

CNP 2000: Instruction Manual for submitting 6-cent Reimbursement Documentation

Fall 2012

Iowa Department of Education:
Bureau of Nutrition and Health Services

6-Cent Menu Certification Process

The Iowa Department of Education is ready for SFAs to upload and submit documents for the 6-Cent per reimbursable lunch. All documents will be uploaded through the CNP2000. NO paper documents through the mail will be accepted and only the required documents may be submitted.

Submitting documents may be a joint effort from key people within each SFA. This will most likely be a joint effort between the person who prepared and organized the menu worksheets/nutrient assessment/menu AND the person who usually reports through the CNP2000.

Entering and Submitting the Menu Certification Documents and Attestation

CNP 2000

Step 1: Log in: Log in to access CNP 2000. Under “Applications,” choose “SFA Application.” Double check to make sure the school year you are working with is 2013. In the “Action” column, click “Modify.” Your screen should resemble Figure 1 below.

On the Menu Certification row click “Modify” under the Action column as shown below in Figure 1.

Figure 1: Menu Certification

| 2012 - 2013 Application Packet | | Main Menu | | Approved | |
|--------------------------------|--------------------------------------|--------------|----------------------|------------------------|--|
| Item Description | SFA Status | Last Updated | Action | | |
| SFA Application | Approved | 08/17/2012 | View | Modify | |
| Menu Certification | Not Started | N/A | View | Modify | |
| Meal Pattern Compliance | Not Started | N/A | View | Modify | |
| Site Application(s) | Add Site Application | | | | |

Step 2: Contact Information: The contact information screen will appear as shown in Figure 2. The First Name, Last Name, Job Title, Email Address, and Phone Number fields are all required for the person who will be able to answer questions about the 6 cents certification documents. Once the appropriate information has been entered, click on “Save Contact Information” to continue.

Note: *This may or may not be the same person who is listed as the Authorized Rep or Food Service Director in the SFA Application.*

Figure 2: Update Contact Information.

| Contact Information for Menu Certification | | | | | |
|---|----------------------|---------------------------|---------------------------|--|--|
| | Title | First Name | Last Name | | |
| Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Job Title: | <input type="text"/> | | | | |
| Email Address: | <input type="text"/> | | | | |
| Phone: | <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> | | |
| <input type="button" value=" < Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save Contact Information"/> | | | | | |

Once entered, the contact information becomes “display only.” If changes need to be made for the contact information, simply click on the “Update Contact Information” button as shown below in Figure 3.

Figure 3: Update Contact Information.

| Contact Information for Menu Certification | | | |
|---|-----------------------------|-------------------|------------------|
| Name: | Title | First Name | Last Name |
| | Dr. | Susie | Quite |
| Job Title: | Food Service Supervisor | | |
| Email Address: | Schoolfoodrules@hotmail.com | | |
| Phone: | (111) 222-3333 | Ext: | Fax: |
| <input type="button" value="Update Contact Information"/> | | | |

Update as needed and click on the Save Contact Information button (not shown) to save the updates.

Step 3: Add New Menu Certification Documents

Click on the “Add new Menu Certification Documents” button to access the screen to upload menu documents. The “Add new Menu Certification Documents” button is shown below in Figure 4.

Figure 4: Add new Menu Certification Documents

| Contact Information for Menu Certification | | | | | |
|---|-----------------------------|-------------------|------------------|-------------|--------|
| Name: | Title | First Name | Last Name | | |
| | Dr. | Susie | Quite | | |
| Job Title: | Food Service Supervisor | | | | |
| Email Address: | Schoolfoodrules@hotmail.com | | | | |
| Phone: | (111) 222-3333 | Ext: | Fax: | | |
| <input type="button" value="Update Contact Information"/> | | | | | |
| Sites exist which are not associated with a menu. | | | | | |
| Menu Name | Meal Type | Age/Grade Group | No. Sites | Menu Status | Action |
| <input type="button" value=" < Back"/> <input type="button" value=" Add new Menu Certification Documents > "/> <input type="button" value=" Finish"/> | | | | | |



Step 4: Entering Menu Documents

Documents needed for each distinct menu:

- USDA Lunch Menu Worksheet named as: SFA Name.Meal Type.Grade Groups.Menu #
 - (i.e. CarrotownCSD.Lunch.K-5.Menu1)
- Copy of Menu -- The monthly menu sent home to households is appropriate to use as the menu document as long as all reimbursable meal combinations are documented. The SFA can develop a document that specifically states all planned meals for the week if needed
- (optional) A nutrient analysis from FNS approved software. ***If the SFA completed the Simplified Nutrient Assessment section of the USDA Worksheet, disregard this.***

As shown in Figure 5 below, enter a menu name in the “Menu Documents” text field. The “Menu Documents” name should reflect the SFA Name, then meal and age grade group. (i.e. Carrotown Lunch

K 5) Click on the drop down box for “Age/Grade Group” and pick the grade group affiliated. Next, click on the drop down box beside “Meal Type,” and choose lunch or breakfast. Enter comments, if necessary, that will help describe what type of menu is being uploaded. Click the “Save” button.

Figure 5: Entering Menu Detail

Upon clicking the “Save” button, additional options will appear on the screen as shown in Figure 6.

Figure 6: Upload Options for 6 Cents Certification Worksheets

| Uploaded File | Document Size | Uploaded Date | Uploaded By | Action |
|---------------------------|---------------|---------------|-------------|--------|
| There are no attachments. | | | | |

There are no sites associated with this menu.

| Sites associated with this Menu Certification | |
|---|-------------------------|
| Click here to select Sites > | View Associated Sites > |

Step 5: Uploading the Menu Certification Documents

As shown in Figure 6, click on the “Click here to Upload File” button to access the screen (shown in Figure 7 below) to upload the menu documents. You will upload the USDA worksheet, menu, and optional nutrient analysis as described in Step 4.

To upload a menu document, click the “Browse” button shown in Figure 7. Find the document on your computer, and select the document. The name of the document will auto-populate in the Line 1 text box. To complete uploading the file, you must click the “Upload File” button. Be patient as it may take a few seconds to upload.

Figure 7: Uploading the Files

| Upload File | |
|--|---|
| Select the file you wish to upload to the system from your computer by clicking the 'Browse...' button. Once you have selected a file, click the 'Upload File >' button to attach the file to the Menu. NOTE - Only 1 file can be attached at a time. If you need to attach multiple files, repeat the process of clicking the 'Click here to Upload File >' button on the previous screen. | |
| 1 - Select File | <input type="button" value="Browse..."/> |
| 2 - Upload the selected file to the database. | <input type="button" value="Upload File >"/> |
| <input type="button" value=" < Back"/> | |

After clicking the “Upload File” button you will see the screen shown in Figure 8 below. If needed, a comment may be added in the Comments text box. Click the “Save and Continue” button.

Figure 8: Upload File Confirmation

| Uploaded File | |
|--|---------------------------------|
| Document Name: | Elementary school worksheet.xls |
| Document Size: | 23.04 K |
| You may add additional comments in regards to this uploaded file if desired. Select 'Save and Continue >' to proceed to the next screen. | |
| Comments | |
| These are comments entered to better describe the document that has been uploaded. These comments are optional and are not required to be entered. | |
| <input type="button" value=" Save and Continue >"/> | |

Repeat Step 5 until all the documents are uploaded for the distinct menu you are working with.

Step 6: Selecting Sites Associated with the Uploaded Menu Type

Once all of the documents for the menu have been uploaded, click on the “Click here to select Sites” button as shown in Figure 6 above. Figure 9 below shows a screen shot of the image you will see once the button is clicked.

For the menu uploaded, under the “Select” column, click on all of the school sites that use this menu. Some school sites may have multiple menus used for the same building (i.e. a 6-12 building may have a 6-8 menu and a 9-12 menu attached to the same school site). The site may be selected again when the second menu upload process is completed. After checking all sites affiliated with this menu, click the “Save and Continue” button as shown in Figure 9 below.

Figure 9: Selecting Sites for the Uploaded Menu Type

| Menu Details | | | | |
|---|--------------------------|------------------|----------------|-------------------------|
| Menu Name: | Lunch 1 | Age/Grade Group: | K - 5 | |
| | | Meal Type: | Lunch | |
| <input type="checkbox"/> Show only associated Sites <input type="checkbox"/> Show sites that are NOT already associated with a menu for this same Meal Type <input type="button" value="Apply Filter"/> | | | | |
| Select the sites that use this menu certification from the list below: <input type="checkbox"/> Check/Uncheck All | | | | |
| Select | Site Name(s) | Site Number | Menus | Grades Served |
| <input type="checkbox"/> | Sample Elementary School | 409 | | Pre K, K, 1, 2, 3, 4, 5 |
| Comments: <input type="text"/> | | | | |
| Created By: | Created Date: | Modified By: | Modified Date: | |
| <input type="button" value=" < Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save"/> <input type="button" value=" Save and Continue >"/> | | | | |

Figure 10 shows the screen after menu documents are uploaded and site selection completed. When all of the documents for the menu type are uploaded and the appropriate sites are selected, click the “Finish” button.

Figure 10: Completed Menu Document Screen

| SFA Information | | | | |
|---|--|--|-------------|--|
| SFA Name | Agreement Number | Program Year | | |
| Camanche Comm School District | 09360000 | 2012-2013 | | |
| Menu Details | | | | |
| Menu Documents: | <input type="text" value="Lunch 1"/> | Age/Grade Group: <input type="text" value="K-5"/> | | |
| Menu Documents includes: | | Meal Type: <input type="text" value="Lunch"/> | | |
| 1. USDA Menu Worksheet by Meal Type 2. Menu for Week by Meal Type and if Applicable: 3. Full Nutrient Analysis (completed using commercial software) | | | | |
| SFA Comments: | <input type="text" value="this is the elementary lunch menu we use Mon and Wed."/> | | | |
| <input type="button" value=" < Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save"/> | | | | |
| Uploaded Menu Certification Documentation | | | | |
| Uploaded File | Document Size | Uploaded Date | Uploaded By | Action |
| CarrotTownCDSLunchK5Menu1.xls Comments: Lunch k-5 Menu 1 | 474.62 K | 10/26/2012 | ccemill | View Modify Comment Delete |
| Menu1.doc Comments: This is where comments from comments box show up. | 6.06 K | 10/26/2012 | ccemill | View Modify Comment Delete |
| NutrientAnalysisResults.doc Comments: | 6.06 K | 10/26/2012 | ccemill | View Modify Comment Delete |
| <input type="button" value=" Click here to Upload File >"/> | | | | |
| Sites associated with this Menu Certification | | | | |
| <input type="button" value=" Click here to select Sites >"/> | | <input type="button" value=" View Associated Sites >"/> | | |

Step 7: Uploading Additional Menu Documents

For the additional menus, repeat the process starting at Step 4: Entering Menu Documents by clicking on the “Add new Menu Certification Documents”. If the SFA has completed the upload process for all the menu types used, click the “Finish” button.

Tips and Tricks:

- When uploading menu documents, double check before leaving the site that everything has been uploaded correctly. You may look at the documents you have uploaded by clicking on the “View” button under the “Action” column. If you need to add more documents, click the “Modify” button in the “Action” column.
- You may or may not find the “Apply Filters” button helpful. Disregard if you do not use the function.
- Attach ALL your Menu Documents before moving on to the Meal Pattern Compliance steps.

Step 8: Completing the Meal Pattern Compliance (Attestation Statement Section)

As shown in Figure 1 early in this document, click “Modify” in the Action column on the Menu Pattern Compliance row.

The screen shown in Figure 11 will appear. Enter the contact information for the person who signed the SFA attestation statement. This person should be the Authorized Representative listed on the CNP2000 application. Click the “Save” button.

Figure 11: Meal Pattern Compliance

| Attestation Preparer Contact | | | |
|---|---|--|---|
| Name: | Salutation Mr. <input type="text"/> | First Name Bobby <input type="text"/> | Last Name Jones <input type="text"/> |
| Title: | District Supervisor <input type="text"/> | | |
| Email Address: | bobbyj@email.com <input type="text"/> | | |
| Phone: | 2223334444 <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> |
| Meal Service Provided | | | |
| Meals Served: | <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch | | |
| <input type="button" value=" < Back"/> <input type="button" value=" Cancel"/> <input type="button" value=" Save"/> | | | |

Once the information has been saved, the screen will display the additional information shown in Figure 12.

Figure 12: Meal Pattern Compliance

| Attestation Preparer Contact | | | | |
|---|---|---------------------|--------------------|--------|
| Name: | Salutation Mr. ▾ | First Name Bobby | Last Name Jones | |
| Title: | District Supervisor | | | |
| Email Address: | bobbyj@email.com | | | |
| Phone: | (222) 333-4444 | Ext: | | Fax: |
| Meal Service Provided | | | | |
| Meals Served: | <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch | | | |
| < Back Cancel Save | | | | |
| Attestation Upload | | | | |
| Uploaded File | Document Size | Uploaded Date | Uploaded By | Action |
| There are no attachments. | | | | |
| Click here to Upload File > | | | | |
| Submit all Menus and Attestation to State Agency for Certification > | | | | |

Step 9: Uploading the Attestation Statement

This should sound familiar – it uses the same process for uploading the Attestation statement as you did previously with menu documents.

Click on the “Click here to Upload File” button as shown in Figure 12.

Click the “Browse” button, find the Attestation document on your computer, and select the document. The name of the document will auto-populate in the Line 1 text box. To complete uploading the file, you must click the “Upload File” button. Be patient as it may take a few seconds to upload.

If desired you may enter comments on the next screen. Click “Save and Continue” as shown in Figure 13 to continue.

Figure 13: Upload File Confirmation

| Uploaded File | |
|--|--------------------------|
| Attachment Name: | Attestation document.doc |
| Attachment Size: | 22.02 K |
| You may add additional comments in regards to this uploaded file if desired. Select 'Save and Continue >' to proceed to the next screen. | |
| Comments These comments are optional. | |
| Save and Continue > | |

By clicking on the “Save and Continue” button, you will return to the screen in Figure 14.

Figure 14: Meal Pattern Compliance

| Attestation Preparer Contact | | | | |
|---|---|---------------------|--------------------|--|
| Name: | Salutation Mr. ▾ | First Name Bobby | Last Name Jones | |
| Title: | District Supervisor | | | |
| Email Address: | bobbyj@email.com | | | |
| Phone: | (222) 333-4444 | Ext: | Fax: | |
| Meal Service Provided | | | | |
| Meals Served: | <input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch | | | |
| <input style="background-color: #ADD8E6;" type="button" value=" < Back "/> <input style="background-color: #D3D3D3;" type="button" value=" Cancel "/> <input style="background-color: #D3D3D3;" type="button" value=" Save "/> | | | | |
| Attestation Upload | | | | |
| Uploaded File | Document Size | Uploaded Date | Uploaded By | Action |
| Attestation document.doc | 22.02 K | 10/19/2012 | 1AR66510000 | View Modify Comment Delete |
| Comments: These comments are optional. | | | | |
| <input style="background-color: #D3D3D3;" type="button" value=" Click here to Upload File > "/> | | | | |
| <input style="background-color: #D3D3D3;" type="button" value=" Submit all Menus and Attestation to State Agency for Certification > "/> | | | | |

Step 10: Submitting the Menu Certification Documentation to the State Agency for Approval

When all menu documents for every menu and the attestation document are uploaded, you are ready to submit the package to the Department of Education, Bureau of Nutrition and Health Services.

Click the “Submit all Menus and Attestation to State Agency for Certification” button. If any required information is missing, an error message will display indicating the missing information. Complete the required information and submit again.

The Bureau has 60 days from the date of document submission to make a certification determination.

While waiting for certification determination, continue to enter claims as normal. If the SFA has already been paid for a claim for which the additional 6 cents is later approved, a revised claim will be processed to pay the SFA for the additional 6 cents reimbursement. An example scenario: An SFA submits 6 cents menu documents on November 17, 2012 based on meals served for the week of October 15-19, 2012.

Note: Menus must be from the month it is submitted OR the month directly prior to the month of submission. Example: If submitting in December, the menu may be from December or November; if submitting in November, menu may be from November or October.

The SFA receives the 6 cents approval notification on December 11, 2012. The SFA has already been paid for the October 2012 and November 2012 claims. Revised claims for October 2012 and November 2012 will be processed to pay the SFA the additional 6 cents reimbursement for lunch meals claimed. The SFA will receive the additional reimbursement automatically for December and all future claims entered.