

MAINE DEPARTMENT
OF EDUCATION

Agreement & Administrative Review Reminders

Presented by: Alissa Mank, CACFP Nutrition Consultant



This session will cover:

- **CNPweb Agreement Reminders**
- **Administrative Review Reminders**

CACFP Annual Timeline

Maine Department of Education- Child Nutrition

CACFP Annual Planning Timeline

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Renewal apps. open 7/1 and close 8/31	July. 1	Aug.31										
Renewal apps. reviewed/approved 7/15- 10/31	July. 15			Oct.31								
Report Actual Exp. Unaffiliated centers due last bus. day of Nov.					Last bus.day							
Financial reviews completed 10/1- 12/30				Oct. 1		Dec. 30						
Onsite AR visits completed Jan. - Aug.							Jan.1					

July 1, 2025

- ✓ Agreement Administrator
 - ✓ Fine-Tooth Comb
 - ✓ Administrative ReviewScheduled 2026
- ✓ Open Office Hours Schedule

Open Office Hours

Coming Soon!

Sponsors of Independent Centers only need to submit a budget once every three years- IF:

The Independent Center remains in good standing with CACFP

No budget line-item changes more than 15%

Help ▾

Help Documentation

Sort	Program	Form Description
1	CACFP	CACFP Sponsor Manual
4	CACFP	CACFP Claim File Upload Specifications
5	CACFP	Step-by-step Agreement Completion Instructions
7	CACFP	CACFP Claim Entry Instructions
8	CACFP	CACFP CNP Web User Access Form
9	CACFP	CNPweb Agreement Revision Form
11	CACFP	CACFP Claim Approver Instructions

State of Maine Department of Education

CACFP Application Instructions

CNP Web





CNPweb User Request Form



Complete this form to add, modify or delete a user in CNPweb. You must also update the Sponsor Application in CNPweb accordingly. Submit this form as often as changes occur to reflect only those currently approved to enter data and/or approve claims. This form **must** be signed by the Sponsor's Authorized Representative. This is the person with the legal authority to sign documents on behalf of the sponsor. Email completed form to child.nutrition@maine.gov.

CACFP Sponsor Name <i>as it appears in CNPweb:</i>			
[Redacted]			
Staff Name:	[Redacted]	New User	Inactivate User
Title:	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
Email:	[Redacted]	Modify User	Phone:
COMPLETE THIS SECTION TO ADD/MODIFY/INACTIVATE A USER:			
User Group Column	Program Column		
User Group: <u>Select one</u>	CACFP Child & Adult Care Food Program		
Sponsor Admin Annual Application Packet; Monthly Claim for Reimbursement;	<input type="checkbox"/>		
Claim Approver Approves the Monthly Claim for Reimbursement. Cannot enter or edit information.	<input type="checkbox"/>		
View Only Can view information but not edit or delete	<input type="checkbox"/>		
As the Authorized Representative for the above names organization, I am requesting the changes listed on this form.			
Signature of Authorized Representative (Legal Agent):			
Print Name of Authorized Representative (Legal Agent): [Redacted]			
Title:	[Redacted]	Date:	[Redacted]

1. Sponsor Admin
2. Claim Approver
3. View Only



CNPweb Agreement Revision Form



Please provide the following information to add or remove Child Nutrition Programs and/or Sites in CNPweb.

Once complete, please return this form by email to: child.nutrition@maine.gov

1. Sponsor Name:

2. Sponsor Address:

3. Child Nutrition Program – Add/Remove/NA

Child and Adult Care Food Program Add Remove NA

School Nutrition Program Add Remove NA

Summer Food Service Program Add Remove NA

4. The name of each site:

Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>
Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>
Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>
Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>
Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>
Site Name:	<input type="text"/>	Add <input type="checkbox"/>	Remove <input type="checkbox"/>

If you have a single location, the site name is the same as the one that you provided in Question #1.

5. If adding a site, list start date:

6. If removing a site, list last month of operation:



Questions?



CACFP Administrative Reviews



Resources & Training Material

If you have questions regarding any of the CACFP trainings, please contact a member of the CACFP [Child Nutrition staff](#)

Basic Training

This [link](#) will take you to the handouts that are provided at the CACFP Basic Training. This training is for new applicants as well as new staff who will be working with CACFP. New institutions wanting to participate in CACFP must attend the live training and complete an online contract with the State in order to be eligible to participate in CACFP.

If you are interested in participating in CACFP please contact one of our [CACFP Consultants](#).

CACFP Reviews

- [E Review Training for Sponsors \(pdf\)](#)
- [CACFP Center Review Upload Checklist](#)
- [CACFP Daycare Home Review Upload Checklist](#)
- [CACFP At Risk Schools Review Upload Checklist](#)
- [CACFP Center Administrative Review Questionnaire](#)
- [CACFP Homes Administrative Review Questionnaire](#)
- [CACFP Homes and Centers Administrative Review Questionnaire](#)
- [CACFP Instructions for Uploading Administrative Review Documents into CNPweb](#)

Administrative Review Reminders:

- Upload documents by the deadline or contact the assigned Reviewer for an extension.
- Mealtime Accuracy/Tiering Accuracy
- Notify us if anything unusual happened during the selected month of review.
- Monthly Bank Statements do not need to be uploaded.

Provider Tiering & Census Data

Questions?



Non-Discriminatory & Civil Rights Information

Civil Rights Statements and Information

The Civil Rights statements must be included on all program materials. This includes menus, eligibility notification letters, food service newsletters, home page of the school's website and verification notification letters. Program information must be available in different languages including in part web pages, applications, parent letters. Translation services from a certified translator must be available at no cost to participant.

Non-Discrimination Statement

The following statement is to be included on all materials regarding USDA Programs that are produced for public information. The statement cannot be modified:

Federal Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, *USDA Program Discrimination Complaint Form* which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (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

This institution is an equal opportunity provider.
(Federal statement updated 5/18/2022)

State Non-Discrimination Statement

The Maine Human Rights Act prohibits discrimination because of race, color, sex, sexual orientation, age, physical or mental disability, genetic information, religion, ancestry or national origin.

Complaints of discrimination must be filed at the office of the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333-0051. If you wish to file a discrimination complaint electronically, visit the Human Rights Commission website at <https://www.maine.gov/mhrc/file/instructions> and complete an intake questionnaire. Maine is an equal opportunity provider and employer.