

# Instructions for Uploading LWP Triennial Assessment Documents into CNP



Please use the guide below to upload Triennial Assessment Documents into CNP.

Follow the steps below after accessing the [CNP System](#).

Choose the **blue** "School Nutrition Programs" box in the upper left:



Select "Applications" in the upper left, then "Application Packet" from the list of items:

Item	Description
<a href="#">Sponsor Manager</a>	SNP Sponsor's Profile, Site and Hold Information
<a href="#">Application Packet</a>	Applications Forms (Sponsor and Site)
<a href="#">Verification Report</a>	Mandatory Annual Verification Report
<a href="#">Food Safety Inspections</a>	Number of Food Safety Inspections by Site
<a href="#">Financial Report</a>	School Food Annual Revenues and Expenditures Report
<a href="#">FFVP Grant Overview</a>	Fresh Fruit and Vegetable Program Grant Information by Site Overview
<a href="#">Community Eligibility Provision</a>	Enrollment and Eligibility for Community Eligibility Provision
<a href="#">Direct Certification / Direct Verification</a>	Link to verify Direct Certification / Direct Verification
<a href="#">Download Forms</a>	Forms Available for Downloading



Select School Year 2025-2026:

School Year	Date Range	Application Packet
<b>NEW!</b> 2025 - 2026	07/01/2025 - 06/30/2026	Not Started
2024 - 2025	07/01/2024 - 06/30/2025	Application Packet on File
2023 - 2024	07/01/2023 - 06/30/2024	Application Packet on File

The Application Packet page will appear. Select "Details" next to the Attachment List.

Action	Form Name	Latest Version	Status
<a href="#">View</a>   <a href="#">Admin</a>	✔ Sponsor Application	<a href="#">Original</a>	Approved
<a href="#">Details</a>	✔ Meal Pattern Compliance Dashboard		Approved
<a href="#">Details</a>	Checklist Summary		
<a href="#">Details</a>	Application Packet Notes		
<a href="#">Details</a>	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error
<a href="#">Site Application(s)</a>	1	0	0	0	0	0
<a href="#">Seamless Summer Option</a>	0	1	0	0	0	0

There may or may not already be some attachments listed. To add the completed Triennial Assessment Documents, select the red "Add Attachment" button.

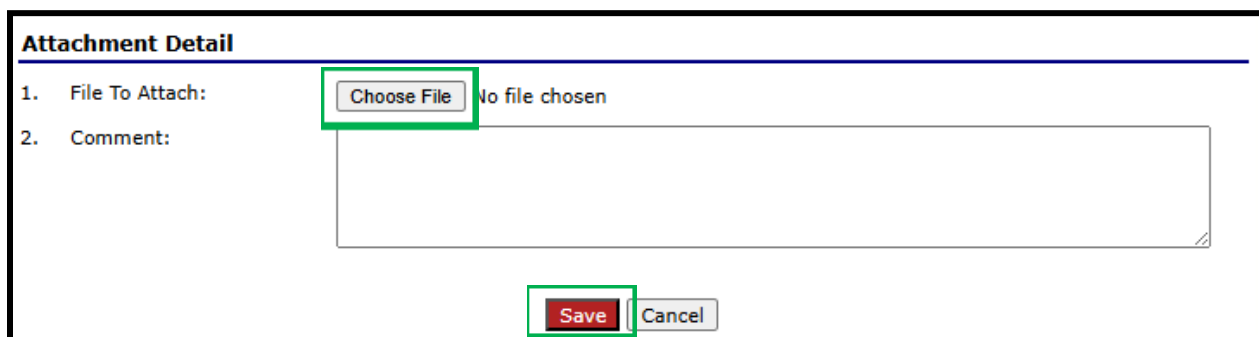
Attachments				
Action	File Name	Type	Date	Comment
No data to display.				
Total Attachments: 0				
<a href="#">&lt; Back</a>		<a href="#">Add Attachment</a>		



Select "Choose File" and add the applicable file(s). You may upload all required Triennial Assessment documentation combined into one document or upload individual documents if desired.

Please ensure the file name clearly identifies the document being uploaded (e.g., School Wellness Policy, Step 1 form, Step 2 form, Public Report, Step 4 form); alternatively, you may add a comment to identify the document being uploaded.

Once finished, select "Save".

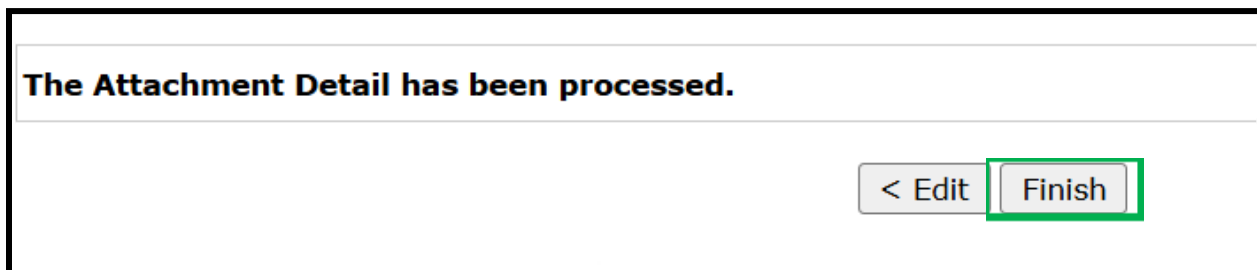


**Attachment Detail**

1. File To Attach:  No file chosen

2. Comment:

On the next screen, select "Finish".



**The Attachment Detail has been processed.**

If you need to add additional attachments, repeat the process by selecting "Add Attachment". Otherwise, select "Back" to return to the main menu.

Attachments				
Action	File Name	Type	Date	Comment
<a href="#">View</a>   <a href="#">Modify</a>	<a href="#">LSWP Comparison Assessment.pdf</a>	application/pdf	01/22/2026	
Total Attachments: 1				
<input type="button" value=" &lt; Back"/> <input type="button" value=" Add Attachment"/>				

Once on the main menu, confirm the number displayed behind the Attachment List should match the number of uploaded files. If the application packet was already in approved status, you will **NOT** need to re-submit the application packet for approval. Note that the "Submit for Approval" is grayed out. Once finished, exit out of the browser window.

Action	Form Name	Latest Version	Status				
<a href="#">View</a>   <a href="#">Revise</a>	✔ Sponsor Application	<a href="#">Original</a>	Approved				
<a href="#">Details</a>	Checklist Summary						
<a href="#">Details</a>	Attachment List (1)						
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
<a href="#">Site Application(s)</a>	1	0	0	0	0	0	1
<a href="#">Seamless Summer Option</a>	0	1	0	0	0	0	1
<input type="button" value=" &lt; Back"/> <input type="button" value=" Submit for Approval"/>							

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