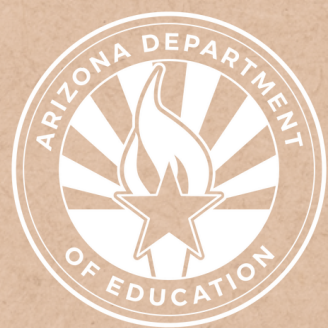


How to Submit a Summer Meal Service Claim in CNPWeb



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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 sponsoring entities serving summer meals. All regulations are specific to operating under the direction of ADE.

Objectives

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

- understand how to access claims in CNPWeb;
- successfully submit summer meal site claims;
- understand the claiming fields for eligible sites offering a non-congregate meal service; and,
- identify the claiming deadline for each month.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Submit a Summer Meal Service Claim in CNPWeb

Summer program training hours may not be counted towards the Professional Standards requirements.

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

ADEConnect:

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

Budget:

An estimate of income and expenditures for a set period of time. For SFSP, the budget period is from the first day of operation to the last of operation.

Management Plan:

A plan describing the organizational and administrative structure and staff assigned to program management, monitoring, budget, and claim submission.

Program Year:

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

Definitions

Site:

ADE's term for the individual locations where meal service takes place.

Seamless Summer Option (SSO):

A federally funded program that provides free and healthy meals to anyone 18 years of age and younger at school during the summer under NSLP.

Summer Food Service Program (SFSP):

A federally funded program that provides free and healthy meals to anyone 18 years of age and younger at school and or/community sites in high-need areas during the summer.

Operator:

ADE's term for the entity that is responsible for the administration of serving summer meals at the sites.

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The following slides will only cover how-to instructions for submitting a summer meals claim using CNPWeb for entities operating the Summer Food Service Program or Seamless Summer Option. Entities approved to operate an Extended National School Lunch Program are encouraged to view the [Step-by-Step Instruction: How to Submit a Claim in CNPWeb](#) for assistance.

Accessing CNPWeb



SECTION 1

Overview

Sponsoring entities serving summer meals must submit a monthly claim to receive federal reimbursement for meals served at approved summer sites.

To submit a program monthly claim the operator must access ADEConnect and submit the claim through CNPWeb.

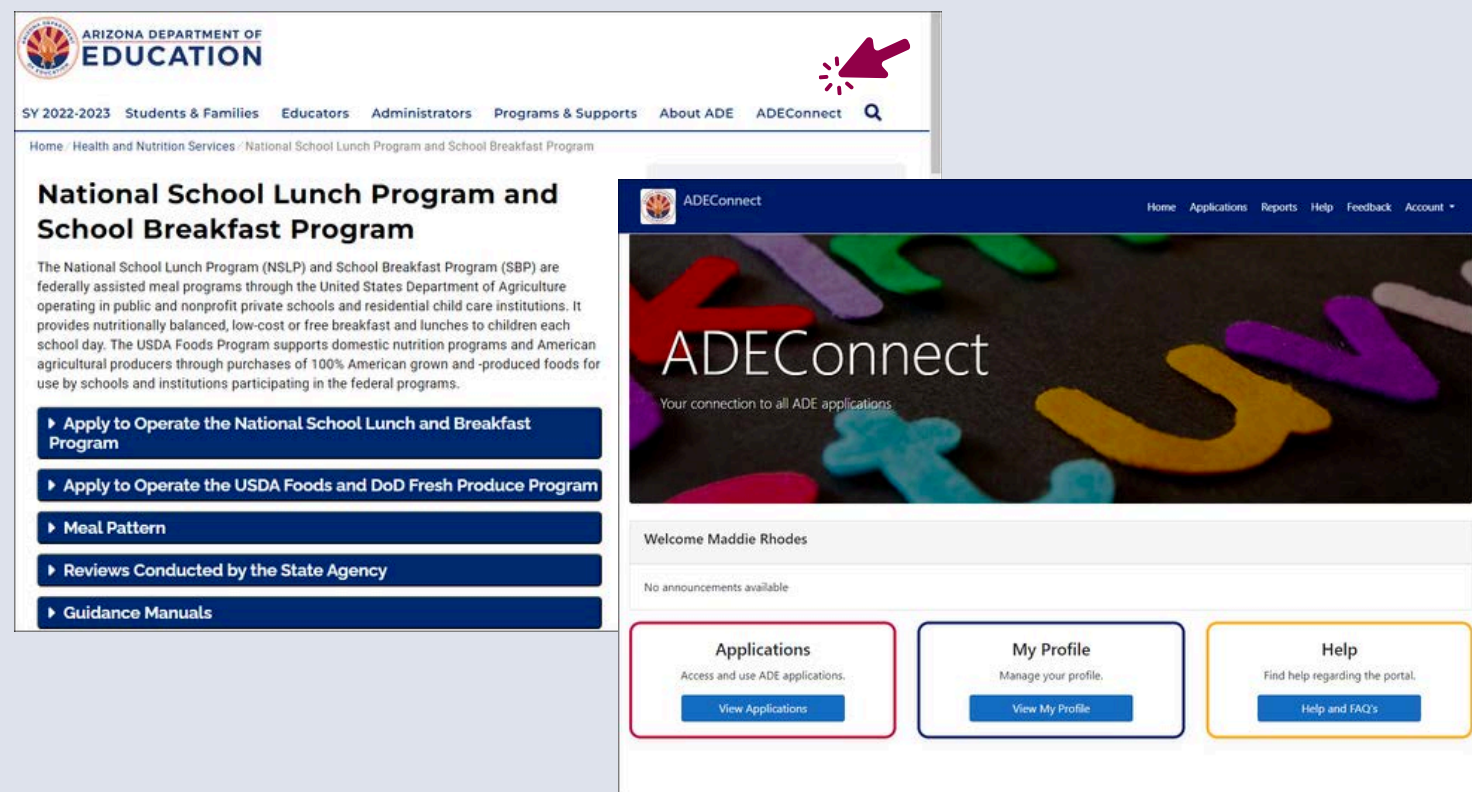
- Please note that the instruction within this training on how to submit monthly claims for summer meals is applicable for Summer Food Service Program (SFSP) operators and those participating in the Seamless Summer Option (SSO).



Entities approved to operate an Extended National School Lunch Program are encouraged to view the [Step-by-Step Instruction: How to Submit a Claim in CNPWeb](#) for claiming assistance.

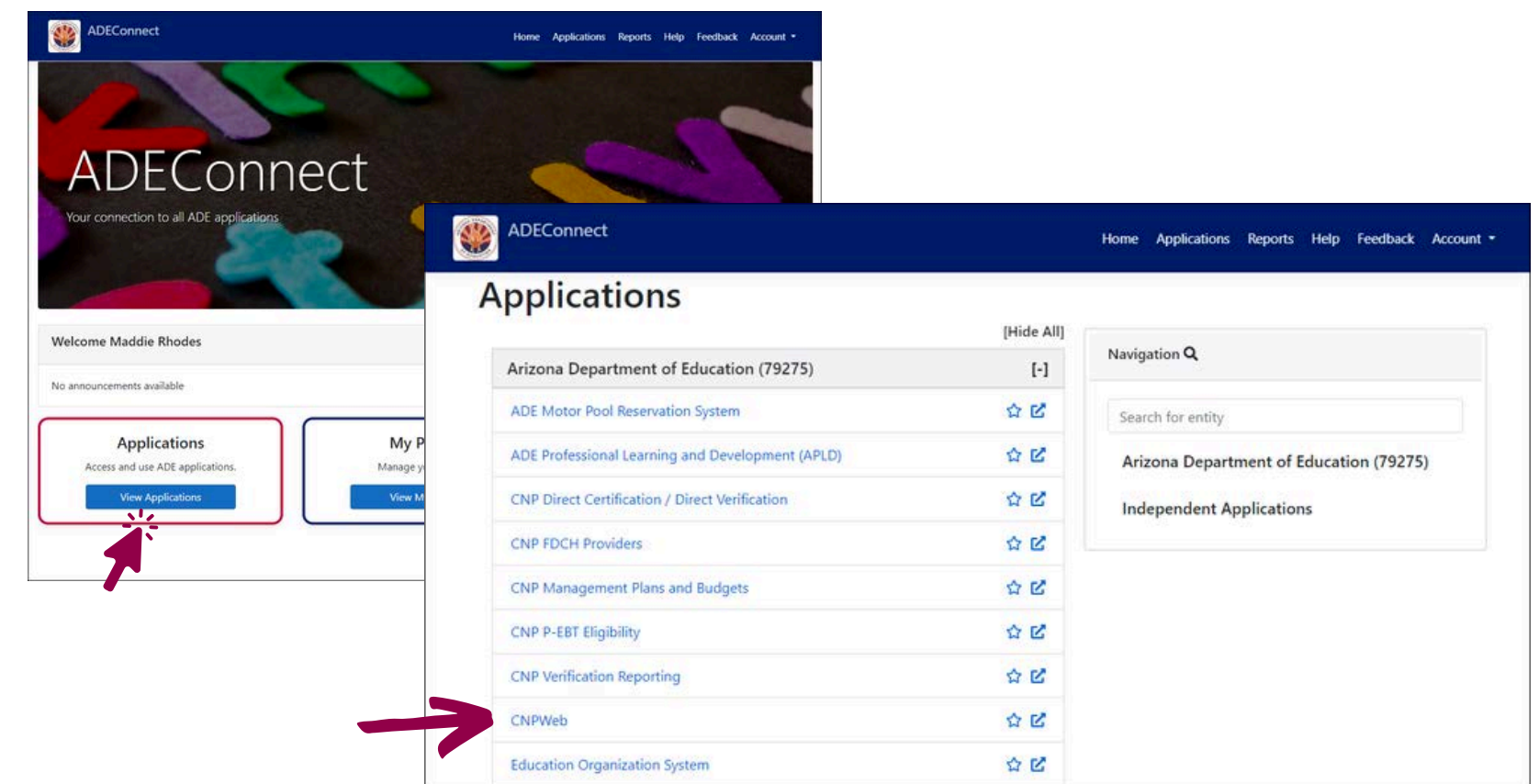
What is ADEConnect?

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.



Logging into CNPWeb

ACCESSING THE SYSTEM

CNPWeb is a web-based application in ADEConnect.

To access CNPWeb, login to [ADEConnect](#), select "View Applications," and then select "CNPWeb."

1

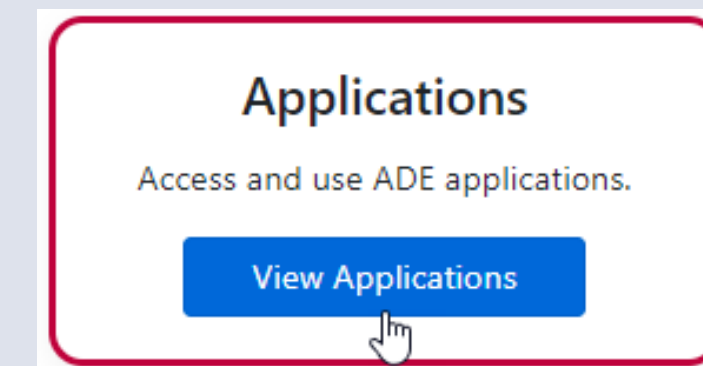
LOGIN TO ADECONNECT

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

2

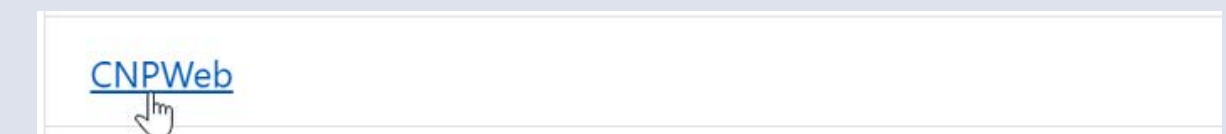
SELECT "VIEW APPLICATIONS"

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

**3**

SELECT "CNPWEB"

Select "CNPWeb" from the list of applications.



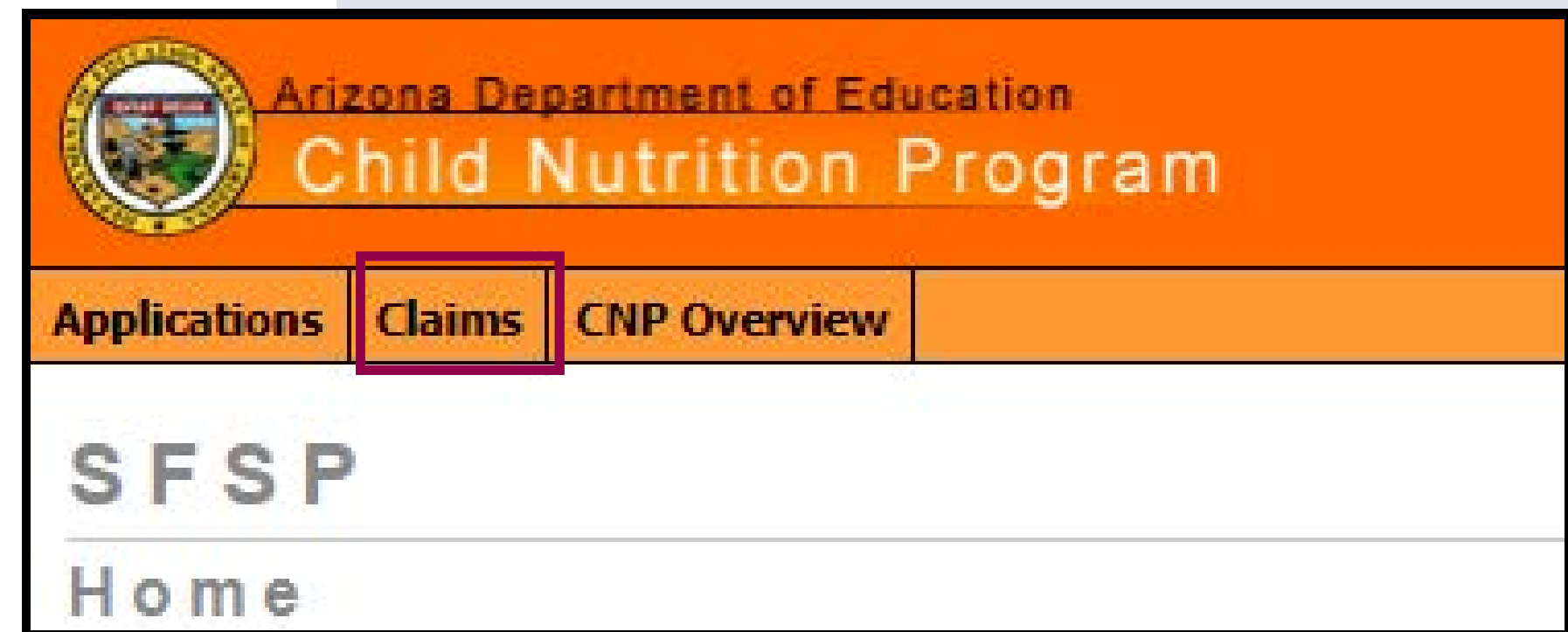
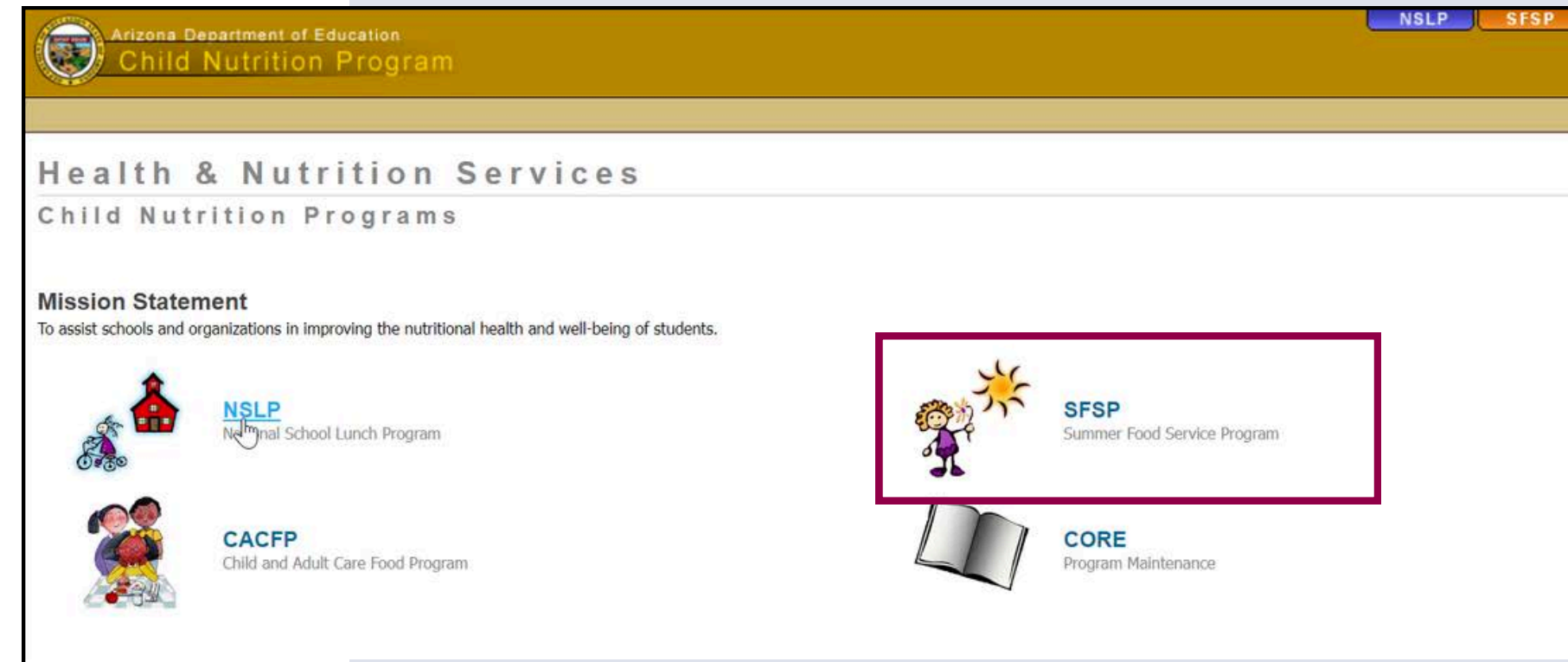
If CNPWeb is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

CNPWeb

After successfully logging into CNPWeb, a screen with all the Child Nutrition Programs (CNP) you participate in will load. To proceed, select "**SFSP**."

Once "**SFSP**" 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 2



Claiming Deadline

Claims must be submitted within 60 calendar days of the last day of the claim month to receive reimbursement. Claims may be submitted as soon as the 1st of the month following the claim month.

- As a best practice, HNS encourages operators to submit claims by the 10th of the month.

To access the claiming calendar click [here](#).



Claiming Deadlines

This chart outlines the Child Nutrition Program (CNP) claiming deadlines.

CNP operators must submit claims within 60 calendar days of the last day of the claim month to receive reimbursement. Claims may be submitted as soon as the 1st of the month following the claim month. As a best practice, the Arizona Department of Education encourages operators to submit claims by the 10th. In cases where a deadline falls on a Saturday, Sunday, or Federal Holiday, the due date is the next business day.

	BEST PRACTICE	60-DAY DEADLINE
JANUARY	February 1-10	April 1; March 31 in Leap Years
FEBRUARY	March 1-10	April 29
MARCH	April 1-10	May 30
APRIL	May 1-10	June 29
MAY	June 1-10	July 30
JUNE	July 1-10	August 29
JULY	August 1-10	September 29
AUGUST	September 1-10	October 30
SEPTEMBER	October 1-10	November 29
OCTOBER	November 1-10	December 30
NOVEMBER	December 1-10	January 29
DECEMBER	January 1-10	March 1*

*The 60-day deadline for December is February 29th in leap years.

February 2024 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

[Claiming Calendar](#)

Step 1

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

Once you have accessed the 'Claims' tab. Choose the appropriate month in the claims index page. If you are submitting the current claim for the month that had just ended, the correct month will be automatically chosen by default. If not, change it as necessary.

SFSP
SFSP-SW Claims Index for March 2022 Help | Logof

You are in **SFSP Home** > SFSP-SW 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: 2022 ▼

Month: March ▼

Apply

Step 2

Operators may have multiple active sites. Claims must be submitted individually (per site).

To create a claim for the particular site, click 'Create New Claim' under the site name.

Window Rock Unified District (01-02-08)

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

March

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

▶ [Create New Claim](#)

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

▶ [Create New Claim](#)

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

▶ [Create New Claim](#)

Window Rock High School (01-02-08-201)

▶ [Create New Claim](#)

Step 3

CONGREGATE SUMMER MEAL SERVICES

After you click 'Create New Claim,' the blank form will open. Complete each field using the information from Point of Service Meal Count Sheets. Ensure all information provided is complete and accurate.

- Number of Days Served
- Meals Served
- Second Meals Served ***SFSP Only***
- Average Number of Participants Per Day
 - The Average Daily Participation must be manually calculated by dividing the Number of Days Served by the Number of Meals Served.
 - Example: 14 days/510 meals= 36.4 daily participation
 - Always round up for the Average Number of Participants Per Day.

Enter the numbers in the text boxes and click 'Save.'

Regular Claim

Summer Meals Program

Number of Days Served:

Meals Served:

Second Meals Served (*SFSP Only*):

Average Number of Participants Per Day:

Save

Delete

Cancel

Step 3

NON-CONGREGATE ONLY SUMMER MEAL SERVICES

Sites approved to offer a non-congregate meal service must complete the following fields. Ensure all information provided is complete and accurate.

- Total Number of Days' Worth of Meals Served during the Claiming Period
- Total Meals Served
- Non-Congregate Meals Served: This figure and the number reported as *Total Meals Served* must match
- Second Meals Served **SFSP Only**
- Average Number of Participants Per Day
 - Calculate this figure by dividing the Total Number of Days' Worth of Meals Served During the Claiming Period by the Total Meals Served. Always round up for the Average Number of Participants Per Day.

Enter the numbers in the text boxes and click 'Save.'

Regular Claim

Summer Meals Program - Non-Congregate Only Sites

Total Number of Days' Worth of Meals Served during the Claiming Period:

Total Meals Served

Non-Congregate Meals Served

Second Meals Served (SFSP Only)

Average Number of Participants Per Day

Save

Delete

Cancel

For more information about non-congregate feeding, please reference the resources linked below:

- [Offering a Non-Congregate Summer Meal Service](#)
- [Six Reasons to Offer Rural Non-Congregate Summer Meals](#)
- [Operating Both Congregate and Non-Congregate at the Same Site](#)

Step 3

HYBRID (CONGREGATE & NON-CONGREGATE) SUMMER MEAL SERVICES

Sites approved to offer both a congregate and non-congregate meal service must complete the following fields. Ensure all information provided is complete and accurate.

- Total Number of Days' Worth of Meals Served during the Claiming Period
- Number of Days' Worth of Congregate Meal Service
- Number of Days' Worth of Non-Congregate Meals Provided
- Total Meals Served: input the number of meals served via both the congregate and non-congregate meal service
- Non-Congregate Meals Served: Input the number of non-congregate meals served only
- Second Meals Served **SFSP Only**
- Average Number of Participants Per Day: *See previous slide for guidance*

Enter the numbers in the text boxes and click 'Save.'

Regular Claim

Summer Meals Program - Hybrid Sites

Total Number of Days' Worth of Meals Served during the Claiming Period:

Number of Days' Worth of Congregate Meal Service:

Number of Days' Worth of Non-Congregate Meals Provided:

Total Meals Served

Non-Congregate Meals Served

Second Meals Served

Average Number of Participants Per Day

SaveDeleteCancel

For more information about non-congregate feeding, please reference the resources linked below:

- [Offering a Non-Congregate Summer Meal Service](#)
- [Six Reasons to Offer Rural Non-Congregate Summer Meals](#)
- [Operating Both Congregate and Non-Congregate at the Same Site](#)

Step 4

Once the site claim has been saved, the site will now be in a 'Pending' status. If the sponsoring entity serves summer meals at multiple sites, then multiple site claims will have to be created.

When all site claims have been created and saved, they will all appear in a 'Pending' status. When ready to submit all site claims click on 'Submit All Claims.'

SFSP

SFSP-SW Claims Index for March 2022

You are in SFSP Home > SFSP-SW 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:

2022

Month:

March

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

March

Tsehootsooi Dine B/Olta (01-02-08-116)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	022 9:10a	Edited by 18

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

Create New Claim

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

Create New Claim

Window Rock High School (01-02-08-201)

Create New Claim

Claim Submitted

After the 'Submit All Claims' button has been clicked, all site claims will now appear in a 'Submitted' status. Congratulations! You have now submitted your first summer meals claim.

Window Rock Unified District (01-02-08)						
View Meal Service Summary						
View Payment Summary						
View Accounts Payable/Receivable						
View Advance Summary						
March						
Tsehootsooi Dine Bi'Olta (01-02-08-116)						
View Site Meal Service Summary						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	04/21/2022 9:47a	
Tsehootsooi Middle School (01-02-08-115)						
View Site Meal Service Summary						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	04/21/2022 9:49a	
Tsehootsooi Primary Learning Center (01-02-08-112)						
View Site Meal Service Summary						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	04/21/2022 9:49a	
Window Rock High School (01-02-08-201)						
View Site Meal Service Summary						
Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Submitted	04/21/2022 9:50a	

Quiz Time

True or False. Operators must submit monthly claims on the 10th of the month in order to receive federal reimbursement?

A True

B False



Quiz Time

True or False. Operators must submit monthly claims on the 10th of the month in order to receive federal reimbursement?

A True

B False

Operators must submit claims within 60 calendar days of the last day of the claim month to receive reimbursement. As a best practice, HNS encourages operators to submit claims by the 10th.



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 Step by Step Instruction:
How to Submit a Summer Meals Claim in CNPWeb**

Information to include when documenting training completion:

Training Title:
How to Submit a
Summer Meal Service
Claim in CNPWeb

Length: 30 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 training completion:

Training Title:
**How to Submit a
Summer Meal Service
Claim in CNPWeb**

Length: 30 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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