

CNPweb Quick Reference Guide – CACFP

Complete application packet for a new Program year

1. Select the Program year and Sponsor, if you are responsible for applications for more than one Sponsor
2. Select **Applications** Tab
3. Click **Add** for the Sponsor Info Sheet
4. Review form, revise as necessary and complete all missing information
5. Click **Submit** at bottom of form
6. Correct any errors
7. CNPweb will display a list of all active sites/providers
8. Click **Add** for a Site/Provider Info Sheet
9. Select Site Type (not required for providers)
10. Review, revise as necessary and complete all missing information
11. Click **Submit** at bottom of form
12. Correct any errors
13. Repeat steps 8-11 for each site/provider
14. Select **Packet** Tab
15. Scroll to bottom of Packet screen. Click **here** to enter dates for required offline forms sent to ODE.
16. Enter “Date Sent” for each required form sent to ODE
17. Click **Submit** at bottom of form
18. At bottom of Packet screen, click the checkbox to submit the packet to ODE
19. Click **Submit**.
20. Forms will be in *Pending Approval* status
21. Once ODE has approved the packet, the program status will change to “approved”.

Edit Forms (use to make changes to and correct errors on Info Sheets and Claims before form is submitted to ODE)

1. Click **Edit** for the form you want to edit
2. Edit form as necessary
3. Click **Submit** at bottom of form
4. Correct any errors, and click **Submit** at bottom of form

Revise Forms (Use to make changes to Info Sheets after form is in Approved or Paid status)

1. Click **Revise** for the info sheet you want to revise
2. Revise form as necessary
3. Click **Submit** at bottom of form
4. Correct any errors, and click **Submit** at bottom of form
5. When form is in *Pending Approval* status, wait for ODE to approve the revised form

Submit a reimbursement claim

(Application packet must be in *Approved* status)

1. Select **Claims** Tab
2. Click **Add** for the Sponsor Claim
3. Click **Submit** at bottom of the Sponsor Claim form without checking Certify box
4. Click **here** to return to the Sponsor Summary page
5. Click the  to open all applicable site/provider claims

6. Click **Add** for site/provider claim
7. Enter claim info and click **Submit**.
8. Correct any errors until status is *Complete*
9. Repeat steps 4-6 for each site/provider claim
10. Click **Edit** for Sponsor claim
11. Check Certify box, and click **Submit**.
12. When status of Sponsor claim is *Approved*, it will be paid with the next payment batch

Revise a claim

(Only claims in *Paid* status can be revised)

1. Click **Revise** for the Sponsor Claim
2. Click **Submit** at bottom of Sponsor Claim form without checking Certify box
3. Click **Revise** for site/provider claim
4. Revise data and click **Submit**.
5. Correct any errors until status is *Complete*
6. Repeat steps 3-5 for each site/provider claim you want to revise
7. Click **Edit** on Sponsor Claim
8. Check Certify box and click **Submit**.
9. When status of Sponsor claim is *Approved*, it will be processed.

View payment information

1. Select **Payments** Tab
2. Claims in *Paid* status are in Open Balance Transactions until the payment batch is processed
3. May review payment history