

# Making Sense of Special Assistance Claiming

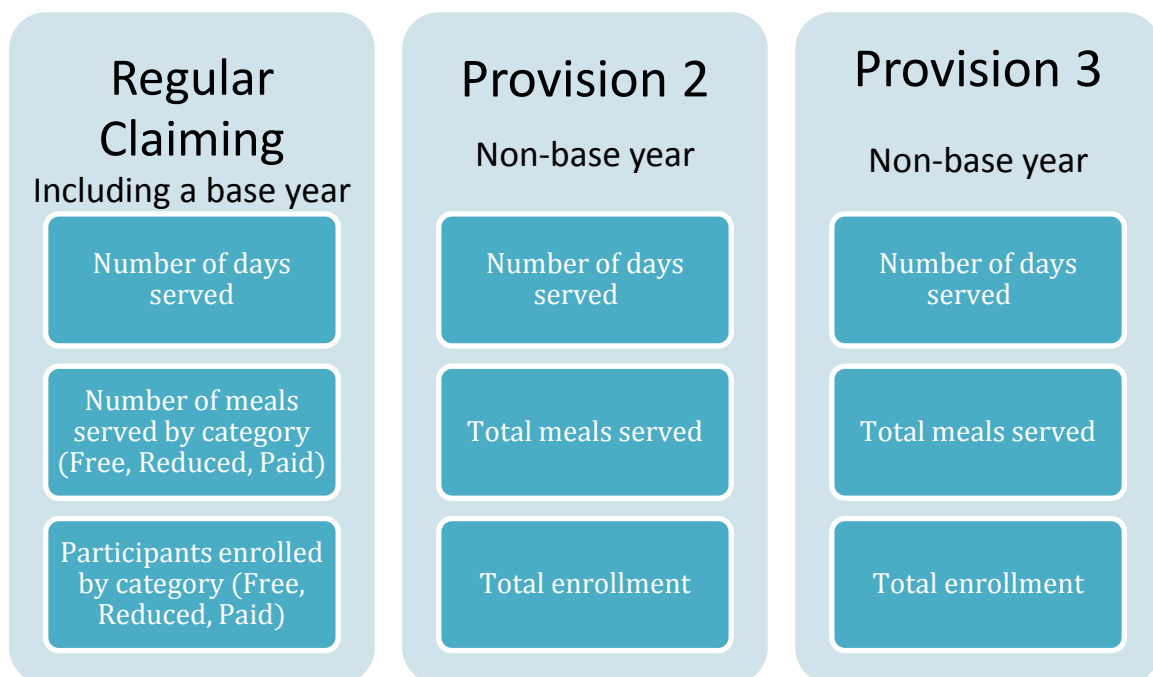
How are schools able to not collect household applications and have no BID, but still claim for reimbursement?



## How Does Claiming Work?

	Provision 2	Provision 3
<b>Base year</b>	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Must be non-pricing*	Meals are counted at the POS and claimed according to each child's eligibility (F/R/P). Has the option to be pricing during the base year after consulting the state agency*
<b>Non-base years</b>	Only total meals are recorded at the POS and claims are based off of the claiming percentages established in the corresponding month from the base year. Must be non-pricing*	Only total meals are recorded at the POS and claims are based off of actual meals served in the corresponding month from the base year. These meals are adjusted for number of days served and enrollment. Must be non-pricing*

## How do I Submit My Claim in CNP Web in a Non-Base Year?



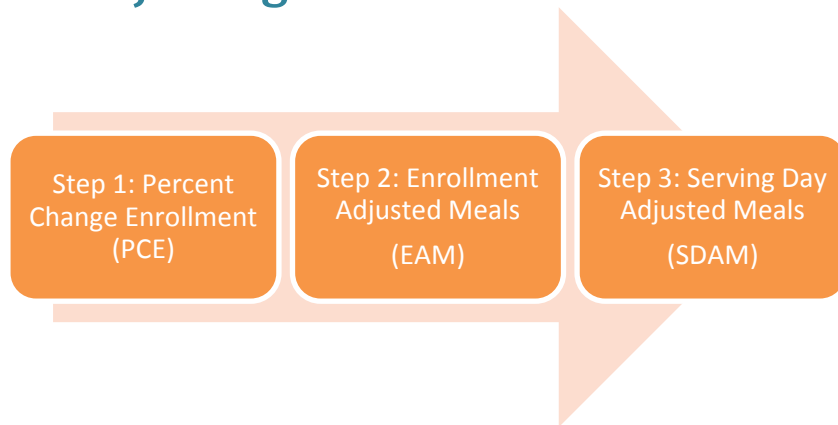
\* Non-pricing refers to when an SFA provides meals to all of their students at no cost to the household. The SFA is responsible for contributing non-federal funds to cover the difference in cost of the reduced and paid meals.

## Claiming Examples

### Creating claims for Provision 2

Provision 2						
	BY Claim	Percentage	(Multiply)  <b>X</b>	NBY Total	(Equals)  <b>=</b>	NBY Claim
Free	1045	72.60%		1650		1198
Reduced	212	14.70%				243
Paid	182	12.70%				209
Total Meals	1439	100%				1650
In the State of Arizona, the CNP Web claiming system calculates the data above automatically on behalf of the SFA.						

### Adjusting claims for Provision 3



Provision 3 Claiming Adjustment			
<i>Example Using Free Meals</i>			
	Step 1	Step 2	Step 3
Action	Percent Change Enrollment	Enrollment adjusted meals	Serving day adjusted meals
Steps	Non-base year enrollment ÷ base year enrollment	Base year meals x percent change enrollment	(Non-base year serving days ÷ base year serving days) x enrollment adjusted meals
Example	210 (NBY) ÷ 200 (BY) = <b>1.05</b>	1045 x 1.05 = <b>1097.25</b>	(16 ÷ 18 = <b>0.89</b> ) x 1097.25 = 1232.87
<i>The same formula is used for reduced and paid meals. In the State of Arizona, the CNP Web claiming system calculates the data above automatically on behalf of the SFA.</i>			

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