



Transferring the CNP Management Plan and Budget to the CNPWeb

Utilize this form to collect all the information from the CNP Management Plan and Budget system needed to successfully submit your CNPWeb site and sponsor applications.

Information for CNPWeb Site Applications

All of the following information must be gathered from your approved Management Plan, Site Information page.

Site Name _____

License #: _____ License Capacity: _____ License Expiration Date: _____

Meal Times: _____

Meal Type	First Shift		Second Shift	
Breakfast				
Morning Snack				
Lunch				
Afternoon Snack				
Supper				
Evening Snack				

At-Risk Meal Service Program Information (if applicable)

Meal Type	First Shift		Second Shift	
At-Risk Afternoon Snack				
At-Risk Supper				

Name of Public School Used to Determine Eligibility: _____ Free/Reduced Price%: _____

Site Name _____

License #: _____ License Capacity: _____ License Expiration Date: _____

Meal Times: _____

Meal Type	First Shift		Second Shift	
Breakfast				
Morning Snack				
Lunch				
Afternoon Snack				
Supper				
Evening Snack				

At-Risk Meal Service Program Information (if applicable)

Meal Type	First Shift		Second Shift	
At-Risk Afternoon Snack				
At-Risk Supper				

Name of Public School Used to Determine Eligibility: _____ Free/Reduced Price%: _____

Site Name_____

License #:_____ License Capacity:_____ License Expiration Date:_____

Meal Times:

Meal Type	First Shift		Second Shift	
Breakfast				
Morning Snack				
Lunch				
Afternoon Snack				
Supper				
Evening Snack				

At-Risk Meal Service Program Information (if applicable)

Meal Type	First Shift		Second Shift	
At-Risk Afternoon Snack				
At-Risk Supper				

Name of Public School Used to Determine Eligibility:_____ Free/Reduced Price%:_____

Site Name_____

License #:_____ License Capacity:_____ License Expiration Date:_____

Meal Times:

Meal Type	First Shift		Second Shift	
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At-Risk Meal Service Program Information (if applicable)

Meal Type	First Shift		Second Shift	
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Name of Public School Used to Determine Eligibility:_____ Free/Reduced Price%:_____

Site Name_____

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Meal Times:

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At-Risk Meal Service Program Information (if applicable)

Meal Type	First Shift		Second Shift	
At-Risk Afternoon Snack				
At-Risk Supper				

Name of Public School Used to Determine Eligibility:_____ Free/Reduced Price%:_____

Information for CNPWeb Sponsor Application

Obtain the following information from your approved Management Plan, Financial Viability page.

Load your approved Management Plan. Open your Financial Viability page. Scroll down to 'Projected Revenue Sources' section. Find the income chart that lists available funding sources that could be used to operate the CACFP in the event of interruption or repayments. Complete the following calculations:		
Add together all monthly amounts allowable for CACFP	Multiply by 12	Total is Projected Non-CACFP Income
	X 12	=

Obtain the following information from your approved Budget.

Load your approved Budget. Scroll down to the 'Budget Summary.' Transfer approved figures.

Projected Annual CACFP Administrative Expenses Round all figures to the nearest whole number.	
Administrative Cost - Labor	
Administrative Cost - Benefits	
Administrative Cost - Rent/Depreciation	
Administrative Cost - Contracted Services	
Administrative Cost - Communications	
Administrative Cost - Other Costs	
Administrative Cost - Unaffiliated Costs	

Projected Annual CACFP Operational Expenses Round all figures to the nearest whole number.	
Operating Cost - Labor	
Operating Cost - Benefits	
Operating Cost - Food	
Operating Cost - Supplies	
Operating Cost - Rent/Depreciation	
Operating Cost - Contracted Services	
Operating Cost - Utilities	
Operating Cost - Other Costs	
Operating Cost - Unaffiliated Costs	

You are now ready to begin your CNPWeb applications! Remember, if the information on your CNPWeb applications does not match your approved Management Plan and Budget, your applications will be rejected and revisions will be required.

For additional assistance completing your CNPWeb applications, please review the Step-by-Step Instruction: How to Submit CNPWeb Applications for the Child and Adult Care Food Program, which is available on HNS' [CACFP Renewal Resources webpage](#).