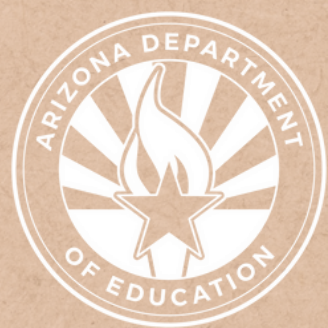


How to Submit a Claim in CNPWeb for Sites Operating a Special Assistance Provision 3 Non-Base Year



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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating a Special Assistance Provision 3 Non-Base Year** under the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Objectives

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.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Step-by-Step Instruction How to Submit a Claim in CNPWeb for Sites Operating a Special Assistance Provision 3 Non-Base Year

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

ADE Connect

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

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.

Base Year

The first year of operating Provision 3 that establishes the SFA's claiming percentages to support the subsequent years' federal reimbursements. Claiming for a Provision 3 base year is the same process as claiming for regular NSLP.

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.

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.

Definitions

Provision 3

A five-year cycle that can provide free breakfast and/or lunch to all students regardless of household income while reducing administrative duties and cost to participating SFAs.

Program Year

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

Reimbursement of Claims Time Period

Allow up to 10 business days from date of claim submission for receipt of payment.

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 SFA's attendance factor, does not exceed the meals served for the day. This sheet is simplified for total meals rather than by eligibility for non-base year operation.

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Introduction to Claiming for Reimbursement for Sites Operating the Special Provision 3

SECTION 1

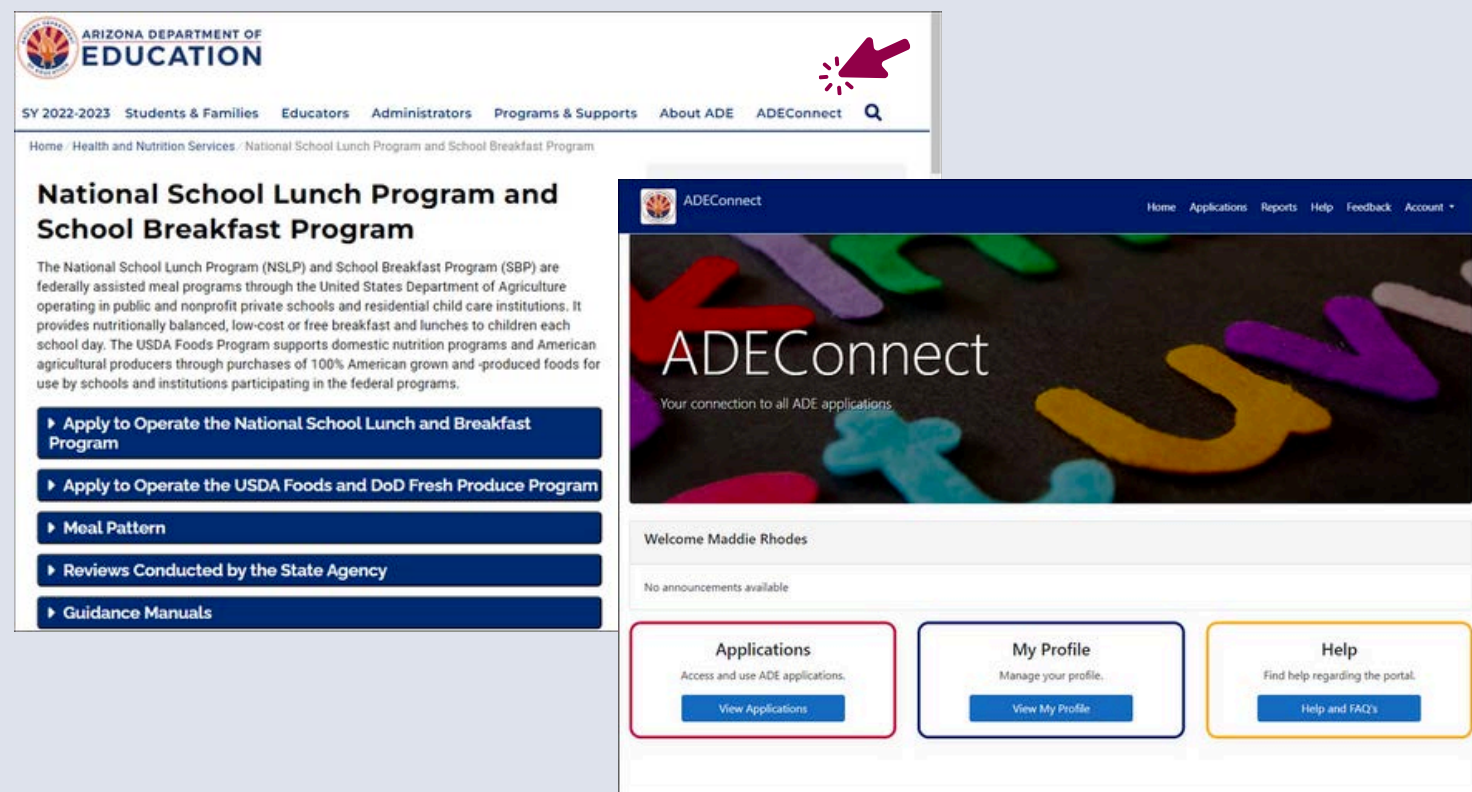


Overview

- 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 3, 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 by logging into ADEConnect.

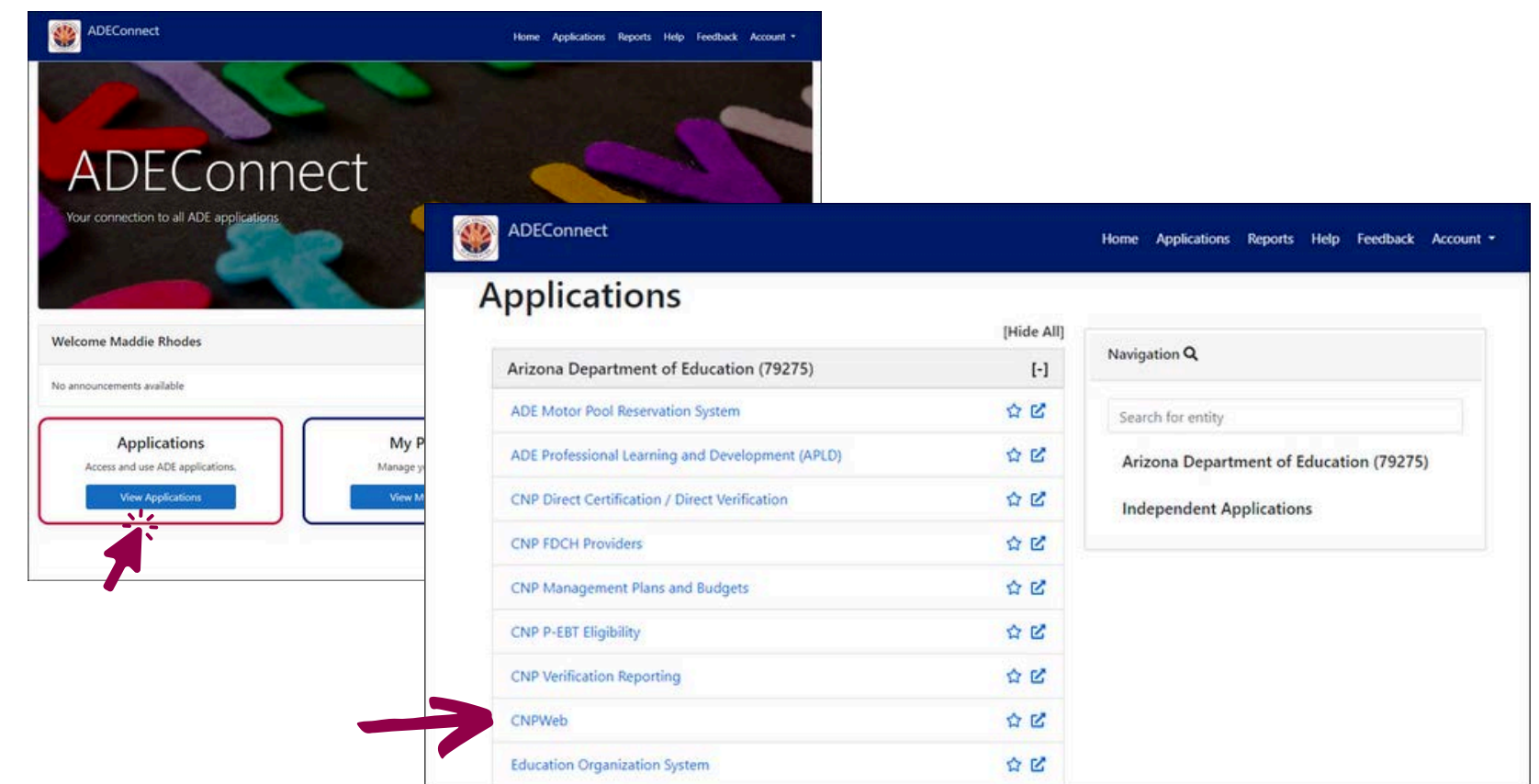
What is ADEConnect?

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 who are 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

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

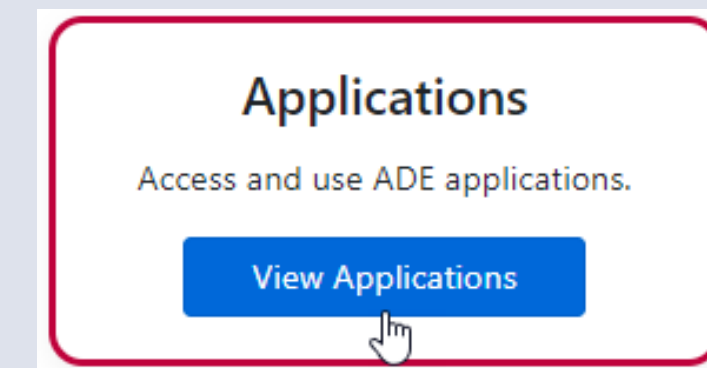
LOGIN TO ADECONNECT

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.



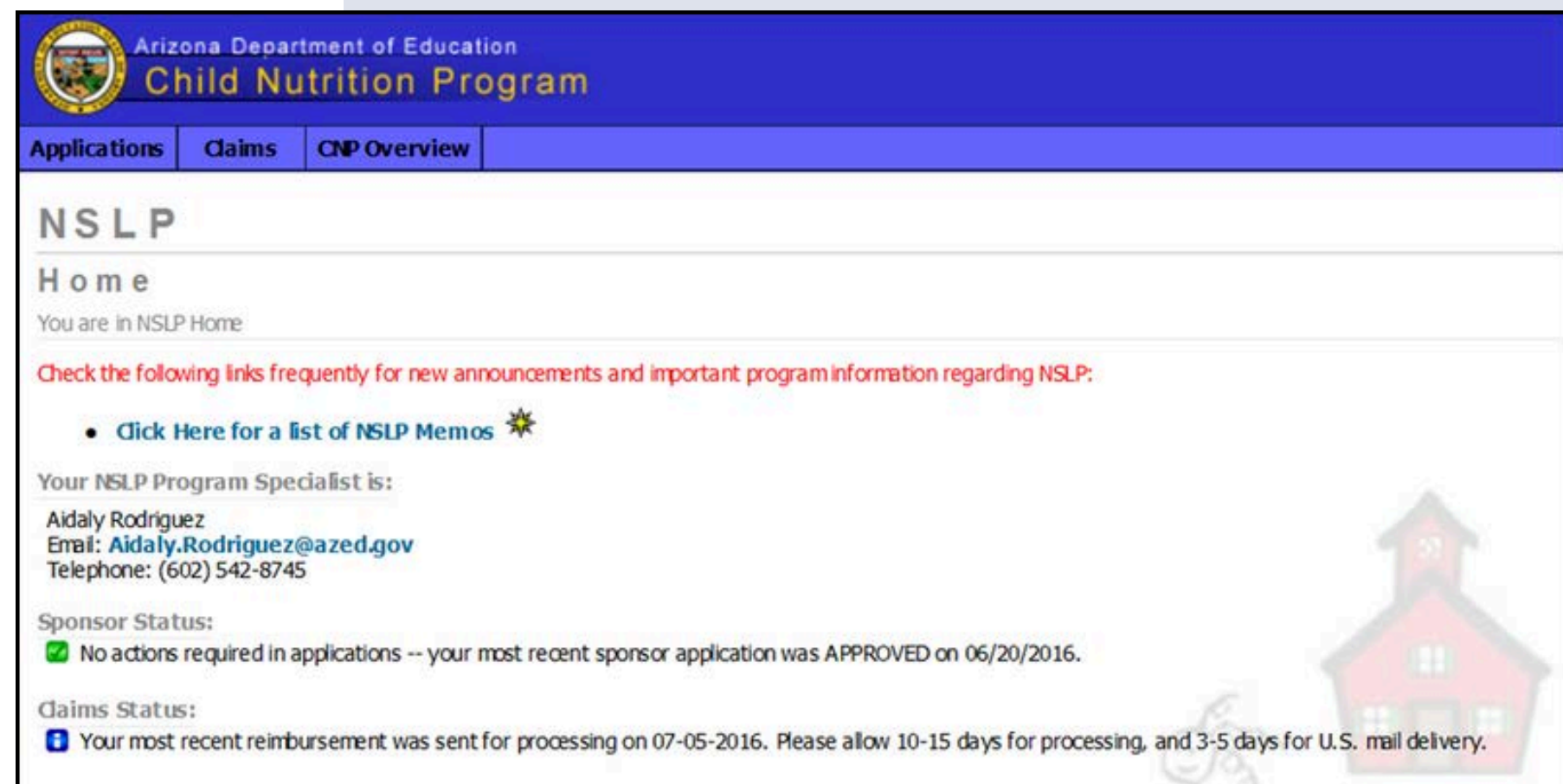
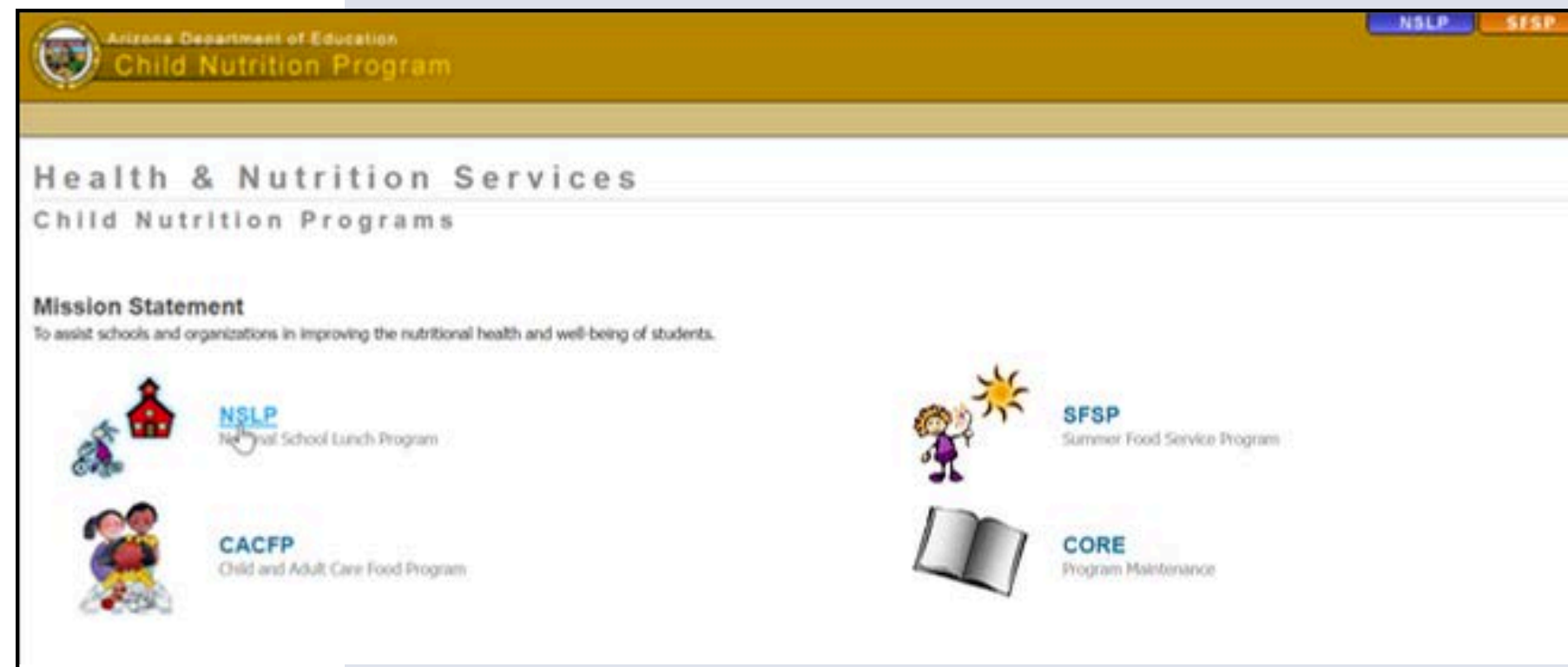
If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

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 for Special Assistance Provision 3

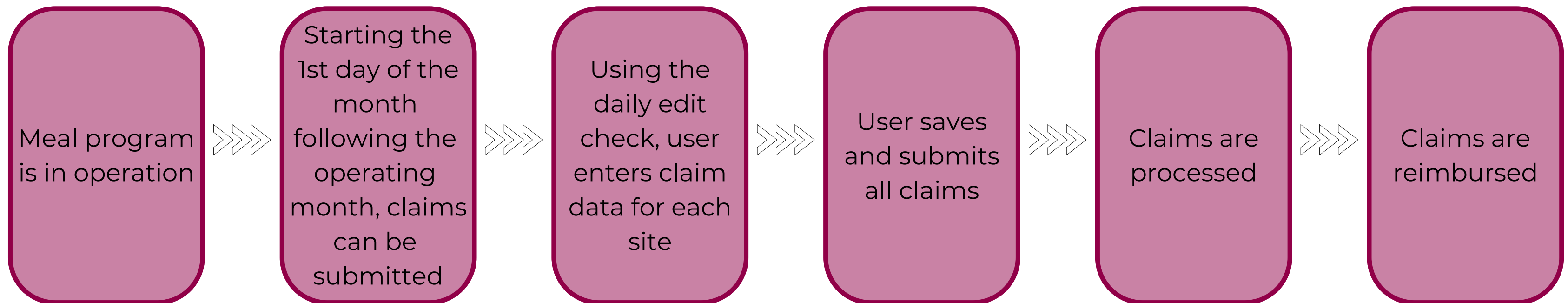
SECTION 3



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



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.

SFAs operating Special Assistance Provision 3 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. If you would like to download this worksheet, please click [here](#) for the Program Forms webpage.



Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____
Month: _____ Attendance Factor (AF): _____

☐ National School Lunch Program
☐ School Breakfast Program

BREAKFAST

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

LUNCH

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

July 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

Step 1

Claims are located in 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 CNPWeb.

2

SELECT "CLAIMS"

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

**3**

SELECT THE CLAIM MONTH AND YEAR

Select the current program year from the dropdown and the month you are submitting the claim. 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

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: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)

Create New Claim

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

Create New Claim

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

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.

Arizona Department of Education

Child Nutrition Program

ApplicationsClaimsReviewCNP 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 since the last save. Be sure to enter only whole numbers (no decimals/cents).

One-Time Exception 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

Actual 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

Actual Total Meals Served

0

Participants Enrolled

0

Afternoon Snack - High Rate

Number of Days Served

0

Free Meals Served

0

Participants Enrolled

0

Attendance Factor

90.8 %

Created by: CNP Internal User L... on 5/27/2025 at 11:18:34 AM

Modified by: CNP Internal User L... on 5/27/2025 at 11:18:34 AM

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), and At-Risk Afterschool Meals.

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:	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

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

Lunch - High Rate

Paid Meals Served:

0

Total Meals Served:

0

Participants Enrolled:

0

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

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
Actual Total Meals Served:	0
Participants Enrolled:	0



‘Free Meals Served’, ‘Reduced-Price Meals Served, and ‘Paid Meals Served’ will automatically show zeros when submitting a claim for all Provision 3 operating sites. The user will not be required to complete these fields because the Provision 3 non-base year site is only required to count the total meals served. CNPWeb will auto-calculate the claim using the data collected in the base year.

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
Actual Total Meals Served:	0
Participants Enrolled:	0



‘Free Meals Served’, ‘Reduced-Price Meals Served, and ‘Paid Meals Served’ will automatically show zeros when submitting a claim for all Provision 3 operating sites. The user will not be required to complete these fields because the Provision 3 non-base year site is only required to count the total meals served. CNPWeb will auto-calculate the claim using the data collected in the base year.

Afternoon Snack

Fields

- **Number of Days Served:** The number of days snacks were served during the month of operation.
- **Free 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.

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



Note: It is not guaranteed that required fields will include only ‘Free Meals Served’ for Afternoon Snack.

At-Risk Afterschool Meals

- **Number of Days Served/Average Daily Participation:** The number of days snacks were served during the month of operation as well as the average number of participants for the month.
- **Total Number of Meals Served:** The sum of all snacks served during the month of operation.

At-Risk Program Participation
Number of Days Served:
Average Daily Participation:
Participants for At-Risk Meal Services:
At-Risk Supper
Number of 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.

Attendance Factor

Attendance Factor: [Percentage] %

Calculating Provision 3 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.

Base year claiming percentages can be determined using the [Provision 3 Base Year Claiming Calculators](#).

The example below shows how CNPWeb will calculate claims for Provision 3 schools based on the total number of meals served during the current month of reimbursement.

Follow along with the claiming formula and math conducted for the free reimbursement. Please note that the reduced and paid reimbursements will be calculated in this same format.

	Provision 3 Claiming Adjustment for the Month of August Example		
	Step 1	Step 2	Step 3
Action	Percentage Change Enrollment	Enrollment Adjusted Meals	Serving Day Adjusted Meals
Steps	August non-base year enrollment / August base year enrollment	August base year free meals x percent change enrollment	(August base year serving days / August non-base year serving days) x enrollment adjusted meals
Example	210 (NBY) / 200 (BY) = 1.05	1045 x 1.05 = 1097.25	(16/18=0.89) x 1097.25 = 1232.87

Step 5

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

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 data from the corresponding month in the base year.

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
Afternoon Snack	
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

Save

Delete

Cancel

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

ApplicationsClaimsCNP Overview

Claims

NSLP Site Claim

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

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

Buckeye Union High School

(07-05-01-201)

Regular Claim

Your claim data has been saved successfully.

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

Step 7

Click “Create New Claim” to enter in claim data for other 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 login. Use the drop-down lists to make your selections and click "Apply".

ProgramYear: 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".

ProgramYear: 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

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

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

School	Action	Paid	Revised
Buckeye Union High School (07-05-01-001)	Edit		Original
Estrella Foothills High School (07-05-01-002)	Edit		Original
Youngker High School (07-05-01-204)	Edit		Original

VBScript: Certification Statement

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

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

Step 10

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

A new webpage will load. It is the Submission Summary.

Your Submission Summary should reflect all claims are in submitted status.

If your summary does reflect submitted status for site claims, 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

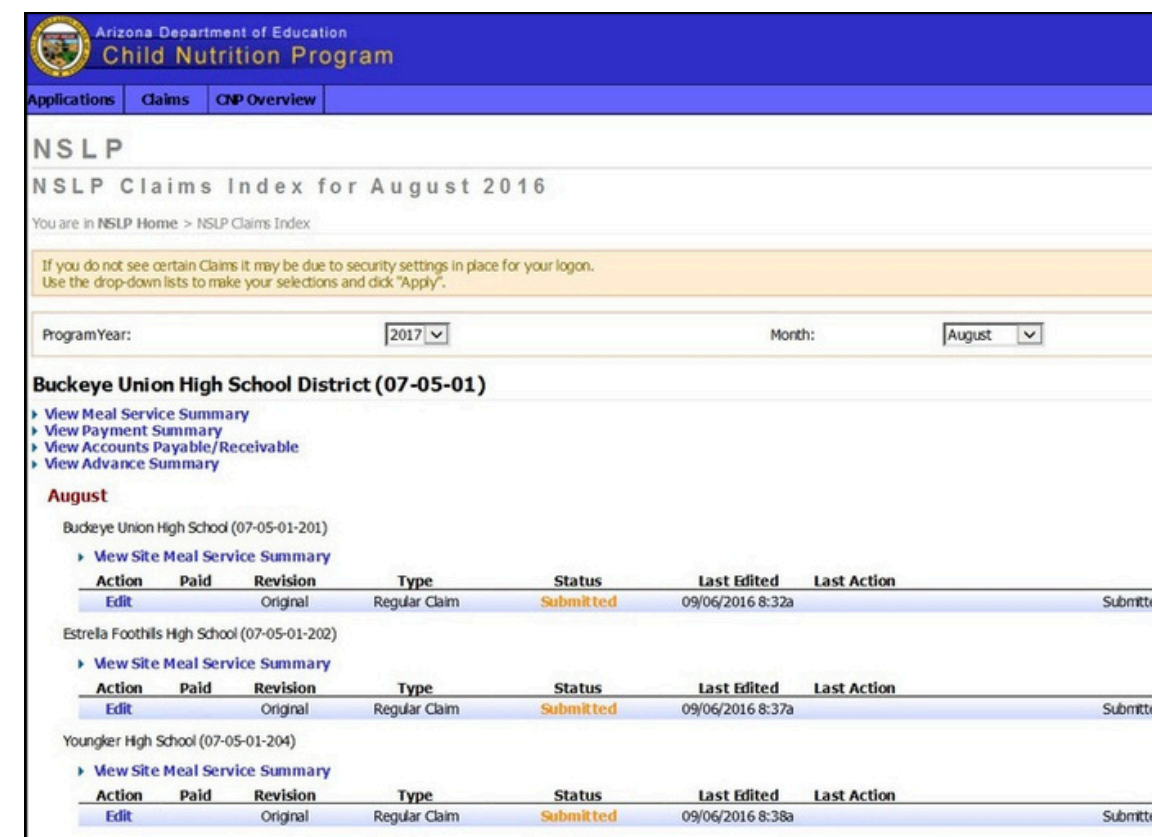
☒ Claim submitted successfully.

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**

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

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

Program Year: 2017 Month: August

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

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

August

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

- View Site Meal Service Summary

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

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

- View Site Meal Service Summary

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

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

- View Site Meal Service Summary

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

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?

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 up to 60 days from the last operating day, 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.

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 intend to revise and click “Edit.”

Arizona Department of Education

Child Nutrition Program

Applications

Claims

CNP Overview

NSLP

NSLP Claims Index for August 2016

You are in NSLP Home > NSLP Claims Index

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

Program Year:

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

Step 2

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

Claims

NSLP Site Claim

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

Help | Logoff

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

Lourdes Catholic School (12-20-01-001)

Sponsored by Lourdes Catholic School (12-20-01) 2025 Program Year April Original Claim Pending Submission

One-Time Exception 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

Actual 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

Actual Total Meals Served: 0

Participants Enrolled: 0

Afternoon Snack - High Rate

Number of Days Served: 0

Free Meals Served: 0

Participants Enrolled: 0

Attendance Factor

Attendance Factor: 90.8 %

Created by: CNP Internal User L_ on 5/27/2025 at 11:55:34 AM

Modified by: CNP Internal User L_ on 5/27/2025 at 11:18:34 AM

Save

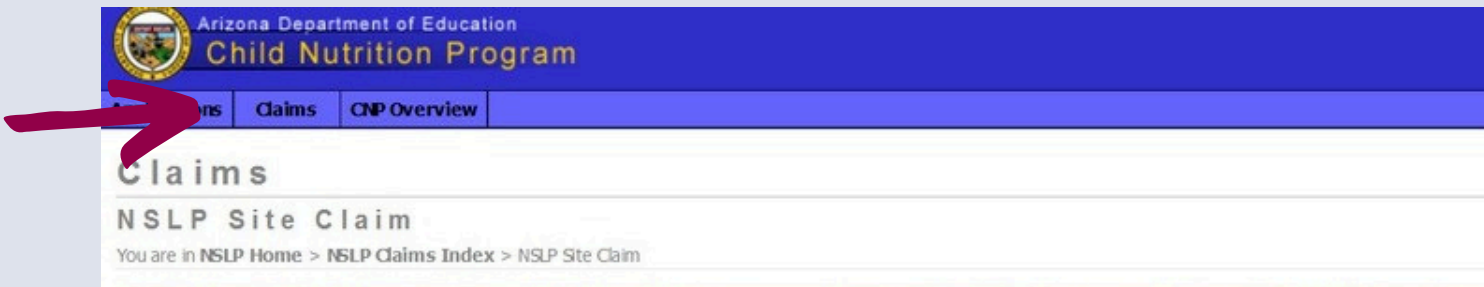
Delete

Cancel

Step 3

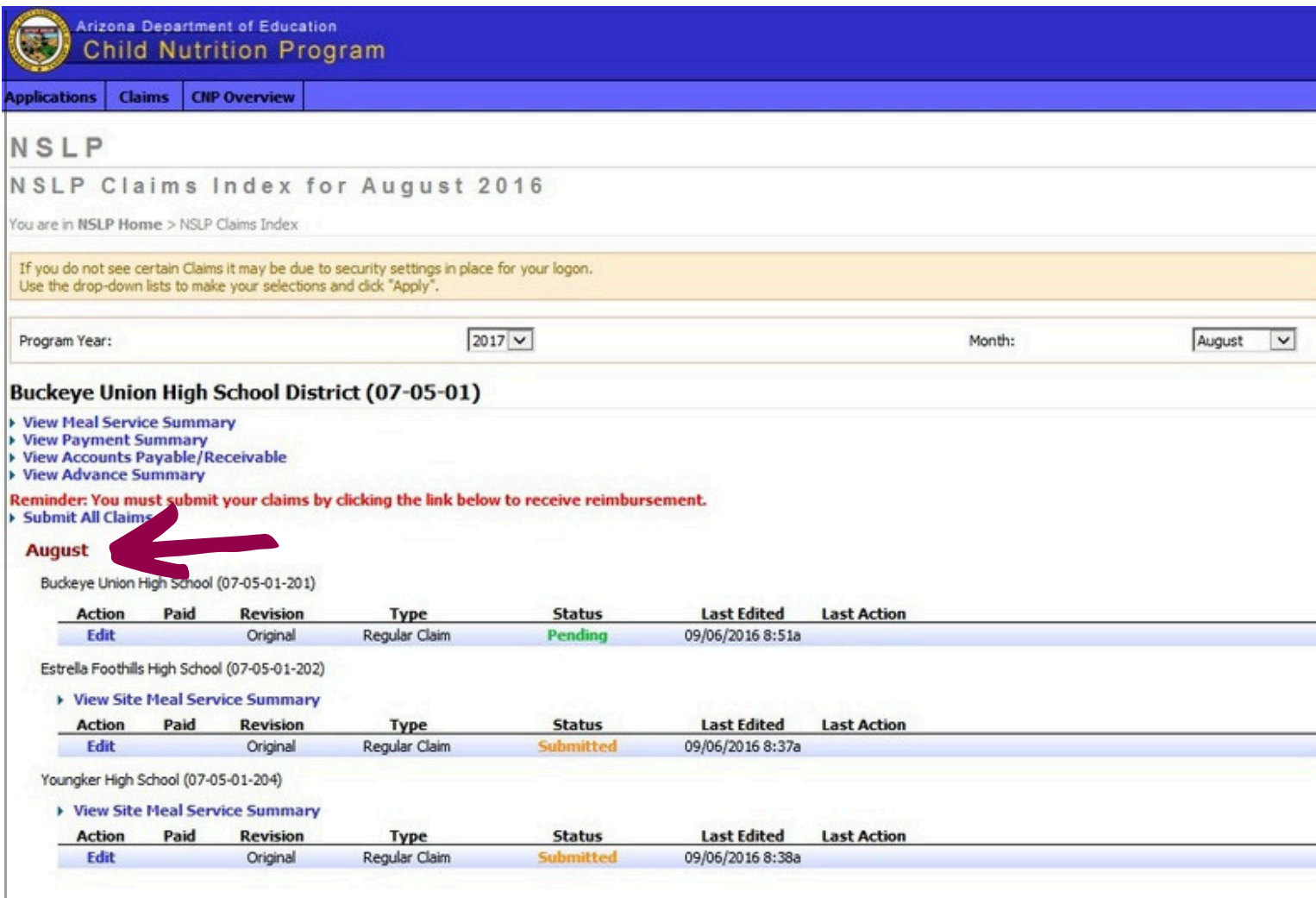
Your screen will refresh and continue to display your revised claim.

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



Step 4

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



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

ApplicationsClaimsCMP 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 (07-05-01-001)

Action	Paid	Revised
Edit		Original

Estrella Foothills High School (07-05-01-002)

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 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



Can I combine two months in one claim?

- Schools operating under provision 3 non base year are unable to combine claims due to each month having a specific claiming percentage.

It is December. 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.

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.

Quiz Time

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.



Quiz Time

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.

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.



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 posts reimbursement rates for NSLP and SBP soon after July 1 on the NSLP and SBP [webpage](#). These reimbursement rates are in effect from July 1 - June 30.

- There are two different types of reimbursement rates for NSLP and SBP based on lunch claims submitted two years prior. Menus certified by ADE will receive an additional \$0.08 of reimbursement in addition to the standard reimbursement rates for free, reduced-price, and paid lunch meals only.

NSLP: Reimbursed at the Regular or High Rate	SBP: Reimbursed at the Regular or Severe Need Rate	Provision 3: Reimbursed Based on the Claiming Percentages
To be eligible for the high rate, 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	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 schools based on the total meals served and the schools claiming data.



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.

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:
Step-by-Step Instruction: How to Submit a Claim
in CNPWeb for Sites Operating a Special
Assistance Provision 3 Non-Base Year**

Information to include when documenting this
training for Professional Standards:

Training Title:
Step-by-Step Instruction:
How to Submit a Claim
in CNPWeb for Sites
Operating a Special
Assistance Provision 3
Non-Base Year

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:	Key Area: 3000 – Administration
Step-by-Step Instruction:	Learning Code: 3310
How to Submit a Claim in CNPWeb for Sites Operating a Special Assistance Provision 3 Non-Base Year	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.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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