Welcome to CNAP

The Child Nutrition Application Program

http://meis.mde.state.mi.us

School Meals Program

Last Updated: 5/23/2003
Questions?

• E-mail, MDE-CNAP-SchoolMeals@michigan.gov during or after the presentation
• Live, at the end of the presentation
Training Presentation

- [www.michigan.gov/mde](http://www.michigan.gov/mde)
- Click on Programs and Offices
- Click on School Support Services
- Click on CNAP
Agenda

- **What is CNAP?**
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- Modifications and amendments
- Questions
What is CNAP?

The Child Nutrition Application Program

- Apply online
- Error checking during entry
- Online review and comment on applications
- Amendments online
- Previous years’ application information saved and brought forward
- Up-to-date view of the applications
- Automated generation of email
CNAP Benefits

- Reduce paperwork for applicants and MDE
- Save time in future years, since most prior year data will be available (not just Schedule A)
- Process your application more efficiently and quickly
Agenda

- What is CNAP?
- What is needed to use CNAP?
- Accessing CNAP
- Entering a School Meals application
- Modifications and amendments
- Questions
What is needed to use CNAP?

1. An Internet Connection
2. Web Browser
   (IE/Netscape 4.0+)
3. JavaScript and Session Cookies enabled for the Web Browser
4. Adobe Acrobat 4.0+
5. A Valid MEIS Account
Quick facts about CNAP

1. Users must have access to a working Internet connection.
2. CNAP can be accessed from multiple machines.
3. CNAP does not impose any hardware requirements on its users.
4. CNAP is accessible through a common Web browser (IE 6.0 preferred).
5. CNAP is located at http://meis.mde.state.mi.us

Internet connection
• Modem (telephone lines) will be sufficient
• DSL or cable modems are faster
• The faster the connection, the easier it is to use CNAP

Beware proxy servers and other security settings
• Local security can impact performance
What is an Internet Browser and which ones can be used?

An Internet Browser is computer software used to browse (view) the World Wide Web.

CNAP supports Internet Explorer or Netscape versions 4.0 or higher.

You can check the version number by clicking “Help” and then by clicking “About Internet Explorer” or “About Netscape”.

If the version you have is below 4.0, you can download the latest version by going to:

http://www.microsoft.com/windows/ie/default.asp
http://home.netscape.com/download/

Browsers are free software.

Preferred: IE 6.0+
What is JavaScript?

JavaScript is a programming language that is used on Websites to increase functionality. In CNAP, JavaScript is used for a variety of features including the automatic correction of user-entered data.

Internet Explorer
Click "Tools"
Click "Internet Options"
Click the "Security" tab
Click "Custom Level"
Under "Scripting", "Active Scripting", Click "Enable"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.
What is JavaScript? (continued)

JavaScript is also used in CNAP to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

**Netscape**

Click "Edit"
Click "Preferences"
Click "Advanced"
Click "Enable JavaScript"

If the CNAP system detects that JavaScript is disabled for the browser, CNAP will show this list of steps.
What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

CNAP uses session cookies.

To use session cookies:

**Internet Explorer**
Click "Tools"
Click "Internet Options"
Click the "Security" tab
Click "Custom Level"
Under "Allow per-session cookies (not stored)" Click "Enable"
What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of Disk Cookies which are often used for marketing purposes, the Session Cookies used by CNAP do not warrant any sort of concern.

No sensitive data is stored within these Cookies, and once you logoff CNAP or close your browser each Session Cookie is automatically removed.

**Netscape**

Click "Edit"
Click "Preferences"
Click "Advanced"
Under "Cookies" Click "Accept all Cookies"
What is Adobe Acrobat Reader and do I need it? “PDF’s”

Adobe Acrobat Reader is a software program that is used to view PDF files. PDF stands for “Portable Document Format”. Regular Web pages which are programmed in HTML (Hypertext markup language) do not always look good when printed. The PDF format was designed for the Web to look consistent each time it is printed. CNAP uses PDFs for those things that must be printed. In some cases PDFs are dynamically generated using data entered by users.

Once Acrobat Reader is installed, all files in CNAP with the extension .pdf will be opened with the Acrobat Reader Program.

Adobe Acrobat Reader is free software, and can be downloaded from http://www.adobe.com/products/acrobat/readstep2.html

CNAP supports Adobe Acrobat and Adobe Acrobat Reader versions 4.0+
What is MEIS and how can an account be obtained?

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE applications.

In order to use CNAP (and potentially other State of Michigan systems) you must first obtain a free MEIS account. This can be done by going to the following URL (Website Address) and clicking Create a MEIS Account:

http://meis.mde.state.mi.us/userman/
Create a MEIS Account in four easy steps.

Do NOT create a new MEIS Account if you already have one!

MEIS is also used for:
- Claims
- MEGS
- School Bus Inventory

1. Click **Create a MEIS Account** and enter the first and last name of the user account to be created.

2. Click the **Proceed to Step 2** button and add the basic biographical information.
3. Complete the security information used for getting password help.

4. Verify the account information you have provided and click the Create New MEIS Account button.
Confirming your MEIS Account

The final screen will confirm your account.

Hint: Print this page for your records.

Hint: Change your password immediately.

Warning: Passwords are case-sensitive

Your MEIS account will be able to access CNAP once you have been entered in the system.

For help with MEIS
(517) 335-0505
Agenda

- What is CNAP?
- What is needed to use CNAP?
- **Accessing CNAP**
  - Entering a School Meals application
  - Modifications and amendments
- Questions
How do I access CNAP?

- The first screen has links to:
  - Program Information
  - CNAP Access Information
  - Registering for MAIN.

- To gain access to CNAP, you must first submit the appropriate CNAP Security Forms.

- Click the CNAP Access Information link to access the CNAP Security Web page.

- The CNAP Access Information page will direct you to download, print, complete and mail the appropriate security forms to gain access to CNAP.

Note: This is NOT Claim Security
CNAP Authorization Structure

Level 3 -  Enter/Certify
- Can Enter/Edit information and Certify applications
- Can initiate applications
- Can assign lower security levels (levels 1 and 2) to allow other users to edit or view
- Submit, modify and delete applications and amendments

Level 2 -  Enter/Edit
- Can Enter/Edit information on application pages

Level 1 -  Read-Only
- Can View all parts of the application
- Cannot input or edit any information
Who Can Be Level 3 Enter/Certify?

- May be same person as for Claims
- May be a different person
- Must be a school district / sponsor employee, not food service management company
Logging In to CNAP

Once your Security Form has been submitted and approved, you can use your MEIS Login and Password to login to CNAP.

Remember, the MEIS password is Case Sensitive.

To Login to CNAP:
- Enter your MEIS Login and Password in the text boxes on the CNAP Login page
- Click the Login button

If you receive an error message that you have a valid MEIS account, but are not authorized in CNAP, contact the authorized Level 3 Enter/Certify user within your sponsor organization, if one is assigned. If one has not been assigned, contact the Office of School Support Services (OSSS), and mention “CNAP security”.

Slide 24
Avoid the “Back” and “Forward” buttons

CNAP is a dynamic, database driven, Web application. Content in CNAP changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within the application.

Using the browser’s Back and Forward buttons to return to a page is not the same as clicking a link to go to that same page. The Back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the Back button the user is not getting the latest information from the website but rather an “older” saved version of the page.

Avoid the “Back” and “Forward” button in order to always see the latest information available.
Agenda

• What is CNAP?
• What is needed to use CNAP?
• Accessing CNAP
• *Entering a School Meals application*
• Modifications and amendments
• Questions
Home

From Home, you can:
- Start an application for a new year
- Choose an application to work on
- View Users for Your District/Agency
- View Your Personal Profile
Starting a New Application

From HOME

1. Select a Program/Fiscal Year from the drop down list.

2. After selecting the application click the Apply button.

3. Review the information presented about your selection, and verify by clicking the Apply button to start your application for the new year.

4. Data from the prior year is copied or brought forward: this year, Schedule A; next year, most data.

5. You will then be directed to the Main Menu for your new application.
CNAP-School Meals Walkthrough

Main Menu
• Application Agreement Materials
• Sponsor/Site Information
• Program Forms
• Downloadable Required Documents
• Downloadable Prototypes
• Other Forms And Information
• Attachments
• Administrative Options
1. **Home** – Allows the user to return to the page with all initiated applications by the user’s district/agency.

2. **Main Menu** – This link will return the user to the list of documents for the current application.

3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for questions or problems that users might encounter.

4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.

5. **View Comments** – Use this to view processor comments.

6. **Logout** – This link will log the user out of the application.

7. **Application and User Information** - Information on which application is currently being worked, the application’s current status, fiscal year of the application, and the current user’s name, the Applicant Sponsor, and the Agreement Number.
Application Agreement Materials *(Read This First)*

Read these documents first

- General Instructions
- Application Agreement
- Policy Statement
- Afterschool Snack Application - Agreement Addendum
- Program Renewal Certification
  (Print and retain with your Application Agreement)
Sponsor/Site Information

- Schedule A Sponsor Information
- Schedule A Site Listing
Enter Sponsor Information on this page.

If SFA has meals prepared and delivered by a Vendor/Caterer (item 3), you must download, complete and mail the Food Service Contract and Commodity Agreement.

Item 6, ‘Check Month if Claim Form needed’, is not required for RCCI Sponsors. If non-RCCI and at least one month is checked, you will be required to complete the Summer Months Claim Information form.

No entry is required for Meal Types. The Meal Types are determined by selections on the site pages.

Answer new question on kitchen location and central production kitchen contact information.

When done editing, click the Save button.
On the Site Listing page, you can:

- Add and Review your Sites
- Activate and Inactivate Sites

- This page lists the Sponsor and all Sites which are participating, or have participated, in the application
- New Sites are marked with an asterisk (*)
- Sponsors may mark Sites active or inactive for an application by clicking the checkbox in the Active column for a Site, and clicking the Save button
- Click the hyperlinked name of the Sponsor to view or edit the Sponsor Information page
- Click the hyperlinked name of a Site to view or edit the Site Information page
- If a Site has Special Milk, an additional Site will be created on the grid to display its Special Milk status, marked with a milk icon.
Adding a Site

To Add a Site:
- Click the **Add a Site** button on the Site Listing page
- A new window will open
- Enter the site’s Agreement Number in the textbox
- If your site is an RCCI and has no Agreement Number, select the checkbox
- Click the **Go** button
- The popup window will close, and you will be directed to the Site Information page
Complete the Site Information page for each Site:

- Enter Site Information
- If the Site has the Special Milk Program, the Special Milk Enrollment field is required
- If Afterschool Snack is selected, fields under item 5b must be completed
- If a Joint Food Service Contract is required, it must be printed, completed, signed and mailed
- Choose your Site’s Kitchen Type, and complete the fields required for your chosen type
- When done editing, click the **Save** button
Editing a Site

- Click the hyperlinked Site Name on the Site Listing page to access its Site Information page.
- To edit a Special Milk Site, click the first hyperlinked instance of that site (without the Special Milk icon). The Site Information page applies to both instances of the Site on the Site Listing page.
- When done editing, click the **Save** button on the Site Information page.
- Click the **Return to Previous Page** button to return to the Site Listing page.
Program Forms
You will see forms applicable to your program.

- Prototype Document Certification – Policy Statement
- Collection Procedure/Accountability-Pre-Paid List (if non-RCCI)
- Collection Procedure/Accountability-Ticket System (if non-RCCI)
- Collection Procedure/Accountability-Computer System (if non-RCCI)
- Collection Procedure/Accountability-Roster or Class List (if non-RCCI)
- Collection Procedure/Accountability For Residential Child Care Institutions
- NSLP/SBP Collection Procedure Checklist-Preventing Overt Identification (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Adequate Counting System at Point of Service (non-RCCI)
- NSLP/SBP Collection Procedure Checklist-Eligibility Determination (non-RCCI)
- Pre-Award Civil Rights Compliance Review (new applicant only)
- Summer Month Claim Information (non-RCCI, only if at least one of June, July or August is checked on the Sponsor Information page)
Navigating in Program Forms

To Navigate in Program Forms:

• Select a hyperlinked Program Form name from the Main Menu

• To continue working through the forms, click the **First, Previous, Next** or **Last** buttons at the top or bottom of the Program Form page

• You may stop working on your application and start again at any time. All information you have saved will be retained in CNAP.

• When you come back, click the hyperlinked Program Form name on the Main Menu where you left off
Saving Program Forms

Program Forms must be SAVED by clicking the Save button or information will be lost

- Remember to **Save** pages before navigating away
- When entering long narrative text into textboxes, it’s a good idea to **copy** and **paste** from a word processing program
- Save Early, Save Often
Program Forms (continued)

Prototype Document Certification – Policy Statement

- If option A is selected, do not fill out the rest of this page.
- If option B is selected, at least one of the prototype documents checkboxes must be selected.
- If Other is selected, a description is required in the textbox
- Selection of any of the prototype documents will require submission of the document(s) for approval. Return to the Main Menu to upload or mail the required documents (located in the Attachments section)
- Verify that all data is correct
- Click the SAVE button before proceeding
Program Forms (continued)

Collection Procedure/Accountability-
Pre-Paid List (non-RCCI)

- If Other is selected for any item, a
description must be provided for that item
- Meal counts may be taken at the
beginning of the serving line only when
the school district ensures that meals
are monitored for completeness at the
end of the serving line
- Verify that all data is correct
- Click the SAVE button before
proceeding
Program Forms (continued)

Collection Procedure/Accountability-Ticket System (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item.
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line.
- Complete the section on Preventing Overt Identification.
- Verify that all data is correct.
- Click the SAVE button before proceeding.
Collection Procedure/Accountability - Computer System (non-RCCI)

- Note: “a. Payment for meals/milk” has separate items for frequency and method.
- If Other is selected for any item, a description must be provided for that item.
- Meal counts may be taken at the beginning of the serving line only when the school district ensures that meals are monitored for completeness at the end of the serving line.
- Verify that all data is correct.
- Click the SAVE button before proceeding.
Collection Procedure/ Accountability- Roster or Class List (non-RCCI)

- If **Other** is selected for any item, a description must be provided for that item.
- Meal counts may be taken at the beginning of the serving line only when the school district **ensures** that meals are monitored for completeness at the end of the serving line.
- Verify that all data is correct.
- **Click the SAVE button before proceeding**
Collection Procedure/Accountability
For Residential Child Care
Institutions (RCCI)

- Mark the section that identifies your collection procedure
- If **Other** is selected, a description must be provided
- Verify that all data is correct
- Click the **SAVE** button before proceeding
NSLP/SBP Collection Procedure
Checklist – Preventing Overt Identification (non-RCCI)

- Select Yes or No for each of the questions
- Verify that all data is correct
- Click the SAVE button before proceeding
NSLP/SBP Collection Procedure
Checklist – Adequate Counting System At Point Of Service (non-RCCI)

- Select Yes or No for each of the questions
- If the counting system is not described or is not described in sufficient detail, and you need to provide a complete description, click the hyperlink to return to the Main Menu to upload or mail your attachment(s)
- Verify that all data is correct
- Click the SAVE button before proceeding
NSLP/SBP Collection Procedure Checklist – Eligibility Determination (non-RCCI)

- Provide the names and titles as requested
- The same person cannot be designated for both questions
- Verify that all data is correct
- **Click the SAVE button before proceeding**
**Pre-Award Civil Rights Compliance Review (new applicants)**

- Provide an estimate of both the racial and ethnic makeup of your school’s enrollment and your Food Service Staff.
- An entry is required in every textbox. An entry of 0 is allowed.
- Complete the remaining questions, where applicable.
- Verify that all data is correct.
- **Click the SAVE button before proceeding**

### Racial Identity

<table>
<thead>
<tr>
<th>Racial Identity</th>
<th>Enrollment</th>
<th>Food Service Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian or Alaskan Native</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Asian</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Black or African American</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>White</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>46</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

### Ethnic Identity

<table>
<thead>
<tr>
<th>Ethnic Identity</th>
<th>Enrollment</th>
<th>Food Service Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino</td>
<td>45</td>
<td>5</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>46</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

* Total enrollment or ** Total number of Food Service Staff at the school district.*
Program Forms (continued)

Summer Months Claim Information (non-RCCI)

- Select either Yes or No for questions 1 and 2 under **Regular School Year**
- Under **Summer School Programs**, if you select No for question 1, the remainder of the questions are not required
- Under **Summer School Programs**, if you select Yes for question 1, you must complete the remainder of the questions on this page
- Verify that all data is correct
- **Click the SAVE button before proceeding**

<table>
<thead>
<tr>
<th>Regular School Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Will the end of your regular school year exceed more than 10 meal serving days in June?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>2. Will the beginning of the next regular school year exceed more than 10 meal serving days in August?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer School Programs (Extended School Year):</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your school district is going to be operating a summer school program that is an integral part of the curriculum or an extension of a local education program, prior State agency review and approval is required to submit claims and/or order commodities for the School Meals Program.</td>
</tr>
<tr>
<td>1. Will you be operating a Summer School Program? (If No, the rest of this form is not required.)</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Summer School Months:</td>
</tr>
<tr>
<td>June: If regular school days in June plus summer school days in June total more than 10 days, combine them and submit a claim for the month of June</td>
</tr>
<tr>
<td>July: Do not combine July with any other month</td>
</tr>
<tr>
<td>August: If regular school days in August plus summer school days in August total more than 10 days, combine them and submit a claim for the month of August</td>
</tr>
<tr>
<td>2. Dates of Summer School operation:</td>
</tr>
<tr>
<td>3. Type of Summer School Program(s) operated:</td>
</tr>
<tr>
<td>4. Meal types served:</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>After School Snack (cannot be claimed without claiming Lunch)</td>
</tr>
<tr>
<td>5. Number of students enrolled:</td>
</tr>
<tr>
<td>6. Will you need to order commodities for the summer months?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
Downloadable Required Documents

- You will see forms applicable to your program.

- Application Agreement
- Policy Statement
- Commodity Agreement
- Food Service Contract
- Joint Food Service Agreement
- Security Forms
Downloadable Required Documents
(Print, Sign and Mail to OSSS)

- Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.

- Download all items in this list by clicking the hyperlink. A new window will open from which you can print or save the document.
Downloadable Required Documents (continued)

- School Meals Claim Security Access Form is required to be completed, signed and mailed each year.
- CNAP School Meals Security Access Form is required to be completed, signed and mailed from FY 2004-2005 onward.
- If a document is required to be attached (uploaded or mailed), do so under the **Attachments** section on the Main Menu.
Downloadable Prototypes

- Downloadable Prototypes are required to be submitted to OSSS if changes to the forms provided are indicated on the Prototype Document Certification page.

<table>
<thead>
<tr>
<th>PROGRAM FORMS (Complete or Update and &quot;Save&quot; the following forms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Prototype Document Certification - Policy Statement</td>
</tr>
<tr>
<td>- Collection Procedures/Accountability - Pre-Test List</td>
</tr>
<tr>
<td>- Collection Procedures/Accountability - Ticket System</td>
</tr>
<tr>
<td>- Collection Procedures/Accountability - Computer Systems</td>
</tr>
<tr>
<td>- Collection Procedures/Accountability - Roster or Class List</td>
</tr>
<tr>
<td>- NSLP/NSBP Collection Procedure Checklist - Preventing Erotic Identification</td>
</tr>
<tr>
<td>- NSLP/NSBP Collection Procedure Checklist - Adequate Counting System at Point of Service</td>
</tr>
<tr>
<td>- NSLP/NSBP Collection Procedure Checklist - Eligibility Determination</td>
</tr>
<tr>
<td>- Pre-Award Civil Rights Compliance Review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DOWNLOADABLE REQUIRED DOCUMENTS (print, sign and mail to OSSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Application Agreement</td>
</tr>
<tr>
<td>- Policy Statement</td>
</tr>
<tr>
<td>- Commodity Agreement</td>
</tr>
<tr>
<td>- Food Service Connect</td>
</tr>
<tr>
<td>- School Meals Claim Security Access Form</td>
</tr>
<tr>
<td>- CNAP School Meals Security Access Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DOWNLOADABLE PROTOTYPES (Review the instructions for the following Prototypes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Letter to Parents - Confidential</td>
</tr>
<tr>
<td>- Letter to Parents - Shared Information</td>
</tr>
<tr>
<td>- Letter to Parents - Family Application</td>
</tr>
<tr>
<td>- Application for Free and Reduced Price School Meals</td>
</tr>
<tr>
<td>- Application for Free Milk</td>
</tr>
<tr>
<td>- Family Application for Free and Reduced Price School Meals</td>
</tr>
<tr>
<td>- Approval/Disapproval Form to Parents</td>
</tr>
<tr>
<td>- Sample Public Release for Free and Reduced Price Meals</td>
</tr>
<tr>
<td>- Sample Public Release for Free Milk</td>
</tr>
</tbody>
</table>

OTHER FORMS AND INFORMATION
Downloadable Prototypes

Documents in this section include:

- Letter To Parents – Confidential
- Letter To Parents – Shared Information
- Letter To Parents – Family Application
- Application For Free and Reduced Price School Meals
- Application For Free Milk
- Family Application For Free And Reduced Price School Meals
- Approval/Disapproval Form To Parents
- Sample Public Release For Free And Reduced Price Meals
- Sample Public Release For Free Milk

If a document is required to be submitted (uploaded or mailed), do so under the **Attachments** section on the Main Menu.
Other Forms and Information

- Food Service Contract
- School Meals Claim Security Access Form
- CNLP School Meal Security Access Form

**DOWNLOADABLE PROTOTYPES**
- Letter to Parents - Confidential
- Letter to Parents - Shared Information
- Letter to Parents - Family Application
- Application for Free and Reduced Price meals
- Application for Free Meal
- Family Application for Free and Reduced Price School Meals
- Approval/Rejection Forms to Parents
- Sample Public Release for Free and Reduced Price Meals
- Sample Public Release for Free Meal

**OTHER FORMS AND INFORMATION**

**Forms:** (Recommended for your use)
- Afterschool Snack Program Blank
- Afterschool Snack Program Blank
- Afterschool Snack Program Sign-in Sheet
- Afterschool Snack Program On-Site Review

**Information:** (For your reference)
- Comparison of Afterschool Snack Program
- Frequently Asked Questions and Answers about Snacks
- Afterschool Snack Requirements
- Sample Afterschool Snack Menus
- Guidelines for Use in Schools
- Using/Family Application for Free and Reduced Price Meals
- Menu/Planning

**ATTACHMENTS**
- Instructions to upload or mail files using this utility
Other Forms and Information

- **Forms:**
  - Snack Menu, Production and Meal Count Record / Daily Snack Count
  - Afterschool Snack Program Roster
  - Afterschool Snack Program Sign-in Sheet
  - Afterschool Snack Program On-Site Review
- **Information:**
  - Comparison of After School Snack Program
  - Frequently Asked Questions and Answers about Snacks
  - Afterschool Snack Requirements
  - Sample Afterschool Snack Menus
  - Guidelines for Use in Schools
  - Using Family Application for Free and Reduced Meals
  - Menu Planning
Attachments

Upload Files or Confirm Mailing using this utility

- Items in this list will change depending upon selections made on the Sponsor and Site Information pages, and in Program Forms.
- Your application may not be approved until all required items have been received.

Items which may appear in this list include:

- Signed copy of Application Agreement
- Signed copy of Policy Statement
- Joint Food Service Agreements
- Current License to Provide Residential Child Care Services
- Food Service Contract
- Commodity Agreement
- Explanation of Alternate Menu Planning Approach
- Prototype documents
- School Meals Claim Security Form
- CNAP School Meals Security Access Form (from 2005 onward)
To Upload or Confirm Mailing:

- Click the **Upload/Mail** link to the right of the document you wish to upload or mail
- You will be directed to the Upload/Mail Attachments page
- **To Upload a File,** select the checkbox titled **Upload Document**
  - Click the **Browse** button and locate the file on your computer in the popup dialog
  - Click the **Open** button on the popup dialog (the dialog will close)
  - Click the **Save** button on the Upload/Mail Attachments page
- **To Confirm Mailing a Document,** select the checkbox titled **Mail Document**
  - Click the **Save** button on the Upload/Mail Attachments page
Administrative Options

- Add Users
- View PDF
- Last Submission
Administrative Options

Adding Users to an Application

• MDE must add Level 3 Enter/Certify users.
• Your Level 3 (Enter/Certify) can enter additional users:
  – Level 2 Enter/Edit
  – Level 1 Read Only

To Add a User:
• Enter the user’s MEIS Account Number in the textbox under the Add Users to Application section
• Select the new user’s Security Level (Level 1 or Level 2)
• Optional: You may specify dates for the new user to become active (gain access to CNAP), and inactive (no longer be able to access CNAP)
• Click the Save button
• The new user will now be able to log in and access this application
View PDF of this Application

- Select View PDF to view, print or save a PDF of the complete application
- The PDF will be filled in with the information entered in the application Sponsor/Site Information and Program Forms
- Print and maintain a copy of the final application for your records
- Remember to also print and retain the Program Renewal
1. **Home** – Allows the user to return to the page with all initiated applications by the user’s district/agency.
2. **Main Menu** – This link will return the user to the list of documents for the current application.
3. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.
4. **Errors** – This page will track the progress of the application and alert the user when any critical part is not completed. All errors must be addressed in order to submit the application.
5. **View Comments** – Use this to view processor comments.
6. **Logout** – This link will log the user out of the application.
Application Errors

• This page displays errors in the Application
• Errors displayed on this page must be corrected before the application can be submitted

• Access the Errors page by clicking the Errors hyperlink in the menu bar from any page within a CNAP application
• To access and correct a specific error, click the hyperlinked name of the page on which the error occurs
• After an error is corrected and the Program Form is saved, the error will no longer appear on the Errors page

• Errors on the current page will also be displayed at the top of a Sponsor Information, Site Information or Program Form page after it is saved.
Submission of the Application

To Submit an Application:

1. To do this, click the **Submit Application** button on the Application Menu.
2. Only an Enter/Certify user can submit an application.
3. If there are any errors, a page will prompt the necessary corrections.
4. After all errors are corrected, return to the Main Menu and click the **Submit Application**.
5. The next page will present conditions that must be agreed upon when submitting the application.
6. After reading and agreeing with conditions, click the **I Agree** button to continue.
7. The user will see a confirmation page. Please print this page to keep as a record of the submission of the application.
Agenda

• What is CNAP?
• What is needed to use CNAP?
• Accessing CNAP
• Entering a School Meals application
• *Modifications and amendments*
• Questions
**Application Status Levels** - To keep track of applications within the CNAP system a status level is applied to the application at every step. There are two distinct status categories, Applicant side and Processor side. The Applicant side status levels are given to the application if the applicant must perform actions such as addition or deletion of data. The Processor side status levels allow for the OSSS Processors to view the data, comment on the application and then approve and certify the Sponsor.

<table>
<thead>
<tr>
<th>Applicant Status Levels</th>
<th>Processor/Certifier Status Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process of Creation</td>
<td>Pending Review</td>
</tr>
<tr>
<td>Modifications Required</td>
<td>Review In Progress</td>
</tr>
<tr>
<td>Modifications in Progress</td>
<td>Approved, Pending Certification</td>
</tr>
<tr>
<td>Amendment in Progress</td>
<td>Certification in Progress</td>
</tr>
<tr>
<td></td>
<td>Approved and Certified</td>
</tr>
</tbody>
</table>
Modifications Process

Modifying the Application

• When the application status is Modifications Required, a **Modify Application** button shows next to the application on the Home page.

• Level 3s (Enter/Certify) can click **Modify Application** to begin updating the application, which changes the status to Modifications in Progress.

• Enter/Certify users can submit the modified application by clicking the **Submit Modifications** button on the Main Menu.
Checklist: View Comments

Processor Checklist
After submission of the application in the CNAP system, the application will be reviewed by OSSS Processors.

During the review process, OSSS Processors make comments in checklists. These external comments can be viewed by the applicant.

Once comments are entered in the checklist, a link in the CNAP header will appear called View Comments.

Click the View Comments link in the menu bar to view your Processor’s comments.
Amendment Process

Amending the Application

- Once an application is Approved and Certified, an **Amend Application** button shows next to the application on the Home page.

- Enter/Certify users can click **Amend Application** to begin an amendment, which changes the status to Amendment in Progress.

- Enter/Certify users can submit the amended application by clicking the **Submit Application** button on the Main Menu. CNAP will ask for a brief narrative to explain why the amendment is needed.
Agenda

• What is CNAP?
• What is needed to use CNAP?
• Accessing CNAP
• Entering a School Meals application
• Modifications and amendments
• Questions