

# How to Submit a Claim in CNPWeb for Sites Operating a Special Assistance Provision 2 Non-Base Year

## STEP-BY-STEP INSTRUCTION

Revised September 2022

Professional Standards Learning Code: 3310



# Arizona Department of Education (ADE)

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

## Intended Audience

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This training is intended for **School Food Authorities (SFAs) operating a Special Assistance Provision 2 Non-Base Year under the National School Lunch Program (NSLP) and School Breakfast Program (SBP)**. All regulations are specific to operating the NSLP under the direction of ADE.

## Professional Standards

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Information to include when documenting this training for Professional Standards:

**Training Title:** How to Submit a Claim in CNPWeb for Sites Operating a Special Assistance Provision 2 Non-Base Year

**Key Area:** 3000 –Administration

**Learning Codes:** 3310

**Length:** 45 minutes



# Objectives

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

- understand the reimbursement process set forth 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

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**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 houses access to different applications where School Food Authorities (SFAs) may submit reports on behalf of their Local Educational Agencies (LEAs).

**Base Year:** The first year of operating Provision 2 or that establishes the LEA's claiming percentages to support the subsequent years' federal reimbursements. Claiming for a Provision 2 base year is the same process as claiming for regular NSLP.

**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 actually served to students.

# Definitions

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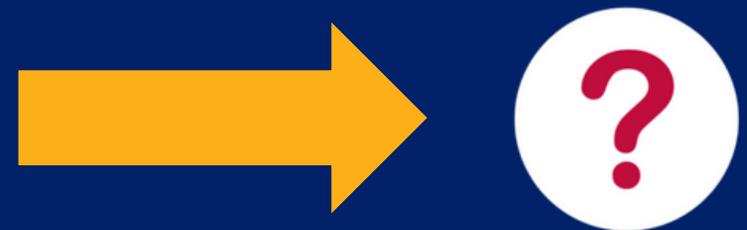
**Non-Base Year:** The years of operating a provision following the base year where the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day.

**Provision 2:** A four-year cycle that provides free breakfast and/ or lunch to all students regardless of household income while reducing administrative duties and costs to participating LEAs.

**Program Year:** The operating period for Child Nutrition Programs. For school nutrition programs, this is July 1–June 30.

**Simplified Daily Edit Check Worksheet:** A worksheet that is required to be completed on a daily basis 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.

- 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 Provision 2

## This Step-by-Step Instruction will include:

Introduction to Claiming for Reimbursement for Sites Operating the Special Assistance Provision 2	Slides 8 -19
Log into CNPWeb	Slides 20 -29
Submitting a Provision 2 Claim in a Non-Base Year	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 claim *using CNPWeb*.

# **Introduction to Claiming for Reimbursement for Sites Operating Provision 2**



# **Introduction to Claiming for Reimbursement for Sites Operating Provision 2**

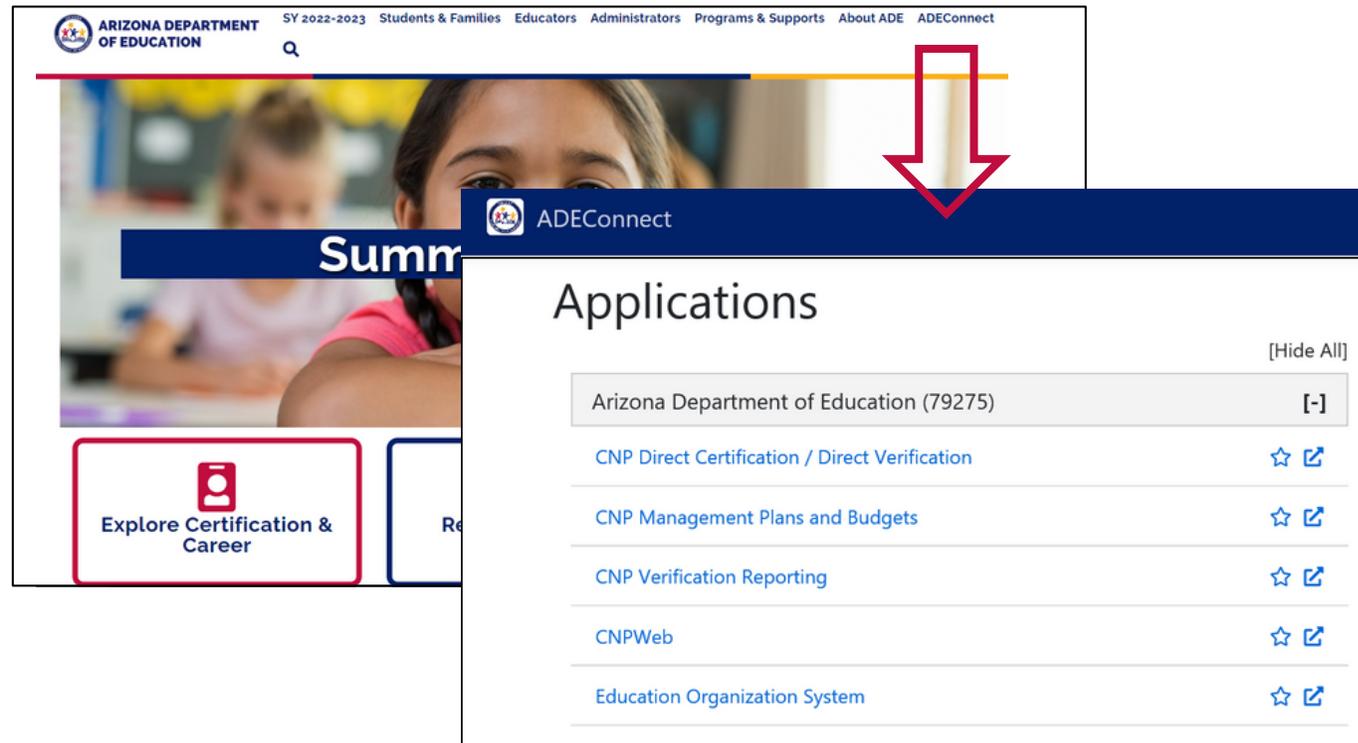
## **Overview**

- 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 Provision 2, students all receive breakfast and/or lunch at no charge, and only 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 for Reimbursement for Sites Operating Provision 2

## 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 displays the Arizona Department of Education (ADE) website. The top navigation bar includes the ADE logo, the text 'ARIZONA DEPARTMENT OF EDUCATION', and a search icon. The main content area features a large image of a young girl with a 'Summ' banner overlaid. A red arrow points from the top navigation bar down to the 'ADEConnect' header. Below the header, the 'Applications' section is visible, listing several programs with star and share icons.

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 for Reimbursement for Sites Operating Provision 2

## 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.

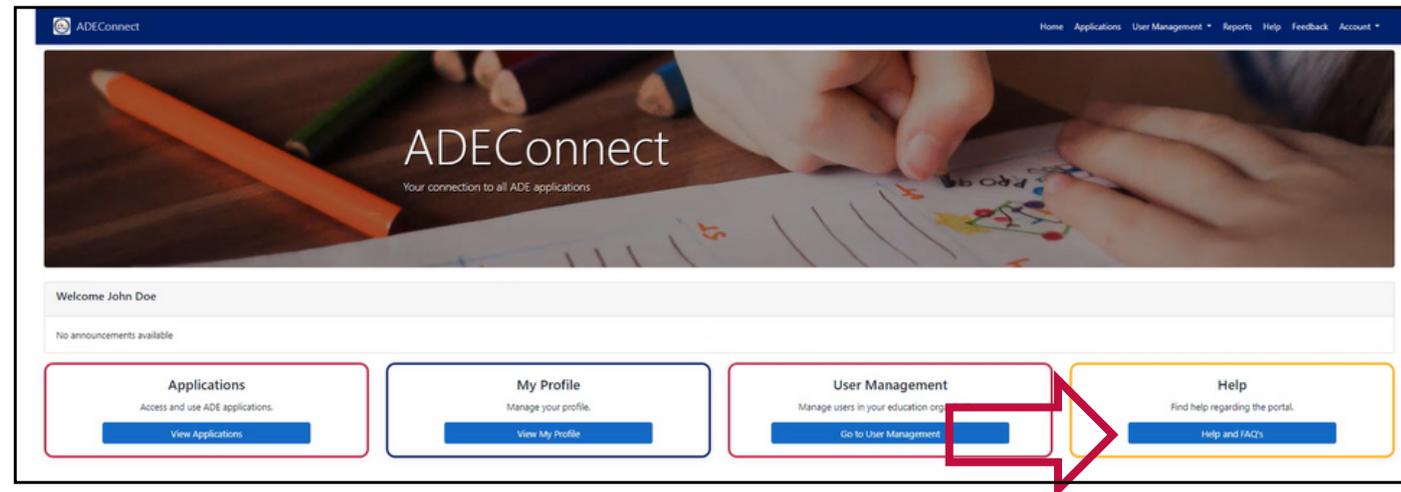
The screenshot displays the ADEConnect web application interface. On the left, a navigation menu titled 'Applications' lists several options: 'Arizona Department of Education (79275)', 'CNP Direct Certification / Direct Verification', 'CNP Management Plans and Budgets', 'CNP Verification Reporting', 'CNPWeb', 'Education Organization System', and 'Event Management System (EMS)'. A red arrow points to the 'CNPWeb' option. On the right, a preview of the 'Child Nutrition Program' dashboard is shown. The dashboard header includes the Arizona Department of Education logo and the text 'Child Nutrition Program'. Below the header, the page is titled 'Health & Nutrition Services' and 'Child Nutrition Programs'. A 'Mission Statement' section reads: 'To assist schools and organizations in improving the nutritional health and well-being of students.' The dashboard features four program icons: NSLP (National School Lunch Program), SFSP (Summer Food Service Program), CACFP (Child and Adult Care Food Program), and CORE (Program Maintenance).

# Introduction to Claiming for Reimbursement for Sites Operating Provision 2

## How do I obtain access to CNPWeb?

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

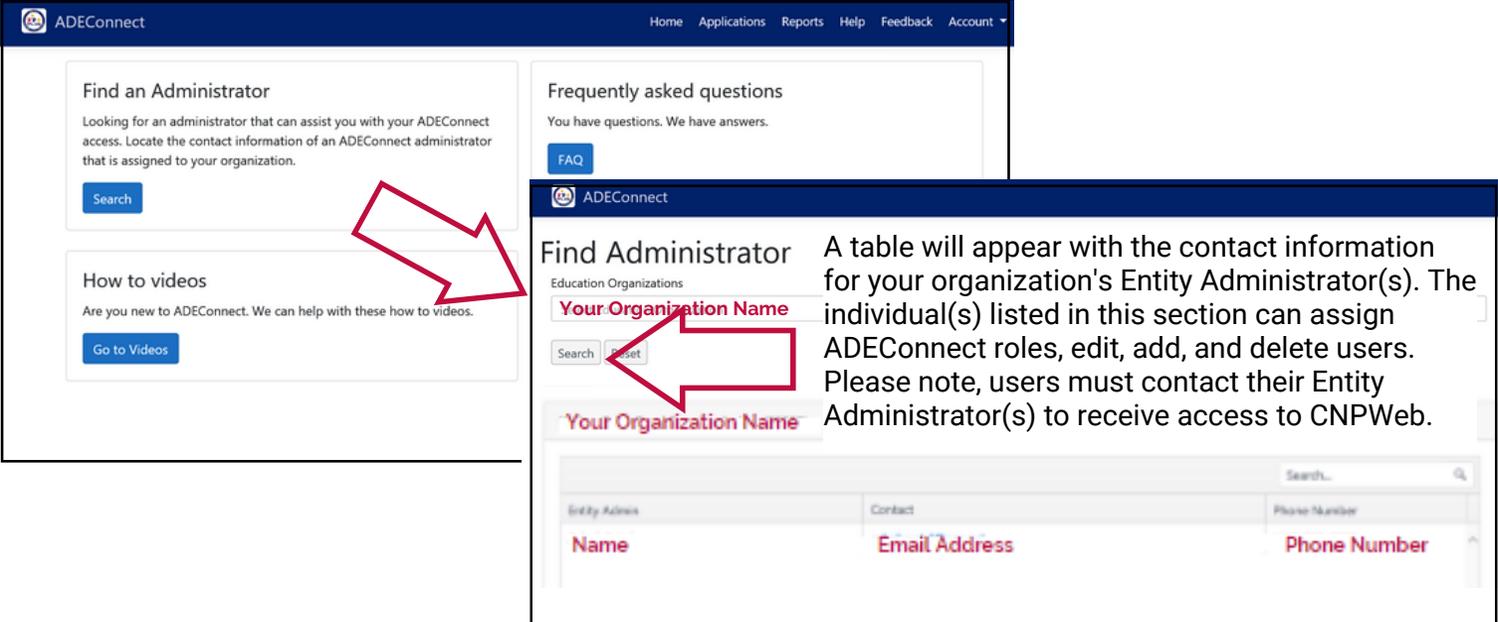
- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your organization's Entity Administrator, you can log into ADEConnect from the sign-in screen or through your Student Information System (SIS) and click on "Help and FAQ's".



# Introduction to Claiming for Reimbursement for Sites Operating Provision 2

## 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 several sections:

- Find an Administrator:** A section with a search bar and a "Search" button. A red box highlights the search bar, and a red arrow points to the "Search" button.
- Frequently asked questions:** A section with a "FAQ" button.
- How to videos:** A section with a "Go to Videos" button.
- Find Administrator:** A section with a search bar and a "Reset" button. A red box highlights the search bar, and a red arrow points to the "Reset" button.

Below the search bar, a table of results is shown with columns for Name, Email Address, and Phone Number. The text next to the table states: "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, users must contact their Entity Administrator(s) to receive access to CNPWeb."

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

# Introduction to Claiming for Reimbursement for Sites Operating Provision 2

## Who should submit the claims?

- Claims should be submitted by a trained staff member who is familiar with the counting and claiming process.
- 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 for Reimbursement for Sites Operating Provision 2

## 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 the number of meals served during the month of August.
- Claims can be submitted starting the 1st day after the operating month and for up to 60 days.
- It is a best practice to have all claims submitted by the 10th of each month.

# Introduction to Claiming for Reimbursement for Sites Operating Provision 2

## When can I expect to be reimbursed?

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

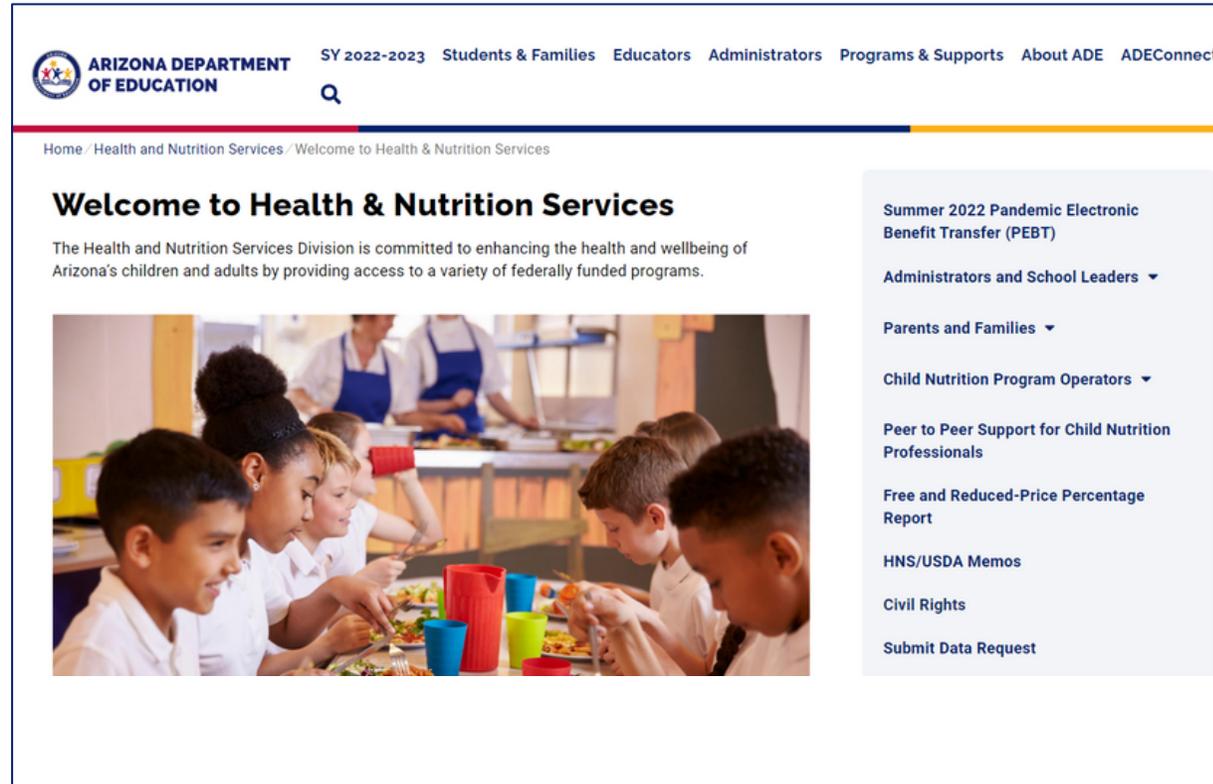
NOVEMBER 1 –10	DECEMBER 1 –10	JANUARY 1 –10
Submit claim for operating month of October and <b>receive payment in November.</b>	Submit claim for operating month of November and <b>receive payment in December.</b>	Submit claim for operating month of December and <b>receive payment in January.</b>

**Log into  
CNPWeb**



# Log into CNPWeb

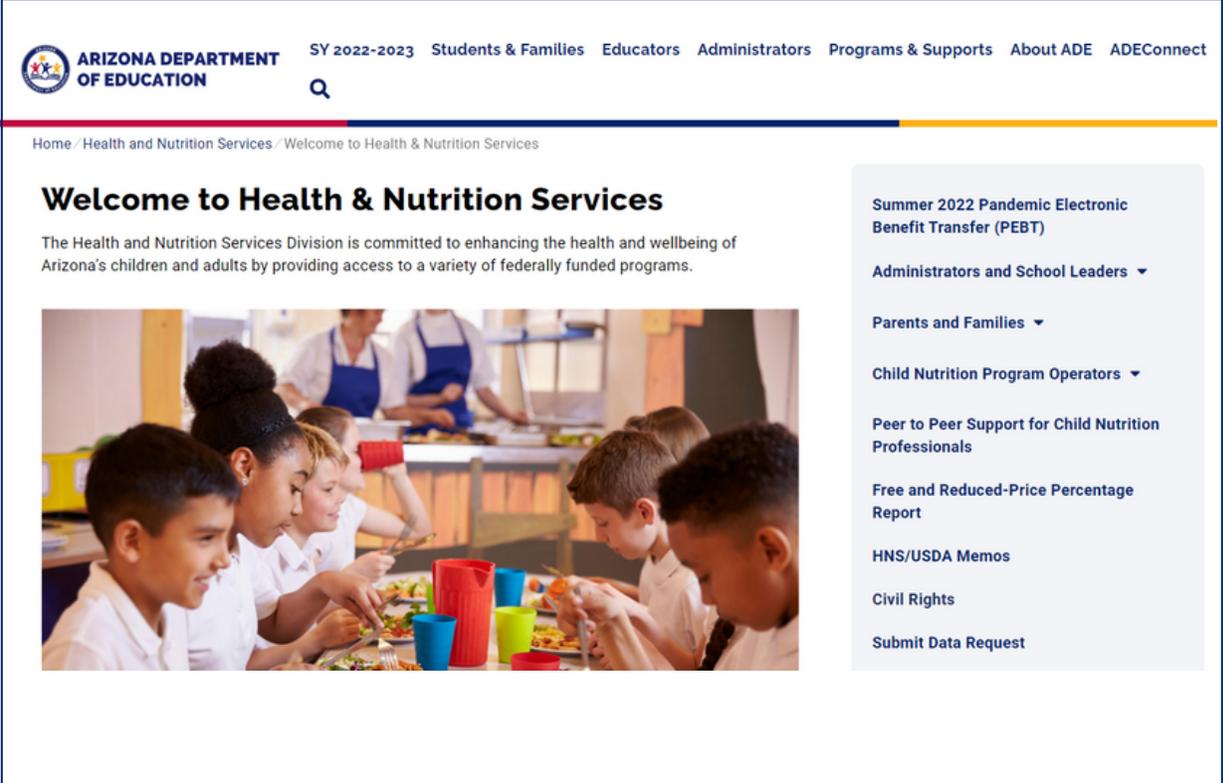
1. Go to the ADE Health and Nutrition Services webpage:  
<http://www.azed.gov/hns/> .



The screenshot shows the homepage of the Arizona Department of Education's Health and Nutrition Services. The header includes the department logo, the text "ARIZONA DEPARTMENT OF EDUCATION", and a navigation menu with links for "SY 2022-2023", "Students & Families", "Educators", "Administrators", "Programs & Supports", "About ADE", and "ADEConnect". A search icon is also present. Below the header, a breadcrumb trail reads "Home / Health and Nutrition Services / Welcome to Health & Nutrition Services". The main heading is "Welcome to Health & Nutrition Services", followed by a paragraph stating the division's commitment to enhancing the health and wellbeing of Arizona's children and adults. A large photograph shows a group of diverse school children sitting at a table in a cafeteria, eating their lunch. To the right of the main content is a vertical sidebar with several links: "Summer 2022 Pandemic Electronic Benefit Transfer (PEBT)", "Administrators and School Leaders", "Parents and Families", "Child Nutrition Program Operators", "Peer to Peer Support for Child Nutrition Professionals", "Free and Reduced-Price Percentage Report", "HNS/USDA Memos", "Civil Rights", and "Submit Data Request".

# Log into CNPWeb

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



The screenshot shows the Arizona Department of Education website. The top navigation bar includes the following links: [SY 2022-2023](#), [Students & Families](#), [Educators](#), [Administrators](#), [Programs & Supports](#), [About ADE](#), and [ADEConnect](#). A red arrow points to the **ADEConnect** link. Below the navigation bar, the page title is "Welcome to Health & Nutrition Services". The main content area features a photograph of children eating in a school cafeteria. On the right side, there is a sidebar with a list of links: [Summer 2022 Pandemic Electronic Benefit Transfer \(PEBT\)](#), [Administrators and School Leaders](#) (with a dropdown arrow), [Parents and Families](#) (with a dropdown arrow), [Child Nutrition Program Operators](#) (with a dropdown arrow), [Peer to Peer Support for Child Nutrition Professionals](#), [Free and Reduced-Price Percentage Report](#), [HNS/USDA Memos](#), [Civil Rights](#), and [Submit Data Request](#).

# 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](#).

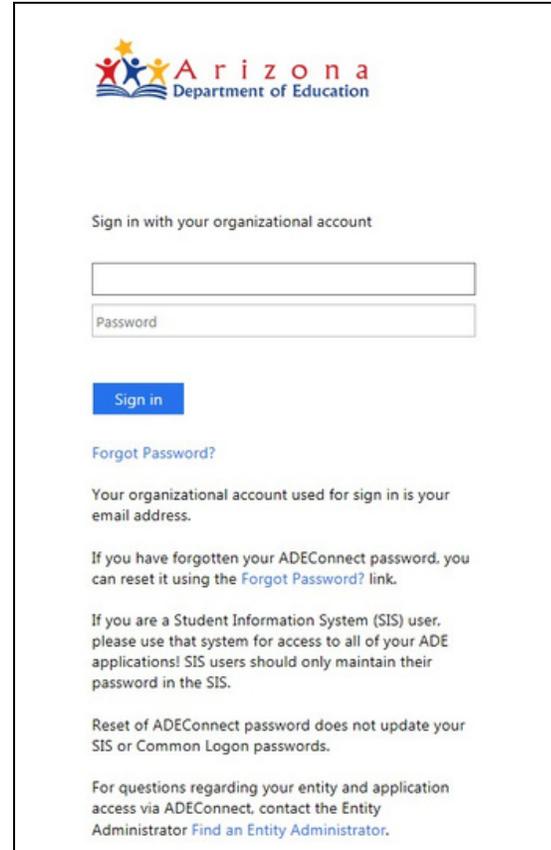


**You must have a username and password in order to access ADEConnect\***

*\*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.



Arizona  
Department of Education

Sign in with your organizational account

Password

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.

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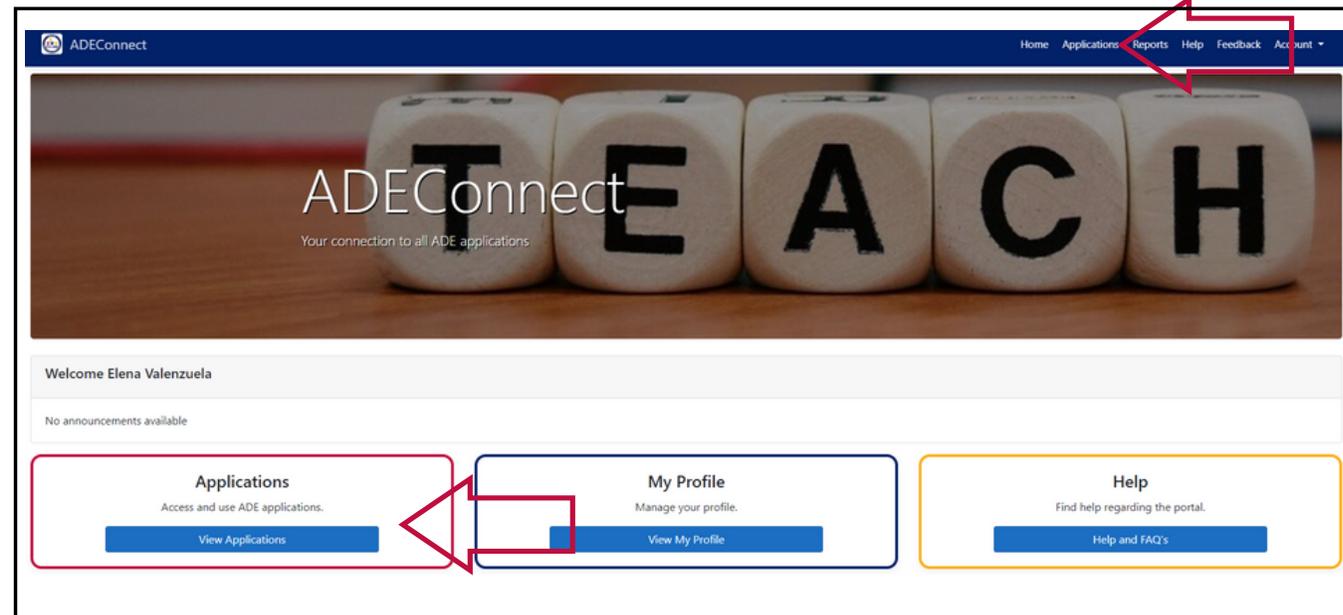
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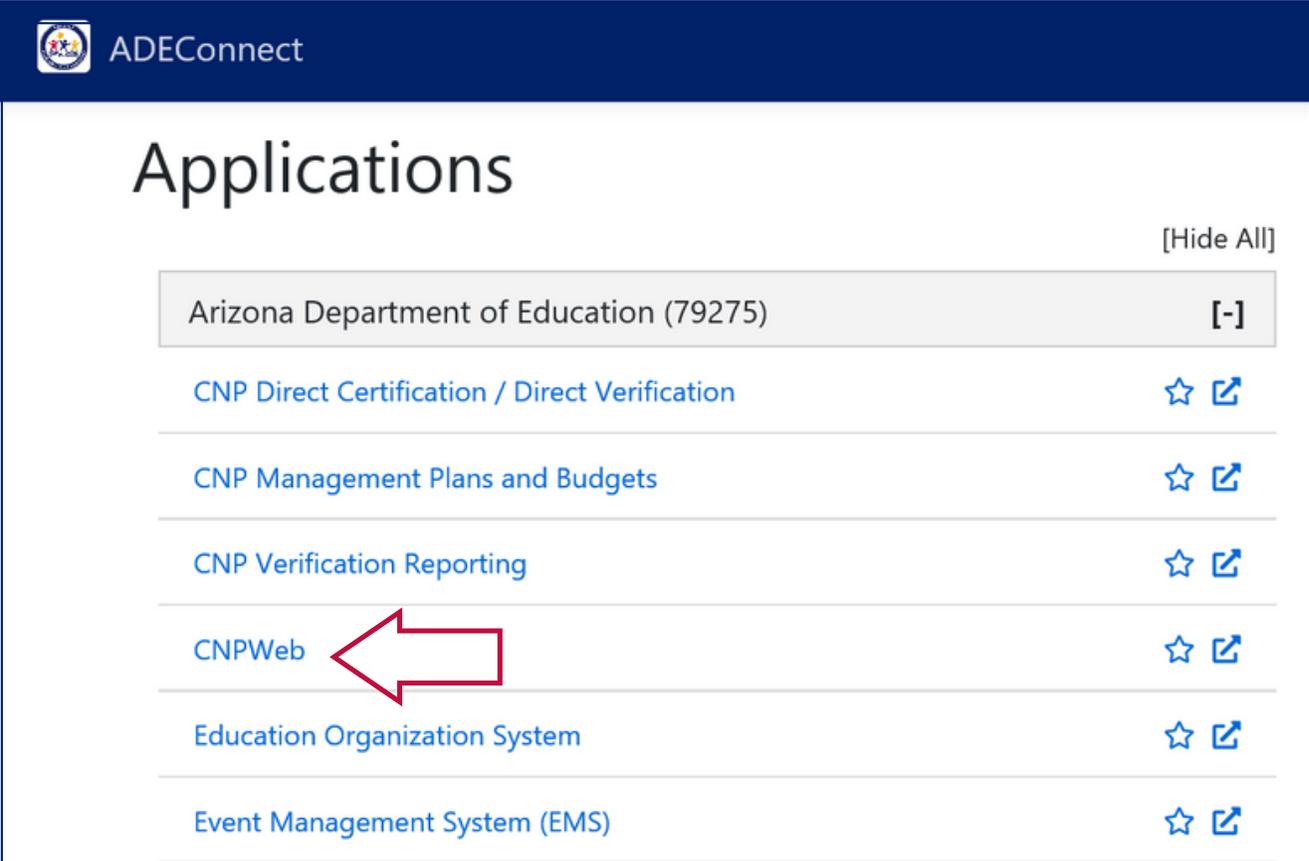
# Log into CNPWeb

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

5. Click on **CNPWeb**.



ADEConnect

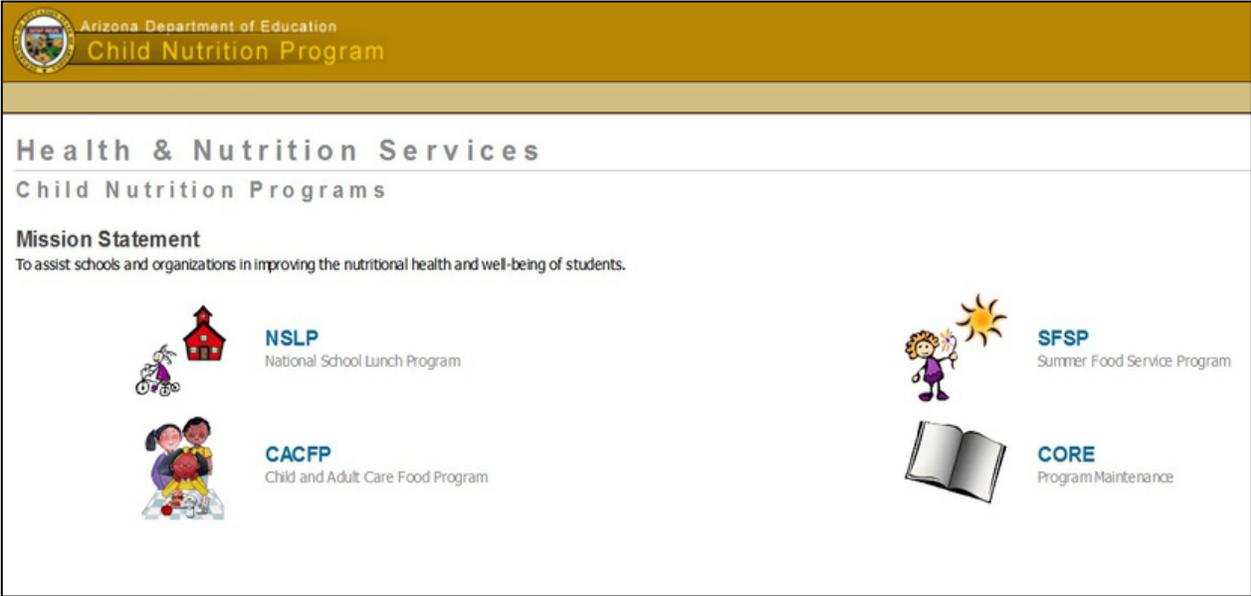
## Applications

[Hide All]

Arizona Department of Education (79275)	[-]
<a href="#">CNP Direct Certification / Direct Verification</a>	<a href="#">☆</a> <a href="#">↗</a>
<a href="#">CNP Management Plans and Budgets</a>	<a href="#">☆</a> <a href="#">↗</a>
<a href="#">CNP Verification Reporting</a>	<a href="#">☆</a> <a href="#">↗</a>
<a href="#">CNPWeb</a>	<a href="#">☆</a> <a href="#">↗</a>
<a href="#">Education Organization System</a>	<a href="#">☆</a> <a href="#">↗</a>
<a href="#">Event Management System (EMS)</a>	<a href="#">☆</a> <a href="#">↗</a>

# Log into CNPWeb

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



The screenshot shows the Arizona Department of Education Child Nutrition Program webpage. The header includes the state seal and the text "Arizona Department of Education Child Nutrition Program". Below the header, the page is titled "Health & Nutrition Services" and "Child Nutrition Programs". A "Mission Statement" section reads: "To assist schools and organizations in improving the nutritional health and well-being of students." The main content area features four program icons: NSLP (National School Lunch Program) with a schoolhouse icon, CACFP (Child and Adult Care Food Program) with a family icon, SFSP (Summer Food Service Program) with a sun and child icon, and CORE (Program Maintenance) with an open book icon.

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

## 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

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

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](mailto: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.



**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.

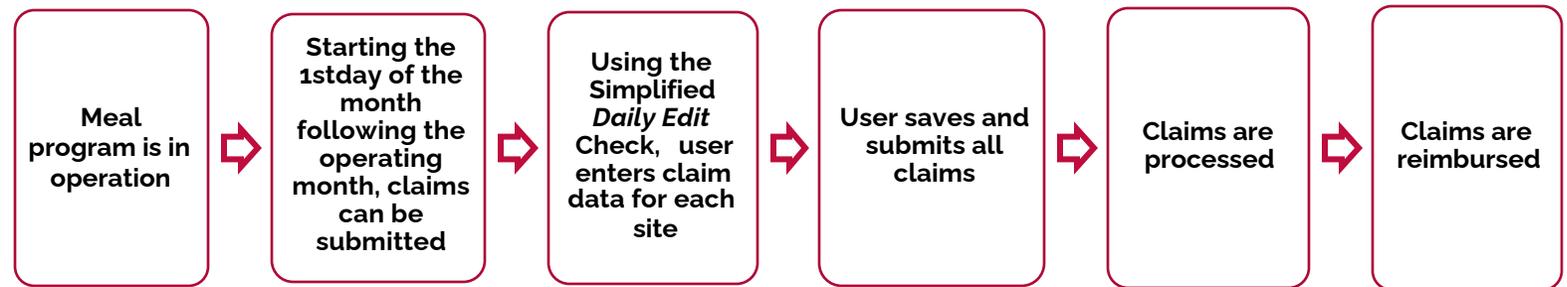
# **Submitting a Claim for Special Assistance Provision 2**



# Submitting a Claim for Special Assistance Provision 2

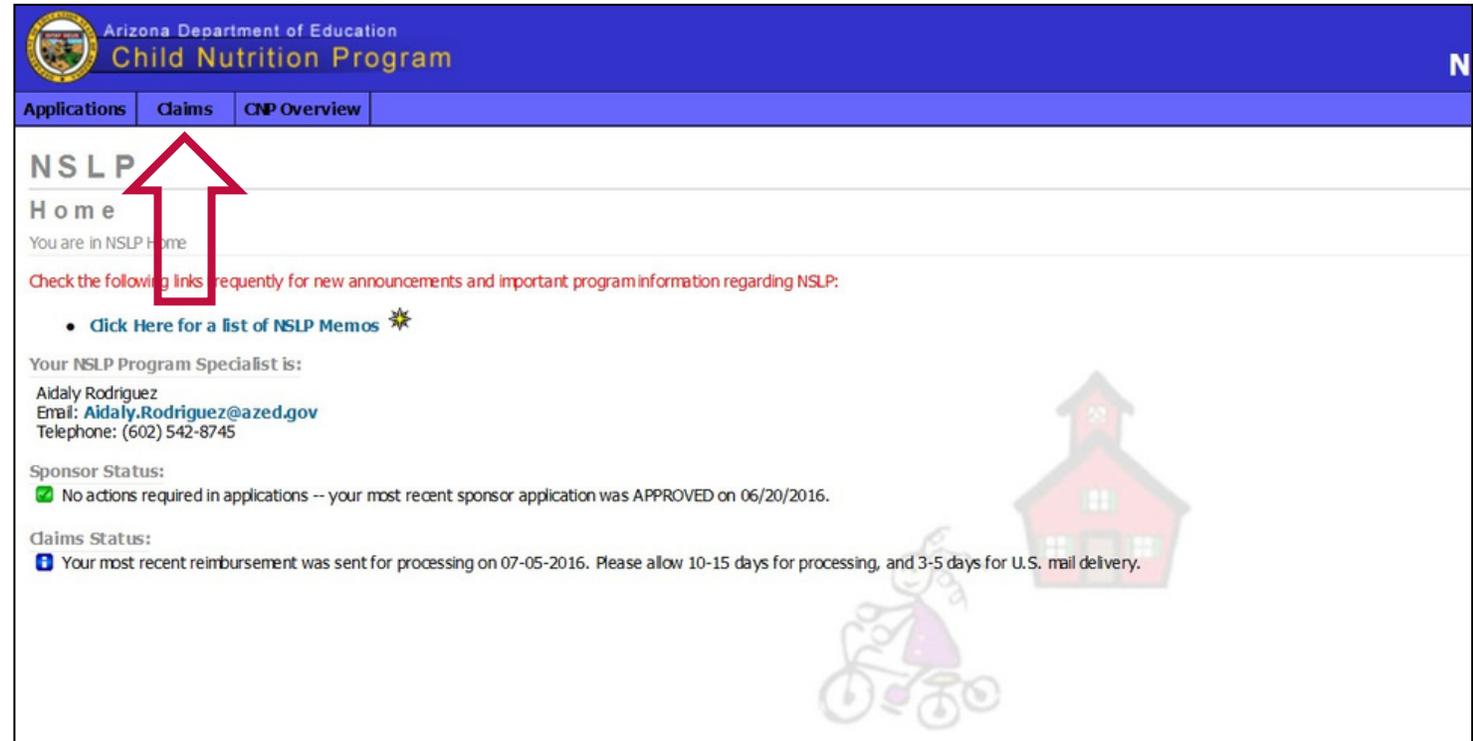
## Flow of Submitting a Claim

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 for Special Assistance Provision 2

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



The screenshot shows the NSLP Home page. At the top, there is a blue header with the Arizona Department of Education logo and the text "Arizona Department of Education Child Nutrition Program". Below the header is a navigation bar with three tabs: "Applications", "Claims", and "CNP Overview". The "Claims" tab is highlighted with a red arrow. The main content area is titled "NSLP Home" and includes the text "You are in NSLP Home". Below this, there is a section titled "Check the following links frequently for new announcements and important program information regarding NSLP:" with a bullet point: "Click Here for a list of NSLP Memos". Further down, there is a section titled "Your NSLP Program Specialist is:" with the name "Aidaly Rodriguez", email "Aidaly.Rodriguez@azed.gov", and telephone "(602) 542-8745". Below that is a "Sponsor Status:" section with a green checkmark and the text "No actions required in applications -- your most recent sponsor application was APPROVED on 06/20/2016." Finally, there is a "Claims Status:" section with a blue square icon and the text "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." In the bottom right corner, there is a faint illustration of a schoolhouse and a child on a bicycle.

# Submitting a Claim for Special Assistance Provision 2

2. Use the drop-down menus to select the program year and the month you are submitting the claim for. 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 names contain 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.

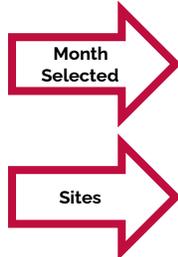
Program Year:  Month:

Search for:  where  contains

You can enter search

# Submitting a Claim for Special Assistance Provision 2

Now your screen should show the month selected and all sites.



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:  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 for Special Assistance Provision 2

### Details to Remember When Submitting a Claim

- Claims are site-based.
- Claims are submitted monthly.
- Claim data is obtained directly from the 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.

# Submitting a Claim for Special Assistance Provision 2

## What is a Simplified Daily Edit Check?

- A tool used to ensure the number of children enrolled, multiplied by the site's attendance factor does not exceed the meals served for the day.
- LEAs operating Special Assistance Provision 2 for breakfast and lunch are required to complete a Simplified Daily Edit Check at each operating 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 COUNTS:	Total Enrollment	AF	Total Enrollment X AF	Total Meals Served	TOTAL COUNTS:
1		0.00%	0	0	0	1		0.00%	0	0
2		0.00%	0	0	0	2		0.00%	0	0
3		0.00%	0	0	0	3		0.00%	0	0
4		0.00%	0	0	0	4		0.00%	0	0
5		0.00%	0	0	0	5		0.00%	0	0
6		0.00%	0	0	0	6		0.00%	0	0
7		0.00%	0	0	0	7		0.00%	0	0
8		0.00%	0	0	0	8		0.00%	0	0
9		0.00%	0	0	0	9		0.00%	0	0
10		0.00%	0	0	0	10		0.00%	0	0
11		0.00%	0	0	0	11		0.00%	0	0
12		0.00%	0	0	0	12		0.00%	0	0
13		0.00%	0	0	0	13		0.00%	0	0
14		0.00%	0	0	0	14		0.00%	0	0
15		0.00%	0	0	0	15		0.00%	0	0
16		0.00%	0	0	0	16		0.00%	0	0
17		0.00%	0	0	0	17		0.00%	0	0
18		0.00%	0	0	0	18		0.00%	0	0
19		0.00%	0	0	0	19		0.00%	0	0
20		0.00%	0	0	0	20		0.00%	0	0
21		0.00%	0	0	0	21		0.00%	0	0
22		0.00%	0	0	0	22		0.00%	0	0
23		0.00%	0	0	0	23		0.00%	0	0
24		0.00%	0	0	0	24		0.00%	0	0
25		0.00%	0	0	0	25		0.00%	0	0
26		0.00%	0	0	0	26		0.00%	0	0
27		0.00%	0	0	0	27		0.00%	0	0

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

## Submitting a Claim for Special Assistance Provision 2

### What is an Attendance Factor?

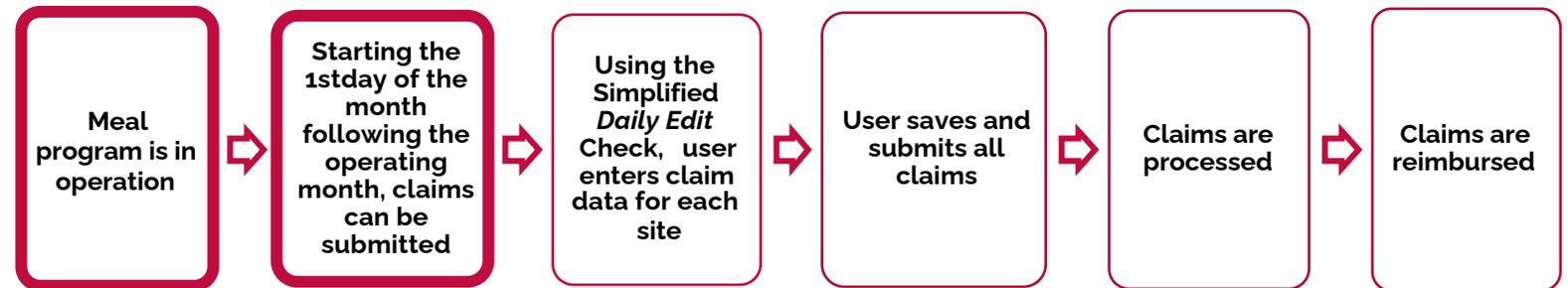
- A site-level percentage is calculated by ADE School Finance each program year. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site-specific and can be found at the bottom of each site claim.
- 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. *(See slide 76 for what to do with an "out of range" attendance factor).*
- Meal counts should never be adjusted to make the claim pass the edit check.

# Submitting a Claim for Special Assistance Provision 2

## Flow of Submitting a Claim

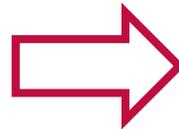
**Meal Claiming:** Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students at the point of service.

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



# Submitting a Claim for Special Assistance Provision 2

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 logon. 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 for Special Assistance Provision 2

*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' page for Buckeye Union High School. The page is titled 'National School Lunch Program - NSLP' and includes navigation tabs for 'Applications', 'Claims', and 'CNP Overview'. The user is logged in as 070501000. The page displays the school name 'Buckeye Union High School (07-05-01-201)' and the program year '2017 Program Year August'. 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 has input fields for 'Number of Days Served', 'Free Meals Served', 'Reduced-Price Meals Served', 'Paid Meals Served', 'Total Meals Served', and 'Participants Enrolled'. The 'Number of Days Served' and 'Total Meals Served' fields are currently set to 0.

Section	Field	Value
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 for Special Assistance Provision 2

## 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 for Special Assistance Provision 2

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.

The screenshot displays a web form with three overlapping sections. The top section is titled "Afternoon Snack" and contains a "Number of Days Served:" label followed by a text input field containing the number "0". The middle section is titled "Lunch - High Rate" and contains a "Number of Days Served:" label followed by a text input field containing the number "0". The bottom section is titled "Breakfast - Severe Need" and contains several rows of labels and input fields, all with the value "0": "Free Meals Served:", "Reduced-Price Meals Served:", "Paid Meals Served:", "Total Meals Served:", and "Participants Enrolled:". The labels for "Number of Days Served:", "Total Meals Served:", and "Participants Enrolled:" are followed by text input fields.

# Submitting a Claim for Special Assistance Provision 2

## 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.

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"/>

*\*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 Provision 2 operating sites. The user will not be required to complete these fields because the Provision 2 non-base year site is only required to count the total meals served.*



# Submitting a Claim for Special Assistance Provision 2

## 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.

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"/>

*\*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 Provision 2 operating sites. The user will not be required to complete these fields because the Provision 2 non-base year site is only required to count the total meals served.*

# Submitting a Claim for Special Assistance Provision 2

## 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:



# Submitting a Claim for Special Assistance Provision 2

## Attendance Factor

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

- Use this attendance factor when completing the required form, *Simplified Daily Edit Check*.

Attendance Factor
Attendance Factor:



# Submitting a Claim for Special Assistance Provision 2

## Calculating Provision 2 Claims

Once the user has entered the required claim data shown in the previous slides, CNPWeb will automatically calculate this claim by using the site's percentages of free, reduced, and paid participants from the base year and the total meals served that month that is being claimed for reimbursement. The example below shows how CNPWeb will calculate claims for non-base year Provision 2 schools based on the total number of meals served during the current month of reimbursement.

- The base year had 72.60% of their meals claimed as free in the month of August and Provision 2 will assume that in August during each non-base year, 72.60% of the total meals are free.

	Base Year Claim for August	Percentage		Non-Base Year Total Meals in August		Non-Base Year Claim for August
Free	1045	72.60%	Multiply ×	1650	Equals =	1198
Reduced	212	14.70%				243
Paid	182	12.70%				209
Total Meals	1439	100%				1650

# Submitting a Claim for Special Assistance Provision 2

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

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

**Regular Claim**

**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"/>

**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"/>

**Afternoon Snack**

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"/>

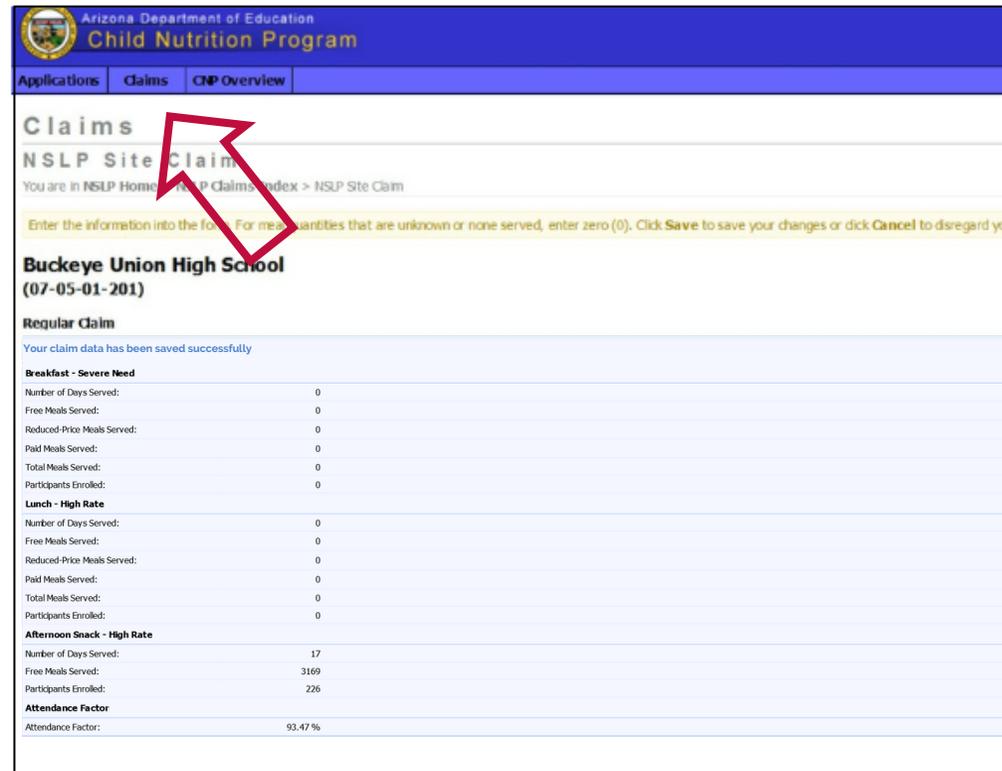


Remember that the user will not enter any counts in the *Free Meals Served*, *Reduced-Price Meals Served*, or *Paid Meals Served*. Once total meals served is reported, CNPWeb will automatically calculate the Free, Reduced-Price and Paid meals based on percentages from the corresponding month in the base year.

# Submitting a Claim for Special Assistance Provision 2

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)

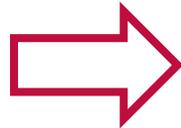
**Regular Claim**

Your claim data has been saved successfully

<b>Breakfast - Severe Need</b>	
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
<b>Lunch - High Rate</b>	
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
<b>Afternoon Snack - High Rate</b>	
Number of Days Served:	17
Free Meals Served:	3169
Participants Enrolled:	226
<b>Attendance Factor</b>	
Attendance Factor:	93.47 %

# Submitting a Claim for Special Assistance Provision 2

7. Click **Create New Claim** to enter in claim data for other sites. Use slides 37-47 for guidance on entering claim data.



Arizona Department of Education  
Child Nutrition Program

National School Lunch 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:  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

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

Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		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)

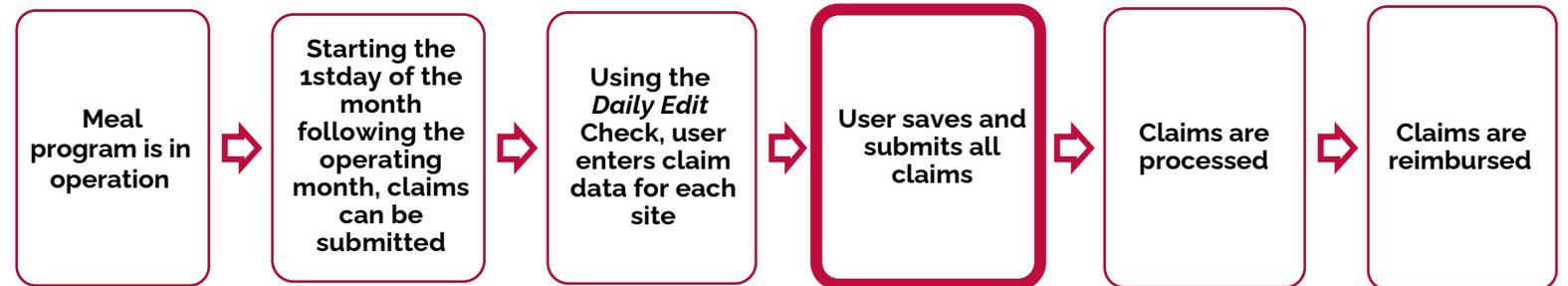
- Create New Claim

# Submitting a Claim for Special Assistance Provision 2

## 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 for Special Assistance Provision 2

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 logon. Use the drop-down lists to make your selections and click "Apply".

ProgramYear: 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
- 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
<a href="#">Edit</a>		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
<a href="#">Edit</a>		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
<a href="#">Edit</a>		Original	Regular Claim	Pending	09/06/2016 8:38a	Edited by:

# Submitting a Claim for Special Assistance Provision 2

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

The screenshot displays the Arizona Department of Education Child Nutrition Program interface. The main content area shows the NSLP Claims Index for August 2016, with filters for Program Year (2017) and Month (August). A red reminder states: "Reminder: You must submit your claims by clicking the link below to receive reimbursement." Below this, a table lists schools for August with columns for Action, Paid, and Revisio. A modal window titled "VBScript: Certification Statement" is overlaid, containing the text: "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." The window has "Yes" and "No" buttons, with a red arrow pointing to the "Yes" button. On the right side of the main interface, there are "Edited by" labels.

ProgramYear:	2017	Month:	August
<b>Buckeye Union High School District (07-05-01)</b>			
▶ View Meal Service Summary			
▶ View Payment Summary			
▶ View Accounts Payable/Receivable			
▶ View Advance Summary			
<b>August</b>			
Buckeye Union High School (07-05-01-2)			
Action	Paid	Revisio	
Edit		Origina	
Estrella Foothills High School (07-05-01-2)			
Action	Paid	Revisio	
Edit		Origina	
Youngker High School (07-05-01-204)			
Action	Paid	Revisio	
Edit		Origina	

# Submitting a Claim for Special Assistance Provision 2

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.



The screenshot shows the Arizona Department of Education Child Nutrition Program website. The page title is "Claims" and the sub-section is "Claim Submission". The breadcrumb trail is "You are in NSLP Home > NSLP Claims Index > Claim Submission". The "Submission Summary" section indicates "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 includes a "2016 August" sub-section with a "Claim submitted successfully." message. At the bottom of the page, there is a link: "Click [here](#) to return to the claims index."



# Submitting a Claim for Special Assistance Provision 2

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 logon. 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 t

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 t

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 t

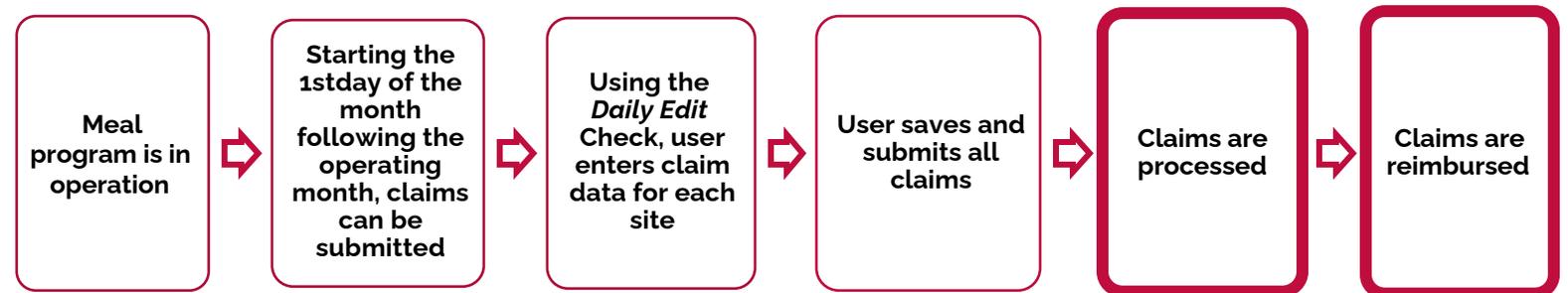
If you do not see 'submitted' in status, you have not submitted your claims properly. Please contact your Health and Nutrition Services Specialist.

# Submitting a Claim for Special Assistance Provision 2

## 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?

Revised claims may be submitted after the original claim has been paid and the additional amount will be added to or removed from the next claim. The revision must be submitted within 60 days.

- For example: An SFA submits their August 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 is able to 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 and it is past 60 days from the last day of the claim month, you will need to contact your Health and 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 logon. 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
<a href="#">Edit</a>		Original	Regular Claim	Submitted	09/06/2016 8:32a	Submitted t

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

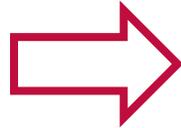
- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted	09/06/2016 8:37a	Submitted t

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

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
<a href="#">Edit</a>		Original	Regular Claim	Submitted	09/06/2016 8:38a	Submitted t



# 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 Help | Logoff

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 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** Sponsored by Buckeye Union High School District (07-05-01)  
2017 Program Year  
August  
Original Claim  
Submitted  
(07-05-01-201)

**Regular Claim**

**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"/>

**Lunch - High Rate**

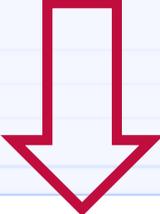
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>

**Afternoon Snack**

Number of Days Served:	<input type="text" value="17"/>
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	<input type="text" value="3169"/>
Participants Enrolled:	<input type="text" value="226"/>

**Attendance Factor**

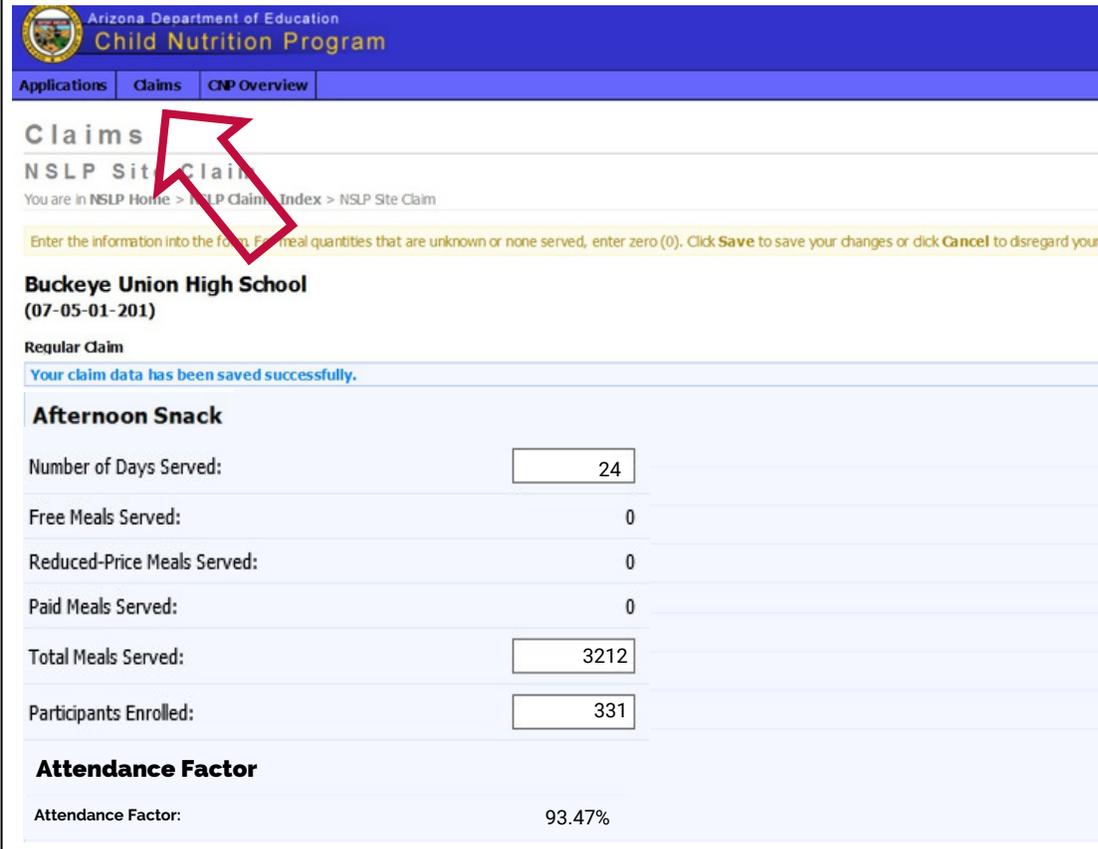
Attendance Factor:	93.47%
--------------------	--------



# 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.

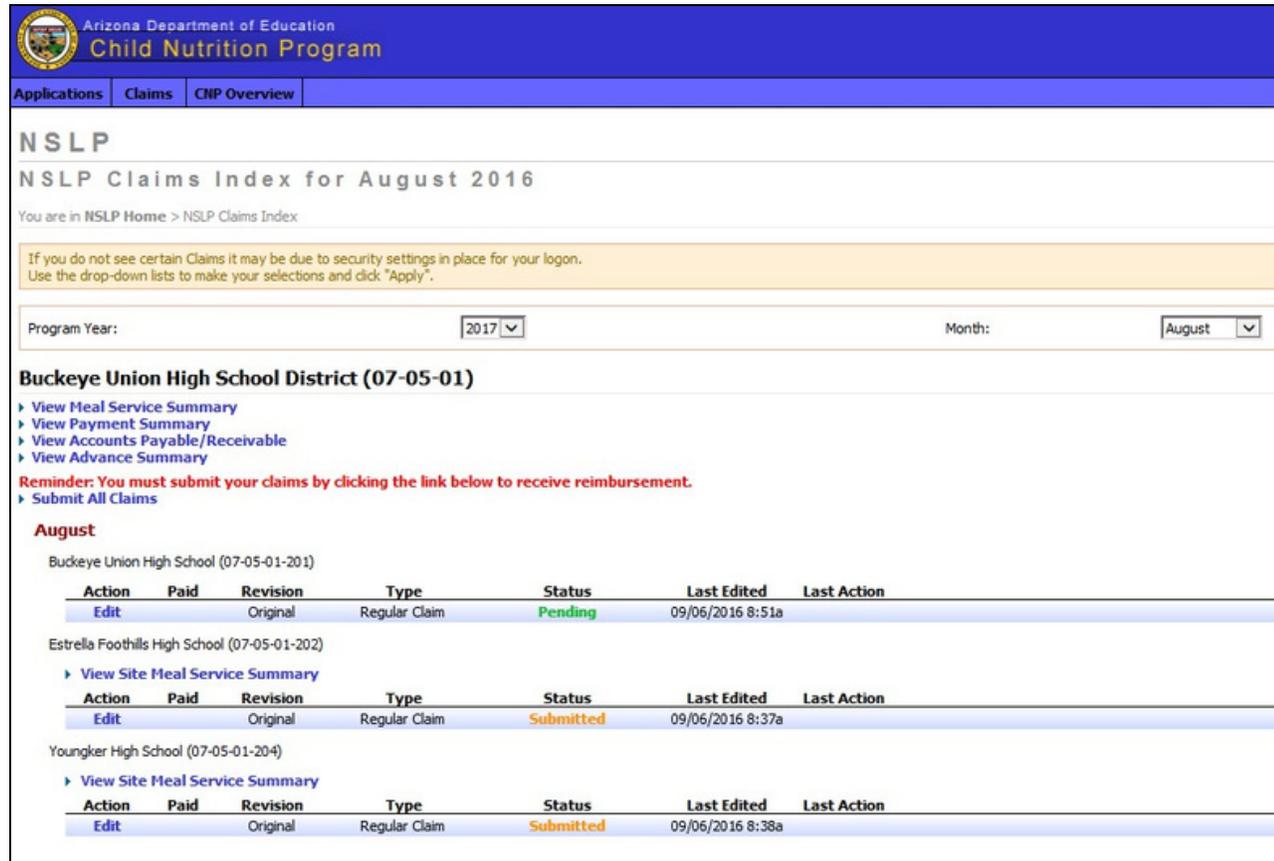
Afternoon Snack	
Number of Days Served:	<input type="text" value="24"/>
Free Meals Served:	<input type="text" value="0"/>
Reduced-Price Meals Served:	<input type="text" value="0"/>
Paid Meals Served:	<input type="text" value="0"/>
Total Meals Served:	<input type="text" value="3212"/>
Participants Enrolled:	<input type="text" value="331"/>

Attendance Factor	
Attendance Factor:	93.47%

# Revising a Claim

4. 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 logon. 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
<a href="#">Edit</a>		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
<a href="#">Edit</a>		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
<a href="#">Edit</a>		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 logon. 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

Site	Action	Paid	Revised
Buckeye Union High School (07-05-01-204)	<a href="#">Edit</a>		Original
Estrella Foothills High School (07-05-01-204)	<a href="#">Edit</a>		Original
Youngker High School (07-05-01-204)	<a href="#">Edit</a>		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.



The screenshot shows the Arizona Department of Education Child Nutrition Program website. The header includes 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 shows a breadcrumb trail: "You are in NSLP Home > NSLP Claims Index > Claim Submission". Under "Submission Summary", it states "3 claims processed." Under "Submission Detail", there are three entries for high 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 entry shows the month "2016 August" and a status "Claim submitted successfully." At the bottom, there is a link: "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 department's logo and name. 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)'. For each school, there is a '2016 August' sub-section containing a blue box with a checkmark and the text 'Claim submitted successfully.'. At the bottom, there is a link: 'Click [here](#) to return to the claims index.'

If you do not see 'claim submitted successfully', you have not submitted your claims properly. Please contact your Health and Nutrition Services Specialist.

# Questions & Answers



## Questions & Answers

### Can I combine two months in one claim?

- Schools operating under provision 2 non base year are unable to combine claims due to each month having a specific claiming percentage.

## 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 for previous months within 60 days from the end of the month of operation.
  - For example, if the month of operation in 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 Finance tab.

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.



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

**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](mailto: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 and SBP webpage 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.

<b>NSLP: reimbursed at the Regular or High Rate</b>	<b>SBP: reimbursed at the Regular or Severe Need Rate</b>	<b>Provision 2: reimbursed based on the claiming percentages</b>
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 Provision 2 schools based on the total meals served and the schools claiming percentages.

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

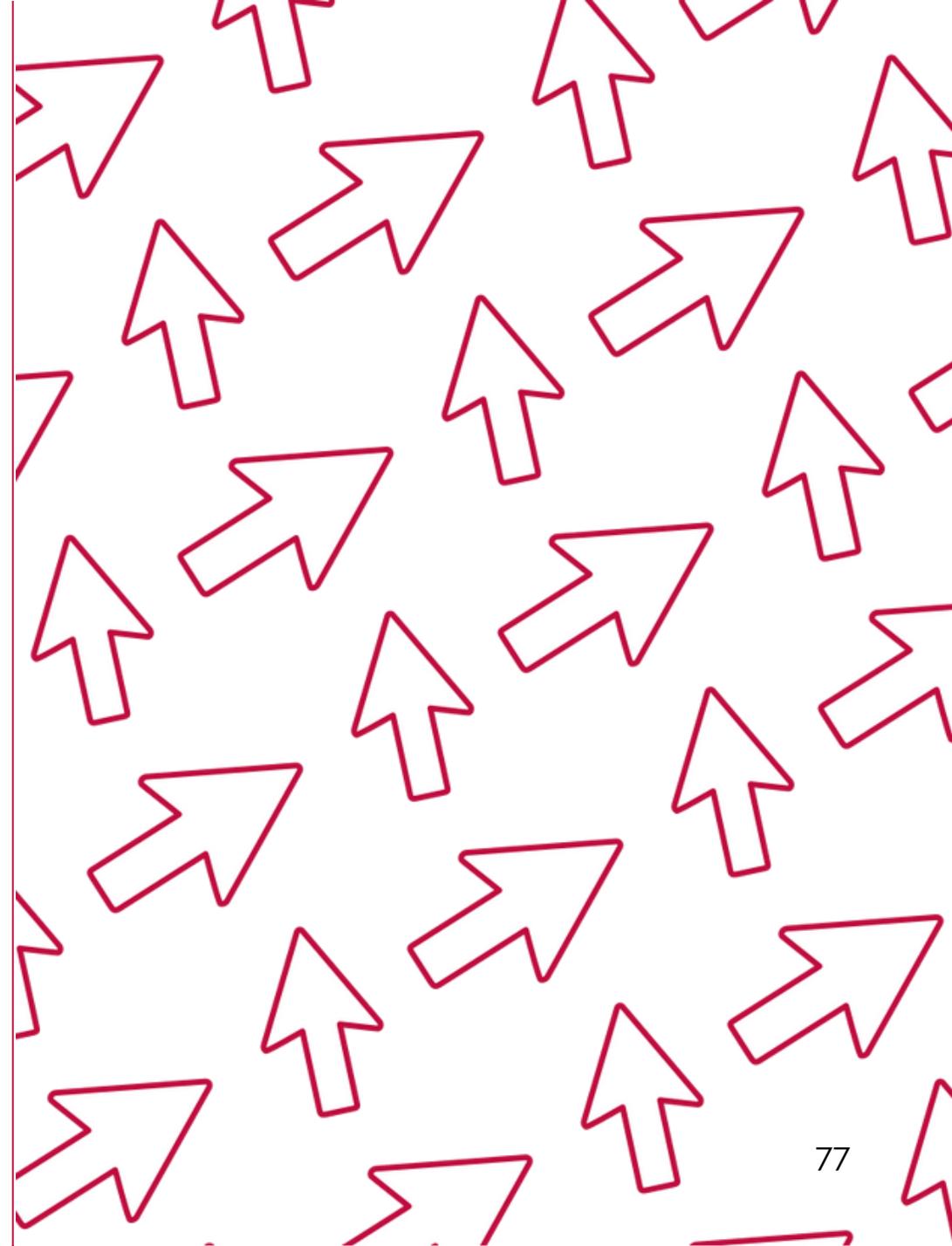
### What should I do if I am receiving an “out of range” error?

- 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

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



# Congratulations

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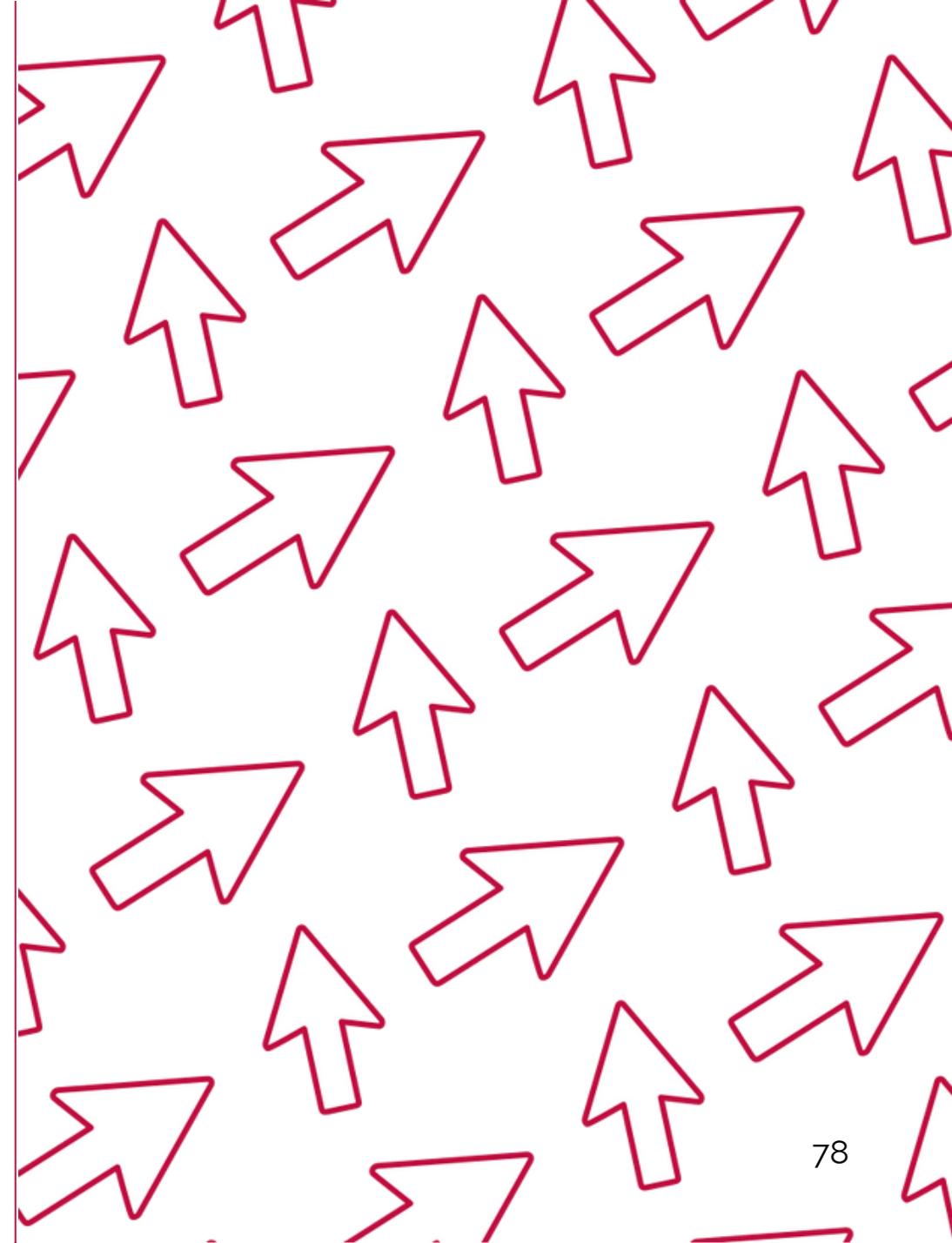
You have completed the Step-by-Step Instruction: ***How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2.***

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 Special Assistance Provision 2
- **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

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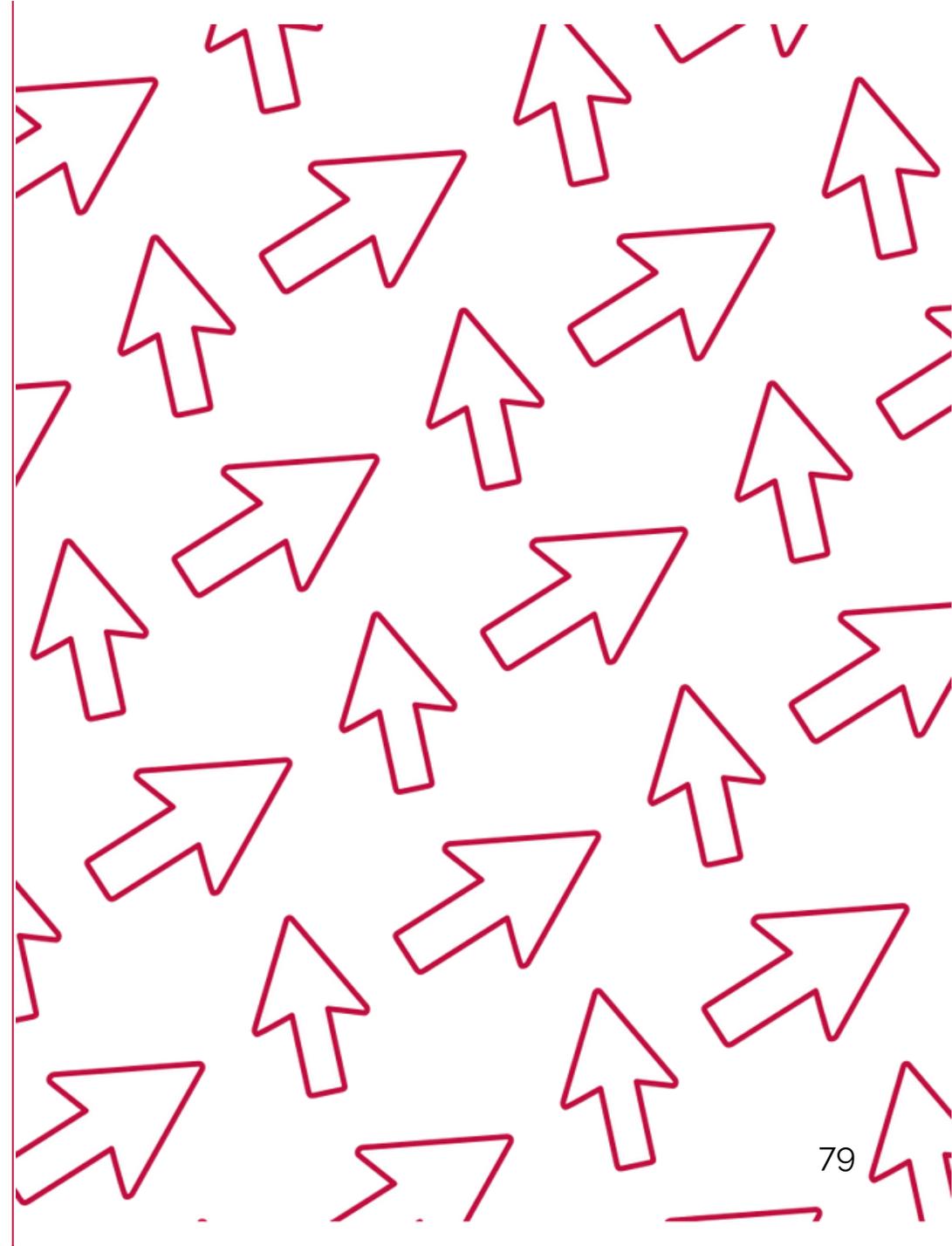
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from SurveyMonkey.

*\*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 Special Assistance Provision 2**
- 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](mailto:program.intake@usda.gov)*

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