



Georgia Department of Early Care and Learning

BRIGHT FROM THE START: Georgia Department of Early Care and Learning

Nutrition Services

POLICY	No.: CACFP/02-14	Effective Date:	1/1/2003
		Revised:	10/1/2015
		Revision Effective:	10/1/2015

SUBJECT: Use of and Access to the CNP 2000 Web-based System

LEGAL AUTHORITY: O.C.G.A § 20-1A-4(3); FNS Memorandum 09-2007 dated June 15, 2007

Cross Reference/See Also:

I. PURPOSE

The purpose of this policy is to discuss the use of and access to the CNP 2000 web-based system by institutions participating in the Child and Adult Care Food Program (CACFP).

II. APPLIES TO

This policy applies to all institutions participating in the CACFP.

III. DEFINITION(S)

"Institution" means a sponsoring organization, child care center, outside-school-hours care center, emergency shelter, or adult day care center participating in the CACFP (7 C.F.R. § 226.2). It also includes homeless shelters and "at-risk" after school care programs.

"Principal" means any individual who holds a management position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors. (7 C.F.R. § 226.2)

"Delegated Principal" means the person listed the institution's Delegation of Authority Form submitted to DECAL.

IV. POLICY

NEW INSTITUTIONS

POLICY # **CACFP/02-14**

Nutrition Services

POLICY	No.: CACFP/02-14	Effective Date: 1/1/2003
		Revised: 10/1/2015
		Revision Effective: 10/1/2015

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) works to ensure effective operation and management of the CACFP and to simplify all areas of Program participation whenever possible. Institutions participating in the CACFP are required to update their application information and submit reimbursement claims on an ongoing basis. Institutions are also required to submit application documentation to DECAL on an annual basis. In an effort to increase efficiency in submission of applications and claim information, DECAL provides institutions participating in the CACFP with the use of a web-based system called CNP 2000. CNP 2000 allows participating institutions to maintain, update, and submit all application information and to submit claims for reimbursement. Internet access is required to use this system. The use of this system provides CACFP participants with the capability and flexibility to update and submit applications and claim information quickly and conveniently.

DECAL will assign two (2) usernames and passwords to all institutions currently participating in the CACFP. The two (2) usernames and passwords will be given to the individual of the institution who signed and entered into an agreement with DECAL. The usernames and passwords will allow access to the institution's application and claim information. The individual(s) in the institution who are given a username(s) and a password(s) will be able to change their password(s), update institution and application information, and submit claims for reimbursement through CNP 2000.

Upon request by the delegated Principal/Program Contact, user names and passwords will be assigned to the institution/sponsoring organization participating in the CACFP. It is the responsibility of the delegated Principal/Program Contact to issue to staff/individuals performing duties related to CACFP. The delegated Principal/Program contact must not share these credentials with anyone other than the individual(s) who:

- will be the individual(s) responsible for submitting claim information and maintaining and updating application information in CNP 2000;
- is a legal employee of the organization; and
- has basic computer skills and knowledge of CACFP guidelines and policies to ensure claim information is submitted in a timely and accurate manner.

Through completion and submission of the Delegation of Authority Form, the delegated Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur.

Nutrition Services

POLICY	No.: CACFP/02-14	Effective Date: 1/1/2003
		Revised: 10/1/2015
		Revision Effective: 10/1/2015

New institutions applying for participation in the CACFP must attend DECAL's CACFP Orientation and Program Training and successfully complete a CACFP application. Upon completion training, the delegated Principal/Program Contact will make a request for access to the electronic application by completing the Electronic Enrollment Form. DECAL will assign two (2) usernames and two (2) passwords to that institution and send those usernames and passwords to the delegated Principal/Program Contact. Once approved to participate in the Program, valid monthly claims can be submitted for reimbursement, and when necessary, updates to the application can be made.

Participating Institutions/Sponsoring Organizations

The usernames and passwords must be maintained in the same manner as outlined for participating institutions. The delegated Principal/Program Contact in receipt of the user names and passwords must not share these credentials with anyone other than the individuals who:

- will be the individual(s) responsible for submitting claim information and maintaining and updating application information in CNP 2000;
- is a legal employee of the organization; and
- has basic computer skills and knowledge of CACFP guidelines and policies to ensure claim information is submitted in a timely and accurate manner.

Through completion and submission of the Delegation of Authority Form, the delegated Principal/Program Contact accepts and assumes full responsibility for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting valid, accurate claims; maintaining an accurate application; etc.) while any individual is signed-on the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur.

CHANGES TO USERNAME AND PASSWORD ASSIGNEES

If the delegated Principal/Program Contact or individual(s) responsible for performing duties in the application or submitting claims has changed and the CNP 2000 user name and passwords are not known, the new delegated Principal/Program Contact or Authorized Officer should immediately contact DECAL in writing to have the institution's username and passwords reset. This password could then be changed by the person who signed and entered into an agreement with DECAL and reassigned to the individual(s) in the institution who will now be updating application information and submitting claims on a monthly basis. When usernames and passwords are reassigned to a new individual(s) in the institution, the passwords should be changed to protect the security of the information in CNP 2000. Passwords should always be

Nutrition Services

POLICY	No.: CACFP/02-14	Effective Date: 1/1/2003
		Revised: 10/1/2015
		Revision Effective: 10/1/2015

changed when staff changes occur.

V. PROCEDURE(S)

Institutions currently participating in the CACFP and institutions newly approved to operate will be assigned two (2) CNP 2000 usernames and two (2) passwords. DECAL will give the usernames and passwords to the delegated Principal/Program Contact. That individual should then assign the usernames and passwords only to the individual(s) in the institution who is responsible for updating application information and submitting claims on a monthly basis. The delegated Principal shall be responsible for all activities conducted (including certifying that all program requirements are met; checking/confirming certification statements; submitting accurate claims; maintaining an accurate application; etc.) while signed-on in the system under either of the user names and passwords. Additionally, the delegated Principal may be held civilly or criminally responsible for any violations of law, regulations, or policy that occur. All application updates and claims for reimbursement may then be submitted in CNP 2000 by the individuals who have been assigned usernames and passwords.

DECAL will provide CNP 2000 user manuals and ongoing technical assistance as needed to ensure successful and efficient use of the CNP 2000 web-based system by all CACFP participants.

VI. COMMENT(S)

Questions regarding this policy should be directed to the Policy Administrator at (404) 651-8193.