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
Welcome to the third of a four part “How to Submit a Claim” training series.

In this training, we will cover completing and submitting site claims. This training will begin with the assumption that users know how to access their claims index on the CNPWeb and have successfully completed their sponsor application.

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.
Topics Covered:

- Things to Remember
  Slide 4
- Site Claim: Recordkeeping Forms
  Slides 5-8
- How to Access Your Site Claim
  Slides 9-11
- Site Claim: Program Participation
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- Site Claim: Reimbursable Meals Served
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- Submitting a Claim in CNPWeb
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Things to Remember

You must complete and submit your Sponsor Claim prior to beginning your Site Claims.

Once you have completed your Sponsor Claim, you are ready to begin completing your Site Claims.

As a reminder, before entering claim data, make sure that you are submitting information to the correct program month and year.

If you are a multi-site sponsor, be sure you are entering the site data to the corresponding site.
Site Claim: Recordkeeping Forms
Site Claim

Recordkeeping Forms

In order to know what information to enter on your site claim, be sure to have your completed and reviewed Claiming Rosters and Meal Count Summary Sheets.

All CACFP Forms can be found on our webpage at http://www.azed.gov/hns/cacfp/programforms/.
Claiming Rosters

Claiming Rosters are used to track the number of eligible participants in each category monthly, as supported by complete Income Eligibility Forms and monthly sign-in and out sheets.

This information will be used to enter program participation data.
The Meal Count Summary Sheet summarizes totals from Point of Service Meal Count Sheets and Daily Infant Production Records.

It will be used to determine the number of meals that were served.
How to Submit a Site Claim

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

If you have not yet successfully accessed the CNPWeb and/or completed a sponsor claim, please view the first two trainings of this series 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.

Refresher: How to Access your Claims Index

To access your sponsor claim, please load your claims index page on the CNPWeb.
Once the Claims Index page has loaded, select ‘Create New Claim’ under the site you wish to enter claim data.
Site Claim: Program Participation
Submit a Claim

Site Claim

Enter the Number of Days Served during the claim month.
Submit a Claim

Site Claim

Program Participation

Enter the number of Participants Approved for Free Meals during the claim month.
Enter the number of Participants Approved for Reduced-Price Meals during the claim month.
Enter the number of Participants Approved for Paid Meals during the claim month.
Submit a Claim

Site Claim

These figures are gathered from your Monthly Claiming Rosters. The number entered here must reflect children that were in attendance and are appropriately categorized based on income eligibility. Errors can lead to fiscal action and potential termination from the program. Ensure edit-checks are in place. If you are experiencing difficulty, contact your assigned specialist to determine a protocol that will work for you.
Enter the number of Participants Receiving Title XIX or XX Benefits (DES).

For-Profit Centers must enter the number of Participants Receiving Title XIX or XX Benefits (DES).
After completing the Program Participation section of the Site Claim, it is time to begin the Reimbursable Meals Served section.

To prevent disallowances and potential fiscal action, reflect upon your meals served and review your meal counts to ensure program compliance.

- Did you serve milk as needed?
- Was at least one whole grain-rich item served each day?
- Were high-fat and high-sugar items limited to no more than twice per week?
- Did you serve a Meat/Meat Alternate in place of a grain item at breakfast? If so, was it limited to no more than three times per week?
- Were only children that participated in the meal service marked on the meal count sheets?
- Are children only being claimed for two meals and one snack or two snacks and one meal?

If you have any questions regarding reimbursable meals, contact your assigned specialist.
Site Claim: Reimbursable Meals Served
The fields for each meal time auto-populate based on what is placed in your CNPWeb application.

If a there is a mealtime missing or an extra mealtime listed, contact your program specialist for assistance in adjusting your CNPWeb Applications and Management Plan accordingly.

Enter the number of **reimbursable** meals served for Breakfast, Morning Snack, Lunch, Afternoon Snack, Supper, Evening Snack, or At-Risk Afterschool Snack.
Site Claim
Reimbursable Meals Served

Enter the number of **reimbursable** meals served for Breakfast, Morning Snack, Lunch, Afternoon Snack, Supper, Evening Snack, or At-Risk Afterschool Snack.

These figures are gathered from your Meal Count Summary Sheet. The number entered here must reflect the number of reimbursable meals served.

Errors can lead to fiscal action and potential termination from the program. Ensure edit-checks are in place. If you are experiencing difficulty, contact your assigned specialist to determine a protocol that will work for you.

Meal Count Summary Sheet

Submitting a Claim
Site Claim
Once all of the fields on your site claim have been completed and the figures have been verified for accuracy, click ‘Save’.
Before moving on, check to make sure that you received confirmation that your claim data has been saved successfully.

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

Your claim is not yet submitted and will not be processed if left at this point.

To advance, return to your Claims Index by clicking on ‘Center Claims’.
Site Claim

If you are a multi-site sponsor, complete the previous steps for each of your participating sites.

If you are a single-site sponsor, your claim is ready for submission.

**Important Note!** Your claim is not yet submitted and will not be processed if left at this point. Please continue through the following slides to ensure appropriate submission.
Submitting a Claim in CNPWeb
Once all claims have been entered and ‘Saved’, you must click ‘Submit All Claims’ to submit the claims for processing.
After selecting ‘Submit All Claims’, a new window will appear with a certification statement. Please review this statement and click ‘Yes’ to continue.
A new page will load.
At the bottom of the page, a statement will read ‘Click here to return to the claims index.’
Click on the hyperlink.
A new page will load.
Verify that the status of your sponsor claim reads ‘Completed’ and your site claim reads ‘Submitted to ADE’.
Claims left in **pending** status are not considered complete and will **not** be paid if left in this status.
Claims must be in *submitted* status in order to receive reimbursement.

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• Claims left in *pending* status are not considered complete and will *not* be paid if left in this status.

• Claims must be in *submitted* status in order to receive reimbursement.

> If you are experiencing difficulties, please contact your assigned specialist.
Flow of Submitting a Claim

**Processing Claims:** Claims are processed daily, beginning the 1st business day of each month, except for the last week of the month during which no claims will be processed.

**Reimbursement of Claims:** Please refer to your date of submission and allow up to 10 business days to estimate check mail date or you may contact Grants Management at Grants@azed.gov or (602) 542-3901.
Thank you for participating in this training.

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

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