



## SCHOOL NUTRITION PROGRAMS

# Child Nutrition Program Report (CNP) Instructions

School Nutrition Team  
Wisconsin Department of Public Instruction 125 South  
Webster Street Madison, WI 53703  
608-267-9228 [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov)

September 2023

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or ability and provides equal access to the Boy Scouts of America and other designated youth groups.



**Wisconsin Department of Public Instruction**  
Jill K. Underly, PhD, State Superintendent  
Madison, Wisconsin

## Contents

Wisconsin Department of Public Instruction .....	2
Instructions for Accessing the Child Nutrition Program Report .....	3
Entering the Wisconsin Child Nutrition Programs Website .....	4
Accessing the Child Nutrition Program Report .....	5
<b>Page 1: Annual Participation Data, Reimbursements and Per Meal Totals.</b> .....	6
<b>Participation Data</b> .....	6
<b>Reimbursements</b> .....	6
<b>Per Meal Totals</b> .....	6
<b>Page 2: Reported Revenues and Expenditures</b> .....	7
<b>Page 3: Year-End Balance for each Program reported, Child Nutrition Program Grand Totals and the Ending Fund Balance for the Nonprofit School Food Service Account.</b> .....	8
<b>Balance</b> .....	8
<b>Child Nutrition Program Grand Totals</b> .....	8
USDA Non-Discrimination Statement.....	9

## Instructions for Accessing the Child Nutrition Program Report

The Child Nutrition Program Report (CNPR) summarizes participation by program, reimbursements received and per meal costs, and may be an important tool for managing the operation of the Child Nutrition Programs. The report allows examination of trends in participation and costs by comparing prior year reports to the most recent year and may help in establishing appropriate meal charges if meal costs have been accurately identified and allocated between programs. It can also help assess if cash resources are within 3 months' average expenditures, as required by program regulations.

In addition to using the report to assess the food service program operation, statewide statistics on meal participation and costs are generated for DPI from the data submitted by districts/agencies. Incomplete or inaccurate information decreases its statistical validity and thus, diminishes DPI's ability to use this data as a method for program improvement. Please review the information in the report and compare it to the district or school agency financial records.

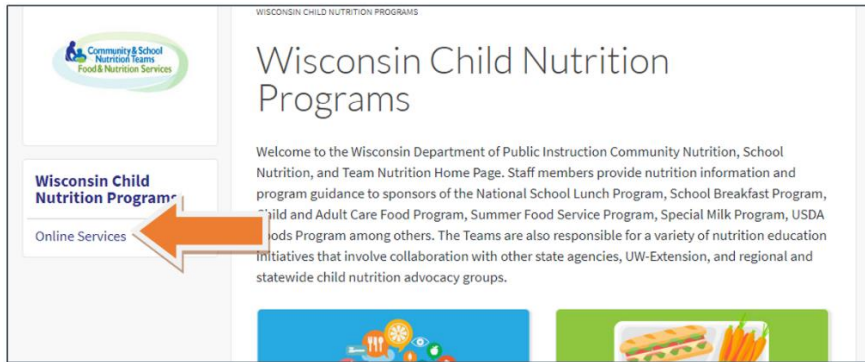
Financial data from the Annual Financial Report (AFR) will automatically be compiled into the agency's Child Nutrition Program Report, one day after the AFR is submitted online.

The Child Nutrition Program Report may be accessed online via [Online Services](https://dpi.wi.gov/nutrition/online-services) (https://dpi.wi.gov/nutrition/online-services).

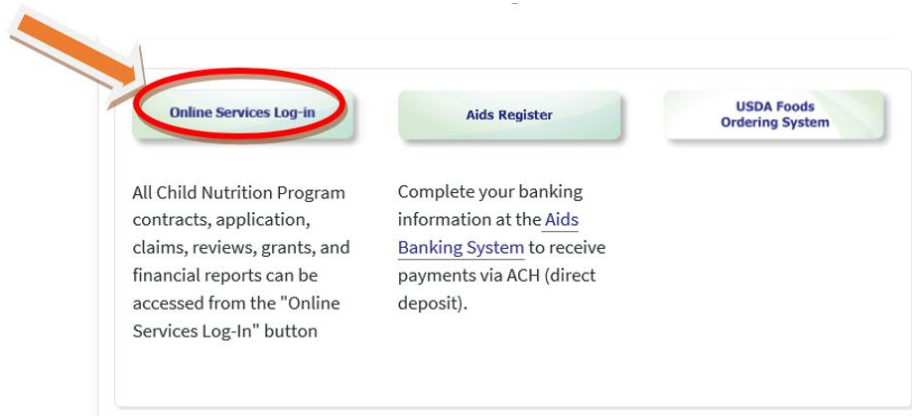
If discrepancies in information are found for a program administered by the SFA, please contact DPI accounting at 608-267-9134.

## Entering the Wisconsin Child Nutrition Programs Website

1. Go to [Wisconsin Child Nutrition Programs](https://dpi.wi.gov/nutrition) (<https://dpi.wi.gov/nutrition>). Click on the *Online Services* button, which will open the Online Services page.



2. At [Online Services](https://dpi.wi.gov/nutrition/online-services) (<https://dpi.wi.gov/nutrition/online-services>), toward the bottom, click on the *Online Services Log-in* link.



3. At the log-in screen enter the Agency Code and Password.

**Agency Code** – This is the five or six-digit agency code/number.

- a. Do not use hyphens - use only the numerals in the agency code.
- b. Do not enter leading zeroes: Example: if agency code is “012345,” only enter “12345.”

**Password** – This is the password assigned to the SFA by DPI for claiming, contract submission, and USDA Foods ordering. If this is forgotten, please contact DPI accounting at 608-267-9134.

## Accessing the Child Nutrition Program Report

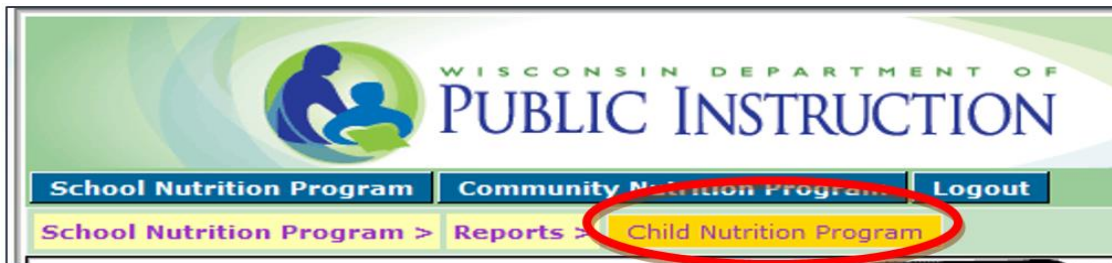
1. Select *School Nutrition Program*.



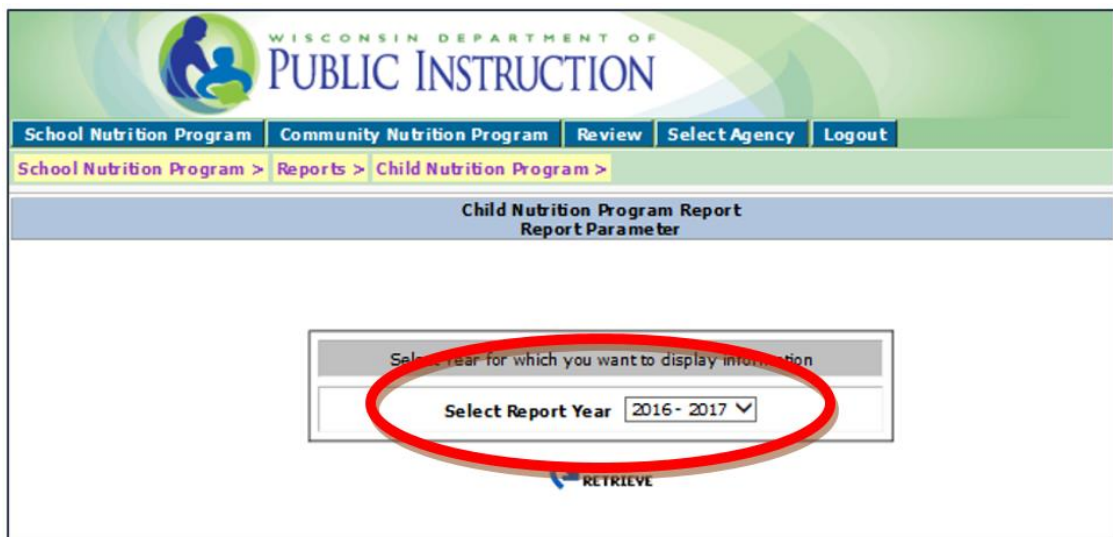
2. Select *Reports*.



3. Select *Child Nutrition Program*.



4. Select the report year from the drop-down and click retrieve.



# Page 1: Annual Participation Data, Reimbursements and Per Meal Totals.

Child Nutrition Program Report July 1, 2016 - June 30, 2017

National School Lunch - (NSL)					National School Lunch - (SK-NSL)				National School Lunch - (SK-NSLAE)		
	Meals	ADP (1)	%ADP (2)	Rates (3)	Meals	ADP (1)	%ADP (2)	Rates (3)	Meals	ADP (1)	%ADP (2)
Students Free	26,654	148	19%	69%	0	0	0%	0%	0	0%	0%
Students Reduced	7,853	48	6%	70%	0	0	0%	0%	0	0%	0%
Students Paid	99,307	573	75%	45%	0	0	0%	0%	0	0%	0%
<b>Total Student Meals</b>	<b>133,794</b>	<b>769</b>		<b>49%</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	

School Breakfast (SB, SBSEVERE)					Special Milk Program (SMP)			WI School Day Milk Program (WMMP)		
	Meals	ADP (1)	%ADP (2)	Rates (3)	Milk			Milk		Juice
Students Free	10,645	57	50%	27%	Free	0		Free	14,588	0
Students Reduced	1,937	11	10%	16%	Paid	7,147		Cost Per 1/2 Pint Milk	\$0.2350	
Students Paid	9,271	47	41%	4%				Cost Per Unit Juice	\$0.0000	
<b>Total Student Meals</b>	<b>21,853</b>	<b>115</b>		<b>7%</b>	<b>Total Milk</b>	<b>7,147</b>		<b>Elderly Nutrition (EN)</b>		
					Cost Per 1/2 Pint Milk	\$0.2415		Meals	0	

NOTE: If there are no figures showing in an area that your agency has a program in, it is because the figures have not been submitted to DPI by your agency.  
 (1) ADP (Average Daily Participation) is total meals owed by category (free, reduced, paid, and total) divided by days of operation, based on the claim of October 2016.  
 (2) %ADP is ADP by category divided by total ADP, based on the claim of October 2016.  
 (3) Participation rate is ADP by category divided by the number of students eligible in that category, based on the October 2016.

Reimbursements - Federal and State	
<b>FEDERAL REIMB. (4)</b>	<b>TOTALS</b>
NSL	\$143,665.46
SB, SBSEVERE	\$23,622.71
SK-NSL	\$0.00
SK-NSLAE	\$0.00
SMP	\$1,411.50
CACFP	\$0.00
SFSP	\$0.00
<b>STATE REIMB.</b>	
NSL MATCH	\$6,303.20
SB MATCH	\$1,879.85
WMMP	\$1,517.60
EN	\$0.00
<b>TOTAL</b>	<b>\$178,400.32</b>

PER MEAL	NSLP (includes PBR)	SBP (includes SB, SBSevere)	SNACKS (includes SK-NSL, SK-NSLAE)
Labor	\$1.42	\$0.69	\$0.00
Food	\$1.51	\$0.74	\$0.00
Equipment	\$0.23	\$0.11	\$0.00
Purchased Serv.	\$0.38	\$0.18	\$0.00
Other	\$0.02	\$0.01	\$0.00
<b>Per Meal Cost</b>	<b>\$3.56</b>	<b>\$1.73</b>	<b>\$0.00</b>
<b>Per Meal Revenue</b>	<b>\$3.61</b>	<b>\$1.76</b>	<b>\$0.00</b>
<b>Per Meal Balance</b>	<b>\$0.05</b>	<b>\$0.03</b>	<b>\$0.00</b>

NOTE: (4) Amounts shown do not reflect any repayments of overclaims that have been returned to DPI by check.

## Participation Data

Windows on the upper half of this page include cumulative totals for the year, compiled from reimbursement claims submitted by your agency, by program, for the school year.

## Reimbursements

Reimbursements are federal and state payments made to your agency for the school year.

## Per Meal Totals

The Per Meal costs and revenue, are calculated by dividing reported expenditures and revenues by the total meals claimed for each program.

Page 2: Reported Revenues and Expenditures

Child Nutrition Program Report July 1, 2016 - June 30, 2017						
Reported Revenues						
Revenues	Operating Transfer from Non-Food Service Account	Paid Lunch Equity Transfer from Non-Food Service Account	Non-Program Food Revenue Transfer from Non-Food Service Account	School Food Revenue excluding Transfers	Total Revenues	
NSL	\$0.00	\$0.00		\$482,668.64	482,668.64	
SB, SBSEVERE	\$0.00			\$38,565.47	\$38,565.47	
SK-NSL, SK-NSLAE	\$0.00			\$0.00	\$0.00	
SMP	\$0.00			\$1,411.50	\$1,411.50	
Grants (FFVP, etc)	\$0.00			\$0.00	\$0.00	
WMMP	\$0.00			\$20,988.40	\$20,988.40	
EN	\$0.00			\$0.00	\$0.00	
Non-Program Foods	\$0.00		\$0.00	\$161,246.96	\$161,246.96	
CACFP	\$0.00			\$0.00	\$0.00	
SFSP	\$0.00			\$0.00	\$0.00	
Reported Expenditures						
Expenditures per program	Labor	Food	Equipment	Purchased Services	Other	TOTAL Expenditures
NSL	\$189,388.24	\$201,426.39	\$30,995.98	\$50,476.00	\$2,569.54	\$474,856.15
SB, SBSEVERE	\$15,132.22	\$16,094.07	\$2,476.59	\$4,033.06	\$205.31	\$37,941.25
SK-NSL, SK-NSLAE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SMP	\$553.84	\$589.04	\$90.64	\$147.61	7.52	\$1,388.65
Grants (FFVP, etc)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WMMP	\$8,235.37	\$8,758.84	\$1,347.83	\$2,194.90	\$111.74	\$20,648.68
EN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Program Foods	\$63,269.66	\$67,291.28	\$10,354.95	\$16,862.71	\$858.41	\$158,637.01
CACFP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SFSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

The Reported Revenues and Expenditures are reflected from the submitted Annual Financial Report.

Page 3: Year-End Balance for each Program reported, Child Nutrition Program Grand Totals and the Ending Fund Balance for the Nonprofit School Food Service Account.

Balance			
Program	Total Revenue	Total Expenses	Balance
NSL	\$482,668.64	\$474,856.15	\$7,812.49
SB, SBSEVERE	\$38,565.47	\$37,941.25	\$624.22
SK-NSL, SK-NSLAE	\$0.00	\$0.00	\$0.00
SMP	\$1,411.50	\$1,388.65	\$22.85
Grants (FFVP, etc)	\$0.00	\$0.00	\$0.00
WMMMP	\$20,988.40	\$20,648.68	\$339.72
EN	\$0.00	\$0.00	\$0.00
Non-Program Foods	\$161,246.96	\$158,637.01	\$2,609.95
CACFP	\$0.00	\$0.00	\$0.00
SFSP	\$0.00	\$0.00	\$0.00

GRAND TOTALS - All USDA Child Nutrition Programs including CACFP and SFSP	
Beginning Fund Balance:	\$46,215.71
+ Total Revenues: (from all programs)	\$704,880.97
- Total Expenditures: (from all programs)	\$693,471.74
= Ending Fund Balance:	\$57,625.00

Totals - CACFP and SFSP		
ITEMS	CACFP	SFSP
+ Total Revenues:	\$0.00	\$0.00
- Total Expenditures:	\$0.00	\$0.00

**Balance**

The Balance section reports the individual positive or negative balance for each program operated in the agency. ***If the nonprogram food balance is negative, a transfer must be made into food service from non-federal funds.*** This is required even if the overall Child Nutrition Program Ending Fund Balance is positive as nonprogram foods may never run in the negative.

**Child Nutrition Program Grand Totals**

The Grand Totals are calculated based on the reported "beginning fund/cash balance" on July 1 (of the reporting year designated at the top of the report), plus total reported revenues, minus total reported expenditures. If the resulting ending fund/cash balance does not agree with the agency records as of June 30 (of the previous school year) the discrepancy should be resolved, and an amended Annual Financial Report should be submitted.

**Note:** If the program experiences a negative fund balance at the end of the year (as of June 30) the agency must transfer money from another fund (usually the general fund) to cover the deficit. The amount of the transfer should be reported as revenue on the Annual Financial Report under Transfer from Non-Food Service Account-Operating Transfer.

5. Click *Logout* button when finished viewing.





## USDA 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/ad-3027.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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.