



Maine DOE Child Nutrition Navigating CNPweb

Jodi Truman, Child Nutrition

207-624-6877

Jodi.Truman@maine.gov

Maine.gov Child Nutrition Website

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Programs
CNPWeb/NEO
Student Eligibility & Applications
Financial
Legal References
Webinars and Training
Contacts and Events

Child Nutrition

A hungry child cannot learn. The Maine Department of Education Child Nutrition is proud to support several federal programs for the health and well-being of Maine's children and youth. Each of these programs helps fight hunger and obesity by reimbursing organizations such as schools, childcare centers, and after-school programs for providing healthy meals to children. Resources for school food service professionals as well as access to guidance and regulatory information are provided here to support these programs. Child Nutrition oversees several United States Department of Agriculture (USDA) Food and Nutrition Services programs and initiatives that provide healthy food to children.

[Non-Discrimination Statement and Civil Rights Information](#)

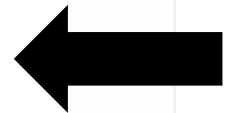
CHILD NUTRITION LIST SERVE

[Join our National School Lunch Program Email List](#)


[Join our CACFP Email List](#)



CNPWEB

[Log In](#)



CNPweb Login

Welcome to 



Child Nutrition
Maine Department of Education

Sign In

Enter User Id:

Enter Password:

[Forgot User ID?](#)
Contact Maine DOE at (207)624-6842 or (207)624-6843
[Forgot Password?](#)

Login

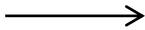
User Access Groups

- Sponsor Admin – Filer (Application, Claims, October Survey, Verification, Financial Report)
- Claim Approver - This is the Superintendent / Legal Agent
- View Only

CNPweb Login Process

Program Selection

Program Code	Program Description
SNP	School Nutrition Programs
SFSP	Summer Food Service Program
FDP	Food Distribution Program (USDA Foods)

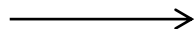


SNP Applications ▾ E-Reviews ▾ Reports ▾ Help ▾ Programs ▾ Jodisponsor ▾

Test Site Program Year: No Year Selected Sponsor: No Sponsor Selected

Program Year Selection

Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022
2023	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024



Landing Page

SNP Applications ▾ E-Reviews ▾ Reports ▾ Help ▾ Programs ▾ Jodisponsor ▾

Test Site Program Year: 2024 Sponsor: 1013-Pleasant Point

Sponsor Summary **Pleasant Point (1013)**

Checklist Applications **Forms** Claims Payments Users

Washington County

Form Name	Revision	Status	Date Approved	Action
FFVP Beatrice Rafferty School (1014)		FFVP App can not currently be entered for 2024.		
Annual Financial Report		Report to be filed after final claims entered for 2024.		

- SNP Bar
- Sponsor Summary Tabs

SNP Bar

SNP Applications ▾ E-Reviews ▾ Reports ▾ Help ▾

Programs ▾ Jodisponsor ▾

Test Site

Program Year: 2024 Sponsor: 1013-Pleasant Point

- **Applications** – Takes you back to the Sponsor Summary Page
- **E-Reviews** – Used with an Administrative Review
- **Reports** – Sponsor and Accounting Reports
- **Help** – All your User Guides for CNPweb
- **Programs** – You can toggle between programs (SFSP, FDP)
- Login User – Logout
- **Program Year** – Toggle between program years.
- **Sponsor** – Tells you what Sponsor you are in. For those Directors that have one than one District you can switch from here.

Sponsor Summary Tabs

Sponsor Summary					Pleasant Point (1013)	
Checklist	Applications	Forms	Claims	Payments	Users	
Washington County						
Form Name	Revision	Status	Date Approved	Action		
FFVP Beatrice Rafferty School (1014)		FFVP App can not currently be entered for 2024.				
Annual Financial Report		Report to be filed after final claims entered for 2024.				

- **Checklist** – Used during the yearly application process, required documents are uploaded here. There is also a section for “As Needed” this may be used for uploads for the program year as directed by Child Nutrition.
- **Applications** – This is your Districts yearly application to participate in NSLP/SBP. The Sponsor Information Sheet and Site Information Sheet(s) are listed here. Throughout the year you may need to make a **revision** to your Approved Application.
- **Forms** – FFVP Application, October Survey, Annual Financial Report, Verification Summary and Verification Results are found here.
- **Claims** – Monthly claim submission is completed here and Local Foods (LFS) Submission.
- **Payments** – Lists the breakdown of your claim payments
- **Users** – Lists all users that have access to CNPweb.

Claims – Regular Claiming

Sponsor Summary Acton Public Schools (2)

Checklist Applications Forms **Claims** Payments Users

York County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ ↕
August 2023	Claims should be entered between the 1st and the 8th of the month.				

Sponsor Summary Acton Public Schools (2)

Checklist Applications Forms **Claims** Payments Users

York County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ ↕
3	Acton Elementary School			\$0.00	+

Meals / Milk Served		Lunch	Breakfast	Snack	Special Milk
1.	Free	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2.	Reduced	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
3.	Paid	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	Total Meals Served	0	0	0	0
5.	Operating Days	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
6.	Avg Daily Participation	0	0	0	0
Eligibility Information		Meals	Special Milk		
7.	Free Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>		
8.	Reduced Eligible Children	<input type="text" value="0"/>			
9.	Paid Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>		
10.	Total	0	0		

1. – 5.
Meals /Milk Served = Actual Meals served by Eligibility. (Free/Reduced/Paid)

7. – 9.
Eligibility Information = Total Enrollment By Eligibility for site. #10. is the Enrollment Total for site.



Claims – CEP

Sponsor Summary Caswell Public Schools (127)

Checklist Applications Forms **Claims** Payments Users

Aroostook County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Sponsor Claim	0	Paid	\$935.00	\$ 👁
August 2023	Claims should be entered between the 1st and the 8th of the month.				

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Sponsor Claim	0	Paid	\$935.00	\$ 👁
128	Dawn F Barnes Elementary Sch	0	Paid	\$935.00	\$ 👁 +

Meals / Milk Served	C.E.P. Lunch	C.E.P. Breakfast	Snack	Special Milk
1. Free	125	125	0	0
2. Reduced	0	0	0	0
3. Paid	0	0	0	0
4. Total Meals Served	125	125	0	0
5. Operating Days	20	20	0	0
6. Avg Daily Participation	6	6	0	0
Eligibility Information				
	Meals	Special Milk	C.E.P.	
7. Free Eligible Children	150	0	100.00 %	
10. Total	150	0	100.00 %	

4. Total Meals Served for Lunch and Breakfast are entered.

5. Operating Days for the month are entered.

10. Total Enrollment for site is entered

System does the calculation based on your CEP claiming percent. #1. will change based on that percent.

Claims – Provision II Base Year

Sponsor Summary

RSU 45/MSAD 45 (795)

Checklist	Applications	Forms	Claims	Payments	Users
Aroostook County					

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+
August 2023	Claims should be entered between the 1st and the 8th of the month.				

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+
797	Washburn District Elem School			\$0.00	+

Meals / Milk Served		Provision 2 Base Year Lunch	Provision 2 Base Year Breakfast
1.	Free	<input type="text" value="0"/>	<input type="text" value="0"/>
2.	Reduced	<input type="text" value="0"/>	<input type="text" value="0"/>
3.	Paid	<input type="text" value="0"/>	<input type="text" value="0"/>
4.	Total Meals Served	0	0
5.	Operating Days	<input type="text" value="0"/>	<input type="text" value="0"/>
6.	Avg Daily Participation	0	0
Eligibility Information		Meals	Special Milk
7.	Free Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>
8.	Reduced Eligible Children	<input type="text" value="0"/>	
9.	Paid Eligible Children	<input type="text" value="0"/>	<input type="text" value="0"/>
10.	Total	0	0

1. – 5.
Meals /Milk Served = Actual Meals served by Eligibility. (Free/Reduced/Paid)

7. – 9.
Eligibility Information = Total Enrollment By Eligibility for site. #10. is the Enrollment Total for site.

Claims – Provision II Years 2-4

Sponsor Summary Alexander Public Schools (4)

Checklist Applications Forms **Claims** Payments Users

Washington County

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ ↕
August 2023	Claims should be entered between the 1st and the 8th of the month.				

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Claims should be entered between the 1st and the 8th of the month.				+ ↕
5	Alexander Elementary			\$0.00	+

Meals / Milk Served	Provision 2 Yr Calc Lunch	Provision 2 Yr Calc Breakfast	Snack	Special Milk
1. Free	43	20	0	0
2. Reduced	0	0	0	
3. Paid	57	30	0	0
4. Total Meals Served	100	50	0	0
5. Operating Days	15	15	0	0
6. Avg Daily Participation	7	3	0	0
Eligibility Information	Meals	Special Milk	Provision 2 Lunch	Provision 2 Breakfast
7. Free Eligible Children	14	0	42.80 %	40.30 %
8. Reduced Eligible Children	0		0.00 %	0.00 %
9. Paid Eligible Children	21	0	57.20 %	59.70 %
10. Total	35	0	100.00 %	100.00 %

4. Enter total meals served for Breakfast and Lunch

5. Enter number of Operating Days

Once saved, system will compute # 1.-3. based on your base year claiming percent. Percentages are listed in 7. -9.

7. – 9. System enters the sites Enrollment Eligibility based on the base year. This is the same percentage for each month.

Claims – Last Step

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Sponsor Claim	0	Pending Submission	\$0.00	
3	Acton Elementary School	0	Complete	\$1,057.60	

Local Foods Fund

21. I hereby submit receipts for produce, value-added dairy, protein or minimally processed foods purchased directly from a farmer or farmers' cooperative, local food hub, local food processor or food service distributor in the State of Maine and used in the School Food Service Program. The produce was not offered in the Federal Fresh Fruit Vegetable Program.

Enter 1/3 of Receipt total (pre-tax): [Add Receipt](#)

Certification

22. Check here to **Certify this claim.**

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise."

23. Check here to **Approve this claim.**

Local Foods Fund:

21. If you have excepted Local Foods Funds (LFS). Enter the total amount requesting for the month and upload your Federal Local Foods summary page with receipts. **Disregard the 1/3 receipt total.** Do not start requesting funds until you here from us. Be watching the **Thursday Update** for notification.

Certification:

22. Claim Filer – Must check box 22. Then Save.

23. Claim Approver – Must log in and check box 23. Then Save. This will complete your claim submission and your Claim Status will change to "Approved"

Claims – \$

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2023	Sponsor Claim	0	Pending Submission	\$1,057.60	\$ 🔄 ✎
3	Acton Elementary School	0	Complete	\$1,057.60	\$ 🔄 ✎

SNP - School Nutrition Programs				Maine Department of Education
Sponsor Claim Reimbursement Summary				July 2023
Acton Public Schools (2)				Pending Submission
				Revision 0
				Original Claim
Lunch Reimbursement				
	Lunches Served	Rate	Reimb Amount	
Regular Free Lunch	100	4.3300	433.00	
Regular Reduced-Price Lunch	50	3.9300	196.50	
Regular Paid Lunch	10	0.4800	4.80	
Total Lunches Served	160		634.30	
State Reduced Lunch Reimbursement	50	0.4000	20.00	
State Paid Lunch Reimbursement	10	3.8500	38.50	
Total Lunch Reimbursement	160		692.80	
Breakfast Reimbursement				
	Breakfasts Served	Rate	Reimb Amount	
Regular Free Breakfast	100	2.2800	228.00	
Regular Reduced-Price Breakfast	50	1.9800	99.00	
Regular Paid Breakfast	10	0.3800	3.80	
Total Regular Breakfast	160		330.80	
State Reduced Breakfast Reimbursement	50	0.3000	15.00	
State Paid Breakfast Reimbursement	10	1.9000	19.00	
Total Breakfast Reimbursement	160		364.80	
Total Claim Reimbursement Amount				1,057.60
Less Previous Reimbursement Amount				0.00
Net Claim Reimbursement Amount				1,057.60

Status now reads “Pending Submission”
 \$ - Lists the breakdown of your reimbursement.



Claims Payments

Checklist	Applications	Forms	Activities	Claims	Payments	Users	York County		
Open Balance Transactions		Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payable
Total Open Transactions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
> 1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
> 1234	6/9/2023	6,934.79	2,749.23	0.00	0.00	13,856.62	0.00	0.00	23,540.64
> 1227	5/9/2023	4,826.65	1,893.22	0.00	0.00	9,481.74	0.00	0.00	16,201.61
> 1221	4/10/2023	6,993.05	2,785.74	0.00	0.00	13,573.36	0.00	0.00	23,352.15
> 1216	3/9/2023	4,193.36	1,675.64	0.00	0.00	8,788.80	0.00	0.00	14,657.80
> 1214	3/8/2023	0.00	0.00	0.00	0.00	1,663.33	0.00	0.00	1,663.33
> 1208	2/9/2023	5,482.14	2,181.19	0.00	0.00	11,151.34	0.00	0.00	18,814.67
> 1201	1/9/2023	4,668.58	1,840.67	0.00	0.00	9,219.94	0.00	0.00	15,729.19
> 1196	12/9/2022	5,637.77	2,405.43	0.00	0.00	11,183.98	0.00	0.00	19,227.18
> 1190	11/14/2022	6,112.64	2,707.90	0.00	0.00	11,972.18	0.00	0.00	20,792.72
> 1182	10/11/2022	4,811.68	1,908.49	0.00	0.00	9,030.48	0.00	0.00	15,750.65
Total Payments		53,288.34	21,568.15	0.00	0.00	107,148.35	0.00	0.00	182,004.84

Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
June 2023 Claim		3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90

Claims Payments

Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
June 2023 Claim		3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90

- Date – Processing date in our office. Payments to you are processed around the 15th
- Lunch – Federal Reimbursement of your Lunch Meals
- Breakfast – Federal Reimbursement of your Breakfast Meals
- Snack – After School Snack Program Federal Reimbursement of Meals served
- Milk – This is the Milk only program for those that do not participate in NSLP/SBP
- Match – This is your State of Maine Reimbursement for your meals and a one-time payment processed in March of a State Match payment.
- FFVP – Fresh Fruit and Vegetable Federal Reimbursement
- Produce – This year your Local Foods for Schools Reimbursement



Important Dates To Remember

Open Office Hours 1st Wednesday of the month:

August 23rd 1pm-2pm

August 30th 1pm -2pm

September 6th 1pm-2pm

October 4th 1pm-2pm

November 1st 1pm-2pm

December 6th 1pm-2pm

October Survey – Must be completed between November 1-8, before October claim is submitted. Help Tab will have directions for Regular, CEP and Provision II claiming.

Can you Find Me?

Where do I find the Log in to CNPWeb?



Can you Find Me?

I need to make a revision to my application.



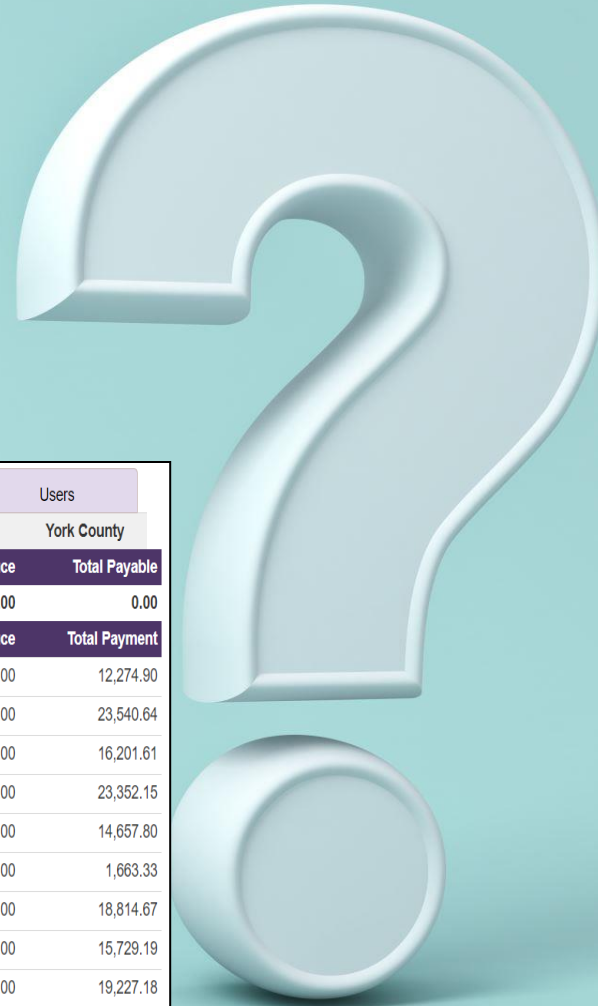


Can you Find Me?

Where is the last step located to complete your claim?

Can you Find Me?

In Program Year 2023, what was paid on 3/8/2023?



Checklist	Applications	Forms	Activities	Claims	Payments	Users	York County		
Open Balance Transactions		Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payable
Total Open Transactions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Batch Number	Date	Lunch	Breakfast	Snack	Milk	Match	FFVP	Produce	Total Payment
1239	7/7/2023	3,627.68	1,420.64	0.00	0.00	7,226.58	0.00	0.00	12,274.90
1234	6/9/2023	6,934.79	2,749.23	0.00	0.00	13,856.62	0.00	0.00	23,540.64
1227	5/9/2023	4,826.65	1,893.22	0.00	0.00	9,481.74	0.00	0.00	16,201.61
1221	4/10/2023	6,993.05	2,785.74	0.00	0.00	13,573.36	0.00	0.00	23,352.15
1216	3/9/2023	4,193.36	1,675.64	0.00	0.00	8,788.80	0.00	0.00	14,657.80
1214	3/8/2023	0.00	0.00	0.00	0.00	1,663.33	0.00	0.00	1,663.33
1208	2/9/2023	5,482.14	2,181.19	0.00	0.00	11,151.34	0.00	0.00	18,814.67
1201	1/9/2023	4,668.58	1,840.67	0.00	0.00	9,219.94	0.00	0.00	15,729.19
1196	12/9/2022	5,637.77	2,405.43	0.00	0.00	11,183.98	0.00	0.00	19,227.18
1190	11/14/2022	6,112.64	2,707.90	0.00	0.00	11,972.18	0.00	0.00	20,792.72
1182	10/11/2022	4,811.68	1,908.49	0.00	0.00	9,030.48	0.00	0.00	15,750.65
Total Payments		53,288.34	21,568.15	0.00	0.00	107,148.35	0.00	0.00	182,004.84