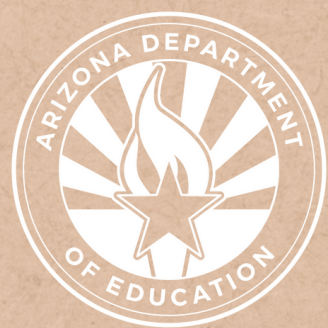


How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

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.

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.

TRAINING HOURS

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 Code: 3310

Length: 45 minutes

Quiz Time



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.

The question mark icon below will indicate a comprehension quiz question.



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.

ADE Connect

An online portal that houses web access for School Food Authorities (SFAs) reporting.

Simplified Daily Edit Check

A worksheet that is required to be completed daily to ensure the number of children currently eligible for meals, multiplied by the SFA's attendance factor, does not exceed the meals served for the day.

Meal Claiming

The process of counting, recording, and reporting the number of reimbursable meals served to students by eligibility category (free, reduced-priced, paid) at the point of service. Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student.

Program Year:

The operating period for Child Nutrition Programs. The Program Year for school nutrition programs is July 1–June 30.

Definitions

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.

Processing Claims:

Claims are processed daily beginning the first 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.

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

Introduction to Claiming Reimbursement

SECTION 1

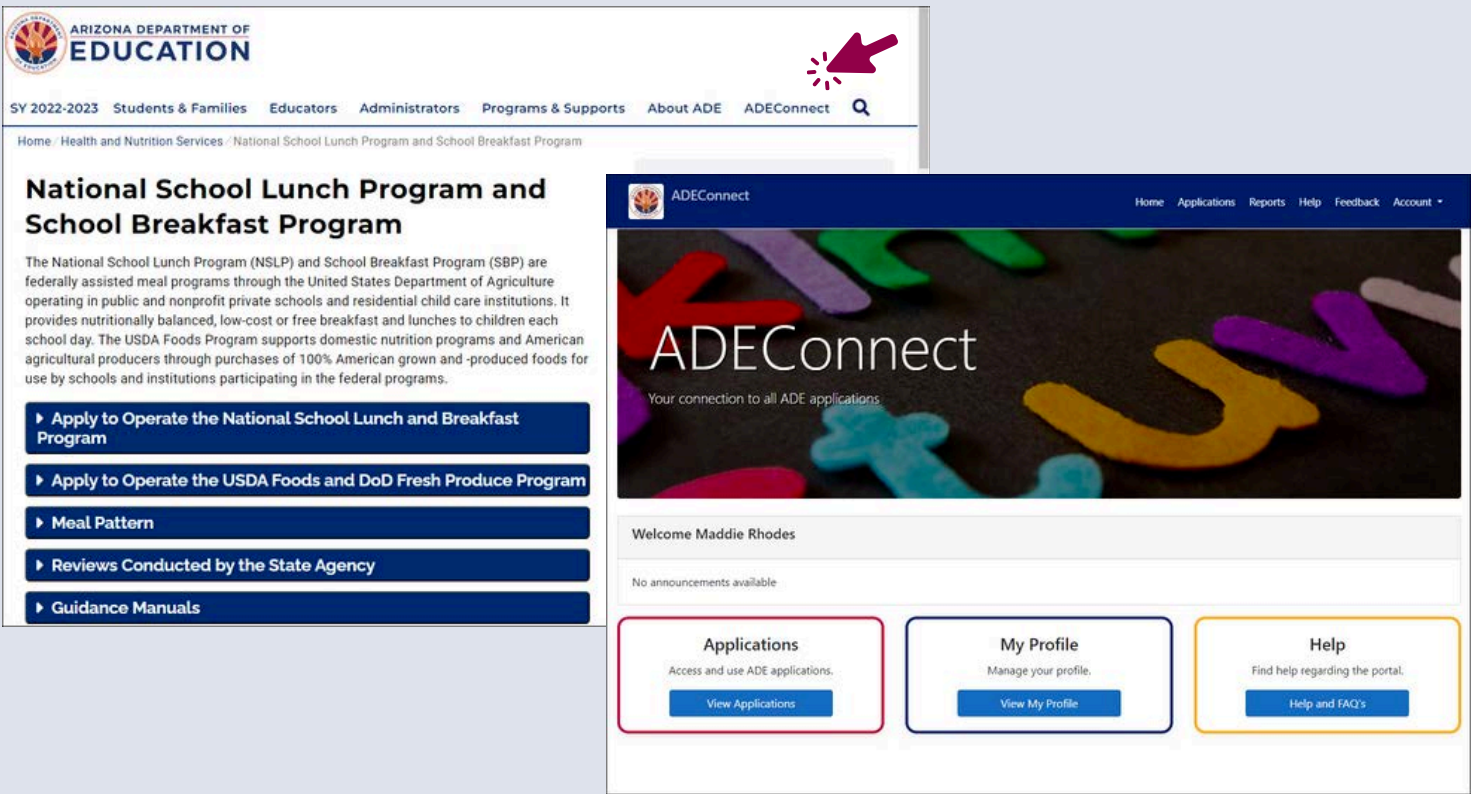


Overview

- Federal reimbursement is provided for each meal or 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 or 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.

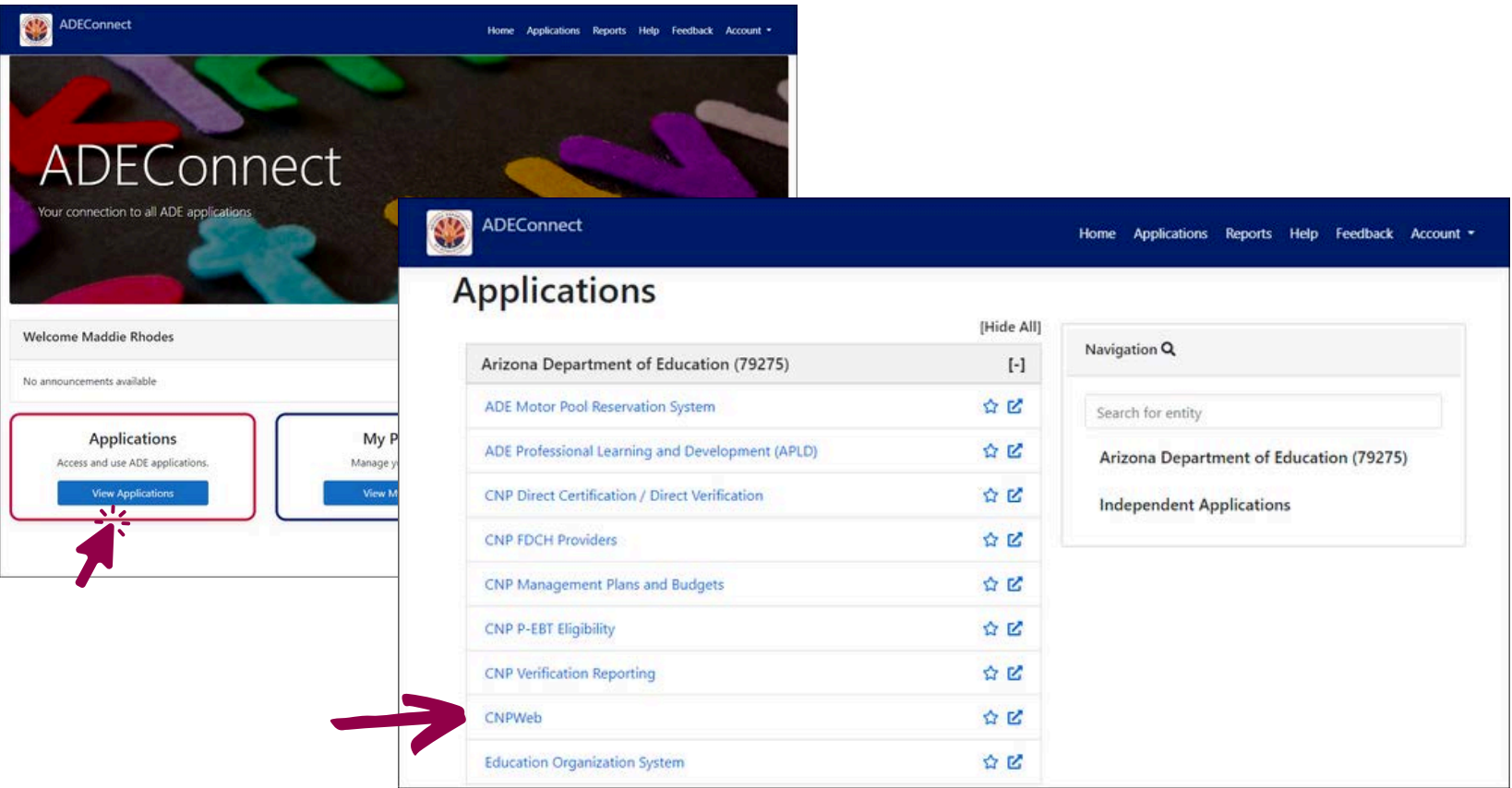
What is ADEConnect?

ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. ADE will require SFAs to submit reports throughout the PY using this online application.



What is CNPWeb?

CNPWeb is the web application where SFAs operating CNPs submit their annual CNPWeb applications and monthly claims for reimbursement.



HOW DO I OBTAIN ACCESS TO CNPWEB?

Only users designated Entity Administrators can grant permissions to applications within ADEConnect. Users must contact their SFA's Entity Administrator to receive access to CNPWeb.

Please note that CNPWeb access cannot be granted by ADE. Users must contact their Entity Administrators to receive access to CNPWeb.

Finding an Entity Administrator

To find your SFA's Entity Administrator, log in to ADEConnect, click Help, and then select Search under Find an Administrator.

Users can search for their Entity Administrator(s) by searching by Entity ID, CTDS, or Entity Name. A table will appear with the contact information for the SFA's Entity Administrator(s).

Help
Find help regarding the portal.
Help and FAQ's

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

ADEConnect

Find Administrator

Education Organizations
Select Education Organization

Search Reset

Search...

Entity Admin	Contact	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.

Who should submit the claims?

- It is recommended that more than one individual within the SFA is provided access to CNPWeb to submit the claims in the event one user is unavailable.
- If a staff member leaves the SFA, their ADEConnect login information must be deleted and cannot be shared among other staff (ideally, the SFA would have another individual with access to CNPWeb available to submit the claim).

Quiz Time

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 SFA 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.



Quiz Time

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 SFA 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 they are out of the office unexpectedly or leaves their position, the SFA 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.



FOR EXAMPLE:

For example, on **September 1**, CNPWeb will generate a claim that the SFA can open to enter the **number of meals** served during the month of **August**.

When should I submit a claim?

- A monthly claim is generated for each approved site in CNPWeb after the month of operation is complete.
- Claims can be submitted for the operating month starting the 1st day of the following month and up to 60 days after the last day of the operating month.
- It is a best practice to have all claims submitted by the 10th of each month.

When can I expect to be reimbursed?

Claims submitted by the 10th of each month will be paid during the month of submission. See examples to the right for additional clarification.

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

SECTION 2



Logging into CNPWeb

ACCESSING THE SYSTEM

The CNPWeb is a web-based application in ADEConnect.

To access the CNPWeb, login to ADEConnect, select "View Applications," and then select "CNPWeb."

1

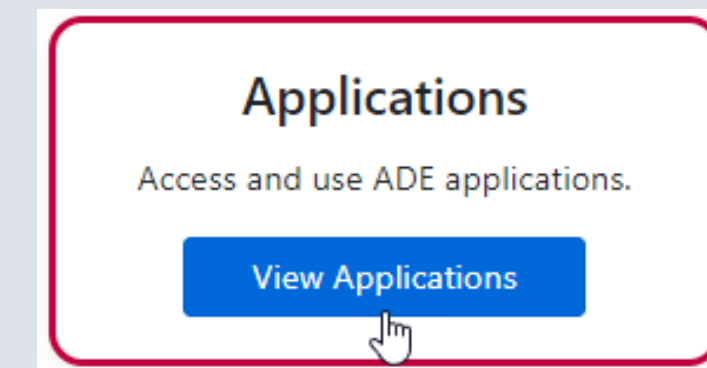
LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

2

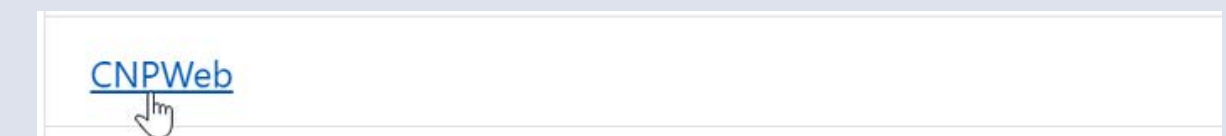
SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."

**3**

SELECT "CNPWEB"

Select "CNPWeb" from the list of applications.



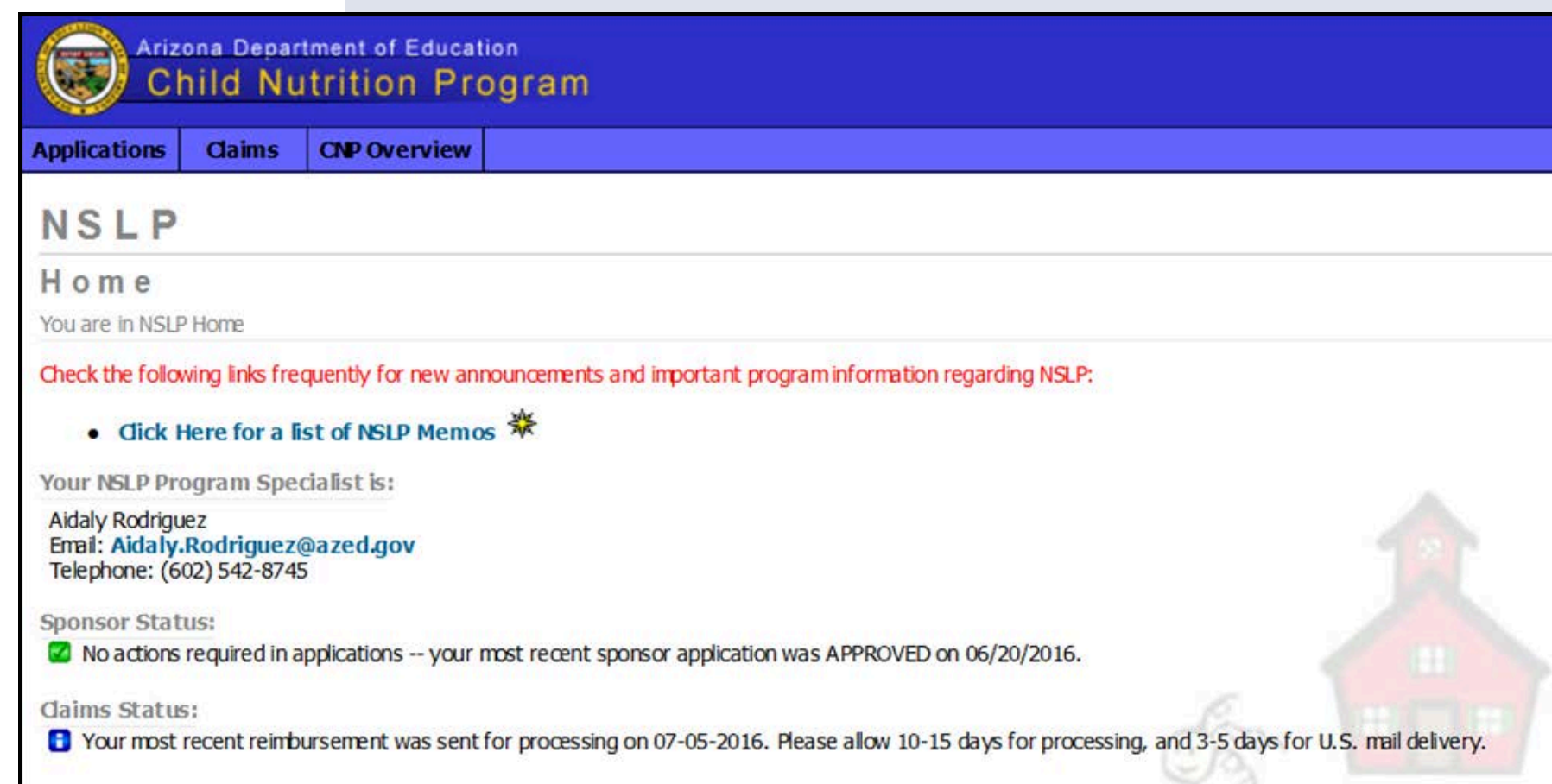
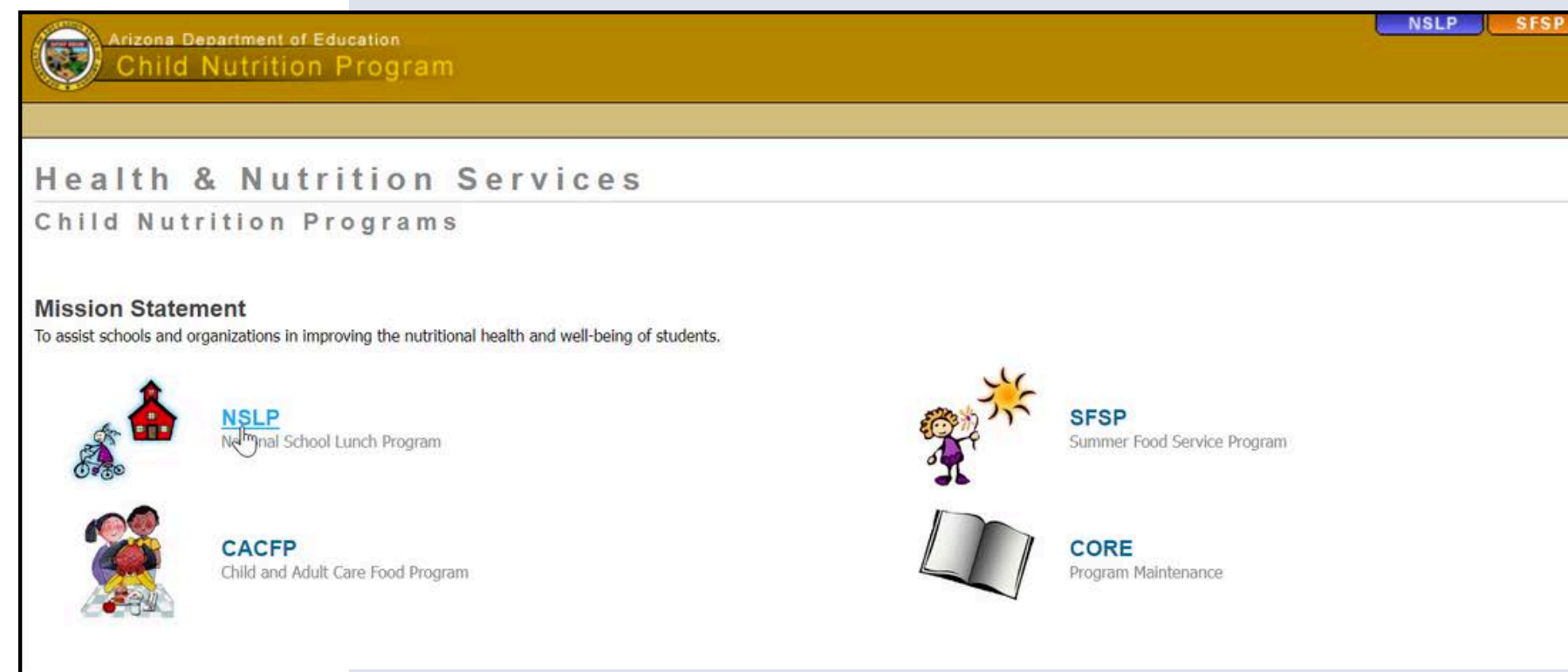
If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

CNPWeb

After successfully logging in to CNPWeb, a screen with all the CNPs you participate in will load. To proceed, select "NSLP."

Once "NSLP" is selected, a new screen with information about your HNS Specialist and Sponsor and Claim Status will load.

- **HNS Specialist:** Each SFA has an assigned HNS Specialist available to contact. Their contact information is displayed on the CNPWeb home page.
- **Sponsor Status:** Provides the status for the SFA's site and sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.



Submitting a Claim

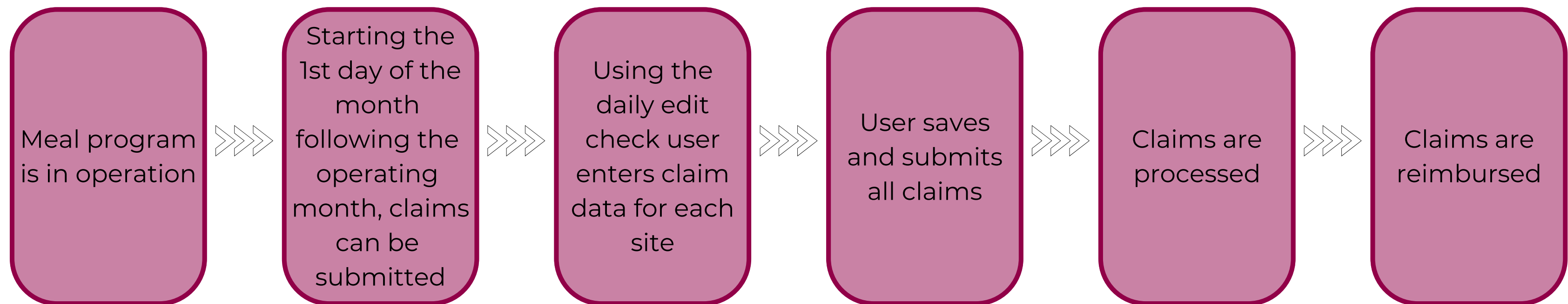


SECTION 3

Details to Remember When Submitting a Claim

- ✔ **CLAIMS ARE SITE BASED AND SUBMITTED MONTHLY**
- ✔ **CLAIMS MUST BE SUBMITTED AFTER THE ENTIRE MONTH OF OPERATION HAS BEEN COMPLETED; CLAIMS CANNOT BE SUBMITTED IN ADVANCE.**
- ✔ **CLAIMS, EVEN IN SUBMITTED STATUS, CAN BE REVISED.**
- ✔ **CLAIM DATA IS OBTAINED DIRECTLY FROM THE DAILY EDIT CHECKS.**
- ✔ **THE SFA CAN SAVE ALL CLAIMS AND CONTINUE WORKING ON THEM LATER.**
- ✔ **CLAIMS MUST BE IN SUBMITTED STATUS TO RECEIVE REIMBURSEMENT; CLAIMS LEFT IN PENDING STATUS ARE NOT VALID AND WILL NOT BE PAID IF LEFT IN THIS STATUS.**

Flow of Submitting a Claim



Step 1

Claims are located in the CNPWeb. Once logged into CNPWeb and navigating to the NSLP portal, click "Claims" at the top of the CNPWeb NSLP home screen.

The NSLP Claims Index page will load. Select the month and year for which you are submitting a claim. Once selected, click "Go."

Then, the Claims Index page will reload. Confirm that the month and year, and Sponsor Name and Associated Sites accurately reflect the claim you wish to submit.

1

LOGIN TO CNPWEB FOR NSLP

Follow the steps outlined on Slide 18 to log in to the NSLP portal in the CNPWeb.

2

SELECT "CLAIMS"

After logging in to the NSLP portal in the CNPWeb, select "Applications."

Applications	Claims	Reviews	CNP Overview
--------------	--------	---------	--------------

3

SELECT THE CLAIM MONTH AND YEAR

Select the current month and year you are submitting the claim from the dropdown. Then click "Apply."

4

REVIEW THE CLAIM INDEX

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

Step 2

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

NSLP SFSP ADE Home

National School Lunch Program - NSLP

Applications Claims CNP Overview You are logged in as 18

NSLP

NSLP Claims Index for April 2025

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: 2025 Month: April Apply

Window Rock Unified District (01-02-08)

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

April

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

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	05/08/2025 1:28p	Created by 18 (No Data Entered)

Tsehootsooi Intermediate Learning Center (01-02-08-110)

Create New Claim

Tsehootsooi Middle School (01-02-08-115)

Create New Claim

Tsehootsooi Primary Learning Center (01-02-08-112)

Create New Claim

Step 3

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.

Tsehootsooi Dine (01-02-08-116)

Regular Claim

This claim has not yet

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

Lunch - High Rate

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

Attendance Factor

Attendance Factor: 91.76 %

CEP Percentages

Breakfast CEP Percentage: 62.06 %

Lunch CEP Percentage: 62.06 %

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.

Tsehootsooi Dine Bi'Olta

(01-02-08-116)

Regular Claim

Sponsored by Window Rock Unified District (01-02-08)

2025 Program Year

April

Original Claim

Pending Submission

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:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0
Lunch - High Rate	
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
Attendance Factor	
Attendance Factor:	91.76 %
CEP Percentages	
Breakfast CEP Percentage:	62.06 %
Lunch CEP Percentage:	62.06 %

Step 4

Enter 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.

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

Lunch - High Rate	
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

Attendance Factor	
Attendance Factor:	91.76 %
CEP Percentages	
Breakfast CEP Percentage:	62.06 %
Lunch CEP Percentage:	62.06 %

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:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0



The user will not be required to complete the 'Free Meals Served', 'Reduced-Price Meals Served', and 'Paid Meals Served' fields because the CEP site is only required to count the total meals served.

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:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0



The user will not be required to complete the 'Free Meals Served', 'Reduced-Price Meals Served', and 'Paid Meals Served' fields because the CEP site is only required to count the total meals served.

Afternoon Snack Fields

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

For CEP schools that do not qualify as area eligible, snacks should be claimed using the same free and paid CEP claiming percentages applied to meals.

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

**Schools Participating in At-Risk Meals will also need to enter the total number of meals served in their At-Risk claim.*



The user will not be required to complete the ‘Free Meals Served’, ‘Reduced-Price Meals Served, and ‘Paid Meals Served’ fields because the CEP site is only required to count the total meals served.

Attendance Factor

- At the bottom of your claim, you should see a percentage under the header Attendance Factor.
- SFAs are to use this attendance factor when completing the required form, Simplified Daily Edit Check.

Tsehootsooi Dine Bi'Olta

(01-02-08-116)

Sponsored by Window Rock Unified District (01-02-08)

2025 Program Year

April

Original Claim

Pending Submission

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:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0
Lunch - High Rate	
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
Attendance Factor	
Attendance Factor:	91.76 %
CEP Percentages	
Breakfast CEP Percentage:	62.06 %
Lunch CEP Percentage:	62.06 %

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 %

In this claiming example, the CEP percentages will be multiplied by 1.6 to determine the percentage of meals claimed and free rate, and the remaining at paid rate.

$58.83 \times 1.6 = 86.13\%$ meals claimed at free rate
 $100\% - 86.13\% = 13.87\%$ meals claimed at paid rate

Step 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 %

Save

Delete

Cancel

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.

Step 6

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

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

Arizona Department of Education
Child Nutrition Program

NSLP SFSP ADE Home

Applications Claims CNP Overview

You are logged in as 18

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).

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

Sponsored by Window Rock Unified District (01-02-08)
2025 Program Year
April
Original Claim
Pending Submission

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:	0
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	0
Participants Enrolled:	0
Lunch - High Rate	

Step 7

Click “Create New Claim” to enter in claim data for other sites.



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 login. 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

Step 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:

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 8:32a	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

Step 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

ApplicationsClaimsCNP 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:2017Month: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 (07-05-01-2)

Action	Paid	Revised
Edit		Original

Estrella Foothills High School (07-05-01-1)

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.

YesNo

Step 10

Click “here” found at the bottom of the webpage to return to the claims index.

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

Your Submission Summary should match the screen to the right:

If your summary does not match, you have not submitted your claims properly. Please contact your Health & Nutrition Services Specialist.



Arizona Department of Education
Child Nutrition Program

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.



Arizona Department of Education
Child Nutrition Program

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.

Quiz Time

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.



Quiz Time

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

SECTION 4



Am I able to revise my claim?

Claims, even in the submitted status, can be revised up until 60 days from the end of the claim month (e.g., August claims can be revised up until October 30). It is best practice to submit all claims and revisions by the 10th of the month to receive reimbursements in the same month. If the original claim is already in the paid status, additional amounts may be paid within 7-10 business days depending on whether payments are received via direct deposit or by mail. 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 need to revise their claim. The SFA can log into CNPWeb and revise the claim within 60 days of September 30th, even though it is in submitted status.

How to Revise 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.

Step 1

Find the claim you wish to revise and click “Edit.”

Arizona Department of Education
Child Nutrition Program

NSLP SFSP ADE Home

National School Lunch Program - NSLP

Applications Claims CNP Overview

You are logged in as 18

NSLP

NSLP Claims Index for April 2025

Help Logoff

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: 2025 Month: April Apply

Window Rock Unified District (01-02-08)

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

April

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

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	05/08/2025 1:28p	Created by 18 (No Data Entered)

Tsehootsooi Intermediate Learning Center (01-02-08-110)

Create New Claim

Tsehootsooi Middle School (01-02-08-115)

Create New Claim

Tsehootsooi Primary Learning Center (01-02-08-112)

Create New Claim

Step 2

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

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 %

Save

Delete

Cancel

Step 3

Your screen will refresh and continue to display your revised claim.
Click “Claims” found at the top of your screen to go back to your claim index page.

The screenshot shows the 'NSLP Site Claim' form. At the top, there is a navigation bar with 'Applications', 'Claims', and 'CNP Overview' tabs. A red arrow points to the 'Claims' tab. Below the tabs, the page title is 'NSLP Site Claim'. The form includes a message: '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).' The form is for 'Tsehootsooi Dine Bi'Olta (01-02-08-116)', sponsored by 'Window Rock Unified District (01-02-08)'. It is a 'Regular Claim' for the '2025 Program Year' in 'April'. The status is '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 has two sections: 'Breakfast - Severe Need' and 'Lunch - High Rate'. Each section has fields for 'Number of Days Served', 'Free Meals Served', 'Reduced-Price Meals Served', 'Paid Meals Served', 'Total Meals Served', and 'Participants Enrolled'. All fields currently show '0'.

Step 4

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

The screenshot shows the 'NSLP Claims Index for April 2025'. At the top, there is a navigation bar with 'Applications', 'Claims', and 'CNP Overview' tabs. Below the tabs, the page title is 'NSLP Claims Index for April 2025'. There is a message: '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".' Below this, there are dropdown menus for 'Program Year' (set to 2025) and 'Month' (set to April), with an 'Apply' button. The page lists claims for 'Window Rock Unified District (01-02-08)'. There are links to 'View Meal Service Summary', 'View Payment Summary', 'View Accounts Payable/Receivable', and 'View Advance Summary'. A red reminder message states: 'Reminder: You must submit your claims by clicking the link below to receive reimbursement.' Below this, there is a 'Submit All Claims' link, which is highlighted with a red arrow. The page also shows a table of claims for 'April'. The table has columns: 'Action', 'Paid', 'Revision', 'Type', 'Status', 'Last Edited', and 'Last Action'. The first row is for 'Tsehootsooi Dine Bi'Olta (01-02-08-116)' with 'Action' 'Edit', 'Paid' 'Original', 'Type' 'Regular Claim', 'Status' 'Pending', 'Last Edited' '05/08/2025 1:28p', and 'Last Action' 'Created by 18 (No Data Entered)'. Below the table, there are links to 'Create New Claim' for 'Tsehootsooi Intermediate Learning Center (01-02-08-110)', 'Tsehootsooi Middle School (01-02-08-115)', and 'Tsehootsooi Primary Learning Center (01-02-08-112)'.

Step 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

ApplicationsClaimsCNP 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:2017Month: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 (07-05-01-2)

ActionPaidRevisio

EditOrigina

Estrella Foothills High School (07-05-01-1)

ActionPaidRevisio

EditOrigina

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

ActionPaidRevisio

EditOrigina

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

Step 6

A new webpage will load. It should look like the screen shown below. Click “here” found at the bottom of the webpage to return to the claims index.



A new webpage will load. Your Submission Summary should match the below:



If your summary does not match, you have not submitted your claims properly. Please contact your Health & Nutrition Services Specialist.

Frequently Asked Questions



How can I sign up for direct deposit?

Direct deposit (ACH) is the recommended form of reimbursement. The State of Arizona ACH Authorization 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 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 SFA. 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.

How can I sign up for direct deposit?

Once the information is verified and the SFA is authorized for direct deposit, ADE will change the reimbursement type to direct deposit. After the first deposit, the SFA 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 SFA requests, in writing, that the GAO discontinues.

ARIZONA

DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

STATE OF ARIZONA ACH AUTHORIZATION FORM

Original form is preferred. Please contact Vendor.PayAutomation@azdoa.gov if you have questions about the form or setup process.

DO NOT SUBMIT COMPLETED FORM TO STATE OF ARIZONA AGENCIES. SUBMIT COMPLETED FORM TO:
DEPARTMENT OF ADMINISTRATION/GENERAL ACCOUNTING OFFICE
ATTN: VENDOR SETUP
100 N 15TH AVE, STE 302
PHOENIX, AZ 85007

☐ Check if DES/DDO Provider

1

Request Type (Select only ONE)
☐ New ☐ Change ☐ Cancellation, Cancellation Reason:

2

Taxpayer Identification Number (TIN)
EIN - OR SSN - -

3

Legal Name, Address and Contact Information
Name Phone Ext
Address City State Zip Code
Email Address

4

Change Information - FOR CHANGE REQUEST ONLY
Changing: ☐ Financial Institution ☐ Account Type ☐ Account Number ☐ Authorized Signers
Previous Financial Institution: Previous Account Type: ☐ Checking ☐ Savings Previous Account Number:

5

AUTHORIZATION FOR NEW SETUP, CHANGE(S) OR CANCELLATION
Pursuit to A.R.S. Sec. 35-185, I authorize the Arizona Department of Administration (ADOA), General Accounting Office (GAO) to process payments owed to me by the State of Arizona (State) via Automated Clearing House (ACH) deposits. The State shall deposit the ACH payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or made impossible, and my electronic payments may be posted to the wrong account. I authorize the State to withdraw from the designated account all amounts deposited electronically in error in accordance with NACHA rules and timelines. If the designated account is closed or has an insufficient balance to allow withdrawal, then I authorize the State to withhold any payment owed to me by the State until the erroneously deposited amounts are repaid. If I decide to change or revoke this authorization, I recognize that I must forward such notice to the ADOA-GAO. The change or revocation is effective on the day the ADOA-GAO processes the request. I certify that I have read and agree to comply with the State's rules governing payments and electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended, or repealed. I consent to, and agree to, comply with these rules even if they conflict with this authorization form. I authorize the State to stop making electronic transfers to my account without advance notice. I certify that I am authorized to contract for the entity receiving deposits pursuant to this agreement and that all information provided is accurate.
Name Authorized Signature (Required) Title Date
Additional Authorized Signers
Name Authorized Signature Title Date
Name Authorized Signature Title Date
Addendum record format ☐ CTX ☐ CCD+ Detailed ACH payment can also be viewed online at <http://venpay-gao.azdoa.gov>.

6

Financial Institution
Financial Institution Name Phone Ext
Address (Optional) City State Zip Code
Routing Number Account Number Account Type ☐ Checking ☐ Savings

7

GAO USE ONLY
Verified and Entered By And Date Vendor # Address ID
Entity Contact Verified By Doc Number Entered Approved By

GAO-618 (10/2019)

What are the Reimbursement Rates?

ADE publishes NSLP and SBP reimbursement rates after July 1, effective from July 1 to June 30. Two types of rates are based on lunch claims from two years prior. Certified menus by ADE earn an extra \$0.08 reimbursement on top of standard rates for free, reduced-price, and paid lunch meals. LEAs may check site and sponsor application for this information, work with your specialist if you think information in your applications is incorrect.

NSLP: Reimbursed at the Regular or High Rate	SBP: Reimbursed at the Regular or Severe Need Rate
<u>High Rate</u> : 60 percent or more of an SFA’s total lunches served in the second preceding year (two years earlier) must have been served free or at a reduced- price.	<u>Severe Need Rate</u> : 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.



Additional reimbursement is not available for breakfast meals.

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 SFAs 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 <https://helpdesk.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.

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.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision

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 Code: 3310

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.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



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 Code: 3310
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.





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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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