SCHOOL NUTRITION PROGRAMS

Child Nutrition Program Report (CNP) Instructions

Wisconsin Department of Public Instruction
School Nutrition Team
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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).

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). Click on the Online Services button, which will open the Online Services page.

![Online Services Button](image1.png)

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

![Online Services Log-in](image2.png)

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

![Log-in Screen](image3.png)

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

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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

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