Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310

Child Nutrition Programs
Submit completed forms via email to:
ode.cnp@ode.oregon.gov

CNP*web* User Authorization Request & Certification

Instructions: **Complete and submit to the Oregon Department of Education Child Nutrition Programs (ODE CNP).**

A unique user Login ID and a temporary default password will be assigned by ODE CNP. It is a requirement to change the temporary default password to a unique personal password when logging in to CNPweb for the first time. The user Login ID assigned by ODE CNP plus your unique personal password is your secure *CNPweb User ID*. Your user Login ID and password should <u>not</u> be shared.

Select the preferred secure method for notification of CNPweb User Name and default Password

Email ☐   **Phone** ☐

Section 1: User Information   ☐ New User   ☐ Modify Existing User

User First Name	**User Last Name**
Email Address	**Phone Number**
Sponsor Name	**Sponsor Agreement Number**
Authorized By (Print Name)	**Authorizing Signature**

Section 2: User Access

Select the appropriate <u>User Group</u> (See table on back for specific permissions allowed for each User Group)

☐ **Sponsor staff** (submit information)   ☐ **Sponsor staff** (view only)   **Other - auditors, regional staff, etc.** (view only)

☐ **Food Service Management Company** (permission to view Sponsor records)

Check <u>all components</u> to be used (See other side for description of permissions allowed for each component)

School Nutrition Program
(National School Lunch, School Breakfast, Special Milk)

☐ Applications

☐ Claims

Child and Adult Care Food Program

☐ Applications

☐ Claims

☐ Sponsor Family Day Care Homes

Summer Food Service Program

☐ Applications

☐ Claims

Section 3: Certification

I understand that using my *CNPweb User ID* to access the ODE *CNPweb* website is equivalent to an original signature for purposes of official documentation. By using my *CNPweb User ID*, I certify that the information transmitted is complete and accurate. I understand that I will be responsible for the content of information submitted by anyone using my user name and password. If another user accesses the system with my personal *CNPweb User ID* and provides false information, I understand I will be subject to corrective actions and potential penalties by ODE CNP. If I believe my *CNPweb User ID* has been compromised, I will notify ODE CNP immediately to be assigned a new *CNPweb User ID*. (To electronically sign pdf., please use the "Fill & Sign" option. Alternately, Sponsors can print and physically sign forms, then scan and return via email).

User Signature	Date

User Groups and Components		
	User Group: Sponsor (submit information)	**User Group: Sponsor (view only)** **User Group: Food Service Management Company (view only)**
SNP CACFP SFSP **Program Application**	▪ Add, edit and delete unapproved Sponsor and Site Information Sheets ▪ Certify and submit Applications, Sponsor and Site Information Sheets and Packet ▪ Revise approved Sponsor and Site Information Sheets, certify and submit ▪ CACFP and SFSP add, edit, delete, submit Budget ▪ CACFP and SFSP revise approved Budget and submit ▪ View Claims status screen ▪ View Payments tab ▪ View Users tab	▪ View Sponsor and Site Information Sheet ▪ CACFP and SFSP view Budget details ▪ View Sponsor Packet ▪ View Claims ▪ View Payments ▪ View Users tab
SNP CACFP SFSP **Claims**	▪ Add, edit and delete Sponsor and Site Claims before submitting ▪ Upload original claims ▪ Certify and submit Sponsor and Site Claims ▪ Revise paid Sponsor and Site Claims, certify and submit ▪ View Packet tab ▪ View Sponsor and Site Information Sheets ▪ CACFP and SFSP view Budget tab	▪ View Sponsor and Site Information Sheets ▪ View Packet tab ▪ CACFP and SFSP view Budget details ▪ View Sponsor and Site Claim tabs ▪ View Payments tab ▪ View Users tab
CACFP Sponsors of Family Day Care Homes	▪ All permissions in User Groups above ▪ Site Information Sheets only for Sponsor of Homes and Centers ▪ Provider Information sheets permissions same as Site Information Sheets ▪ Provider Claims permissions same as Site Claims ▪ Add New Provider ▪ Execute Provider Search	