



# FINANCE & OPERATIONS HEALTH & NUTRITION SERVICES

[www.azed.gov/health-nutrition/financial-information/](http://www.azed.gov/health-nutrition/financial-information/)

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## HELPFUL REMINDERS

### CLAIMS

- ◆ Claims submitted by the 10th of each month will be paid during the month of submission
- ◆ Claims for the current month can be submitted starting the 1st day of the following month
- ◆ Claims can be submitted for previous months within the 60 day deadline
- ◆ Claims cannot be submitted in advance

### SUBMITTING CLAIMS

- ◆ You must hit the *Submit All Claims* link located under the red reminder to submit a claim
- ◆ Claims must be in *SUBMITTED* status to receive reimbursement
- ◆ Claims left in *PENDING* status are not valid and claims left in this status will not be paid
- ◆ On the Sponsor Home page, it reads "add 3-5 business days to the date your most recent payment was mailed or transferred on" or call the payment information line at (602) 542-5300

### ANNUAL FINANCIAL REPORTS (AFR)

- ◆ Non-Public AFRs are due October 1st
- ◆ Public AFRs are due October 15th

### Claims Status:

Your most recent reimbursement was sent for processing on 07-11-2013. Please allow 10-15 days for processing, and 3-5 days for U.S. mail delivery.

## REFERENCE GUIDE

**FOR THE FOLLOWING INFORMATION  
PRINT & DOWNLOAD HERE**

[www.azed.gov/health-nutrition/financial-information/](http://www.azed.gov/health-nutrition/financial-information/)

Financial Info 

CNP AFR SYSTEM (MANUAL)  
ATTENDANCE FACTOR CALCULATION SHEET  
STATE OF ARIZONA W-9  
ONE TIME EXCEPTION REQUEST  
COMMON LOGON REQUEST FOR CNP AFR  
STATE OF ARIZONA DIRECT DEPOSIT FORM  
CAPITAL EXPENDITURE PRE-APPROVAL REQUEST

**FINANCE & OPERATIONS  
PROVIDES  
"KNOCK YOUR SOCKS OFF"  
CUSTOMER SERVICE.  
WE CARE ABOUT YOU!**

*"This institution is an equal opportunity provider."*