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Introduction

Child Nutrition Programs (CNP) Annual Financial Report online reporting system is part of the Arizona Department of Education's (ADE) Common Logon security application. The ADE Common Logon security system is designed to encompass all Web applications at ADE for the purposes of allowing uniform access into all systems.

CNP Annual Financial Report training explains the use of the online system to submit CNP Annual Financial Report. This manual is designed for users that have basic computer knowledge of Microsoft Windows™ and Internet browsers.

Overview of CNP Annual Financial Report

These are the main tasks ADE and Sponsors perform using CNP Annual Financial Report.

1. Using the Internet, non-public schools sponsors fill out CNP Annual Financial Report and electronically submit it to ADE for review and approval.
2. ADE notifies Sponsor if the report is rejected.
3. Sponsor corrects the report or provides additional requested information and resubmits the report online.

The sponsor may revise and resubmit the CNP Annual Financial Report during the school year if necessary. ADE reviews and approves or rejects the revised report.

Access to CNP Annual Financial Report

What You Need to Access the System

The following computer requirements are necessary to successfully submit the report on CNP Annual Financial Report.

	Minimum Configuration	Recommended Configuration
Operating System	Windows 95	Windows 98 or newer
Processor	Pentium 133 MHz	Pentium 600 MHz or faster
RAM	64 MB	256 MB or more
Modem (Internal or External)	56 Kb	Network Connection
Internet Browser	Internet Explorer 5.0	Internet Explorer 6.0

Note

Free downloads of Internet Explorer can be found at www.microsoft.com

Important

The system has not been tested on Netscape Navigator (4.0 or higher). Using this browser can result in variations to the forms and buttons; use of Netscape Navigator is not recommended.

Internet Access

In addition to the computer requirements, the following setup is necessary.

- An Internet Service Provider
- A network connection or dial-up line and modem
- Cookies must be enabled (this is necessary for the security of the system)

Access and Security

The ADE Common Logon application provides access and the necessary security of data in CNP Annual Financial Report. CNP Annual Financial Report link will be available to all non-public school personnel with ADE Common Logon access. The information below provides guidance on how to have a new user account setup and the security guidelines of using ADE Common Logon.

Requesting a New User Account

Follow these steps to establish accounts for new CNP Annual Financial Report users.

1. If a new employee needs to be added as an authorized user, a School Food Authority Representative must contact the Health & Nutrition Services at (602) 542-8700 to request CNP Web User Agreement form.

CNP Web/Common Logon Security Acknowledgement and Agreement

District/Sponsor Name _____ CTD # _____

In signing this form employees of the school food authority or Child and Adult Care Food Program sponsoring organizations are acknowledging their user responsibilities for using the CNP Web. This individual has read and understands the ADE Acceptable Use Policy. Any individual found not complying with this agreement and the acceptable use policy may have their account disabled by the Arizona Department of Education.

To be completed by the employee/user:

I, _____, have read the ADE Acceptable Use Policy and understand my responsibilities as a user of the CNP Web including CNP Direct Certification and CNP Annual Financial Reports and will perform my duties accordingly during my employment. I certify that I am an employee of the above named organization and not under any contract.

Employee Signature Date

Employee Title

To be completed by the designated official or authorized representative of the above named organization:

I, _____, certify that _____ has been provided with the ADE Acceptable Use Policy; is not under contract with this organization; and understands the responsibilities associated with using CNP Web including CNP Direct Certification and CNP Annual Financial Reports. I understand that when this employee leaves this organization, a request must be submitted to have the user account disabled.

Authorized Representative Signature Date

To be completed by ADE, Child Nutrition Programs Representative Only

- Authorization For:
- | | | | |
|---|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> CNP Web | <input type="checkbox"/> NSLP Sponsor | <input type="checkbox"/> CACFP Sponsor | <input type="checkbox"/> FDCH Sponsor |
| <input type="checkbox"/> CNP Direct Certification | <input type="checkbox"/> Adhoc | <input type="checkbox"/> Upload | <input type="checkbox"/> State Match |
| <input type="checkbox"/> CNP Annual Financial Reports | | | |

Approved By: _____ Date: _____
ADE Child Nutrition Programs Representative

2. Once the CNP Web User Agreement is completed by the employee/user and signed by the designated official or signer of the four-year Arizona Department of Education Food Program Service Agreement (FSA), the form should be faxed to Health & Nutrition Services at (602) 542-3819 or (602) 542-1531.
3. The Child Nutrition Program verifies that individual authorizing new account is current designated official or authorized signer of the FSA and

individual being authorized for a new account is an employee of the Sponsoring Organization or School Food Service Authority. If necessary, additional information will be requests. Individuals under contract such as Food Service Management Company employees or outside consultants may not have access to any of the CNP applications.

4. When approved, a new user account is created and your organization is notified via email or phone. Once you have been notified that your user name and password has been created, you are ready to begin using the CNP Annual Financial Report system.
5. The first time you connect to the system, you will be prompted to read and agree to the security policy and change your password.

The system is case sensitive, so there is a difference between “ade1234” and “ADE1234”.

6. If an employee has been terminated, the designated official or an authorized signer on the four-year Food Program Service Agreement must submit a request by email or fax on letterhead to have the account disabled.

The Security Agreement

Anyone using CNP Annual Financial Report must agree to the Agency’s Acceptable Use Policy. Appendix A of this document contains the entire text of the policy. The policy can also be viewed online through the ADE Common Logon.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access to, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- User Names and Passwords are not to be used by anyone other than the person assigned.
- Passwords should be changed quarterly and must be at least eight alphanumeric characters.
- All default passwords must be changed during first logon.
- Any guest or anonymous accounts are prohibited.
- Users should log off from their accounts when their workstation will be unattended.

Changing Personnel

Anytime there is a change in personnel, the sponsoring organization is responsible for notifying ADE of user accounts that are no longer being used. It is not acceptable policy to have a new person use the account of a former employee. Use the following procedure to close accounts.

- Submit a written request to the Health & Nutrition Services.
- The account will be disabled.
- Request user account for a new employee/user.

Navigation

All users of CNP Annual Financial Report log on using their user name and password created in the ADE Common Logon.

To log on to the CNP Annual Financial Report site complete the following steps.

1. Open the Internet browser.
2. In the Internet browser address field type the following.

<https://www.ade.az.gov/commonlogon>

The ADE Common Logon page appears.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

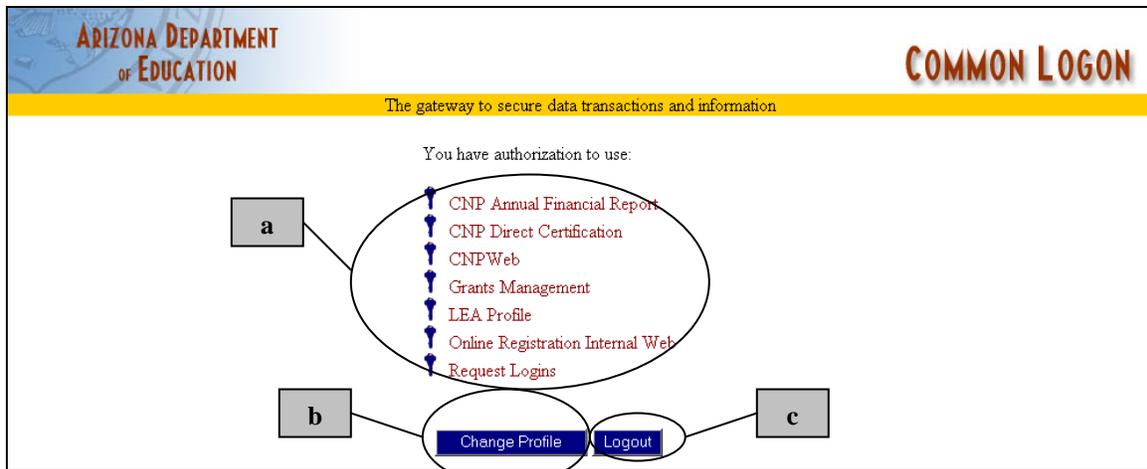
The gateway to secure data transactions and information

Username:

Password:

- We have recently changed our practices regarding passwords and user accounts. [Click here](#) for more information.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

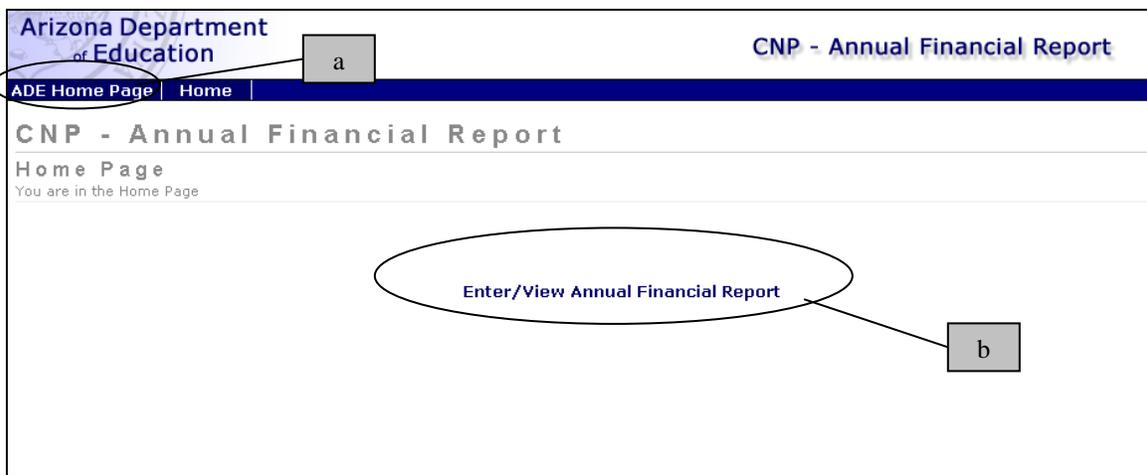
3. Type your user name and password.
4. Click the Continue button.
5. The Common Logon Application Access Menu appears.



Note the following items on the Application Access Menu.

- a. A customized list of all of the ADE applications you are authorized to access. Click on CNP Annual Financial Report to start it.
 - b. The Change Profile button lets you change your password at any time.
 - c. The Logout button returns you to the ADE Common Logon page.
6. Click the CNP Annual Financial Report link.

This takes you to the CNP Annual Financial Report Home page.



Note the following items on the CNP Annual Financial Report Home Page.

- a. The ADE Home button links you to the Department's Home Page.
- b. Click Enter/View Annual Financial Report to enter Annual Financial Report Index Page.

Messages

This topic describes the types of messages you might encounter while completing and submitting the CNP Annual Financial Report.

Process-Level Messages

Process-level messages inform you when an action that you have taken is not allowed by the system.

Process-level messages consist of a box near the top of the form, containing text that describes the problem. Each separate problem description is preceded by a yellow triangle with exclamation mark  in it.

Example



The CNP Annual Financial Report cannot be submitted if it contains errors. Go back to each page containing errors and correct them. Errors are explained by Field Level Messages.

Field-Level Messages

Field-level messages inform you of:

- Errors that prevent data from being saved from a field on the form to the database. For example, entering text in a number field or entering a negative number in a field that requires positive amount.
- Conditions that must be corrected before the form is valid. For example, correct sum must be entered in “Total” field.

Field-level messages consist of a red diamond with an exclamation mark and red message text displayed above the field.

Example

 **Value for Total doesn't match values in lines 8 through 14.**

For each message, read the message text and correct the condition that caused the error. Save your changes.

CNP Annual Financial Report

Sponsor Tasks and Responsibilities

CNP Annual Financial Report must be submitted via an Internet connection no later than October 1. You will be responsible for submitting revised Annual Financial Report if contacted by ADE in case that the original report contains errors and/or is incomplete.

Note

Reimbursement for Child Nutrition and Food Distribution Program commodities will be withheld if the original report is not submitted by October 1 or the revised report is not received by specified date.

ADE Tasks/Responsibilities

Health & Nutrition Financial and Administrative Services will review and approve or reject the CNP Annual Financial Report. The Department of Education will contact a sponsor if the report contains errors and/or is incomplete.

Rules for Entering Data

The system stores entered information only after you click the Save button. You should click the Save button regularly. The Save button is located in the bottom left hand corner of each Annual Financial Report form.

A blue arrow to the left of the field indicates that it is a required field. You will not be allowed to submit the report until all of the required fields contain valid data.

Buttons

Go Back

Clicking Go Back button displays previously viewed page.

Search

Search button initiates search according to preselected criteria.

Save

Clicking the Save button saves the data from the form to the computer at the ADE. The save button does not submit the report to ADE for approval.

Reset

Clicking the Reset button deletes all information entered in displayed form. Unless you want to discard all data do not use the Reset button.

Annual Financial Report Index

The Annual Financial Report Index displays an Annual Financial Report for your school for each school year, status of the report, last update user name and the date of last update.

Arizona Department of Education		CNP - Annual Financial Report		
ADE Home Page	Home			
CNP - Annual Financial Report				
View Annual Financial Report(s) You are in the Home Page > View Annual Financial Report(s)				
A & A COTTAGES INC (07-27-45-000)				
Report				
2002 CNP AFR - Residential Schools / Institutions		Status	Last Update User	Last Update Date
2003 CNP AFR - Residential Schools / Institutions		Approved	mmakal	07/26/2004 09:11:51
		Approved	mmakal	03/10/2004 16:11:30

The following items provide a description of the CNP Annual Financial Report Index Page.

- a. The name of the sponsoring organization and the unique County/Type/District (CTD) number used to identify this sponsor throughout ADE's business applications.
- b. Clicking on the report will open a form for selected school year.
- c. Status designates the state of the Annual Financial Report in the CNP system.
 - Not Initiated – A report form was never modified and does not contain any data.
 - Pending – Report data has been entered and saved. Until you submit a report to ADE, it remains in Pending submission status.
 - Submitted – Report status changes to Submitted to ADE when you electronically submit the report to ADE by clicking on Submit AFR link.
 - Approved – ADE has reviewed and approved the CNP Annual Financial Report.
 - Rejected – ADE has reviewed and rejected the CNP Annual Financial Report due to missing and/or inaccurate information. ADE will contact you with error explanations.

- d. Last Update User displays a name of the person who last modified the report.
 - Pending and Submitted status will display a name of person creating and submitting the CNP Annual Financial Report.
 - Approved and Rejected status will display a name of ADE internal user responsible for reviewing and approving of the CNP Annual Financial Report.
- e. Last Update Date indicates date and time when the last user modified the document.

Creating a CNP Annual Financial Report

The CNP Annual Financial Report Index Page displays name of your schools and all available reports.

Arizona Department of Education

CNP - Annual Financial Report

ADE Home Page | Home

CNP - Annual Financial Report

View Annual Financial Report(s)
 You are in the Home Page > View Annual Financial Report(s)

Report	Status	Last Update User	Last Update Date
2003 CNP AFR - District Sponsored Charter Schools	Not Initiated	-	-

The following steps will allow you to create a report in the system.

1. Click the report link for selected school year.

CNP Report Options Page will be displayed.

Arizona Department of Education

CNP - Annual Financial Report

ADE Home Page | Home

CNP - Annual Financial Report

Report Options

You are in the Home Page > View Annual Financial Report(s) > Report Options

2003 CNP AFR - District Sponsored Charter Schools
Happy Valley School, Inc.
07-89-98-000

[Start AFR](#)

Click this option to start entering the Annual Financial Report

[Go Back](#)

2. Click on Start AFR to display the Annual Financial Report Form.

The Annual Financial Report Form allows you to report annual revenues, expenditures and meals served during the selected school year.

Arizona Department of Education

ADE Home Page | Home

CNP AFR - District Sponsored Charter Schools - Rev. 9/2003

[How to Use](#)

[Revenues & Expenditures](#)

[Number of Meals Served](#)

[Summary of Completed Entries](#)

[Submit AFR](#)

[Exit](#)

3. Click on Revenue & Expenditures link to open first page of the CNP Annual Financial Report form.

CNP Annual Financial Report for Non-public Schools

The following Revenue & Expenditure page is designed for these sponsors.

- Bureau of Indian Affairs Schools
- Correctional Institutions/State Schools
- District Sponsored Charter Schools (for detailed instruction see Appendix B)
- Private Schools
- Residential Schools/Institutions
- Special Milk Sponsors

Report only those revenues and expenditures that are attributable to the operation of the Food Service Program. Documentation must be available for all the information on the report.

Revenues & Expenditures		
Revenues & Expenditures		
General Information		
Number of Months of Operation	⊖	<input type="text"/>
Beginning Balance		
1. Beginning Balance	⊖	<input type="text"/>
Revenues		
2. Federal Reimbursement	⊖	<input type="text"/>
3. Bureau of Indian Affairs Funds	⊖	<input type="text"/>
4. Sales to Pupils	⊖	<input type="text"/>
5. Sales to Adults	⊖	<input type="text"/>
6. Other Revenue	⊖	<input type="text"/>
7. TOTAL REVENUE (Add Lines 2 through 6)	⊖	<input type="text"/>

Report the total number of months in which you served meals in the General Information section. The following section contains:

1. Beginning Balance is the amount of funds on hand as of July 1 of the reporting year if you maintain a separate Food Service account. Do not report a beginning balance if all funds are in a general operations account.
2. Federal Reimbursement field reports the amount of all reimbursements received from the Child Nutrition Programs based on the claims for the reporting year. Include all food service programs (school lunch, breakfast, snacks, summer food or seamless waiver).

3. Funds from Other Governmental Entities are reported if you received revenue from the Bureau of Indian Affairs (BIA Schools), State or County Funds (Correctional Institutions/State Schools) that were specifically designated for the food service program. If funds are in a general operations account, this figure should be the difference between the total expenditures and total revenues.
4. Sales to Pupils is the revenue received from all meals served to students, if applicable.
5. Sales to Adults is the revenue received from all meals served to adults.
6. Other Revenues is revenue received for the Food Service Program that cannot be attributed to any other revenue line, such as non-reimbursable snacks, a la carte and catering.
7. To calculate Total Revenue add all reported revenues (lines 2 through 6).

Expenditures		
8. Salaries/Employee Benefits	⊖	<input type="text"/>
9. Supplies (Other Than Food)	⊖	<input type="text"/>
10. Food Purchases	⊖	<input type="text"/>
11. Utilities and Communications	⊖	<input type="text"/>
12. Furniture/Equipment	⊖	<input type="text"/>
13. Vehicles / Transportation Equipment	⊖	<input type="text"/>
14. Other Expenditures	⊖	<input type="text"/>
15. TOTAL EXPENDITURES (Add Lines 8 through 14)	⊖	<input type="text"/>
Ending Balance		
16. Ending Balance [Line (1+7) - 15]	⊖	<input type="text"/>

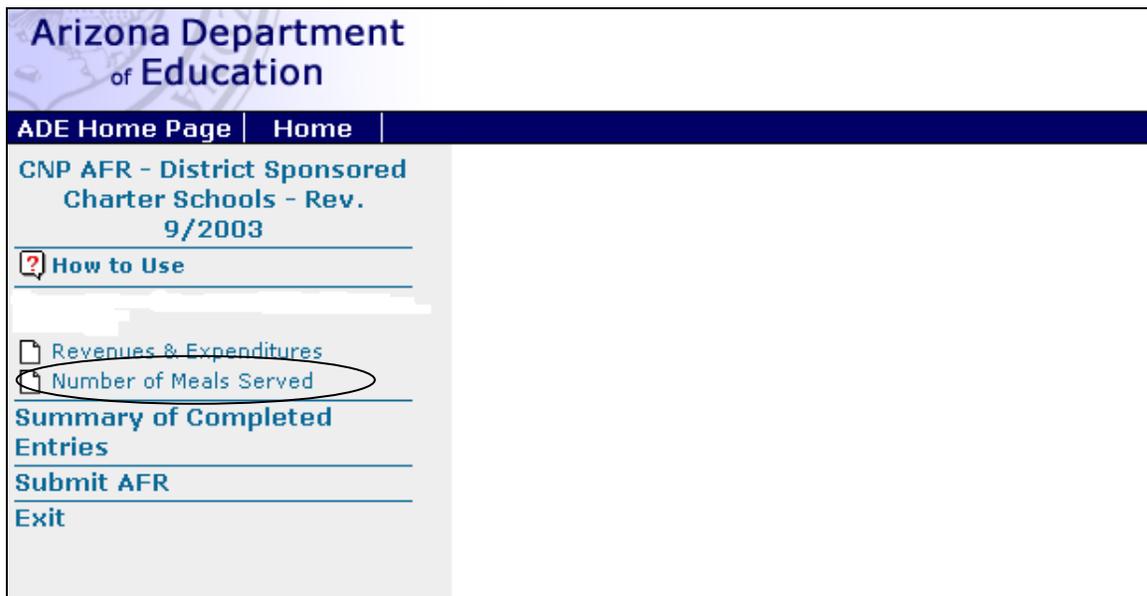
8. Salaries and Employee Benefits field contains amount of the salaries and employee benefits for all personnel whose job function is attributed to food service. For employees performing more than one job function, report only the portion of salaries and benefits related to food service tasks.
9. Supplies (Other Than Food) reports the cost of purchasing paper products, small utensils, cleaning supplies, etc.
10. Food Purchases are the purchases of all food. Do not report the value of any donated food on this line. Include the cost of transporting, processing and storing commodities on this line, if applicable.

11. Utilities & Communications are reported only if there is a separate meter and/or phone line for the kitchen and cafeteria. Pro-rating the cost for utilities and communication in the food service area is not permitted.
12. Furniture And Equipment are expenditures for furniture or equipment. This includes items such as stoves, refrigerators, dishwashers, cafeteria tables and chairs, etc.
13. Vehicles/Transportation Equipment includes expenditures for the purchase of vehicles and transportation equipment designated for use in food service only. Gasoline and travel expenses must be reported on Line 14 (Other Expenditures).
14. Other Expenditures equals to the total of all other expenditures incurred during the reporting year. This includes equipment repairs, laundry, storage, waste management services and gasoline or travel expenses.
15. To calculate Total Expenditures add all reported expenditures (lines 8 through 14).
16. Ending Balance is calculated from the total of the Beginning Balance (Line 1) plus Total Revenue (Line 7) minus Total Expenditures (Line 15).
17. Click Save before you proceed to the next section.

Note

Not saving page or clicking Reset button will delete all entered information.

From the CNP Annual Financial Report Page, click “Number of Meals Served” link to report meals served during the school year.



The screenshot shows the Arizona Department of Education website interface. At the top, it says "Arizona Department of Education". Below that is a navigation bar with "ADE Home Page" and "Home". The main content area is titled "CNP AFR - District Sponsored Charter Schools - Rev. 9/2003". There are several links listed: "How to Use", "Revenues & Expenditures", "Number of Meals Served" (which is circled in red), "Summary of Completed Entries", "Submit AFR", and "Exit".

The Number of Meals Served page is displayed.

Number of Meals Served		
Number of Meals Served		
Children Meals Served		
Number of Lunches Served	⊖	<input type="text"/>
Number of Breakfasts Served	⊖	<input type="text"/>
Number of Snacks Served (ASCS)	⊖	<input type="text"/>
Adult Workers Meals Served		
Number of Lunches Served	⊖	<input type="text"/>
Number of Breakfasts Served	⊖	<input type="text"/>
Number of Snacks Served (ASCS)	⊖	<input type="text"/>
Other Adults Meals Served		
Number of Lunches Served	⊖	<input type="text"/>
Number of Breakfasts Served	⊖	<input type="text"/>
Number of Snacks Served (ASCS)	⊖	<input type="text"/>
Suppers / Non-reimbursable Snacks		
Number of Suppers Served	⊖	<input type="text"/>
Number Non-reimbursable Snacks/ A la Carte / Catering Served	⊖	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

18. Follow these instructions for entering Number of Meals Served.

a. Children Meals Served

- Enter the number of children’s reimbursable lunches.
- Enter the number of children’s reimbursable breakfasts.
- Enter the number of children’s reimbursable After School Care Snacks.

b. Adult Workers Meals Served

- Enter the number of lunches served to adult food service workers.
- Enter the number of breakfasts served to adult food service workers.
- Enter the number of After School Care Snacks served to adult food service workers.

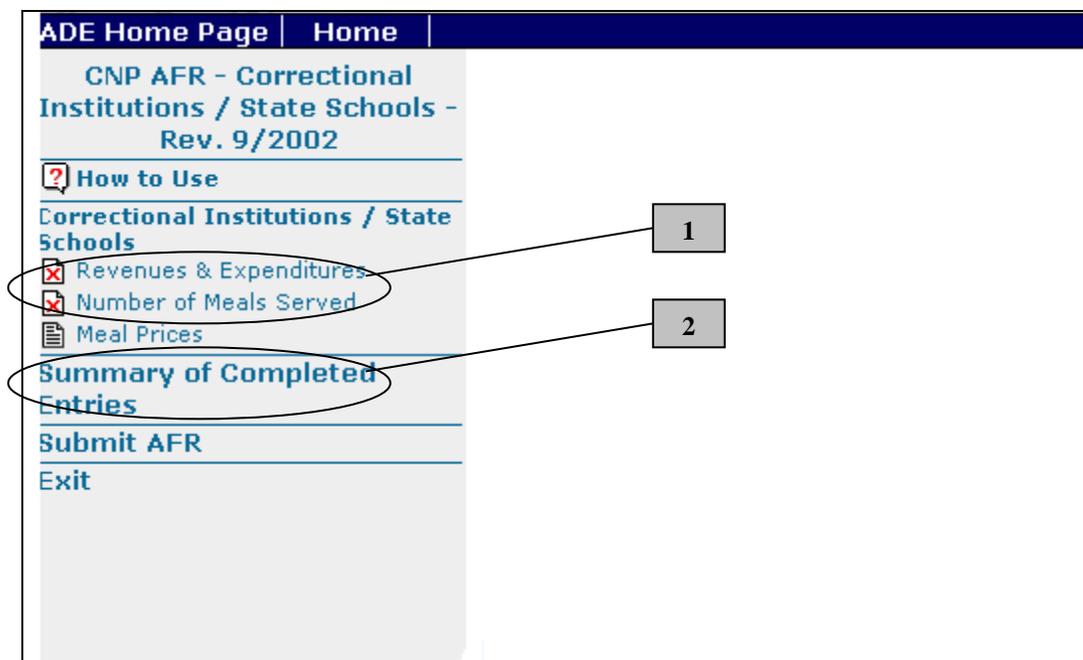
c. Other Adults Meals Served

- Enter the number of breakfasts served to other adult workers.
- Enter the number of lunches served to other adult workers.

- Enter the number of After School Care Snacks served to other adult workers..
- d. Suppers/Non-reimbursable Snacks.
- Enter the number of suppers served.
 - Enter the number of Non-reimbursable Snacks/A la Carte / Catering Served.
19. Click Save before you leave this section. Clicking Reset will delete all entered information.
20. Save function will allow you to save the Annual Financial Report even with errors; however, the system will not allow you to submit the report until you correct all indicated errors.

Errors on the CNP Annual Financial Report

An icon  informs you that the indicated form contains errors.



1. Click on form links to correct displayed errors. Save.
2. Click on Summary of Completed Entries to display completed Annual Financial Report

The completed Annual Financial Report appears.

Revenues & Expenditures		2003 CNP AFR - Correctional Institutions / State Schools
Revenues & Expenditures		
General Information		
Number of Months of Operation		12
Beginning Balance		
1. Beginning Balance		177912.70
Revenues		
2. Federal Reimbursement		546768.54
3. State or County Funds		580402.18
4. Sales to Adults		0.00
5. Other Revenue		0.00
6. TOTAL REVENUE (Add Lines 2 through 5)		1127170.72
Expenditures		
7. Salaries/Employee Benefits		357478.90
8. Supplies (Other Than Food)		33244.90
9. Food Purchases		489594.26
10. Utilities and Communications		15407.48
11. Food Service Management		0.00
12. Furniture/Equipment		42216.77
13. Vehicles / Transportation Equipment		0.00
14. Other Expenditures		50141.74
15. TOTAL EXPENDITURES (Add Lines 7 through 14)		988084.05
Ending Balance		
16. Ending Balance [Line (1+6) - 15]		316999.37

Number of Meals Served		2003 CNP AFR - Correctional Institutions / State Schools
Number of Meals Served		
Children Meals Served		
Number of Lunches Served		141049
Number of Breakfasts Served		141408
Number of Snacks Served (ASCS)		0
Adult Workers Meals Served		
Number of Lunches Served		0
Number of Breakfasts Served		0
Number of Snacks Served (ASCS)		0
Other Adults Meals Served		
Number of Lunches Served		20074
Number of Breakfasts Served		1441
Number of Snacks Served (ASCS)		0
Suppers / Non-reimbursable Snacks		
Number of Suppers Served		169815
Number Non-reimbursable Snacks/ A la Carte / Catering Served		0

3. Double check the completed Annual Financial Report for accuracy.

Submitting Annual Financial Report

Arizona Department of Education

ADE Home Page | Home

CNP AFR - District Sponsored Charter Schools - Rev. 9/2003

[How to Use](#)

[Revenues & Expenditures](#)

[Number of Meals Served](#)

[Summary of Completed Entries](#)

[Submit AFR](#)

[Exit](#)

1

1. After reviewing the saved Annual Financial Report, click Submit AFR link on the report page to send the report to ADE for approval. The report status will change from Pending to Submitted.

Arizona Department of Education

ADE Home Page | Home

CNP - Annual Financial Report

Report Options

You are in the Home Page > View Annual Financial Report(s) > Report Options

2002 CNP AFR - Correctional Institutions / State Schools

▶ **View Submitted AFR**
Click this option to view this Annual Financial Report.

[Go Back](#)

2. Click View Submitted AFR report to display the submitted Annual Financial Report.
3. Click Go Back button to return to AFR Index page.

Revising CNP Annual Financial Report

The CNP online system provides instant access and allows you to revise the Annual Financial Report in Pending, Approved or Rejected status.

Effect of Changes

The following steps will let you modify and resubmit your report. These steps may vary according to the status of the Annual Financial Report.

Arizona Department
of Education

ADE Home Page | Home

CNP - Annual Financial Report

Report Options

You are in the Home Page > View Annual Financial Report(s) > Report Options

2003 CNP AFR - Correctional Institutions / State Schools

- ▶ **Edit AFR**
Click this option to continue editing an Annual Financial Report
- ▶ **Delete AFR**
Click this option to delete Annual Financial Report
- ▶ **View AFR**
Click this option to View Annual Financial Report

[Go Back](#)

1. Pending – Report data has been entered and saved. Until you submit a report to ADE, it remains in Pending submission status and can be modified as needed without affecting its status.
 - To modify the Annual Financial Report select the report on the Annual Financial Report index page.
 - Click on Edit AFR link.
2. Submitted – Report has been electronically submitted. You will not be able to make any changes until the report is either approved or rejected by ADE.

CNP - Annual Financial Report

Report Options

You are in the [Home Page](#) > [View Annual Financial Report\(s\)](#) > Report Options

2002 CNP AFR - Correctional Institutions / State Schools

▶ **View Approved AFR**

Click this option to view the Approved Annual Financial Report

▶ **Revise Approved AFR**

Click this option to revise the current version of the Annual Financial Report

[Go Back](#)

3. Approved – ADE has reviewed and approved the CNP Annual Financial Report. You can view or revise approved report.

CNP - Annual Financial Report

Report Options

You are in the [Home Page](#) > [View Annual Financial Report\(s\)](#) > Report Options

2002 CNP AFR - Correctional Institutions / State Schools

▶ **View Rejected AFR**

Click this option to view this Annual Financial Report.

▶ **Revise Rejected AFR**

Click this option to revise this Annual Financial Report.

[Go Back](#)

4. Rejected – ADE has reviewed and rejected the CNP Annual Financial Report due to missing and/or inaccurate information. You can view or revise rejected report.

Printing a Report

To print a copy of the claim, click the print icon on the browser toolbar.

Appendix A: Acceptable Use Policy

This appendix contains the complete text of the Acceptable Use Policy of the Arizona Department of Education as of 5/13/02.

Acceptable Use Policy

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, Internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, Internet, and administrative resources for any purposes, which violate U.S. or state laws. It is not acceptable to use these resources to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

Ownership of Internet-Related systems

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

Monitoring

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

Security and Proprietary Information

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

Access and Authentication

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least eight alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

Data security

Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.

Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.

Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.

Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

Temporary reduction or suspension of computer system privileges.

Referral to the offending user's supervisor.

Permanent access revocation.

For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case-by-case basis.

Appendix B: Frequently Asked Questions

Q. What is ADE Common Logon?

A. ADE Common Logon is the Department of Education's main security database that is used for all of the department online applications.

Q. What is the deadline for submitting the CNP Annual Financial Report?

A. Non-public schools are required to submit the Annual Financial Report no later than October 1.

Q. What happens if I do not submit the report on time?

A. The reimbursement for Child Nutrition and Food Distribution Program commodities will be withheld until your Annual Financial Report is submitted.

Q. What happens if my report has been rejected?

A. The ADE will notify you if your report has been rejected. Correct and resubmit the report by indicated date.

Q. Do I need to submit a hard copy of the CNP Annual Financial Report?

A. No, online submission replaces hard copy.

Q. What if I cannot submit my CNP Annual Financial Report because my Internet access is down?

A. Submit the CNP Annual Financial Report online using another computer (home, library, Regional Training Center).

CNP Annual Financial Report Information Contact

Mila Makal	602-542-8714
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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

The Arizona Department of Education of the State of Arizona does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or in its hiring and employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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