** link in the last line of the Post Confirmation message.

*CNPweb* displays the **Sponsor Summary – Applications** page. The Sponsor Information Sheet you have just revised should show a status of **Pending Approval**.

**Step 17:** E-mail your assigned ODE Specialist (you can find his/her e-mail address on the Packet tab of the Sponsor Summary page) to let them know you have revised the Information Sheet and request that they review it.

Your assigned Specialist will review the revised Sponsor Information Sheet and, if all is correct, approve it. After this happens, the new version of the Sponsor Information Sheet will appear on the **Sponsor Summary-Applications** page with a status of **Approved**. Previous versions of the Information Sheet will also be available to view.

## To Add a new Site to an existing Sponsor

**Step 1:** Fill out the New Site Form, posted on our webpage at xxxxxxxx

**Step 2:** E-mail filled out form to your assigned Specialist. She/He will make sure that the new site is created in the database, and will notify you when it is ready for you to add a Site Information Sheet

**Step 3:** In the address bar of your internet browser, enter the website: <https://cnp.ode.state.or.us>

 *CNPweb* Login page displays

**Step 4:** Enter your CNPweb user ID and password

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

**Step 6:** click on the **CACFP puzzle piece**

*CNPweb* displays the **“Splash”** page. (review the announcements posted here before entering CNPweb)

**Step 7:** Click **“Continue”** on the Splash page

CNPweb displays the **Program Year Selection** page

**Step 8:** Select the program year that needs a new Site Application

* If you are assigned to only 1 Sponsor, *CNPweb* will now display the **Sponsor Summary** page for your Sponsor
* If you are assigned to more than 1 sponsor, *CNPweb* will now display the **Select Sponsor** page. At this page, select the sponsor that you wish to submit a new Site Information Sheet for. *CNPweb* will then display the **Sponsor Summary** page for the selected Sponsor

**Step 9:** Observe that the **Sponsor Summary** page initially displays with the **Packet** tab highlighted. This page shows the status of the various pieces of your Application Packet.

**Step 10:** Click on the Applications tab

CNPweb displays the Sponsor Summary-Applications page, which allows you to manage your Sponsor and Site Information Sheets.

**Step 11:** Locate the line for your new Site.

**Step 12:** Click Add in the “Action” column on the far right

The CNPweb displays the Site Information Sheet Program Type Selection page

**Step 13:** Choose the Site type. Options: Child Care Center, Adult Day Care Center, Outside School Hours Center, Head Start Center, Homeless Shelter, After School At Risk Meals and Snacks Center

The CNPweb displays the Site Information Sheet form

**Step 14:** Complete all required fields in the Site Information Sheet (not every field is available for every Site type – if a field does not display, it is not required for this Site type)

**Site** **Mailing Address:** Enter the primary Mailing address for this Site

1&2) Addr1 &2: enter the PO Box or Street and address number information

3) City: Enter the City information

4) State: Defaults to OR (Oregon). If address is for another state, select appropriate abbreviation.

5) Zip Code: Enter the 5-digit or 9-digit ZIP Code for this address.

**Site Street Address:** Enter the primary Physical address for this Site.

6&7)Addr1 &2: enter the PO Box or Street and address number information

8)City: Enter the City information

9)State: Defaults to OR (Oregon). If address is for another state, select appropriate abbreviation.

10)Zip Code: Enter the 5-digit or 9-digit ZIP Code for this address.

11)County: Choose your Oregon County from the drop-down box.

**Enrollment Information:** Enter the enrollment information for this Site.

12A) Free: Enter the Free enrollment for this Site.

12B) Reduced: Enter the Reduced Price enrollment for this Site.

12C) Above Scale: Enter the Above Scale enrollment for this Site.

**General Information:**

20) Site type: Pre-filled field. If this field is filled incorrectly, contact your assigned Specialist to have it changed.

21) Site Administration: Choose one – Affiliated with Sponsor or Not Affiliated with Sponsor.

22) Is Site affiliated with a church: Choose one – Yes or No

23) Is Site a CCD Certified Child Care Center: Choose one – Yes or No (if yes, you will need certification number and effective/expiration date.)

24) Does this site have Other approval: Choose one – Yes or No (if CCD certified, this should be no.)

25) Months of operation: check boxes for each month this site is to be operational and eligible to claim.

26) Ages of participants enrolled at this site: check boxes for all ages enrolled at this site.

27) I certify adult participants are: (ADC Sites only; Check all that apply: Functionally impaired adults with an individualized plan of care on file, Person 60 years of age or older

**CCD Certification Information:** enter data about this Site’s CCD certification (enter nothing if you are not CCD Certified – and make sure you checked no on field #23 above)

28) CCD Cert. Number: enter the site’s CCD Certification number

29) Capacity: Enter the capacity this site is certified for

30) Effective Date: Enter the Effective date of the CCD Certification

31) Expiration Date: Enter the Expiration date of the CCD Certification

**Other Approval:** Enter information about this Site’s Other Approval. (If you answered no on #24 above, enter no information here. This information is not needed if this Site has CCD Certification

32) Approval Type: Choose one from drop-down list – Federal Head Start/OPK/Even Start; School District Operated Site; ODE-approved 21st Century Program; ODE-approved SpEd Preschool; DHS Child-Caring Agency Certificate

33) Site Capacity: Enter the capacity this Site is approved to serve through the Other Approval

**For Alternate Approval Sites Only:** Enter this information only if the site is not CCD Certified and has no Other Federal, State or Local Approval.

34) Is Site requesting Alternate Approval: Check yes if requesting alternate approval, check no if this Site has CCD Certification or Other Approval.

35) Date of most recent Sanitation Inspection: Enter date in format mm/dd/yyyy

36) Date of most recent Fire Inspection: Enter date in format mm/dd/yyyy

37) What is the capacity of this Site: Enter the capacity of the Site

**At-Risk After School Meals and Snack Sites only:** Enter eligibility information for At-Risk Sites. If this is not an At-Risk Site, do not fill this information.

38) At-Risk Program Activities regularly scheduled: check all that apply – Educational, Enrichment, Other

39) If “Other is checked…: describe “Other” activities if this box is checked above.

40) Enter the School Number:

**For-Profit Site Only:** only For-Profit Sites need to enter this information.

41) Sponsor certifies this Site currently qualifies as a For-Profit site based on: Choose one – Title XX/ERDC or F/RP Eligibility (from CIS forms).

**Meal Service:** Enter information about meal/snack service at this Site

42) Breakfast:

 Meal type column: check this checkbox if this meal is served

 (A) Shift: Choose Yes if Site serves the meal/snack to different participants in separate shifts, Choose No if Site serves meal/snack to all participants at the same time.

 (B) Begin Time: Select the time when the Site begins serving the meal/snack. If the exact time is not available, select the nearest time available and make a note in the General Comments field (#55??) below.

 (C) End Time: Select the time when the Site ends serving the meal/snack. If the exact time is not available, select the nearest time available and make a note in the General Comments field (#55??) below.

 (D-J) Days of week: check each checkbox for which day(s) the Site serves this meal/snack

43) AM Snack:

 Same fields as for Breakfast

44) Lunch:

 Same fields as for Breakfast

45) PM Snack:

 Same fields as for Breakfast

46) Supper:

 Same fields as for Breakfast

47) Evening Snack:

 Same fields as for Breakfast

48) Do you Serve Meals on Holidays: Select one – Yes or No; If Yes is selected, check the boxes for each Holiday on which this Site serves meals.

49) Does the Site charge for any meals separate from daycare fees: Choose one – Yes or No

**For Pricing Programs Only**: Enter information about the prices this Site charges for meals/snacks. Enter only if you answered Yes on previous question (field # 49).

50) Reduced Price charged for: Enter the amount charged to Reduced-Price eligible participants for Breakfast, Lunch or Supper and Snacks.

51) Full Price Charged for: Enter the amount charged to Full Price participants for Breakfast, Lunch or Supper and Snacks.

**Type of Food Service:** Enter information about how food is prepared at this Site.

52) Meal Preparation: Choose the option that describes how meals/snacks are prepared for this Site – On Site, Central Kitchen, Vended Meals, Food Service Management Company (FSMC)

**Contract Information:** Enter information about the Vendor or FSMC contract. Enter only if you choose Vended Meals of Food Service Management Company (FSMC) above

53) Vendor / FSMC Name: Enter the name of the company this Site receives meals/snacks from.

54) Contract Begin date: Enter the date this Site’s contract with vendor/FSMC began. Format mm/dd/yyyy

55) Contract End Date: Enter the date this Site’s contract with vendor/FSMC ends. Format mm/dd/yyyy

**General Comments:** 56) Enter any information that is different from above or there was not space to include above.

**Step 15:** Check the “Check here to submit this form to the State for Approval” checkbox just below the Comments section. Checking this box will submit the form to ODE for approval.

**Step 16:** When the Site Information Sheet is completed, click **Submit** at the bottom of the form.

The *CNPweb* checks the Site Information Sheet for input errors.

• If the *CNPweb* finds errors, it displays the appropriate Post Confirmation page with the **Errors** status. You must Edit this Site Information Sheet to correct all errors and resubmit the form. For assistance in correcting errors, please see the [Troubleshooting](#_Troubleshooting) Section.

• If the *CNPweb* finds **no errors**, it displays the appropriate Post Confirmation page with the **Pending Approval** status.

**Step 17:** Click the **“here”** link in the last line of the Post Confirmation message.

*CNPweb* displays the **Sponsor Summary – Applications** page. The Site you have just added an Information Sheet for should show a status of **Pending Approval**.

**Step 18:** E-mail your assigned ODE Specialist (you can find his/her e-mail address on the Packet tab of the Sponsor Summary page) to let them know you have added the Information Sheet and requesting that they review it.

Your assigned Specialist will review your Site Information Sheet and, if all is correct, approve it. After this happens, this Site will appear on the **Sponsor Summary-Applications** page with a status of **Approved**.

## To Revise an Approved Site Application

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**Step 5:** Click **“Continue”** on the Splash page

CNPweb displays the **Program Year Selection** page

**Step 6:** Select the program year that needs a revision to a Site Application

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**Step 9:** Observe that the **Sponsor Summary** page initially displays with the **Packet** tab highlighted. This page shows the status of the various pieces of your Application Packet.

**Step 10:** Click on the **Applications** tab

CNPweb displays the Sponsor Summary-Applications page, which allows you to manage your Sponsor and Site Information Sheets.

**Step 11:** Locate the line for the Site that needs revision.

**Step 12:** Click **Revise** in the “Action” column on the far right.

 The CNPweb displays the Site Information Sheet selected.

**Step 13:** Make the needed revisions to this Information Sheet.

**Step 14:** Check the “Check here to submit this form to the State for Approval” checkbox just below the Comments section. Checking this box will submit the form to ODE for approval.

**Step 15:** When all necessary revisions are completed, click **Submit** at the bottom of the form.

The *CNPweb* checks the Site Information Sheet for input errors.

• If the *CNPweb* finds errors, it displays the appropriate Post Confirmation page with the **Errors** status. You must Edit this Site Information Sheet to correct all errors and resubmit the form. For assistance in correcting errors, please see the [Troubleshooting](#_Troubleshooting) Section.

• If the *CNPweb* finds **no errors**, it displays the appropriate Post Confirmation page with the **Pending Approval** status.

**Step 16:** Click the **“here”** link in the last line of the Post Confirmation message.

*CNPweb* displays the **Sponsor Summary – Applications** page. The Site Information Sheet you have just revised should show a status of **Pending Approval**.

**Step 17:** E-mail your assigned ODE Specialist (you can find his/her e-mail address on the Packet tab of the Sponsor Summary page) to let them know you have revised the Information Sheet and request that they review it.

Your assigned Specialist will review the revised Site Information Sheet and, if all is correct, approve it. After this happens, this Site will appear on the **Sponsor Summary-Applications** page with a status of **Approved**. Previous versions of the Information Sheet will also be available to view.

## Troubleshooting

**Common Problems and Solutions:**

|  |  |
| --- | --- |
| **Problem** | **Steps to solve** |
| **Input error** (this is an error in the data type or entry format. Common errors: entering text where numbers/intergers are required or vice-versa.) | 1. An input error will not allow you to submit the form. When you click Submit, it will bring you to the top of the form, and the error message will display.
2. find the field or field number highlighted in red
3. The error description should tell you what the error was.
4. Review the information entered in the field and make corrections as neccesary.
 |
| **Validation error** (this is an error found by comparing one field with other data either on this form or on a form in the approved Application Packet. Example: you’ve claimed suppers, but your approved Site Information Sheet lists your site as serving only Breakfast and Lunch.) | 1. Find the field or field number highlighted in red
2. Read the error message relating to this highlighted field
3. Review the requirements for this field in the detailed field descriptions included in Step 16 of the [To Complete a Monthly Reimbursement Claim](#_To_Complete_a) section.
4. Make the appropriate changes.
5. If Error still is not resolved, continue to next question below: “Validation error won’t go away…”
 |
| **Validation error won’t go away**, and the data I entered is correct! (most commonly caused when the approved Site Information Sheet has incorrect information. Example: the Site information sheet lists that this Site only serves Breakfast, but it really serves Breakfast and Lunch.) | 1. Find the field or field number highlighted in red
2. Double check that the data you entered is correct
3. Exit claim, and click on Applications tab on the Sponsor Summary
4. Find the Site Information Sheet for the Site in question
5. Review the Information Sheet to make sure the information there is correct
 |
| The instructions say **I should get a Post Confirmation message**, but I do not get that message at this step. (I get another page / message) | You may have triggered an input error. This type of error will not allow you to submit the form. When you click Submit, it will bring you to the top of the form, and the error message will display. If this is the case, See Input Error section aboveYou may be getting a message that states that a record has not been created (often, this will state that this submission is a duplicate submission). In this case, click the “here” link provided to return to the Sponsor Summary-Claims page. Review the claim status on this page and add, edit or revise the Information Sheet as needed. |

**Miscellaneous Tips, Hints and Guides:**

\*\*Quick hint: when viewing a form with errors displayed, the *CNPweb* highlights (in red) either the edges of the problem field or the field number. In most cases, this field that is marked with the highlight is the one that needs to be changed.





**Guide to a typical Error display:**

|  |  |
| --- | --- |
| **Section of Display** | **Description** |
| Field Number | Provides the unique field number where the error occurs. (the field or field number will be highlighted as noted above) |
| Severity (most errors will be Severity 1 and must be corrected in order to submit the form) | The CNPweb rates the severity of error.**Severity 1** - Errors that you must correct before you submit the form approval. **Severity 2** - Errors that you should correct before you submit the form for approval.You must correct all errors on this form. |
| Description | A statement of the error condition, with information designed to help you fix the error. |
| Go to Section | Click on these hyperlinked numbers to quickly jump to each section with errors |



* What’s the difference between “Edit” and “Revise”?? Both are used to refer to making changes to a Claim, but the differences are based in what “change history” is saved and when in the process each one can be used.
	+ When in Edit mode, changes are not tracked. The Edit option is only available until the Information Sheet is submitted to ODE.
	+ When in Revise mode, changes are tracked and each version is saved. When displaying a revised form, fields that were changed the last revision are highlighted in yellow, and hovering the cursor over the highlighted field will display what information was previously entered. The Revise option is only available once the Information Sheet has been **Approved** by ODE.
* The CNPweb does not submit a new or revised Information Sheet to ODE for approval unless you check the “Submit” checkbox at the bottom of the form - even if the claim contains no errors.

My Information Sheet has a status of \_\_\_\_\_\_\_\_\_\_\_\_. What do I have to do to reach **Approved** Status???

| Current Status | Action |
| --- | --- |
| Errors | Edit the form and correct all data input errors using the error messages. Submit the form or report, and the CNPweb updates the status.  |
| Pending Submission | The form appears in the application packet and will be submitted when you submit the packet. When all forms have the **Pending Submission** status, submit the packet to the state agency for review and approval. If submitting a new or revised form, check the “Submit” checkbox and click Submit to submit the form to ODE for approval. |
| Pending Approval | Email your assigned ODE Specialist.Your organization cannot change application forms or a report in this status. |
| Needs Correction | Edit the form and review the state agency correction comments. Make all appropriate changes and submit the corrected form. The CNPweb updates the status.  |
| Approved | No action required.Your organization cannot edit an approved application or report. If you need to submit changes, you must revise the application or report. |

My Information Sheet has a status of \_\_\_\_\_\_\_\_\_\_\_\_. How can I **make a change** to my Sheet???

| Current Status | Action |
| --- | --- |
| Errors | Click Edit in the “Action” column; correct each highlighted error; Click Submit; repeat as needed to correct all errors. |
| Pending Submission | Click Edit in the “Action” column; make corrections as needed; Click Submit. When all changes are complete, check the “submit” checkbox and Click submit to submit the form to ODE for approval.  |
| Pending Approval | Email your assigned ODE Specialist.Your organization cannot change application forms or a report in this status. |
| Needs Correction | Click Edit in the “Action” column; make corrections as needed; Click Submit. When all changes are complete, check the “submit” checkbox and Click submit to submit the form to ODE for approval. Email assigned Specialist for review. |
| Approved | Click Revise in “Action” column for Information Sheet; make changes as necessary. When all changes are complete, check the “submit” checkbox and Click submit to submit the form to ODE for approval. Email assigned Specialist for review. |

If, after reviewing this Troubleshooting section, you are unable to solve a problem with your Claim submission, please contact your assigned ODE Specialist. If your assigned Specialist is not available, please press zero to be redirected to another Specialist.

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