

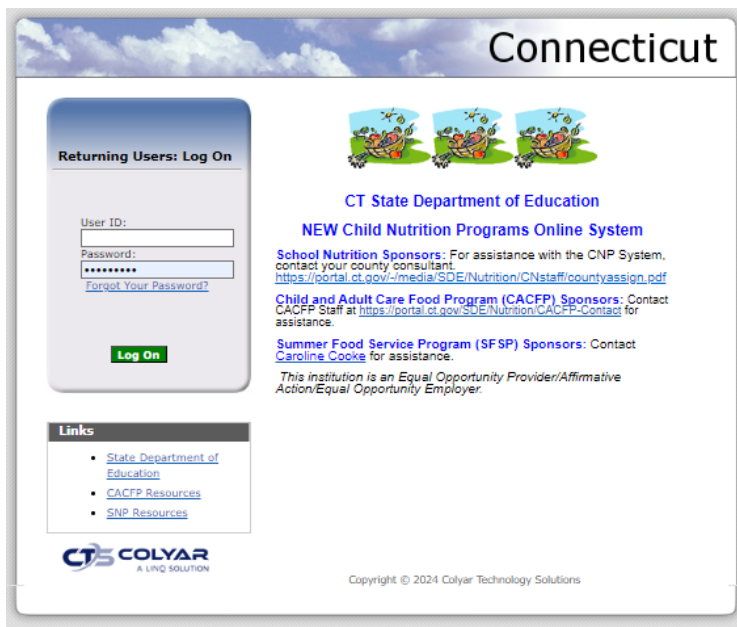
# Guidance for Uploading the Community Eligibility Provision (CEP) Application Excel Files

## School Year 2025-26

School food authorities (SFAs) must upload all CEP application Excel files to the Connecticut State Department of Education's (CSDE) [Online Application and Claiming System for Child Nutrition Programs](#) (CNP System). **Do not email any files to the CSDE.**

### Step 1

Access the **CNP System** using your ID and Password at <https://ct.cnpus.com/prod/Splash.aspx>.



### Step 2

Click **Application**.



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## Step 3

Click **Application Packet** for school year 2025-2026.



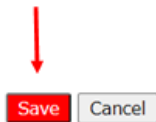
## Step 4

Click **Modify** next to the Sponsor Application

Action	Attention	Form Name
<a href="#">View</a> <a href="#">Modify</a> <a href="#">Admin</a>		Sponsor Application
<a href="#">Details</a>		Meal Pattern Compliance Dashboard
<a href="#">Details</a>		Checklist Summary

## Step 5

Click **Save** at the bottom of the **Sponsor Application**. This step is necessary to access the Checklist Summary.



## Step 6

The screen to the right will appear. The **Checklist Summary** will have a red arrow next to it.

The screenshot shows a table with the following data:

Action	Attention	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>		Sponsor Application	<a href="#">Original</a>	Error
<a href="#">Details</a>		Meal Pattern Compliance Dashboard		Pending Validation
<a href="#">Details</a>		<a href="#">Checklist Summary (12)</a>		

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## Step 7

Click **Details** next to the **Checklist Summary**.

Action	Attention	Form Name
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>		Sponsor Application
<a href="#">Details</a>		Meal Pattern Compliance Dashboard
<a href="#">Details</a>		➔ Checklist Summary (12)

## Step 8

The **SNP Checklist Summary** screen will now be visible. Click **Sponsor Name**.

**SNP Checklist Summary**

Hartford, CT 06106  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Sponsor	Total Items	Submitted Items
←	13	0

The **SNP Checklist** will appear after clicking on **Sponsor Name**. Scroll down to the bottom of the list.

Required Forms/Documents to send to CNP	Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status
Policy Statement (SIGNED)	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Meal Application and Data Management Process	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Site Information on Money Collection System and Point - of Service Meal Counting System	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Public Media Release	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval
Application for Free and Reduced-price School Meals	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending

## Step 9

Click on the **SNP Upload** paperclip.

Letter of Verification Results and Adverse Action for Income Households		<input type="checkbox"/>	<input type="text"/>
➔ SNP Upload		<input type="checkbox"/>	<input type="text"/>

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### Step 10

**Upload** each item individually (click **Choose File** to find file to be uploaded), **name** (as listed below), and **Save** each document.

Please name each uploaded file in the **Comment** box as indicated below.

1. CEP Enrollment
2. CEP Participation Worksheet
3. CEP Identified Student List

The screenshot shows a web form titled "Checklist File Upload Detail". It is divided into two sections: "Checklist" and "Upload Detail".

**Checklist**

Program: School Nutrition Programs  
Checklist Item: SNP Upload

**Upload Detail**

1. File To Upload:  CEP\_Student\_Identification\_List.xlsx

2. Comment:

At the bottom of the form, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

### Step 11

**Send email notification** to **Susan Alston** at [susan.alston@ct.gov](mailto:susan.alston@ct.gov) after all three files are successfully uploaded.

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For more information, visit the CSDE's [CEP](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/cep/cep\\_upload\\_guidance\\_cnp\\_system.pdf](https://portal.ct.gov/-/media/sde/nutrition/cep/cep_upload_guidance_cnp_system.pdf).

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1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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