



Carryover Expense Reporting and Applying Carryover Guide

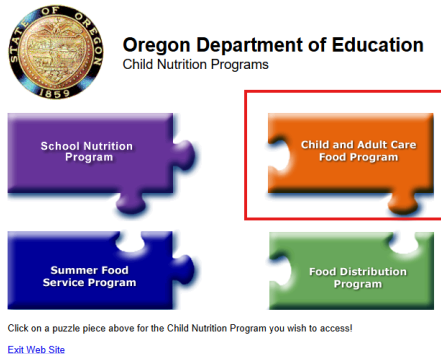
After submitting the financial management report for the fiscal year that identifies the amount of unspent administrative reimbursement earned in the fiscal year, ODE CNP will review and provide approval of the amount of carryover funds allowed.

Upon approval, Sponsor will apply the allowable carryover funds to the current fiscal years' expenses in a "First in, First Out" method, meaning, applying the carryover funds starting with the October claim and if necessary, continuing to the next month until all carryover funds are spent.

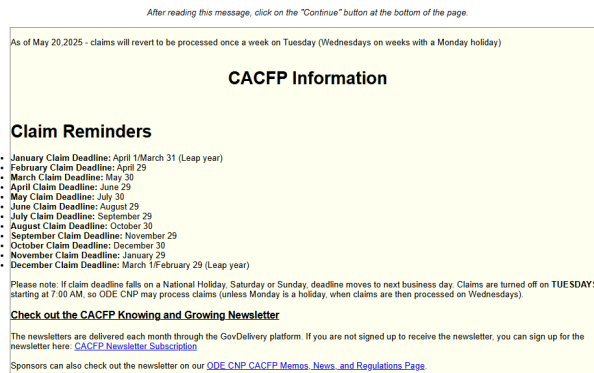
Applying Carryover Expenses in CNPweb

*Carryover expenses **must** be applied prior to accepting the carryover report.*

1. Log into CNPweb, click on the CACFP puzzle piece.



2. After reviewing the CACFP Splash Page, click "Continue"



3. Click on the hyperlink for the **current** fiscal year



- Click on the "Claims" Tab
- For the October Claim, click revise.

Bottom of Form

Sponsor Summary Sponsor Name

Packet	Applications	Activity	Claims	Payments	Users
Claim Month	Sponsor Claim	Revision	Status	Claim Amount	Action
October 2024	Sponsor Claim	3	Paid	386,258.97	View Revise
November 2024	Sponsor Claim	2	Paid	319,460.02	View Revise
December 2024	Sponsor Claim	1	Paid	302,760.72	View Revise
January 2025	Sponsor Claim	1	Paid	357,627.88	View Revise
February 2025	Sponsor Claim	3	Paid	318,062.50	View Revise
March 2025	Sponsor Claim	3	Paid	368,974.82	View Revise
April 2025	Sponsor Claim	2	Paid	401,630.79	View Revise
May 2025	Sponsor Claim	3	Paid	379,954.19	View Revise
June 2025	Sponsor Claim	1	Paid	375,699.35	View Revise
July 2025	Sponsor Claim	1	Paid	393,195.95	View Revise
August 2025	Sponsor Claim	0	Paid	374,590.09	View Revise
September 2025	Claim should be entered between 10/1/2025 and 12/1/2025				Add
YTD Claim Total				3,978,215.28	
Form Name		Revision	Status	Claim Amount	Action
Carryover Expense Report 2024		0	Approved	0.00	View Edit Delete

- Scroll to the bottom of the monthly claim page and edit the FDCH Sponsor Administrative Expenditures. Moving monthly expenses to carryover expenses, until the balance of the carryover funds are fully expended (this may take additional months).

FDCH Sponsor Administrative Expenditures for this Claim Month

	Monthly Expenses (Non-Carryover)	Carryover Expenses
(34) Administrative Labor (Schedule A)	3,182.16	34,920.96
(35) Supplies (Schedule B)	731.47	0.00
(36) Office Expenses (Schedule C)	2,283.04	0.00
(37) Travel (Schedule D)	1,936.97	0.00
(38) Training (Schedule E)	0.00	0.00
(39) Administrative Services (Schedule F)	9,370.43	0.00
(40) Total Expenses	17,504.07	34,920.96
(41) Administrative Income	0.00	0.00

- Once the expenses have been moved to the carryover expenses, certify and submit the claim to pending approval status in the current fiscal year, starting with the first claim month of the FY (typically October).
- ODE CNP will review all claim revisions and approve the claim for processing or return the claim for revision. Once all the revised claims have been approved, you can accept the carryover report.



Accepting Carryover Report

The carryover report cannot be accepted until after the allowable carryover expenses are applied and approved.

On or around the first Monday of the calendar year, the Oregon Department of Education will open the Carryover Expense Report on the Claims Tab in CNPweb. Family Day Care Home Sponsors will see the add link when the report is available.

1. Follow Steps 1 & 2 above.
2. Click on the previous fiscal year. For example, it is December 2025, we are currently in FY 2026, so you will click on FY 2025.

Packet	Applications	Activity	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action	
October 2025	Claim should be entered between 11/1/2025 and 12/30/2025			Add	
November 2025	Claim should be entered between 12/1/2025 and 1/29/2026				
December 2025	Claim should be entered between 1/1/2026 and 3/2/2026				
January 2026	Claim should be entered between 2/1/2026 and 4/1/2026				
February 2026	Claim should be entered between 3/1/2026 and 4/29/2026				
March 2026	Claim should be entered between 4/1/2026 and 6/1/2026				
April 2026	Claim should be entered between 5/1/2026 and 6/29/2026				
May 2026	Claim should be entered between 6/1/2026 and 7/30/2026				
June 2026	Claim should be entered between 7/1/2026 and 8/31/2026				
July 2026	Claim should be entered between 8/1/2026 and 9/29/2026				
August 2026	Claim should be entered between 9/1/2026 and 10/30/2026				
September 2026	Claim should be entered between 10/1/2026 and 11/30/2026				
YTD Claim Total			0.00		
Form Name	Revision	Status	Claim Amount	Action	
Carryover Expense Report	Report To be filed after final claims entered For 2026			Add	

3. Scroll to the bottom of the Claims Tab and click Add on the Carryover Expense Report.
4. Review the Carryover Expense Report and verify that the amounts match the organizations financial statements and certify and submit the carryover expense report by the last day of the month of January.



Allowable Carryover Calculation	Amount
(1) Unspent Reimbursement (Total Reimbursements - Expenses)	34,920.96
(2) Allowable Carryover (Up to 10% of Reimbursements)	34,920.96
(3) Unspent Funds Over 10% of Reimbursements To Be Returned	0.00
Reported Carryover Expenses	
(4) Administrative Labor (Schedule A)	34,920.96
(5) Supplies (Schedule B)	0.00
(6) Office Expenses (Schedule C)	0.00
(7) Travel (Schedule D)	0.00
(8) Training (Schedule E)	0.00
(9) Administrative Services (Schedule F)	0.00
(10) Total Carryover Expenses	34,920.96
(11) Program Income (Rebates, ect.)	0.00
(12) Unspent Allowable Carryover	0.00
(13) Total Funds to Return to ODE	0.00
(14) Less Funds Already Recovered	0.00
(15) Net Funds to Return to ODE	0.00

Sponsor Certification
(16) <input type="checkbox"/> I agree with the calculation of available carryover above and certify that CACFP Carryover Expenses were accounted for separately and were spent in accordance with the ODE CNP approval of these funds.

- ODE CNP will review the Carryover Report once the report is submitted for approval. If there are any issues or concerns, ODE CNP will contact the sponsor with any necessary corrections.
- If there are any changes to claims in the prior fiscal year throughout the year, that will have an impact on the carryover report, ODE CNP must be communicated with in writing.