CNPweb Quick Reference Guide – School Nutrition Programs

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Manager	Dupuis, Heidi	(503) 947-5893	heidi.dupuis@ode.state.or.us
SNP Financial Specialist	Barber, Matt	(503) 947-5939	matt.barber@ode.state.or.us
Purchasing Specialist	Williams, Richard	(503) 947-0868	richard.williams@ode.state.or.us
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USDA Foods Program Analyst	English, Sarah	(503) 947-5748	sarah.english@ode.state.or.us
Claim payments and Direct Deposit	Connie Flowers	(503) 947-5720	connie.flowers@ode.state.or.us

Websites

<u>CNPweb Website (https://cnp.ode.state.or.us/)</u> <u>ODE Nutrition Website (http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/default.aspx)</u> <u>SNP Website (http://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/default.aspx)</u>

USDA Foods Website (http://www.oregon.gov/ode/students-and-family/childnutrition/USDAFoods/Pages/default.aspx)

Complete application packet for a new Program year

- 1. Select the Program year. (If you complete applications for more than one Sponsor, select Sponsor)
- 2. Select Applications Tab
- 3. Click Add for the Sponsor Info Sheet
- 4. Review form, revise as necessary and fill in all missing information
- 5. Click Submit at bottom of form
- 6. Correct any errors
- 7. CNPweb will display a list of all active sites.
- 8. Click Add for a Site Info Sheet
- 9. Review, revise as necessary and fill in all missing information
- 10. Click Submit at bottom of form
- 11. Correct any errors
- 12. Repeat steps 8-11 for each Site
- 13. Select Packet Tab
- 14. Scroll to bottom of Packet screen. Click here to enter dates for required offline forms sent to ODE.
- 15. Enter "Date Sent" for each required form sent to ODE
- 16. Click Submit at bottom of form
- 17. At bottom of Packet screen, click the checkbox to submit the packet to ODE
- 18. Click Submit.
- 19. Forms will be in *Pending Approval* status
- 20. Wait for ODE to approve the packet

Edit Forms (Make changes on forms, 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. Check the box next to this statement:
- 4. Click Submit at bottom of form
- 5. Correct any errors, and click Submit at bottom of form

Revise Forms (Make changes on Info Sheets after form is in Approved status or after claim is in Paid status)

- 1. Click Revise for the form you want
- 2. Revise form as necessary
- 3. Click Submit at bottom of form
- 4. Correct any errors
- 5. Check the box next to this statement:
- 6. Click Submit at bottom of form
- 7. 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. Make no changes to the form do not check the "certify" box.
- 4. Click <u>Submit</u> at bottom of the Sponsor Claim form. *Ignore Error status.*
- 5. Click Add for Site claim

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

<u>Revise a claim</u>

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

- 1. Click Revise for the Sponsor Claim
- Click Submit at bottom of Sponsor Claim form – do not check the "certify" box.
- 3. Click Revise for Site claim
- 4. Revise data and click Submit.
- 5. Correct any errors until status is Complete
- 6. Repeat steps 3-5 for each Site claim you need 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. *Paid* status Claims are in Open Balance until the payment batch is processed
- 3. Payment history may be reviewed