

How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision

STEP-BY-STEP INSTRUCTION

Revised July 2022

Professional Standards Learning Code: 3310





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the Community Eligibility Provision (CEP) under the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision

Key Area: 3000 –Administration

Learning Codes: 3310

Length: 45 minutes

Objectives

At the end of this training, attendees should be able to:

- understand the reimbursement process for CEP operators outlined in Arizona;
- use CNPWeb to submit claims for reimbursement;
- implement a system of checks and balances to ensure accurate claiming procedures; and
- implement practices to ensure monthly claims are submitted on time.

Definitions

Attendance Factor: A site-level percentage calculated by ADE School Finance each program year. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.

ADEConnect: An online portal that Local Educational Agencies (LEAs) use to submit reports.

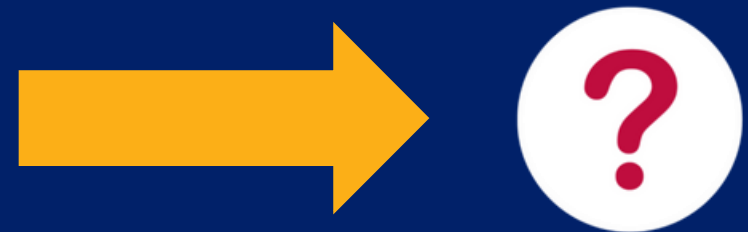
Simplified Daily Edit Check Worksheet: A worksheet that is required to be completed daily to ensure the number of children currently eligible for meals, multiplied by the LEA's attendance factor, does not exceed the meals served for the day.

Definitions

Meal Claiming: Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals served to students.

Program Year: The operating period for Child Nutrition Programs. The Program Year for School Nutrition Programs is July 1–June 30.

- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



How to Submit Claims in CNPWeb for Sites Operating CEP

This Step-by-Step Instruction will include:

| | |
|--|----------------|
| Introduction to Claiming Reimbursement for Sites Operating CEP | Slides 8 – 18 |
| Log into CNPWeb | Slides 19 – 29 |
| Submitting a Claim | Slides 30 – 58 |
| Revising a Claim | Slides 59 – 68 |
| Questions & Answers | Slides 69 – 77 |

The following slides will only cover how-to instructions for submitting a CEP claim using CNPWeb.

Introduction to Claiming Reimbursement for Sites Operating CEP



Introduction to Claiming Reimbursement for Sites Operating CEP

Overview

- Federal reimbursement is provided for each meal/snack that meets program requirements and is served to an eligible student.
- To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students.
- For sites operating CEP, all students receive breakfast and lunch at no charge, and only the total meals served need to be counted and recorded.
- The number of meals/snacks claimed for reimbursement must have adequate documentation on file to support the claim.
- In Arizona, SFAs must submit reimbursement claims online through CNPWeb, an application located in ADEConnect.

Introduction to Claiming Reimbursement for Sites Operating CEP

What is ADEConnect?

ADEConnect is an online system that houses access to different program applications for multiple areas within ADE. Throughout the program year, HNS will require SFAs to submit reports using this online portal.

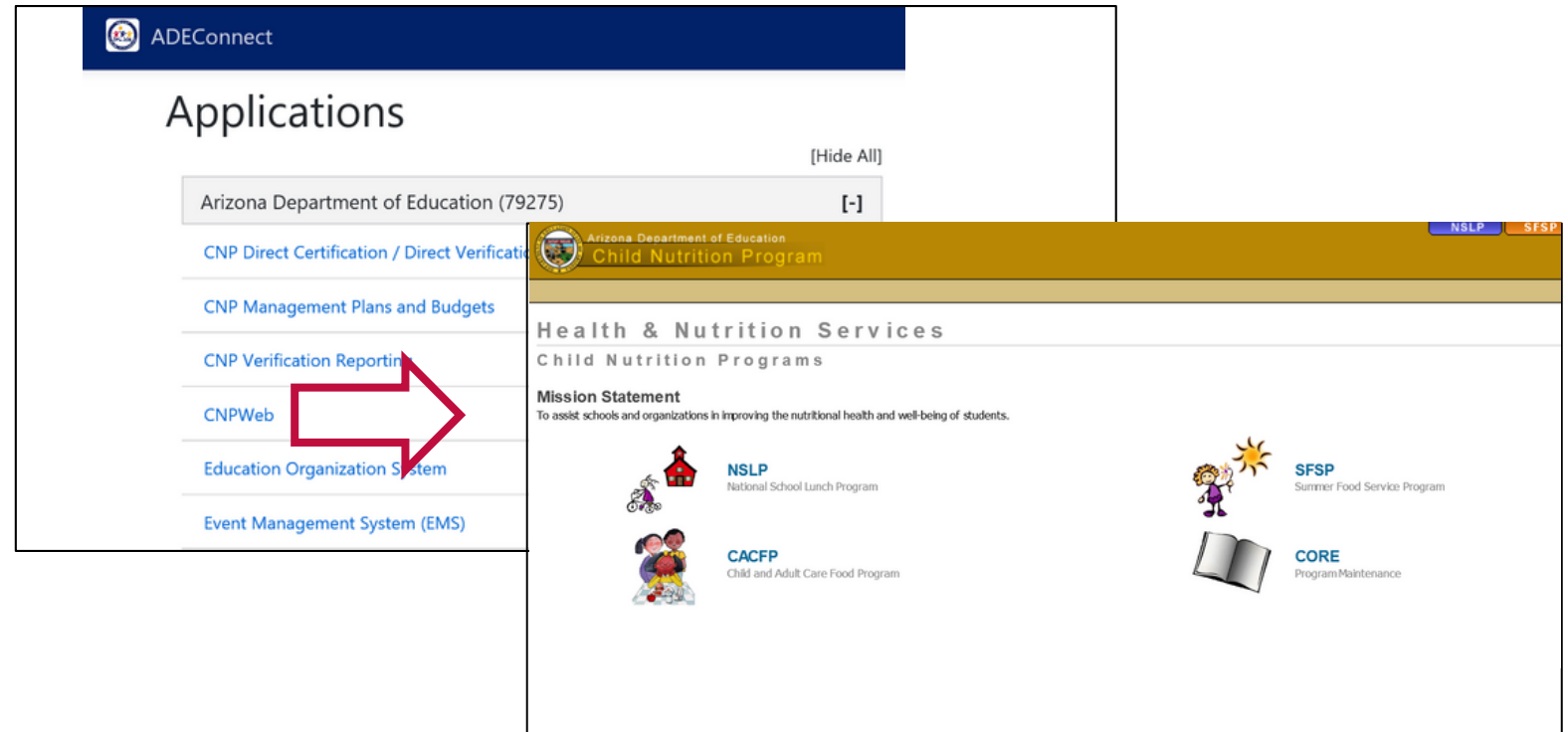
The screenshot shows the Arizona Department of Education (ADE) website. The top navigation bar includes links for SY 2022-2023, Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect. A red arrow points from the 'ADEConnect' link to the 'ADEConnect' header of the overlay window. The overlay window displays a list of applications under the heading 'Applications'.

| Applications | | [Hide All] |
|--|---|------------|
| Arizona Department of Education (79275) | | [-] |
| CNP Direct Certification / Direct Verification | ☆ | 🔗 |
| CNP Management Plans and Budgets | ☆ | 🔗 |
| CNP Verification Reporting | ☆ | 🔗 |
| CNPWeb | ☆ | 🔗 |
| Education Organization System | ☆ | 🔗 |

Introduction to Claiming Reimbursement for Sites Operating CEP

What is CNPWeb?

CNPWeb is the web application where SFAs operating Child Nutrition Programs submit their annual site and sponsor applications and submit claims for reimbursement.

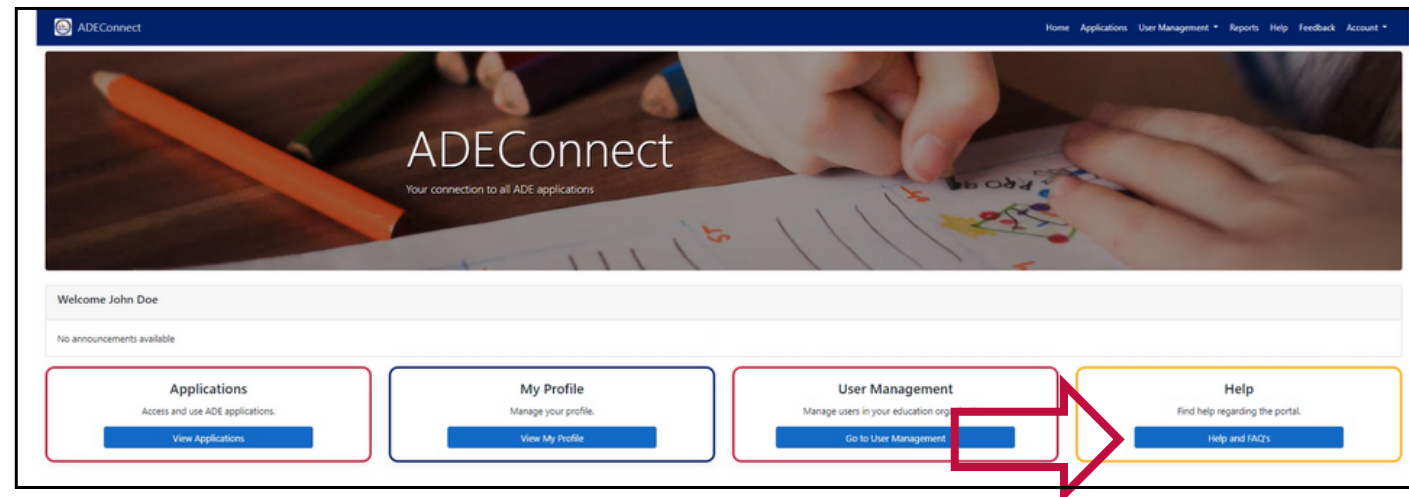


Introduction to Claiming Reimbursement for Sites Operating CEP

How do I obtain access to CNPWeb?

Only those users who have been designated Entity Administrators can grant permissions to applications within ADEConnect.

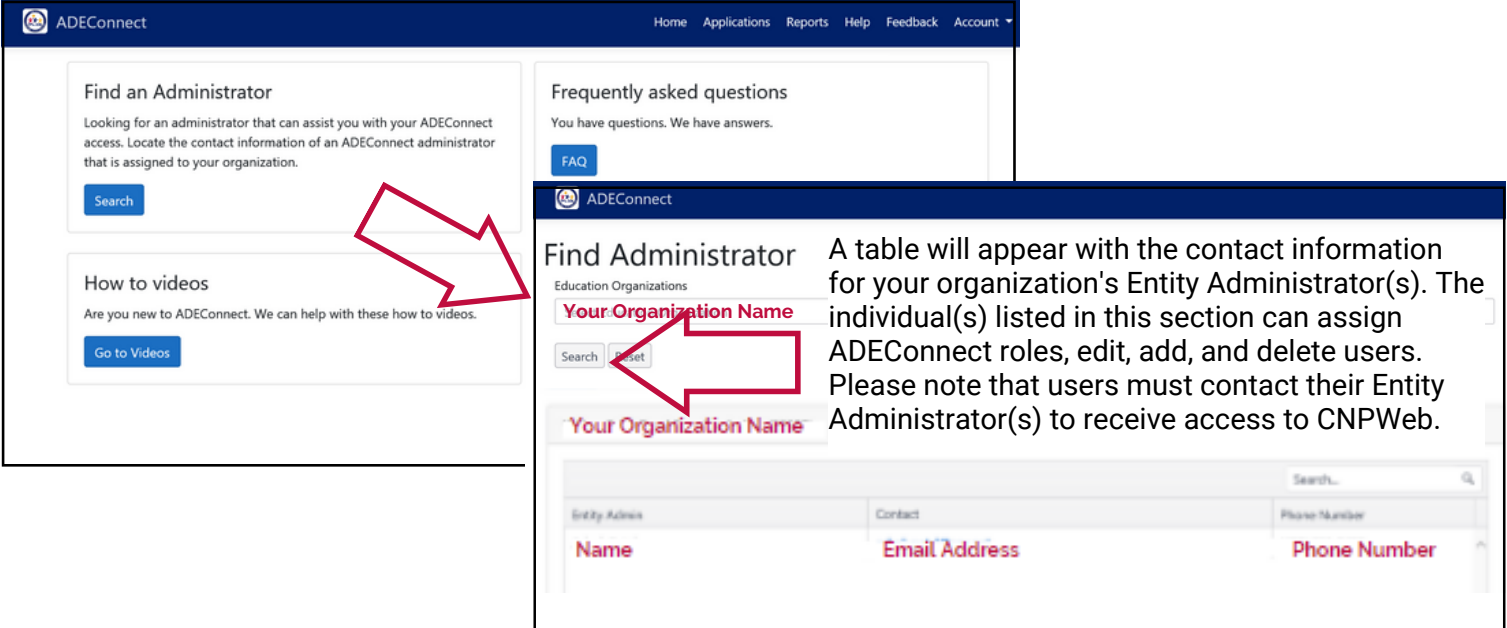
- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your organization's Entity Administrator, you can log into ADEConnect from the sign-in screen or through your Student Information System (SIS) and click on "Help and FAQs".



Introduction to Claiming Reimbursement for Sites Operating CEP

How do I obtain access to CNPWeb?

You may search for your Entity Administrator(s) by typing the name of your organization on the search bar, selecting your organization, and clicking "Search".



The screenshot shows the ADEConnect website interface. The top navigation bar includes links for Home, Applications, Reports, Help, Feedback, and Account. The main content area is divided into two columns. The left column contains a 'Find an Administrator' section with a description and a 'Search' button, and a 'How to videos' section with a 'Go to Videos' button. The right column contains a 'Frequently asked questions' section with an 'FAQ' button. Below these is a 'Find Administrator' section. This section has a search bar with the placeholder text 'Your Organization Name', a 'Search' button, and a 'Reset' button. A table is displayed below the search bar, with columns for 'Entity Admin', 'Contact', and 'Phone Number'. The table headers are 'Name', 'Email Address', and 'Phone Number'. A red arrow points from the 'Search' button in the 'Find an Administrator' section to the 'Search' button in the 'Find Administrator' section. Another red arrow points from the 'Your Organization Name' input field to the 'Search' button.

Find an Administrator
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.
[Search](#)

How to videos
Are you new to ADEConnect. We can help with these how to videos.
[Go to Videos](#)

Frequently asked questions
You have questions. We have answers.
[FAQ](#)

Find Administrator
Education Organizations

[Search](#) [Reset](#)

A table will appear with the contact information for your organization's Entity Administrator(s). The individual(s) listed in this section can assign ADEConnect roles, edit, add, and delete users. Please note that users must contact their Entity Administrator(s) to receive access to CNPWeb.

| Entity Admin | Contact | Phone Number |
|--------------|---------------|--------------|
| Name | Email Address | Phone Number |

*If you do not have an Entity Administrator, complete the Request for [ADEConnect Entity Administrator Account](#) form and email it to ContactHNS@azed.gov.

Introduction to Claiming Reimbursement for Sites Operating CEP

Who should submit the claims?

- It is recommended that more than one individual within the LEA is provided access to CNPWeb to submit the claims in the event one user is unavailable.
- If a staff member leaves the LEA, their ADEConnect login information must be deleted and cannot be shared among other staff (ideally, the LEA would have another individual with access to CNPWeb available to submit the claim).
- CNPWeb will provide an electronic date stamp containing the username, date, and time the action occurred (i.e. submitted claim).

How many people does ADE recommend have access to CNPWeb in ADEConnect?

- A) Just one. The information submitted is confidential and the fewer people who have access, the better.
- B) At least two. This helps ensure there will be someone within the LEA who can submit the claim in the event one person is unavailable.
- C) Everyone involved in the food service operation should have access to CNPWeb in ADEConnect.



How many people does ADE recommend have access to CNPWeb in ADEConnect?

A) Just one. The information submitted is confidential and the fewer people who have access, the better.

B) At least two. This helps ensure there will be someone within the LEA who can submit the claim in the event one person is unavailable.

C) Everyone involved in the food service operation should have access to CNPWeb in ADEConnect.

If only one person has access to CNPWeb in ADEConnect and he/she is out of the office unexpectedly or leaves their position, the LEA will not be able to submit a claim until someone else receives CNPWeb access in ADEConnect. Having at least two people with CNPWeb access will ensure there's a backup plan in the event one person is unable to submit the claim.

Introduction to Claiming Reimbursement for Sites Operating CEP

When can I submit a claim?

- A monthly claim is generated for each approved site in CNPWeb after the month of operation is complete.
 - For example, on September 1, CNPWeb will generate a claim that the LEA can open to enter in the number of meals served during the month of August.
- Claims can be submitted starting the 1st day of the month following the operating month, and up to 60 days after the last claiming day of the month.
- It is a best practice to have all claims submitted by the 10th of each month.

Introduction to Claiming Reimbursement for Sites Operating CEP

When can I expect to be reimbursed?

- Claims submitted by the 10th of each month will be paid during the month of submission. For example:

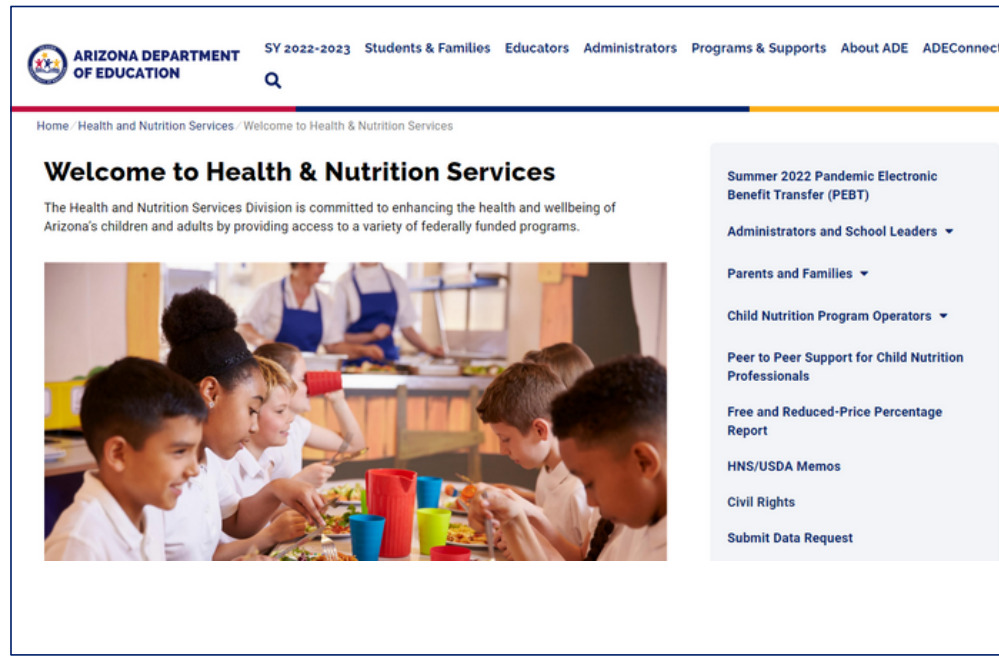
| NOVEMBER 1 –10 | DECEMBER 1 –10 | JANUARY 1 –10 |
|---|--|---|
| Submit claim for operating month of October and receive payment in November. | Submit claim for operating month of November and receive payment in December. | Submit claim for operating month of December and receive payment in January. |

**Log into
CNPWeb**



Log into CNPWeb

1. Go to the ADE Health and Nutrition Services webpage: <http://www.azed.gov/hns/>. Please note the preferred browser is Internet Explorer (IE). If your organization has removed IE from your organization's system, then the alternative option would be to use Microsoft Edge (ME) on a Microsoft Device and activate IE Mode*. iPhone Operated System (iOS) devices are not supported.



*The following slides will go over how to activate IE mode if necessary. .

Log into CNPWeb

2. Click on **ADEConnect** found on the top the webpage.



Log into CNPWeb

A new webpage will load. It should look like this screen:



Sign in with your organizational account

[Sign in](#)

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

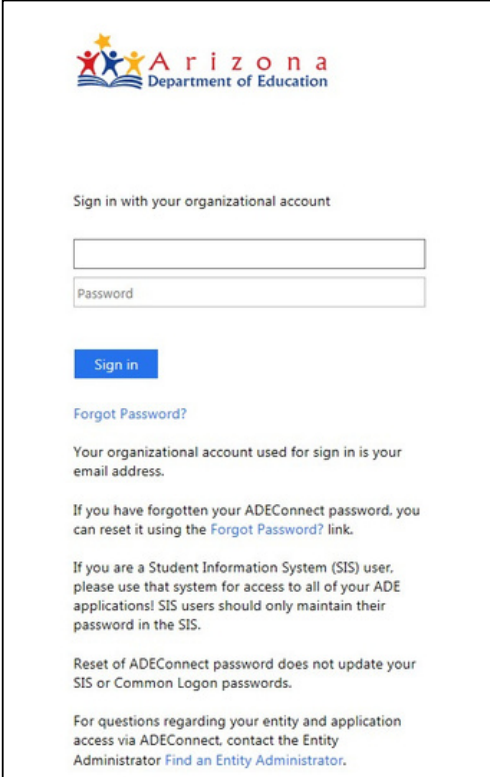


You must have a username and password in order to access ADEConnect*

**Please note, some users can access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into CNPWeb

3. *Enter your username and password.



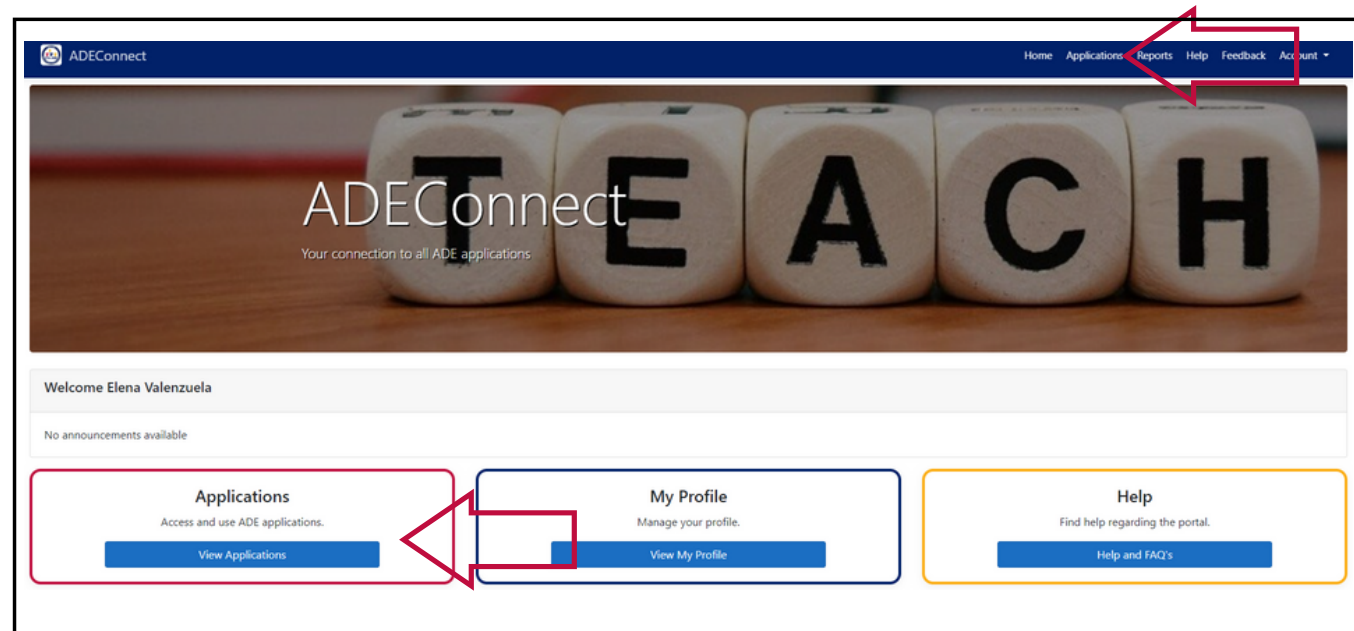
The screenshot shows the login interface for the Arizona Department of Education. At the top is the logo with the text "Arizona Department of Education". Below it, the instruction "Sign in with your organizational account" is followed by two input fields: one for the username and one labeled "Password". A blue "Sign in" button is positioned below the password field. Further down, there is a "Forgot Password?" link, a paragraph explaining that the organizational account is the email address, and a link to reset the password. Another paragraph addresses SIS users, directing them to use the SIS system for password management. A final paragraph states that resetting the ADEConnect password does not update SIS or Common Logon passwords. At the bottom, there is a link to find an Entity Administrator for questions.



**Please note, some users can access ADEConnect through their Student Information System (SIS) and are not required to enter username and password.*

Log into CNPWeb

4. You have successfully logged into ADEConnect. Click on the **View Applications** or **Applications** at the bottom left or top right corner of the page.



Log into CNPWeb

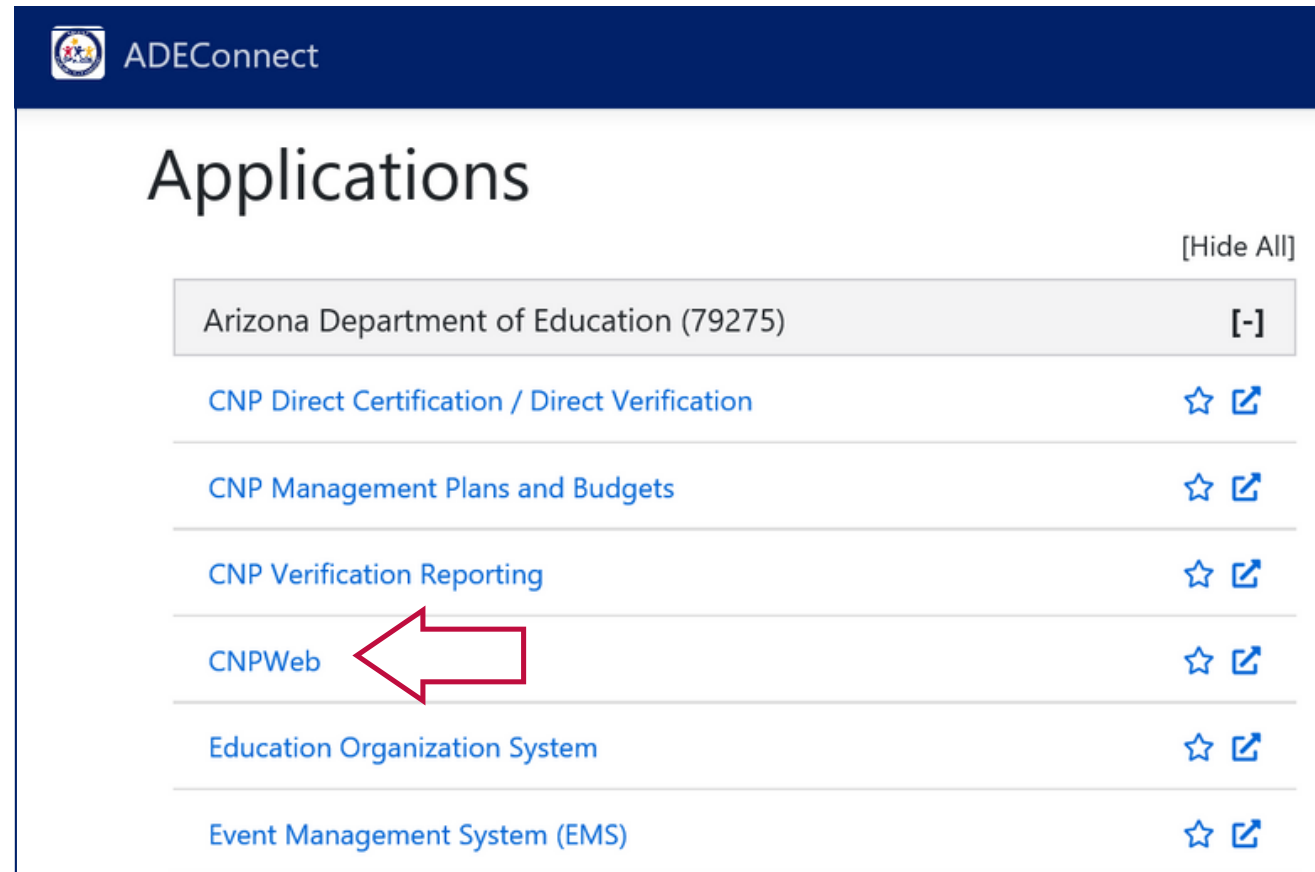
Before clicking on CNPWeb make sure you are using the preferred browser. This will allow you to access CNPWeb in Microsoft Edge through the IE Mode option.

To do this:

1. Click on the ellipsis (three dots on the top right corner of the browser).
2. Go to 'Settings' and locate 'Default Browser' on the left-hand navigation bar and click.
3. Change 'Allow sites to be reloaded in Internet Explorer (IE Mode)' from 'Default' to 'Allow.'
4. Exit the 'Settings' tab. You should now be on the application page.
5. Click on the ellipses again and click 'Reload in Internet Explorer mode.'
6. Click exit or done when the IE Mode pop-up appears.


Log into CNPWeb

5. Once IE Mode is enabled click on **CNPWeb**. This may require you to sign back into ADEConnect.



Log into CNPWeb


You have successfully logged into CNPWeb. After logging in, your webpage will show all Child Nutrition Programs you are participating in.


**Arizona Department of Education**
Child Nutrition Program


Health & Nutrition Services


Child Nutrition Programs

Mission Statement
To assist schools and organizations in improving the nutritional health and well-being of students.

**NSLP**
National School Lunch Program

**CACFP**
Child and Adult Care Food Program

**SFSP**
Summer Food Service Program

**CORE**
Program Maintenance


**Log into
CNPWeb**

6. Click on **NSLP**.


Arizona Department of Education
Child Nutrition Program

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NSLP
National School Lunch Program



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Child and Adult Care Food Program



SFSP
Summer Food Service Program



CORE
Program Maintenance

Log into CNPWeb

A new webpage will load. It should look like this screen:

Program Specialist

Sponsor Status

Claims Status

Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

Home

You are in NSLP Home

Check the following links frequently for new announcements and important program information regarding NSLP:

- [Click Here for a list of NSLP Memos](#) ✨

Your NSLP Program Specialist is:

Aidaly Rodriguez
Email: Aidaly.Rodriguez@azed.gov
Telephone: (602) 542-8745

Sponsor Status:

✅ No actions required in applications -- your most recent sponsor application was APPROVED on 06/20/2016.

Claims Status:

💰 Your most recent reimbursement was sent for processing on 07-05-2016. Please allow 10-15 days for processing, and 3-5 days for U.S. mail delivery.

Program Specialist: Each LEA participating in NSLP has an assigned Health & Nutrition Services Specialist. This is the person the SFA should contact for program/regulatory questions, special requests, and ongoing support. Their contact information is displayed on the CNPWeb home page.

Sponsor Status: Provides the status for the LEA's site and sponsor applications

Claim Status: Provides updates for claim submission, payment, and reimbursement.

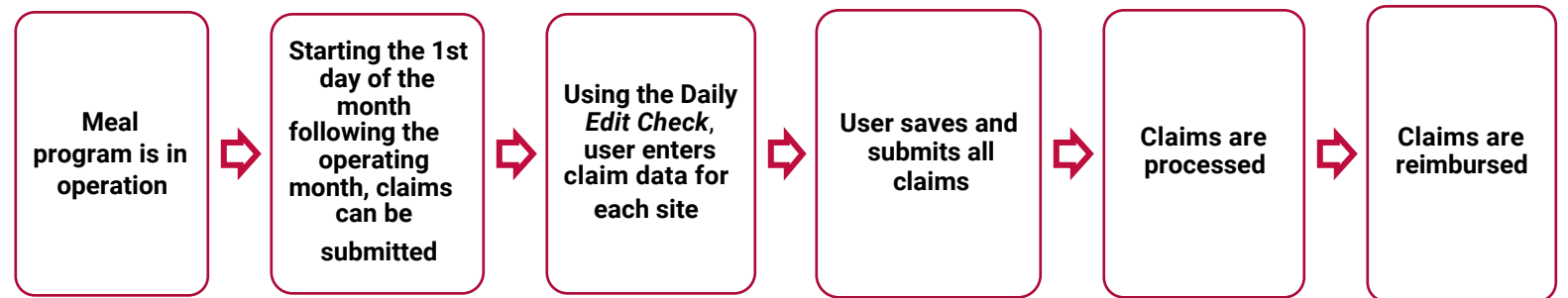
Submitting a Claim



Submitting a Claim

Flow of Submitting a Claim

Together we will go through the process of submitting a claim by following the steps listed above. The following slides will discuss the steps in more detail.



Submitting a Claim

1. Once logged into CNPWeb, click on **Claims** found on the CNPWeb home screen.



Submitting a Claim

2. Use the drop-down menus to select the program year and the month of the claim you are submitting. Then click **Apply**.

Arizona Department of Education
Child Nutrition Program

Applications Claims Reviews CNP Overview

NSLP

NSLP Claims Index for March 2021

You are in [NSLP Home](#) > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your logon. Use the drop-down lists to make your selections and click "Apply". Clicking 'Apply' will find Sponsors or Sites whose Name contains the entered text or whose CTDS numbers begin with the entered text. You must enter at least one character for a Name search, or at least one numeric digit for a CTDS search.

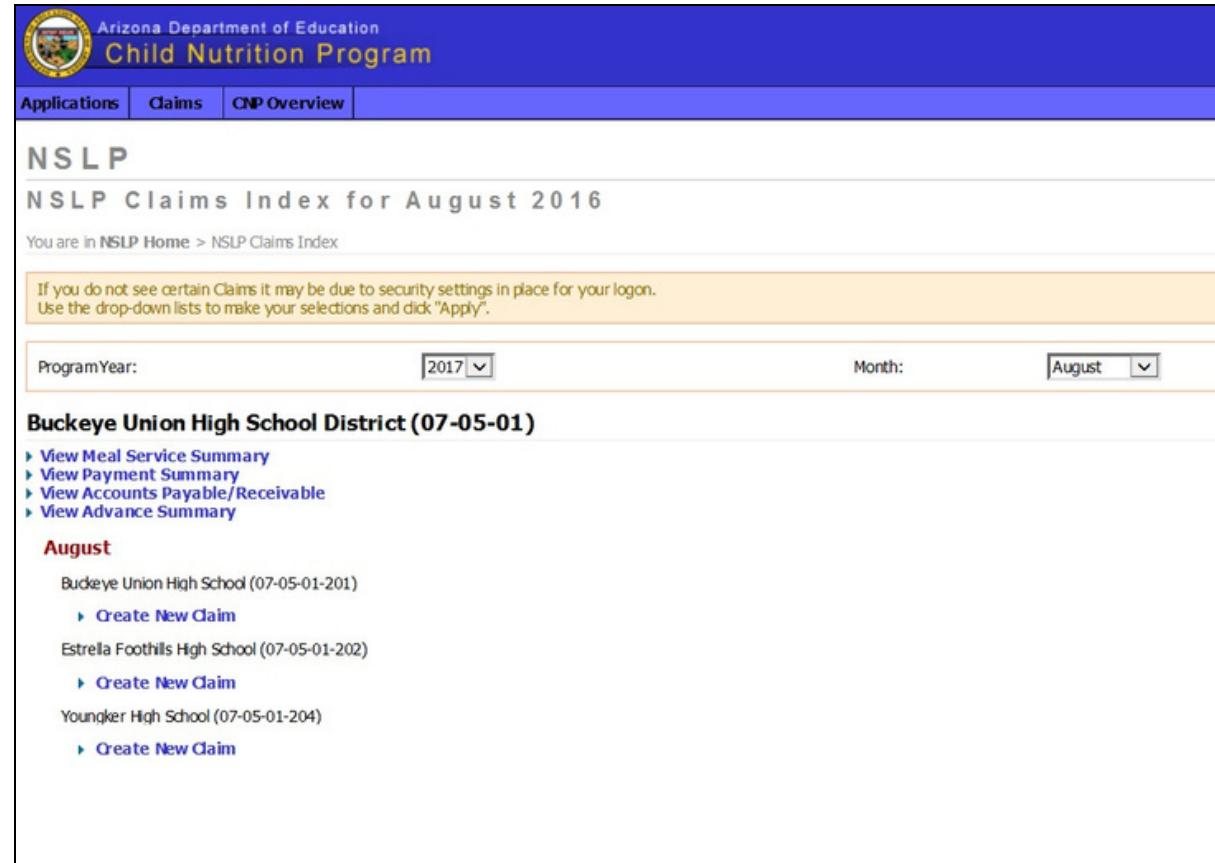
Program Year: Month:

Search for: where contains

You can enter search

Submitting a Claim

Now your screen should show the month selected and all sites approved to operate under the LEA.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- [View Meal Service Summary](#)
- [View Payment Summary](#)
- [View Accounts Payable/Receivable](#)
- [View Advance Summary](#)

August

Buckeye Union High School (07-05-01-201)
[Create New Claim](#)

Estrella Foothills High School (07-05-01-202)
[Create New Claim](#)

Youngker High School (07-05-01-204)
[Create New Claim](#)

Month
Selected

Sites

Submitting a Claim

Details to Remember When Submitting a Claim

- Claims are site-based.
- Claims are submitted monthly.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- Claims must be submitted after the entire month of operation has been completed; claims cannot be submitted in advance.
- The SFA can save all claims and continue working on them later.
- Claims, even in **Submitted** status, can be revised.
- Claims must be in **Submitted** status in order to receive reimbursement, claims left in **Pending** status are not valid and will not be paid if left in this status.

Example:

| View Site Meal Service Summary | | | | | | |
|--------------------------------|------|----------|---------------|-----------|------------------|--------------|
| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
| View | | Original | Regular Claim | Submitted | 06/16/2022 2:36p | Submitted by |
| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
| View | | Original | Regular Claim | Pending | 01/10/2022 3:03p | Edited by |

Submitting a Claim

What is a Simplified Daily Edit Check?

- A tool used to ensure the number of children currently eligible for meals multiplied by the site's **attendance factor** does not exceed the meals served for the day.
- SFAs are required to complete a Simplified Daily Edit Check at each CEP site.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- A sample Simplified Daily Edit Check Worksheet can be found on the [NSLP and SBP Program Forms and Resources webpage](#) under the Operational tab.

DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____ ☐ National School Lunch Program
 Month: _____ Attendance Factor (AF): _____ ☐ School Breakfast Program

| BREAKFAST | | | | | LUNCH | | | | |
|--------------|------------------|-------|-----------------------|--------------------|--------------|------------------|-------|-----------------------|--------------------|
| Day of Month | A | B | C | D | Day of Month | A | B | C | D |
| | Total Enrollment | AF | Total Enrollment X AF | Total Meals Served | | Total Enrollment | AF | Total Enrollment X AF | Total Meals Served |
| 1 | | 0.00% | 0 | 0 | 1 | | 0.00% | 0 | 0 |
| 2 | | 0.00% | 0 | 0 | 2 | | 0.00% | 0 | 0 |
| 3 | | 0.00% | 0 | 0 | 3 | | 0.00% | 0 | 0 |
| 4 | | 0.00% | 0 | 0 | 4 | | 0.00% | 0 | 0 |
| 5 | | 0.00% | 0 | 0 | 5 | | 0.00% | 0 | 0 |
| 6 | | 0.00% | 0 | 0 | 6 | | 0.00% | 0 | 0 |
| 7 | | 0.00% | 0 | 0 | 7 | | 0.00% | 0 | 0 |
| 8 | | 0.00% | 0 | 0 | 8 | | 0.00% | 0 | 0 |
| 9 | | 0.00% | 0 | 0 | 9 | | 0.00% | 0 | 0 |
| 10 | | 0.00% | 0 | 0 | 10 | | 0.00% | 0 | 0 |
| 11 | | 0.00% | 0 | 0 | 11 | | 0.00% | 0 | 0 |
| 12 | | 0.00% | 0 | 0 | 12 | | 0.00% | 0 | 0 |
| 13 | | 0.00% | 0 | 0 | 13 | | 0.00% | 0 | 0 |
| 14 | | 0.00% | 0 | 0 | 14 | | 0.00% | 0 | 0 |
| 15 | | 0.00% | 0 | 0 | 15 | | 0.00% | 0 | 0 |
| 16 | | 0.00% | 0 | 0 | 16 | | 0.00% | 0 | 0 |
| 17 | | 0.00% | 0 | 0 | 17 | | 0.00% | 0 | 0 |
| 18 | | 0.00% | 0 | 0 | 18 | | 0.00% | 0 | 0 |
| 19 | | 0.00% | 0 | 0 | 19 | | 0.00% | 0 | 0 |
| 20 | | 0.00% | 0 | 0 | 20 | | 0.00% | 0 | 0 |
| 21 | | 0.00% | 0 | 0 | 21 | | 0.00% | 0 | 0 |
| 22 | | 0.00% | 0 | 0 | 22 | | 0.00% | 0 | 0 |
| 23 | | 0.00% | 0 | 0 | 23 | | 0.00% | 0 | 0 |
| 24 | | 0.00% | 0 | 0 | 24 | | 0.00% | 0 | 0 |
| 25 | | 0.00% | 0 | 0 | 25 | | 0.00% | 0 | 0 |
| 26 | | 0.00% | 0 | 0 | 26 | | 0.00% | 0 | 0 |
| 27 | | 0.00% | 0 | 0 | 27 | | 0.00% | 0 | 0 |

*Please contact your Health & Nutrition Services Specialist if you have questions about completing the Simplified Daily Edit Check.

Submitting a Claim

What is an Attendance Factor?

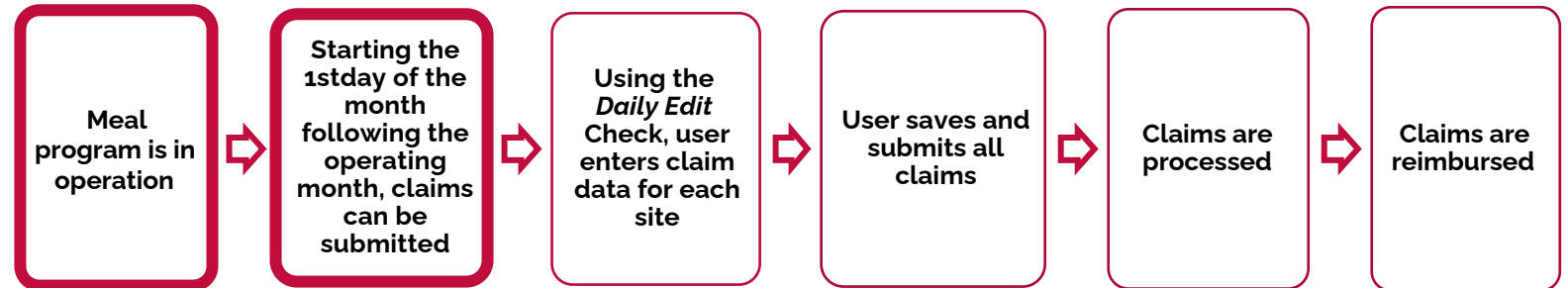
- A site-level percentage is calculated by ADE School Finance each program year. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site-specific and can be found at the bottom of each site claim.
- Some LEAs exceed their attendance factor edit checks due to fluctuation in participation. When the Daily Edit Checks or reimbursement claims are in error due to an attendance factor that is too low, a new attendance factor may be calculated.
 - To calculate a new attendance factor fill out the [Attendance Factor Calculation Sheet](#) and submit a complete form via Help desk. (Note: The form must be signed by an Authorized Signer on the FPPSA)
- Meal counts should never be adjusted to make the claim pass the edit check.

Submitting a Claim

Flow of Submitting a Claim

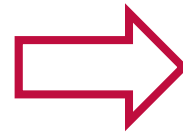
Meal Claiming: Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals served to students at the point of service.

Site: ADE's term for the individual location where meal service takes place.



Submitting a Claim

3. Under the claim month you selected, you will see a list of all your sites. Click **Create New Claim** under the site you wish to enter claim data in.



Arizona Department of Education
Child Nutrition Program

Applications | **Claims** | CNP Overview

NSLP
NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- ▶ [View Meal Service Summary](#)
- ▶ [View Payment Summary](#)
- ▶ [View Accounts Payable/Receivable](#)
- ▶ [View Advance Summary](#)

August

Buckeye Union High School (07-05-01-201)
▶ [Create New Claim](#)

Estrella Foothills High School (07-05-01-202)
▶ [Create New Claim](#)

Youngker High School (07-05-01-204)
▶ [Create New Claim](#)

Submitting a Claim

You have successfully opened a site claim.

A new webpage will load. It should look similar to this screen. The following slide will review what fields are available on your claim.

The screenshot shows the NSLP Site Claim form for Buckeye Union High School. The form is titled "NSLP Site Claim" and includes a "Help" link and a "Logoff" button. The school name is "Buckeye Union High School" and the program year is "2017 Program Year August". The claim is marked as "Original Claim" and "Pending Submission". A warning message states: "This claim has not yet been saved. Please be sure to click the Save button below before leaving this claim." The form is divided into two sections: "Breakfast - Severe Need" and "Lunch - High Rate". Each section contains fields for "Number of Days Served", "Free Meals Served", "Reduced-Price Meals Served", "Paid Meals Served", "Total Meals Served", "Participants Enrolled", and "Total Participants Enrolled". The "Number of Days Served" field is currently set to 0.

| Breakfast - Severe Need | |
|-----------------------------|---|
| Number of Days Served: | 0 |
| Free Meals Served: | |
| Reduced-Price Meals Served: | |
| Paid Meals Served: | |
| Total Meals Served: | 0 |
| Participants Enrolled: | 0 |

| Lunch - High Rate | |
|-----------------------------|---|
| Number of Days Served: | 0 |
| Free Meals Served: | |
| Reduced-Price Meals Served: | |
| Paid Meals Served: | |
| Total Meals Served: | 0 |
| Participants Enrolled: | 0 |

Submitting a Claim

What fields will I see on my claim?

Based on the site's participation in Child Nutrition Programs, the CNPWeb claim will provide fields for the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or Afterschool Care Snack Program (ASCSP).

- For example, a site that only participates in NSLP and SBP will only see fields related to NSLP and SBP when the SFA opens that site's monthly claim.

| | |
|--------------------------------|--------------------------------|
| Breakfast - Severe Need | |
| Number of Days Served: | <input type="text" value="0"/> |
| Free Meals Served: | |
| Reduced-Price Meals Served: | |
| Paid Meals Served: | |
| Total Meals Served: | <input type="text" value="0"/> |
| Participants Enrolled: | <input type="text" value="0"/> |
| Lunch - High Rate | |
| Number of Days Served: | <input type="text" value="0"/> |
| Free Meals Served: | |
| Reduced-Price Meals Served: | |
| Paid Meals Served: | |
| Total Meals Served: | <input type="text" value="0"/> |
| Participants Enrolled: | <input type="text" value="0"/> |

Submitting a Claim

4. Enter your meal counts into a site claim.

The following slides will review the fields that need to be completed when submitting a site claim. We will first review the fields in the breakfast section. *If you do not operate breakfast, you may continue to slide 43 for guidance on entering lunch data.*

Afternoon Snack

Number of Days Served:

0

Free Meals Served:

Reduced-Price Meals Served:

Paid Meals Served:

Total Meals Served:

Participants Enrolled:

Lunch - High Rate

Number of Days Served:

0

Free Meals Served:

Reduced-Price Meals Served:

Paid Meals Served:

Total Meals Served:

Participants Enrolled:

Breakfast - Severe Need

Number of Days Served:

0

Free Meals Served:

0

Reduced-Price Meals Served:

0

Paid Meals Served:

0

Total Meals Served:

0

Participants Enrolled:

0

Submitting a Claim

Breakfast Fields

- **Number of Days Served:** The number of days breakfast was served during the month of operation.
- **Total Meals Served:** The sum of all breakfasts served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

**Please note that the 'Free Meals Served', 'Reduced-Price Meals Served, and 'Paid Meals Served' in the the screenshot above will automatically show zeros for all CEP operating sites. The user will not be required to complete these fields because the CEP site is only required to count the total meals served.*

| Breakfast - Severe Need | |
|-----------------------------|--------------------------------|
| Number of Days Served: | <input type="text" value="0"/> |
| Free Meals Served: | 0 |
| Reduced-Price Meals Served: | 0 |
| Paid Meals Served: | 0 |
| Total Meals Served: | <input type="text" value="0"/> |
| Participants Enrolled: | <input type="text" value="0"/> |

Continue

Submitting a Claim

Lunch Fields

- **Number of Days Served:** The number of days lunch was served during the month of operation.
- **Total Meals Served:** The sum of all lunches served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

*Please note that the 'Free Meals Served', 'Reduced-Price Meals Served', and 'Paid Meals Served' in the screenshot above will automatically show zeros for all CEP operating sites. The user will not be required to complete these fields because the CEP site is only required to count the total meals served.

| Lunch - High Rate | |
|-----------------------------|--------------------------------|
| Number of Days Served: | <input type="text" value="0"/> |
| Free Meals Served: | 0 |
| Reduced-Price Meals Served: | 0 |
| Paid Meals Served: | 0 |
| Total Meals Served: | <input type="text" value="0"/> |
| Participants Enrolled: | <input type="text" value="0"/> |

Submitting a Claim

Afternoon Snack Fields

- **Number of Days Served:** The number of days snacks were served during the month of operation.
- **Free Meals Served:** The number of **free** snacks served during the month of operation.
- **Participants Enrolled:** The highest number of students enrolled during the month of operation.

| Afternoon Snack |
|------------------------|
| Number of Days Served: |
| Free Meals Served: |
| Participants Enrolled: |

Continue

Submitting a Claim

Attendance Factor

At the bottom of your claim, you should see a percentage under the header *Attendance Factor*.

- An attendance factor is a percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site-specific and can be found at the bottom of each site claim.
- SFAs are to use this attendance factor when completing the required form, *Simplified Daily Edit Check*.

Attendance Factor

Attendance Factor:

Regular Claim

This claim has not yet been saved. Please be sure to click the Save button below before leaving this claim.

Breakfast - Severe Need

Number of Days Served:

Free Meals Served:

Reduced-Price Meals Served:

Paid Meals Served:

Total Meals Served: 0

Participants Approved for Free Meals:

Participants Approved for Reduced-Price Meals:

Participants Approved for Paid Meals:

Participants Enrolled:

Lunch - High Rate

Number of Days Served:

Free Meals Served:

Reduced-Price Meals Served:

Paid Meals Served:

Total Meals Served: 0

Participants Approved for Free Meals:

Participants Approved for Reduced-Price Meals:

Participants Approved for Paid Meals:

Participants Enrolled:

Attendance Factor

Attendance Factor: 93.37 %

Continue

Submitting a Claim

Calculating CEP Claims

Once the user has entered the required claim data shown in the previous slides, CNPWeb will automatically calculate this claim data by using the site's approved Identified Student Claiming Percentage (ISP) found at the bottom of the claim.

CNPWeb will automatically calculate claims for CEP schools based on the total number of meals served and the approved ISP.

| CEP Percentages | |
|---------------------------|---------|
| Breakfast CEP Percentage: | 53.83 % |
| Lunch CEP Percentage: | 53.83 % |


Submitting a Claim

5. Once all fields of the site claim are complete, click **Save** at the bottom of the screen.

Tsehootsooi Dine Bi'Olta
(01-02-08-116)

Regular Claim

| | |
|--------------------------------|---------|
| Breakfast - Severe Need | |
| Number of Days Served: | 18 |
| Free Meals Served: | 876 |
| Reduced-Price Meals Served: | 0 |
| Paid Meals Served: | 20 |
| Total Meals Served: | 896 |
| Participants Enrolled: | 98 |
| Lunch - High Rate | |
| Number of Days Served: | 18 |
| Free Meals Served: | 876 |
| Reduced-Price Meals Served: | 0 |
| Paid Meals Served: | 20 |
| Total Meals Served: | 896 |
| Participants Enrolled: | 98 |
| Attendance Factor | |
| Attendance Factor: | 93.81 % |
| CEP Percentages | |
| Breakfast CEP Percentage: | 61.1 % |
| Lunch CEP Percentage: | 61.1 % |

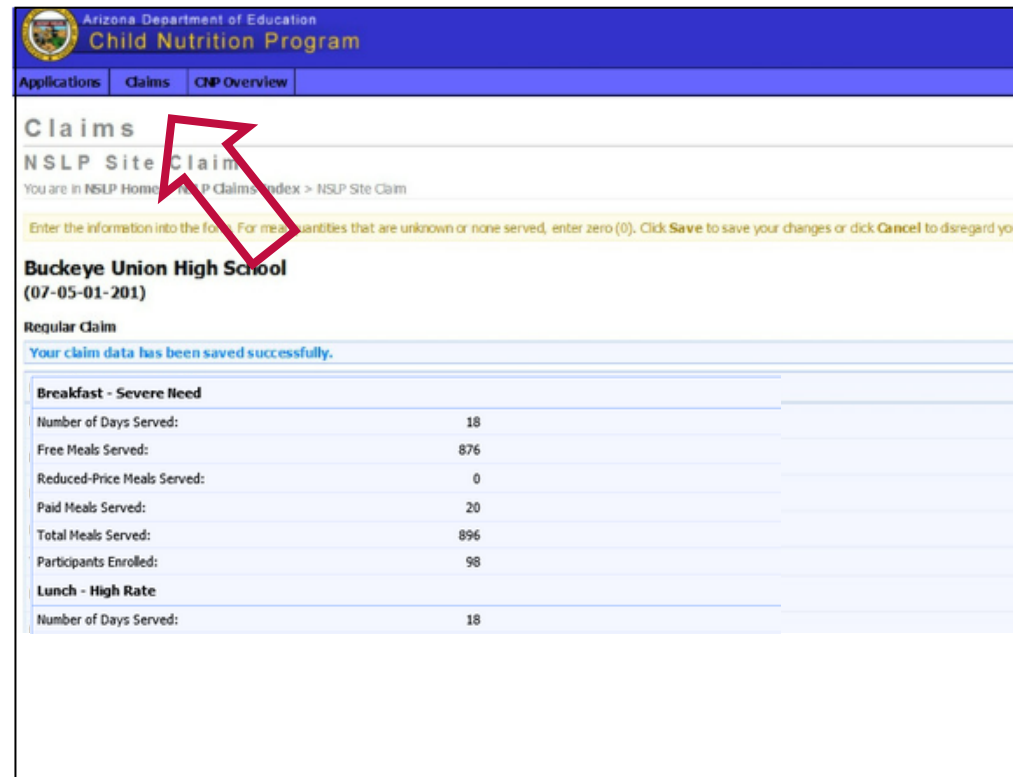


Remember that the user did not enter any counts in the Free Meals Served, Reduced-Price Meals Served, or Paid Meals Served; however, in this example the Free Meals Served and the Paid Meals Served auto-filled based on the sites CEP Percentage. Reduced-Price Meals Served will always be zero for sites operating CEP.

Submitting a Claim

Your screen will refresh and continue to display the claim you submitted.

6. Click **Claims** found at the top of your screen to go back to your claim index page.



Arizona Department of Education
Child Nutrition Program

Applications | **Claims** | CNP Overview

Claims

NSLP Site Claim

You are in NSLP Home > NSLP Claims Index > NSLP Site Claim

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard your changes.

Buckeye Union High School (07-05-01-201)

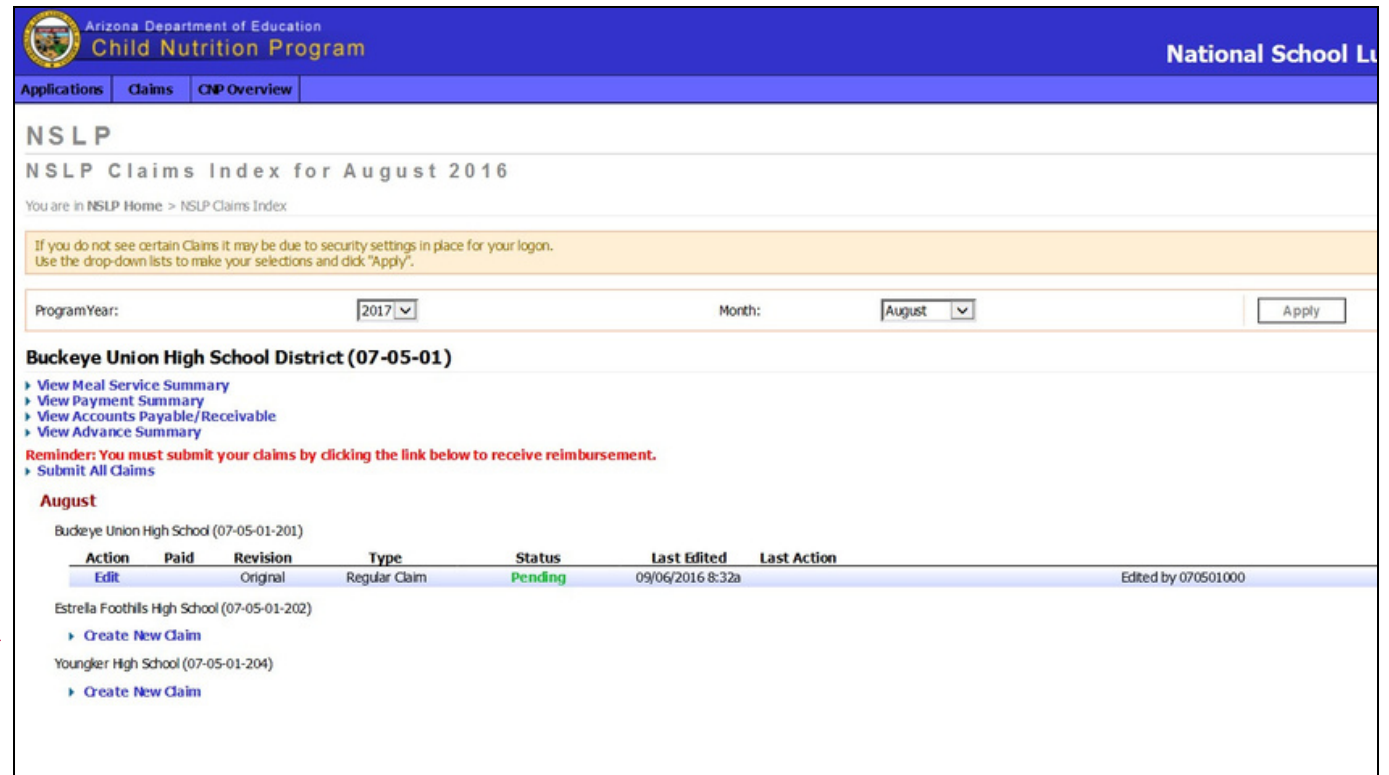
Regular Claim

Your claim data has been saved successfully.

| Breakfast - Severe Need | |
|-----------------------------|-----|
| Number of Days Served: | 18 |
| Free Meals Served: | 876 |
| Reduced-Price Meals Served: | 0 |
| Paid Meals Served: | 20 |
| Total Meals Served: | 896 |
| Participants Enrolled: | 98 |
| Lunch - High Rate | |
| Number of Days Served: | 18 |

Submitting a Claim

7. Click **Create New Claim** to enter in claim data for other sites. Use slides 38-48 for guidance on entering claim data.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP
NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your logon. Use the drop-down lists to make your selections and click "Apply".

Program Year: 2017 Month: August Apply

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims

August

Buckeye Union High School (07-05-01-201)

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|---------|------------------|---------------------|
| Edit | | Original | Regular Claim | Pending | 09/06/2016 8:32a | Edited by 070501000 |

Estrella Foothills High School (07-05-01-202)

- Create New Claim

Youngker High School (07-05-01-204)

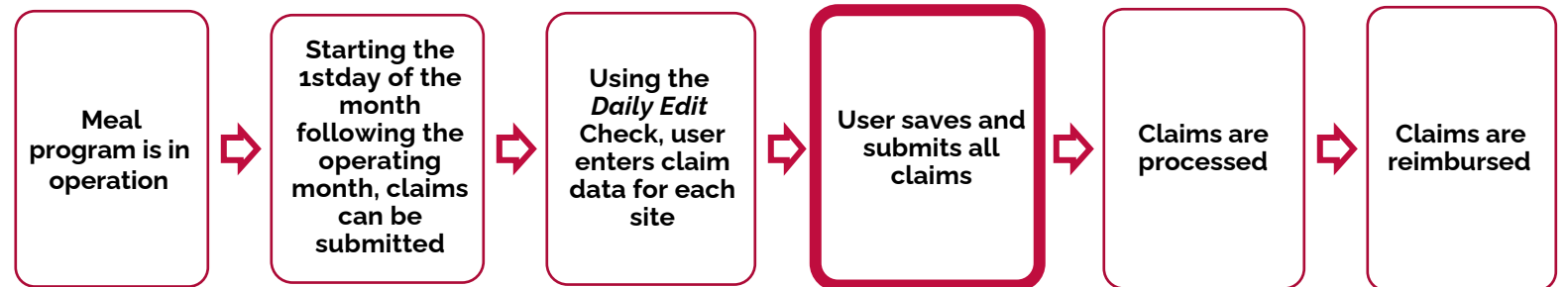
- Create New Claim

Submitting a Claim

Flow of Submitting a Claim

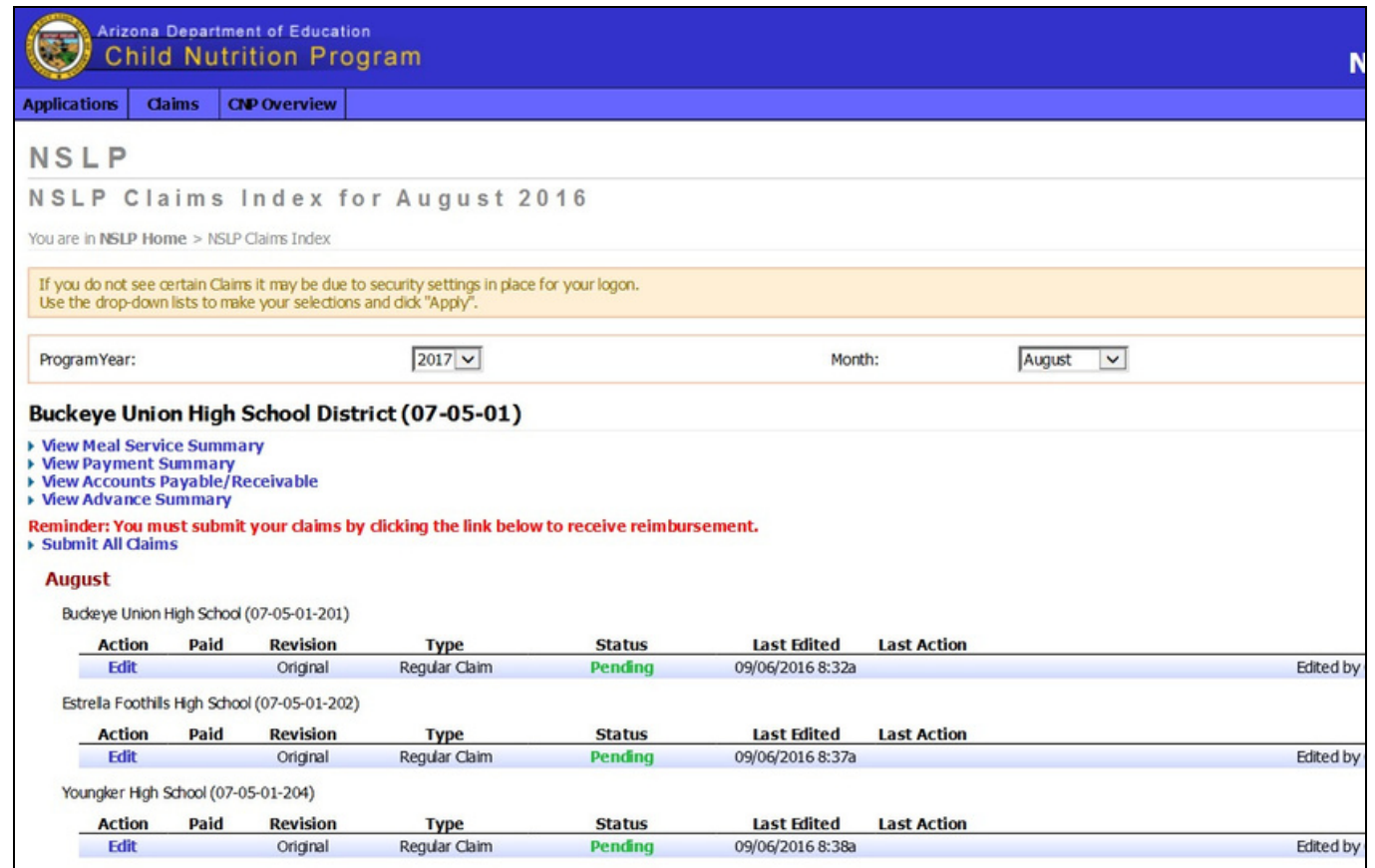
Pending Status: Claims left in ***pending*** status are not considered complete and will not be paid if left in this status.

Submitted Status: Claims must be in ***submitted*** status in order to receive reimbursement.



Submitting a Claim

8. Once all claims have been entered and saved, you must click **Submit All Claims** to submit the claims to ADE.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in [NSLP Home](#) > [NSLP Claims Index](#)

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- [View Meal Service Summary](#)
- [View Payment Summary](#)
- [View Accounts Payable/Receivable](#)
- [View Advance Summary](#)
- [Submit All Claims](#)

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

August

| Buckeye Union High School (07-05-01-201) | | | | | | |
|--|------|----------|---------------|---------|------------------|-------------|
| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
| Edit | | Original | Regular Claim | Pending | 09/06/2016 8:32a | Edited by |

| Estrella Foothills High School (07-05-01-202) | | | | | | |
|---|------|----------|---------------|---------|------------------|-------------|
| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
| Edit | | Original | Regular Claim | Pending | 09/06/2016 8:37a | Edited by |

| Youngker High School (07-05-01-204) | | | | | | |
|-------------------------------------|------|----------|---------------|---------|------------------|-------------|
| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
| Edit | | Original | Regular Claim | Pending | 09/06/2016 8:38a | Edited by |

Submitting a Claim

9. After you click **Submit All Claims**, you will see a new window appear. Please review this statement and click **Yes** to continue.

Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- [Submit All Claims](#)

August

| School | Action | Paid | Revised |
|---|----------------------|------|--------------------------|
| Buckeye Union High School (07-05-01-2) | Edit | | Original |
| Estrella Foothills High School (07-05-01-2) | Edit | | Original |
| Youngker High School (07-05-01-204) | Edit | | Original |

VBScript: Certification Statement

I certify that, to the best of my knowledge and belief, the site claim(s) being submitted are true, correct and in accordance with the terms of the agreement; that records are available to support the claims; that all approved sites were operated; and that payment has not yet been received for such claims.

[Yes](#) [No](#)

Edited by:


Edited by:

Edited by:

Submitting a Claim

A new webpage will load. It should look like the screen shown below.

10. Click [here](#) found at the bottom of the webpage to return to the claims index.



Arizona Department of Education
Child Nutrition Program

Nat

Applications

Claims

CNP Overview

Claims

Claim Submission

You are in NSLP Home > NSLP Claims Index > Claim Submission

Submission Summary

3 claims processed.

Submission Detail

Buckeye Union High School (07-05-01-201)

2016 August

☒ Claim submitted successfully.

Estrella Foothills High School (07-05-01-202)

2016 August

☒ Claim submitted successfully.

Youngker High School (07-05-01-204)

2016 August

☒ Claim submitted successfully.

Click [here](#) to return to the claims index.



Submitting a Claim

A new webpage will load. Your claim status should match below:

Arizona Department of Education
Child Nutrition Program

Applications | Claims | **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: 2017 | Month: August

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

August

Buckeye Union High School (07-05-01-201)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:32a | Submitted |

Estrella Foothills High School (07-05-01-202)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:37a | Submitted |

Youngker High School (07-05-01-204)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:38a | Submitted |

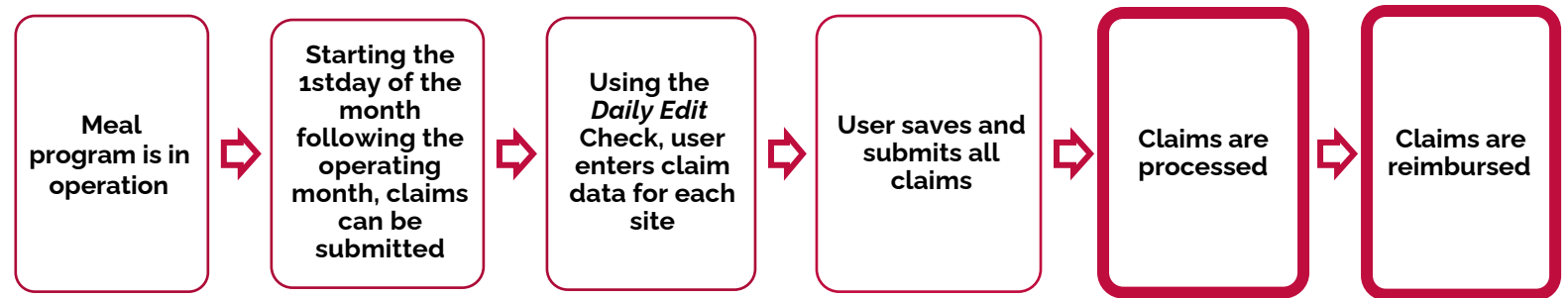
If your claim status does not reflect 'submitted' your claims have not been completed properly. Please contact your Health & Nutrition Services Specialist.

Submitting a Claim

Flow of Submitting a Claim

Processing Claims: Claims are processed in batches, 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 for receipt of payment, or you may call the Grants Management line at (602) 542-3901.



What must you do to submit your claims?

- A) Click Save at the bottom of each claim. This submits each claim to ADE.
- B) Email your specialist when all claims have been filled out. They will click *Submit* from their office.
- C) Click on *Submit All Claims* above the month and certify the information is accurate.



What must you do to submit your claims?

- A) Click Save at the bottom of each claim. This submits each claim to ADE.
- B) Email your specialist when all claims have been filled out. They will click *Submit* from their office.
- C) Click on *Submit All Claims* above the month and certify the information is accurate.**

Claims are not submitted until the user has clicked the *Submit All Claims* button and certified that the information is complete and accurate.

Revising a Claim



Revising a Claim

Am I able to revise my claim?

- Claims, even in submitted status, can be revised up until the 10th of the month and all reimbursement will be paid in the same lump sum.
- Revised claims may be submitted after the original claim has been paid and the additional amount will be added to the next claim. The revision must be submitted within 60 days.
 - For example, an SFA submits their site claim that includes meal counts for lunch and breakfast on September 1st; the claim is now in submitted status. On September 15th, the SFA realizes they accidentally put the breakfast meal counts in the lunch fields and needs to revise their claim. The SFA can log into CNPWeb and revise the claim for up to 60 days, even though it is in submitted status. If the claim has already been processed by accounting the user would need to create a new claim revision to the original claim.

Revising a Claim

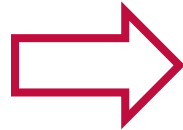
Revising a Claim

The following slides will guide you through the process of revising a claim that is in *submitted* status. Please note that if you need to revise a claim that has already been processed, you will need to contact your Health & Nutrition Services Specialist for guidance.

Attendees are expected to already understand how to navigate through CNPWeb to access the Claims Index Page.

Revising a Claim

1. Find the claim you wish to revise and click **Edit**.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

August

Buckeye Union High School (07-05-01-201)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|----------------------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:32a | Submitted |

Estrella Foothills High School (07-05-01-202)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|----------------------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:37a | Submitted |

Younger High School (07-05-01-204)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|----------------------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:38a | Submitted |

Revising a Claim

2. The claim you originally submitted will load. Make the appropriate changes and click **Save** found at the bottom of the webpage.

Claims

NSLP Site Claim

You are in NSLP Home > NSLP Claims Index > NSLP Site Claim

Help | Logoff

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click Save to save your changes or click Cancel to disregard your changes since the last save. Be sure to enter only whole numbers (no decimals/cents).

NOTE This claim has already been submitted. Editing any data and then saving this claim will cause its status to return to PENDING. Pending claims are not paid until they have been submitted, thus this claim will need to be re-submitted to be paid.

Buckeye Union High School

(07-05-01-2011)

Sponsored by Buckeye Union High School District (07-05-01)
2017 Program Year
August
Original Claim
Submitted

Regular Claim

Breakfast - Severe Need

Number of Days Served:

12

Free Meals Served:

1448

Reduced-Price Meals Served:

110

Paid Meals Served:

18

Total Meals Served:

1576

Participants Approved for Free Meals:

302

Participants Approved for Reduced-Price Meals:

29

Participants Approved for Paid Meals:

71

Participants Enrolled:

402

Lunch - High Rate

Number of Days Served:

12

Free Meals Served:

402

Reduced-Price Meals Served:

142

Paid Meals Served:

125

Total Meals Served:

669

Participants Approved for Free Meals:

3490

Participants Approved for Reduced-Price Meals:

302

Participants Approved for Paid Meals:

29

Participants Enrolled:

71

Attendance Factor

Attendance Factor:

84.27 %

Created by: 070501000 on 9/6/2016 at 8:28:10 AM

Modified by: 070501000 on 9/6/2016 at 8:32:37 AM

Submitted by: 070501000 on 9/6/2016 at 8:40:18 AM

Save

Delete

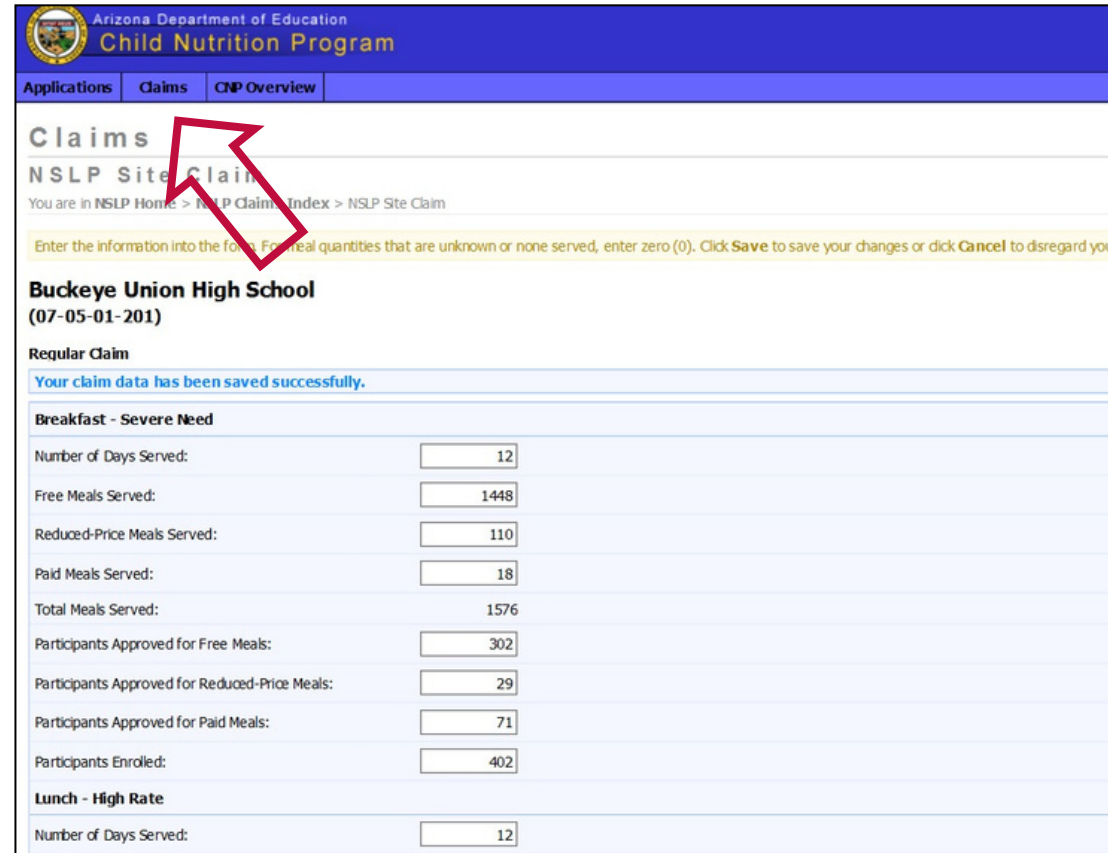
Cancel



Revising a Claim

Your screen will refresh and continue to display your revised claim.

3. Click **Claims** found at the top of your screen to go back to your claim index page.



Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

Claims

NSLP Site Claim

You are in NSLP Home > NSLP Claims Index > NSLP Site Claim

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or click **Cancel** to disregard your changes.

Buckeye Union High School (07-05-01-201)

Regular Claim

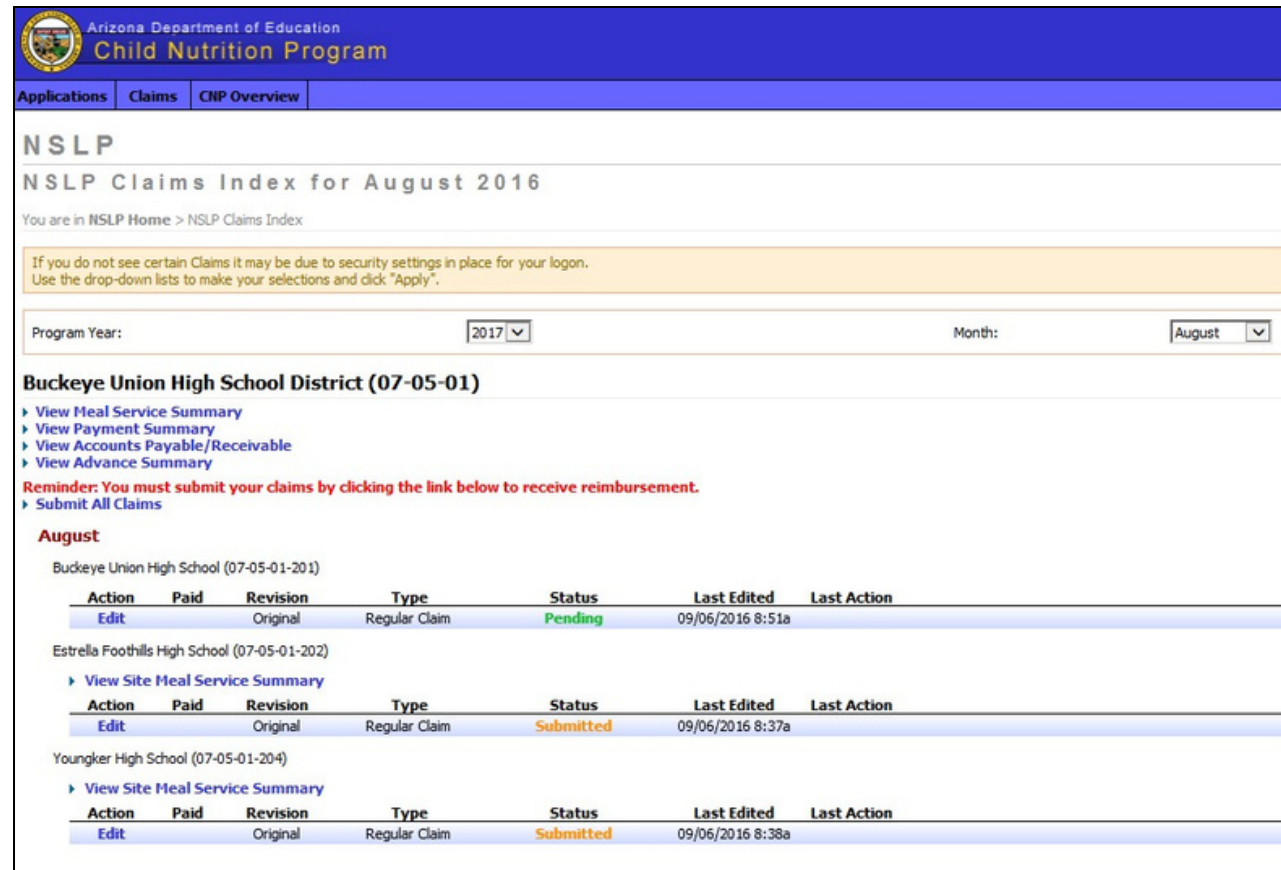
[Your claim data has been saved successfully.](#)

| Breakfast - Severe Need | |
|--|-----------------------------------|
| Number of Days Served: | <input type="text" value="12"/> |
| Free Meals Served: | <input type="text" value="1448"/> |
| Reduced-Price Meals Served: | <input type="text" value="110"/> |
| Paid Meals Served: | <input type="text" value="18"/> |
| Total Meals Served: | 1576 |
| Participants Approved for Free Meals: | <input type="text" value="302"/> |
| Participants Approved for Reduced-Price Meals: | <input type="text" value="29"/> |
| Participants Approved for Paid Meals: | <input type="text" value="71"/> |
| Participants Enrolled: | <input type="text" value="402"/> |

| Lunch - High Rate | |
|------------------------|---------------------------------|
| Number of Days Served: | <input type="text" value="12"/> |

Revising a Claim

- Once all revised claims have been entered and **Saved**, you must click **Submit All Claims** to submit the revised claims to ADE.



Arizona Department of Education
Child Nutrition Program

Applications | Claims | CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login.
Use the drop-down lists to make your selections and click "Apply".

Program Year: 2017 Month: August

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims

August

Buckeye Union High School (07-05-01-201)

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|---------|------------------|-------------|
| Edit | | Original | Regular Claim | Pending | 09/06/2016 8:51a | |

Estrella Foothills High School (07-05-01-202)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:37a | |

Youngker High School (07-05-01-204)

- View Site Meal Service Summary

| Action | Paid | Revision | Type | Status | Last Edited | Last Action |
|--------|------|----------|---------------|-----------|------------------|-------------|
| Edit | | Original | Regular Claim | Submitted | 09/06/2016 8:38a | |

Revising a Claim

5. After you click **Submit All Claims**, you will see a new window appear. Please review this statement and click **Yes** to continue.

Arizona Department of Education
Child Nutrition Program

Applications Claims **CNP Overview**

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

If you do not see certain Claims it may be due to security settings in place for your login. Use the drop-down lists to make your selections and click "Apply".

Program Year: Month:

Buckeye Union High School District (07-05-01)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

Reminder: You must submit your claims by clicking the link below to receive reimbursement.

- Submit All Claims

August

| Action | Paid | Revised |
|----------------------|------|----------|
| Edit | | Original |

Buckeye Union High School (07-05-01-2)

| Action | Paid | Revised |
|----------------------|------|----------|
| Edit | | Original |

Estrella Foothills High School (07-05-01-2)

| Action | Paid | Revised |
|----------------------|------|----------|
| Edit | | Original |

Youngker High School (07-05-01-204)

| Action | Paid | Revised |
|----------------------|------|----------|
| Edit | | Original |


VBScript: Certification Statement

I certify that, to the best of my knowledge and belief, the site claim(s) being submitted are true, correct and in accordance with the terms of the agreement; that records are available to support the claims; that all approved sites were operated; and that payment has not yet been received for such claims.

Revising a Claim

A new webpage will load. It should look like the screen shown below.

6. Click [here](#) found at the bottom of the webpage to return to the claims index page.



Arizona Department of Education
Child Nutrition Program

Applications

Claims

CNP Overview

Nat

Claims

Claim Submission

You are in NSLP Home > NSLP Claims Index > Claim Submission

Submission Summary

3 claims processed.

Submission Detail

Buckeye Union High School (07-05-01-201)

2016 August

☒ Claim submitted successfully.

Estrella Foothills High School (07-05-01-202)

2016 August

☒ Claim submitted successfully.

Youngker High School (07-05-01-204)

2016 August

☒ Claim submitted successfully.

Click [here](#) to return to the claims index.



Revising a Claim

A new webpage will load. Your updated claim status should match below:



The screenshot shows the 'Claims' section of the Arizona Department of Education's Child Nutrition Program website. The page has a blue header with the state seal and the text 'Arizona Department of Education Child Nutrition Program'. Below the header is a navigation bar with tabs for 'Applications', 'Claims', and 'CNP Overview'. The main content area is titled 'Claims' and 'Claim Submission'. It includes a breadcrumb trail: 'You are in NSLP Home > NSLP Claims Index > Claim Submission'. Under 'Submission Summary', it states '3 claims processed.' The 'Submission Detail' section lists three schools: 'Buckeye Union High School (07-05-01-201)', 'Estrella Foothills High School (07-05-01-202)', and 'Youngker High School (07-05-01-204)'. Each school entry shows the date '2016 August' and a status box indicating 'Claim submitted successfully.' At the bottom, there is a link to return to the claims index.

| Applications | Claims | CNP Overview | | | | | | | | | |
|---|--------|--------------|--|-------------|---|---|-------------|---|-------------------------------------|-------------|---|
| <h2>Claims</h2> <h3>Claim Submission</h3> <p>You are in NSLP Home > NSLP Claims Index > Claim Submission</p> <h4>Submission Summary</h4> <p>3 claims processed.</p> <h4>Submission Detail</h4> <table><tr><td>Buckeye Union High School (07-05-01-201)</td></tr><tr><td>2016 August</td></tr><tr><td><input checked="" type="checkbox"/> Claim submitted successfully.</td></tr><tr><td>Estrella Foothills High School (07-05-01-202)</td></tr><tr><td>2016 August</td></tr><tr><td><input checked="" type="checkbox"/> Claim submitted successfully.</td></tr><tr><td>Youngker High School (07-05-01-204)</td></tr><tr><td>2016 August</td></tr><tr><td><input checked="" type="checkbox"/> Claim submitted successfully.</td></tr></table> <p>Click here to return to the claims index.</p> | | | Buckeye Union High School (07-05-01-201) | 2016 August | <input checked="" type="checkbox"/> Claim submitted successfully. | Estrella Foothills High School (07-05-01-202) | 2016 August | <input checked="" type="checkbox"/> Claim submitted successfully. | Youngker High School (07-05-01-204) | 2016 August | <input checked="" type="checkbox"/> Claim submitted successfully. |
| Buckeye Union High School (07-05-01-201) | | | | | | | | | | | |
| 2016 August | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Claim submitted successfully. | | | | | | | | | | | |
| Estrella Foothills High School (07-05-01-202) | | | | | | | | | | | |
| 2016 August | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Claim submitted successfully. | | | | | | | | | | | |
| Youngker High School (07-05-01-204) | | | | | | | | | | | |
| 2016 August | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Claim submitted successfully. | | | | | | | | | | | |

If your claim status does not reflect 'submitted' your claims have not been completed properly. Please contact your Health & Nutrition Services Specialist.

Questions & Answers



Questions & Answers

Can I combine two months in one claim?

- At the beginning of the program year, the first two claims may be combined if no more than 10 days of program operation occurred in the first month.
- At the end of the program year, May and June claims may be combined if no more than 10 days of program operation occurred in June.
- June and July claims cannot be combined due to the reimbursement rate change in July each program year.
- The end of the federal fiscal year claim (September) cannot be combined with the beginning of the next federal fiscal year claim (October).

Questions & Answers

It is December 10th and I am submitting the November claim but noticed that I forgot to submit my October claim. When is it too late to submit the October claim?

- Claims can be submitted within 60 days after the end of the month of operation.
- For example, if the month of operation is October, the last day to submit the claim is December 30 (60 days from October 31).
- The [Claiming Calendar](#) can be found in the NSLP home webpage in the 'Program Forms and Resources' section under the 'Calendars and Checklists' tab.

Questions & Answers

What if I need to submit a claim, but it is past the 60-day deadline?

- First-time claims or upward revisions of claims past the 60-day deadline can only be submitted using a One-Time Exception.
- A One-Time Exception can only be used once every 36 months.
- To check your eligibility, submit a ticket to the [ADE Help Desk](#) and ADE Grants Management will assist you.
- If you are eligible to use the One-Time Exception, complete the Request for One-Time Exception Form found on the [NSLP and SBP Program Forms and Resources webpage](#) under the Financial accordion.

What is a One-Time Exception and how often can it be used?

- A) The One-Time Exception allows you to make one revision to your claim, and it can be used every month.
- B) The One-Time Exception allows you to submit or revise a claim after the 60-day deadline has passed. It can be used once every 36 months.
- C) The One-Time Exception allows you to submit one inaccurate claim. It can be used once per year.



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C) The One-Time Exception allows you to submit one inaccurate claim. It can be used once per year.

All claims may be submitted and revised within 60 days of the end of the month of operation. If a claim needs to be revised or if a claim needs to be submitted after this 60-day deadline, the One-Time Exception can be used.

Questions & Answers

How can I sign up for direct deposit?

- Direct deposit is the recommended form of reimbursement. The State of Arizona Direct Deposit Form can be found on the [NSLP and SBP Program Forms and Resources webpage](#) under the Financial tab.
 - New entities must submit W9 forms via [ADE Help Desk](#) for processing.
 - Entities setting up direct deposits (ACH) must contact the Accounts Payable Inbox at accountspay@azed.gov. ACH forms contain sensitive banking information and should not be handled through email or other electronic means.
- Fill out the form as instructed and mail it to the address at the top of the form. The Arizona General Accounting Office (GAO) is responsible for verifying and entering the financial information submitted by the LEA. ADE does not have access to the form, or the financial information contained within it. Any questions regarding this should be directed to the Arizona GAO at (602) 542-5601.
- Once the information is verified and the LEA is authorized for direct deposit, ADE will change the reimbursement type to direct deposit. After the first deposit, the LEA will receive a request to verify the deposit from the GAO. If not verified, the reimbursement type will be changed back to a regular check. If the request is returned as verified, reimbursements will then continue to be paid as a direct deposit until the LEA requests, in writing, that the GAO discontinues.

Questions
& Answers

What are the Reimbursement Rates?

ADE posts reimbursement rates for NSLP and SBP as soon as possible after July 1 on the [NSLP Home page](#) under the Reimbursement Rates tab as soon as possible after July 1. These reimbursement rates are in effect from July 1 through June 30.

There are two different types of reimbursement rates for NSLP and SBP based on lunch claims submitted two years prior.

| NSLP: reimbursement at the Regular or High Rate | SBP: reimbursed at the Regular or Severe Need Rate | CEP: reimbursed based on the approved ISP in CNPWeb |
|--|--|---|
| To be eligible for the high rate, 60 percent or more of an LEA’s total lunches served in the second preceding year (two years earlier) must have been served free or at a reduced-price. | To be eligible for the severe need rate, 40 percent or more of a site’s total lunches served in the second preceding school year (two years earlier) must have been served free or at a reduced-price. | CNPWeb will automatically calculate claims for CEP schools based on the total meals served and the schools ISP used for claiming. |

Menus certified by ADE will receive an additional eight cents of reimbursement in addition to the standard reimbursement rates for free, reduced-price, and paid lunch meals only. Additional reimbursement is not available for breakfast meals.

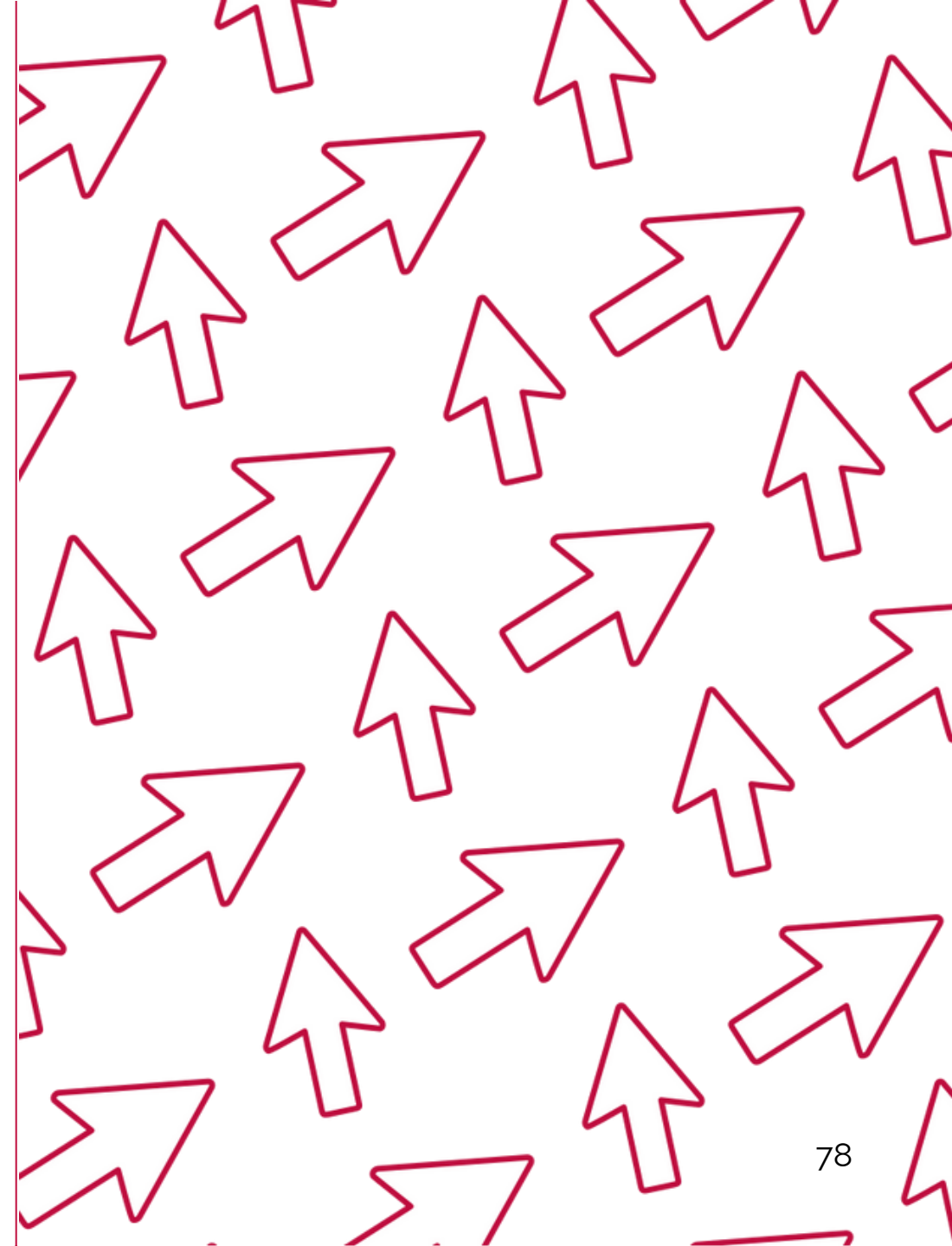
Questions & Answers

What should I do if I am receiving an “out of range” error?

- When a saved claim shows an “**out of range**” error, double-check the claim entries to verify all information is correct.
- Some LEAs exceed their attendance factor edit checks due to fluctuation in participation.
- When the daily edit checks or reimbursement claims are in error due to an attendance factor that is too low, a new attendance factor may be calculated.
- Meal counts should never be adjusted to make the claim pass the edit check.
 - If the established attendance factor is too low, fill out the Attendance Factor Calculation Sheet and submit the completed form to <http://helpdeskexternal.azed.gov>.
 - Public schools use an attendance factor that is based on information from the 100th Day Report.
 - State schools, correctional institutions, and Residential Child Care Institutions use a 99% attendance factor.

Technical Assistance

For any questions about submitting a claim, please contact your Health and Nutrition Services Specialist, found on the CNPWeb home screen.



Congratulations

You have completed the Step-by-Step Instruction: **How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision**

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties. Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision
- **Learning Code:** 3310
- **Key Area:** 3000 – Administration
- **Length:** 45 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from SurveyMonkey.

*This will not appear in your Event Management System (EMS) Account.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: **Step-by-Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision**
- Professional Standards Learning Code: **3310**



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

*U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or*

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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