How to Submit a Claim in CNPWeb

*a four part training guide encompassing ADE’s claiming system for the CACFP*

- **Part 1:** Introduction to ADE’s Claiming System
- **Part 2:** How to Submit a Sponsor Claim
  - **Part 3:** How to Submit a Site Claim
  - **Part 4:** How to Revise a Claim

Arizona Department of Education
Community Nutrition Programs
Child & Adult Care Food Program
Welcome to the second of a four part “How to Submit a Claim” training series.

In this training, we will cover completing and submitting *sponsor claims*. This training will begin with the assumption that users know how to access their claiming index page on the CNPWeb.

If you do not feel comfortable or are unfamiliar with accessing ADEConnect and the CNPWeb claiming system, please view the first part of this training series, or the guide titled “Introduction to ADEConnect and the CNPWeb Claiming System” prior to attempting to submit your sponsor claim.
Part 2: How to Submit a Sponsor Claim

Topics Covered:

• Things to Remember .......................................................... Slides 4-7
• Sponsor Claim: Recordkeeping Forms .............................. Slides 8-13
• How to Access Your Sponsor Claim ............................... Slides 14-18
• Sponsor Claim: Monthly Income ..................................... Slides 19-25
• Sponsor Claim: Monthly Expenses ................................. Slides 26-27
  ➢ Administrative Costs .................................................. Slides 28-37
  ➢ Operating Costs ........................................................... Slides 38-53
Things to Remember

• Claims are submitted monthly in the CNPWeb.
• Sponsor Claims must be submitted before Site Claims.
• Claim data is obtained directly from monthly recordkeeping documents that will be reviewed during an audit and review.
• All reported funds must have supporting documentation, such as receipts, invoices, etc.
• Claims must be submitted after the entire month of operation has been completed. Claims cannot be submitted in advance.
• Claims must be in Submitted status in order to receive reimbursement. Claims left in Pending status are not valid and will not be processed for payment.
CNPWeb Sponsor Claim does not impact the amount of reimbursement received.

The sponsor claim is the place in which program-related expenditures are documented and reported. These expenditures should reflect information submitted and approved as part of your management plan and budget.

Maintaining accurate reports of program-related expenses will prevent findings while undergoing audits or review.

Documentation of reported funds must be maintained for a minimum of five years.

The sponsor claim must be done first and cannot be revised. Once a site claim is submitted, a sponsor claim cannot be submitted.
Submitting a Claim

**Sponsor Claim**

The sponsor claim includes fields for you to report...

- Monthly Income
- Monthly CACFP Administrative Expenses
- Monthly CACFP Operational Expenses

In this training, we will be going over each line item and affiliated recordkeeping forms for the sponsor claim.
While completing your sponsor claim, remember to enter figures that were paid during the month of operation rather than accrued.

This means if you paid rent and utilities for October on November 15, those expenses would be placed on your November claim.
Sponsor Claim: Recordkeeping Forms
These forms are to be completed and used as a reference for the numbers you are putting in your sponsor claim. The following forms need to be maintained for 5 years and will be used to justify your claim.

Food Service Cost Report

Time Distribution Report

CACFP Monthly Expense Worksheet
50% of the CACFP reimbursement should be spent on quality food purchases.

The Food Service Cost Report should only include items that are directly related to CACFP. Deduct supplies and food items purchased that are not attributable to CACFP. For example, cupcakes and balloons purchased for a holiday.

Delivery charges and fuel are not allowable costs. These must be deducted from the food/milk column of the Food Service Cost Report.

All receipts/invoices must be kept intact. Photocopy receipts that may fade.
Time Distribution Reports document the amount of time spent performing food service and non-food service tasks for each day worked during the month.

All full-time and part-time employees, who's compensation in whole or in part is paid with Food Service funds, must complete this report.

The information must account for the total activity for which each employee is compensated. The reports must reflect an after-the-fact determination of the actual activity of each employee.

A separate report is required for each employee.
Document actual expenses *monthly* on the Monthly Expense Worksheet. Keep all supporting documentation (invoices, bills, time distribution reports, etc.) on file.
All CACFP forms can be found on our webpage at http://www.azed.gov/hns/cacfp/programforms/

If you have any questions regarding Recordkeeping Forms, contact your assigned specialist.
How to Submit a Sponsor Claim

We will now begin the process of completing and submitting a sponsor claim.

If you have not yet successfully accessed the CNPWeb, please view the first training of this series titled “Introduction to ADEConnect and the CNPWeb Claiming System” prior to moving forward.
Step 1: Visit www.azed.gov/hns/ and select “ADEConnect.”

Step 2: Select CNPWeb.

Step 3: Select CACFP.

Step 4: Select “Center Claims.” Once loaded, toggle to the month and program year being claimed.
Once your claims index page has loaded, select ‘Create New Claim’ listed under Sponsor Claims.
Once your claims index page has loaded, select ‘Create New Claim’ listed under Sponsor Claims.

Remember, when submitting a claim, the Sponsor Claim must be submitted before the Site Claim.
You have successfully opened a sponsor claim.

**ABC 123 Sample Sponsor (12-34-56)**

For assistance call (402) 342-9700 or (888) 352-4556 and ask for the Finance Department

### Monthly Income
- Non-CACFP Income:
- CACFP Income:
- Value of Cash/Cash Donations:
- Value of Excess Personal Needs:
- Total Income:

### Monthly CACFP Expenses
- Administrative Cost - Labor:
- Administrative Cost - Benefits:
- Administrative Cost - Rent or Mortgage:
- Administrative Cost - Contracted Services:
- Administrative Cost - Communications:
- Administrative Cost - Other Costs:
- Administrative Cost - Unaffiliated Costs:
- Total CACFP Administrative Expenses:

### Monthly CACFP Operational Expenses
- Operating Cost - Labor:
- Operating Cost - Benefits:
- Operating Cost - Food:
- Operating Cost - Supplies:
- Operating Cost - Rent or Mortgage:
- Operating Cost - Contracted Services:
- Operating Cost - Utilities:
- Operating Cost - Other Costs:
- Operating Cost - Unaffiliated Costs:
- Total CACFP Operational Expenses:

A new webpage will load. It should look similar to this screen.

The following slides will review what to input in each field.
Sponsor Claim: Monthly Income
**Sponsor Claim**

**Monthly Income:**

Start the sponsor claim by filling in your monthly income. These figures should reflect your total revenue for the month you are claiming. The next few slides will provide detail about what to report in each line.

<table>
<thead>
<tr>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-CACFP Income:</td>
</tr>
<tr>
<td>CACFP Income:</td>
</tr>
<tr>
<td>Value of Cash/Non-Cash Donations:</td>
</tr>
<tr>
<td>Value of Excess Personnel Meals:</td>
</tr>
<tr>
<td>Total Income:</td>
</tr>
</tbody>
</table>
Sponsor Claim

Monthly Income:

Non-CACFP Income
- Enter the dollar amount of Non-CACFP Income that you received and dedicated to your food service program.
- For example, the percentage of parent tuition fees that is attributed to the food service budget may be included in this field.
- A dollar amount must be placed here in order for a claim to be submitted.
Sponsor Claim
Monthly Income:

CACFP Income
- Enter the dollar amount of CACFP Income that you received from the operation of your food service program the month prior.
- For example, while completing a claim for February, input the dollar amount of reimbursement that was received for program operations in January.
- A dollar amount must be placed here in order for a claim to be submitted.
**Sponsor Claim**

**Monthly Income:**

**Value of Cash/Non-Cash Donations**
- Enter the value of Cash/Non-Cash Donations that were received for the operation of CACFP in your organization.
- If none, enter the number zero, ‘0’.
**Sponsor Claim**

**Monthly Income:**

**Value of Excess Personnel Meals**

- Enter the value of Meals Served to Excess Personnel.
  - Meals consumed by adults performing labor necessary to the food costs are an allowable cost and must be recorded on the Meal Count Summary sheet. However, the meals are limited to a 1:5 ratio (1 staff meal to every 5 participant meals). You must keep records of all meals/snacks served to staff. Follow the steps to the right to calculate the value of excess personnel meals.
  - If staff meals are not served or meals served are below the 1:5 ratio, enter zero, ‘0’.

**Steps**

<table>
<thead>
<tr>
<th>Step</th>
<th>Example</th>
</tr>
</thead>
</table>
| Step 1: Divide the total number of meals claimed (by meal type) by 5. | 882 Breakfasts Claimed  
882 ÷ 5 = 176  
176 is the Maximum Number of Staff Breakfast Meals per Ratio  
Outcome 1: If you served 176 or less adult breakfast meals you are within ratio. No excess meals to report.  
Outcome 2: If you served 177 or more adult breakfast meals then you are not within ratio. You have excess meals to report. |
| Step 2: Repeat step 1 for all meal types. | In the example above, the staff breakfast meals are 188. If the maximum number of staff breakfast meals per the ratio is 176, you are required to report 12 excess breakfast meals served to staff.  
**Example:** 188 - 176 = 12 Excess breakfast meals served to staff  
Take the monetary fair value (free breakfast rate) of $1.75 and multiply that by the 12 excess breakfast meals served to staff.  
**Example:** 12 x $1.75 = **Value of Excess Personnel Meals for Breakfast**  
$21.00  
Repeat these steps for each meal type claimed (Breakfast, AM, Lunch, etc.) using the fair monetary value for each meal type. Calculate the Value of Excess Personnel Meals for each meal type claimed on your Meal Count Summary Sheet to get the final total “Value of Excess Personnel Meals”. Enter that total into the Sponsor claim. |
Sponsor Claim

Monthly Income:

Total Income

- Total income is calculated by the system and auto-populates based on the information entered in the fields above.

![Image of Monthly Income Calculation](image-url)
Sponsor Claim: Monthly Expenses
**Sponsor Claim**  
**Monthly Expenses:**

In this area, Administrative and Operational Expenses are reported.

This information is self-reported and should reflect expenses that were reported on your approved Management Plan Budget.

Supporting documentation for the reported expenses, like invoices, receipts, bank statements, time distribution reports, etc. need to be maintained for a minimum of five years.

**Important Note!** The system *does not* recognize decimal points. For example, $1,675.75 would register as $1,667,575. To prevent being flagged and ensure accurate cost reporting, please round each item to the nearest dollar amount, $1,676 for this example.
Sponsor Claim: Monthly Expenses

Administrative Expenses
Examples of *Administrative Expenses* for Monthly Claims

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Owner, Director, Monitor</td>
</tr>
<tr>
<td>Benefits</td>
<td>Owner, Director, Monitor</td>
</tr>
<tr>
<td>Rent/Mortgage</td>
<td>Office Area</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>Storage Facility, Computer Maintenance</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>Phone, Internet</td>
</tr>
<tr>
<td>Other Costs*</td>
<td>Computer, Copy Machine, CACFP Office Supplies (pens, paper, printer ink), etc.</td>
</tr>
</tbody>
</table>

* If you charge for any items under ‘Other Costs’, you may only charge the CACFP portion of that item. To determine the CACFP portion of that item, refer to the percentages determined on your Management Plan. You will be required to submit quotes for higher priced items, such as computers, copy machines, stoves, refrigerators, etc.

**Important Note!** You can only report CACFP expenses that are included in your approved management plan. For example, if you did not include rent in your management plan, it cannot be included on your monthly claim.
Submitting a Claim

**Sponsor Claim**

**Monthly CACFP Administrative Expenses**

**Administrative Cost – Labor**

Enter the dollar amount of employee salaries attributable to the administrative tasks and duties related to CACFP performance and function.

As a reminder, administrative labor includes planning, organizing, and managing the nonprofit food service.

These expenses must be demonstrated by CACFP Monthly Expense Worksheets and supported by complete Time Distribution Reports.
Submitting a Claim

Sponsor Claim

Administrative Cost – Benefits

Enter the dollar amount of employee benefits attributable to the time spent performing administrative tasks and duties related to CACFP performance and function.

If you do not offer or claim benefits, enter the number zero, ‘0’.

These expenses must be demonstrated on the Monthly Expense Worksheet and supported by complete Time Distribution Reports.
Submitting a Claim

Sponsor Claim

Administrative Cost – Rent or Mortgage

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Rent or Mortgage for space utilized when performing CACFP-related administrative tasks.

If you do not claim Rent or Mortgage expenses, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.
Submitting a Claim

Sponsor Claim

**Administrative Cost – Contracted Services**

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Contracted Services associated with the administrative responsibilities of the food program.

Reminder, organizations may subcontract certain program functions. If you subcontract, you must keep records to demonstrate compliance with procurement requirements and you must submit a copy of each subcontract. Further, you **may not** subcontract CACFP management functions, such as the preparation of application materials, monitoring, claim preparation, or corrective action processes.

If you do not claim or have any costs associated with Contracted Services, enter the number zero, ‘0’.

These expenses must be documented on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.
Administrative Cost – Communications

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Communications Expenses associated with the administrative responsibilities of the food program.

If you do not claim or have any costs associated with Communications, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.
Submitting a Claim

Sponsor Claim

Administrative Cost – Other Costs

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Other Costs associated with the administrative responsibilities of the food program.

If you do not claim or have any costs associated with Other Costs, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.
**Sponsor Claim**

*Monthly CACFP Administrative Expenses*

**Administrative Cost – Unaffiliated Costs**

Sponsors of unaffiliated centers may use up to 15% of projected annual CACFP reimbursement to pay for actual allowable administrative costs incurred in the operation of the nonprofit food service.

Currently, this does not apply to any Arizona Sponsors. Enter ‘0’.
Submitting a Claim

Sponsor Claim

**Sponsor Claim**

**Monthly CACFP Administrative Expenses**

**Administrative Cost – Total CACFP Administrative Expenses**

Total CACFP Administrative Expenses will auto-populate based on the figures entered in the fields above.

If it does not seem to be reflective of costs accrued throughout the month being claimed, revisit the previous sections and ensure the numbers have been entered correctly.

Remember, the costs reported must reflect what is on your *approved* Management Plan Budget. If reported expenses appear unreasonable or you are running into surpluses or deficits, contact your specialist to determine if budget revisions are needed.
Sponsor Claim: Monthly Expenses

Operational Expenses
## Examples of Operational Costs for Monthly Claims

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Teachers, Cook</td>
</tr>
<tr>
<td>Benefits</td>
<td>Teachers, Cook</td>
</tr>
<tr>
<td>Food</td>
<td>Net Food Used or Delivered</td>
</tr>
<tr>
<td>Supplies/Equipment</td>
<td>Bleach, Paper Plates, Cups, Cooking Pans</td>
</tr>
<tr>
<td>Rent/Mortgage</td>
<td>Kitchen, Service Areas</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>Pest Control, Refrigerator Repair</td>
</tr>
<tr>
<td>Communications and Utilities</td>
<td>Electricity, Water</td>
</tr>
<tr>
<td>Other Costs*</td>
<td>Stove, Refrigerator, Grocery Shopping</td>
</tr>
</tbody>
</table>

* If you charge for any items under ‘Other Costs’, you may only charge the CACFP portion of that item. To determine the CACFP portion of that item, refer to the percentages determined on your Management Plan. You will be required to submit quotes for higher priced items such as computers, copy machines, stoves, refrigerators, etc. If you charge gas for grocery shopping, you must maintain a mileage log and may only use the current state per diem rate. Go to [http://gao.state.az.us/travel](http://gao.state.az.us/travel) to determine the current state per diem rate.

**Important Note!** You can only report CACFP expenses that are included in your approved management plan. For example, if you did not include rent in your management plan, it cannot be included on your monthly claim.
**Operating Cost – Labor**

Enter the dollar amount of employee salaries attributable to the operational tasks and duties related to CACFP performance and function.

As a reminder, operational labor includes the preparation and service of meals to participants. These expenses must be demonstrated by CACFP Monthly Expense Worksheets and supported by complete Time Distribution Reports.
Operating Cost – Benefits

Enter the dollar amount of employee benefits attributable to the time spent performing operational tasks and duties related to CACFP performance and function.

If you do not offer or claim benefits, enter the number zero, ‘0’.

These expenses must be demonstrated by CACFP Monthly Expense Worksheets and supported by complete Time Distribution Reports.

Submitting a Claim
Sponsor Claim

CACFP Monthly Expense Worksheet

Time Distribution Report
Operating Cost – Food

Enter the dollar amount of creditable food costs paid over the month of operation.

As a reminder, it is a state best practice to spend at least 50% of reimbursement on food. These expenses must be demonstrated on the Food Service Cost Report.

If you are struggling to spend more than 50% of your reimbursement on food, contact your program specialist to determine potential solutions that will work for your center.
Operating Cost – Supplies

Enter the dollar amount of supplies purchased that can be attributed to the food program. These expenses must be demonstrated on the Food Service Cost Report.

If you have questions regarding what supplies can be attributed to the food program, please contact your assigned program specialist.
Operating Cost – Rent or Mortgage

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Rent or Mortgage of space utilized when performing CACFP-related operational tasks.

If you do not claim Rent or Mortgage expenses, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Operational Facility Expenses’.
Operating Cost – Contracted Services

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Contracted Services associated with the administrative responsibilities of the food program.

Reminder, organizations may subcontract certain program functions. If you subcontract, you must keep records to demonstrate compliance with procurement requirements and you must submit a copy of each subcontract. Further, you may not subcontract CACFP management functions, such as the preparation of application materials, monitoring, claim preparation, or corrective action processes.

If you do not claim or have any costs associated with Contracted Services, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Operational Facility Expenses’.
Operating Cost –
Utilities

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Utilities associated with the operational responsibilities of the food program.

If you do not claim or have any costs associated with Utilities, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.

Submitting a Claim
Sponsor Claim
Operating Cost – Other Costs

Utilizing the percentage of facility expenses attributed to CACFP that was calculated on your approved Management Plan, enter the dollar amount of Other Costs associated with the operational responsibilities of the food program. If you do not claim or have any costs associated with Other Costs, enter the number zero, ‘0’.

These expenses must be demonstrated on the second page of the Monthly Expense Worksheet under ‘Administrative Facility Expenses’.

Submitting a Claim

Sponsor Claim
Operating Cost –
Unaffiliated Costs

Sponsors of unaffiliated centers may use up to 15% of projected annual CACFP reimbursement to pay for actual allowable administrative costs incurred in the operation of the nonprofit food service.

Currently, this does not apply to any Arizona Sponsors. Enter ‘0’.
Operating Cost –
Total CACFP Operational Expenses

Total CACFP Operational Expenses will auto-populate based on the figures entered in the fields above.

If it does not seem to be reflective of costs accrued throughout the month being claimed, revisit the previous sections and ensure the numbers have been entered correctly.

Remember, the costs reported must reflect what is on your approved Management Plan Budget. If reported expenses appear unreasonable or you are running into surpluses or deficits, contact your specialist to determine if budget revisions are needed.
Once all fields are populated, review your entered figures. Remember, the system does not register decimals. Round each entered figure to the nearest dollar amount.
Once all fields are populated and you have ensured accurate reporting of your monthly expenses, click ‘Save’.

### Monthly Income

- Non-CACFP Income:
- CACFP Income:
- Value of Cash/Non-Cash Donations:
- Value of Excess Personnel Meals:

Total Income:

### Monthly CACFP Expenses

- Administrative Cost - Labor:
- Administrative Cost - Benefits:
- Administrative Cost - Rent or Mortgage:
- Administrative Cost - Contracted Services:
- Administrative Cost - Communications:
- Administrative Cost - Other Costs:
- Administrative Cost - Unaffiliated Costs:

Total CACFP Administrative Expenses:

### Monthly CACFP Operational Expenses

- Operating Cost - Labor:
- Operating Cost - Benefits:
- Operating Cost - Food:
- Operating Cost - Supplies:
- Operating Cost - Rent or Mortgage:
- Operating Cost - Contracted Services:
- Operating Cost - Utilities:
- Operating Cost - Other Costs:
- Operating Cost - Unaffiliated Costs:

Total CACFP Operational Expenses:

### Submitting a Claim

Sponsor Claim
After clicking ‘Save’, your screen will refresh and continue to display the claim you completed.

To advance to completing your site claim(s), return to your Claims Index by clicking on ‘Center Claims’.

Before moving on, check to make sure that you received confirmation that your claim data has been saved successfully.

Submitting a Claim

*Sponsor Claim*
A new page will load. This page is referred to as your Claims Index.

The status of your Sponsor Claim should now state ‘Pending’. If it does not, revisit your claim and repeat the previous step.

If the status is ‘Pending’, you are finished with your Sponsor Claim and ready to begin your site claim.
Thank you for participating in this training.

This concludes the “How to Submit a Sponsor Claim” training.

You are now ready to begin completing your Site Claim. For assistance completing your Site Claim, please view the third part of this training series.

For any remaining questions or need for clarification surrounding your sponsor claims, please contact your assigned program specialist.
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