

How to Submit CACFP Claims and Applications (Please Keep for Your Records.)

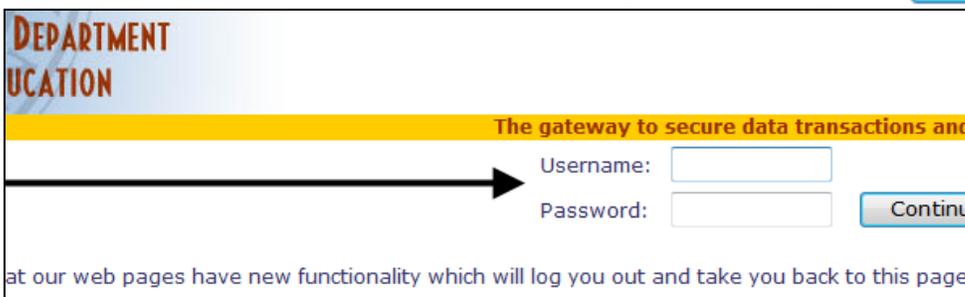
Logon to CNPWeB (6 steps)

To begin logon to the CNPWeb go to <http://www.azed.gov> on the Arizona Department of Education homepage. Click on Common Logon as indicated below:

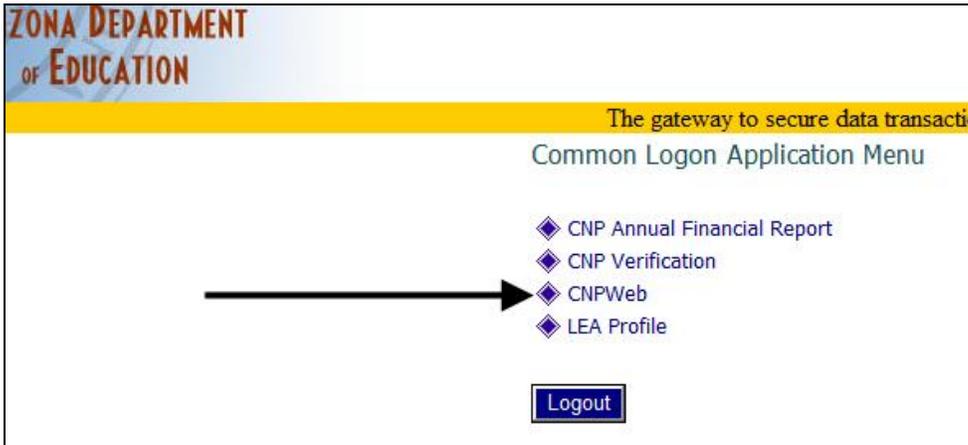


1) ADE will provide a temporary Common Logon username and password via email. New user must reset password during first login visit. A prompted will be given to read and agree to security policy, thereafter user can change password. ****Note: passwords are case sensitive.**

2) Key in "Username:" and "Password:" as provided and press :



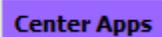
3) Click on  CNPWeb :

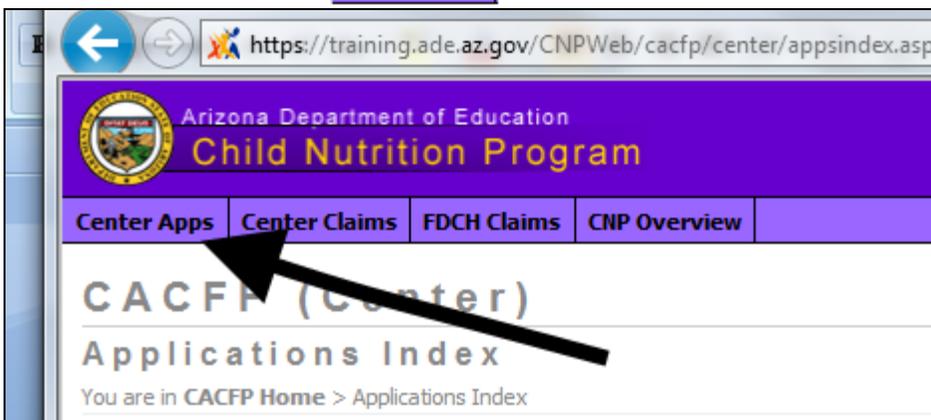


4) Click "CACFP":

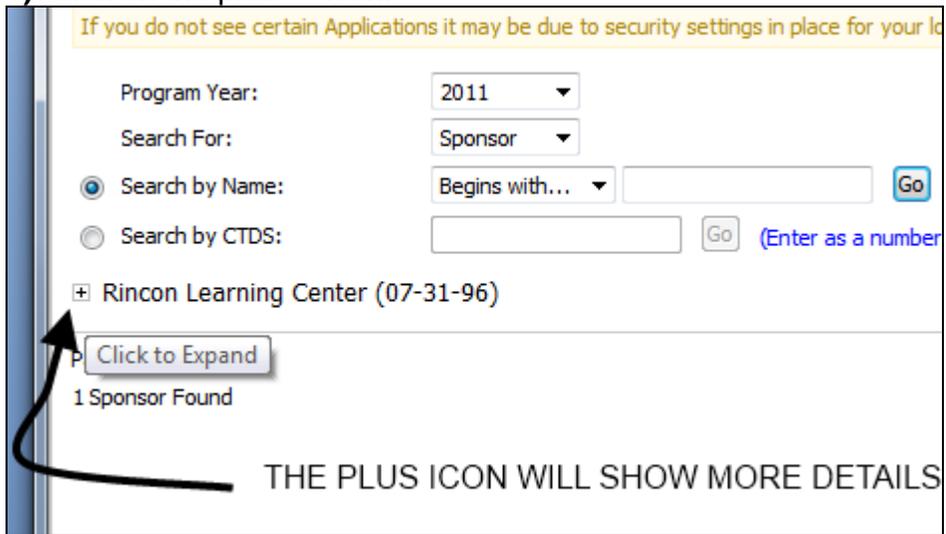


Okay, now let's find the application. We have to submit an application before any claims; otherwise the CNPWeb won't recognize us!

5) Click "Center Apps"  :



6) Click on the plus  icon:



If you do not see certain Applications it may be due to security settings in place for your location

Program Year: 2011

Search For: Sponsor

Search by Name: Begins with...

Search by CTDS: (Enter as a number)

+ Rincon Learning Center (07-31-96)

Click to Expand

1 Sponsor Found

THE PLUS ICON WILL SHOW MORE DETAILS

Submit an Application (7 steps)

Warning



This must be done in a certain order.

The site(s) app first, then the sponsor app second.

1. Site(s) 1st – SUBMIT button
2. Sponsor 2nd – SUBMIT button

2nd

1st

<input type="checkbox"/> Rincon Learning Center (07-31-96)			
<input type="checkbox"/> Sponsor Applications (2)			
Action	Revision	Status	Effective Da
View	Original	Approved	October 201
View	Revision 1	Approved	August 201
Create New Application			
<input type="checkbox"/> Associated Site			
<input type="checkbox"/> Rincon Learning Center (07-31-96-001)			
Action	Revision	Status	Effective
View	Original	Approved	October 2
View	Revision 1	Approved	August 2
Create New Application			

Page 1
1 Sponsor Found

STEP 1: Click on “Create New Application” under Associated Site.

Rincon Learning Center (07-31-96)
 Sponsor Applications (2)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2010
View	Revision 1	Approved	August 2011

[Create New Application](#)

Associated Site
 Rincon Learning Center (07-31-96-001)

Action	Revision	Status	Effective Date
View	Original	Approved	October 2010
View	Revision 1	Approved	August 2011

[Create New Application](#)

STEP 2: Fill out the site app and scroll to the bottom and click “submit”:

*
Not Determined *

this application is true to the best of my knowledge.

I understand that this information is being given in connection with the Food Service Agreement and understand that this information being given in connection with the misrepresentation may subject me to prosecution under applicable State and Federal statutes.

I Agree

STEP 3: Click the “here” link.

Confirmation
Submitted Confirmation

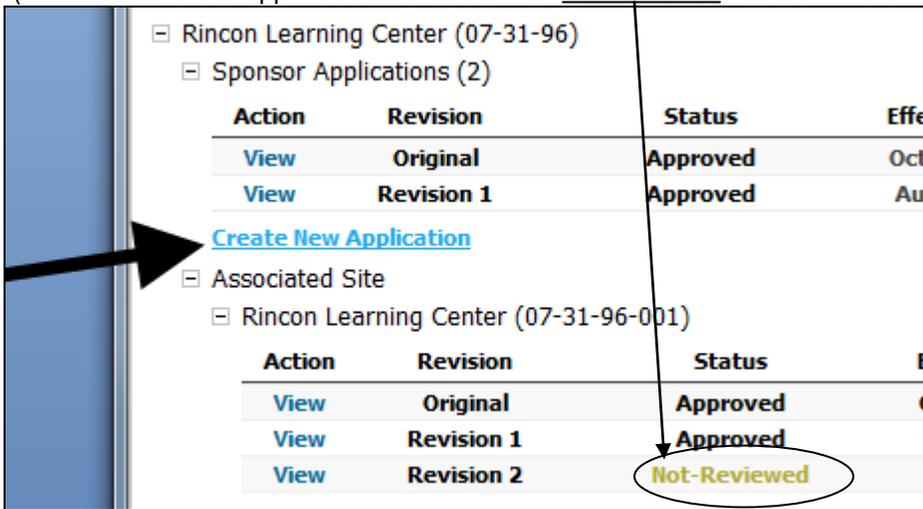
You are in CACFP Home > Confirmation

Site application from Rincon Learning Center has been successfully submitted.

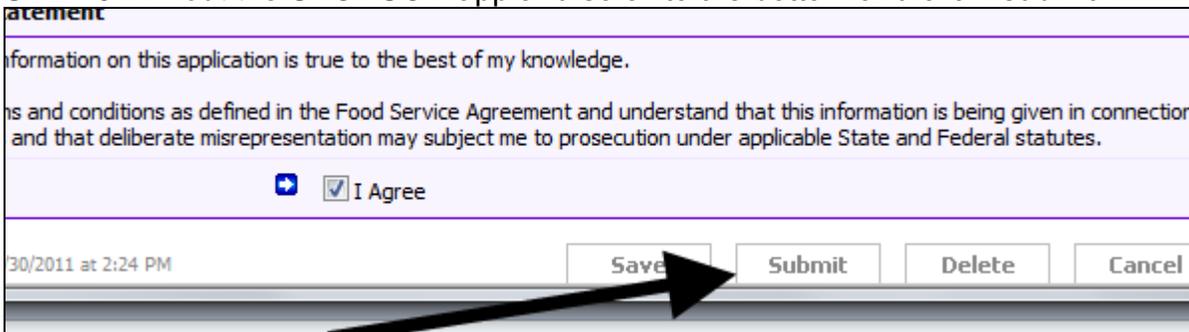
Click [here](#) to return to the application index.

Site application is done. Let’s submit the Sponsor app...

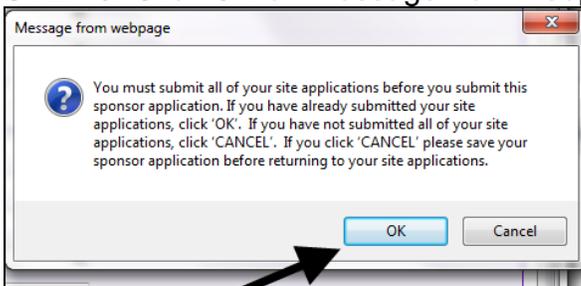
STEP 4: Now, click on “Create New Application”. This is the SPONSOR application. (Notice that the site app indicates that it is in a “Not-Reviewed” status. This is what you want!)



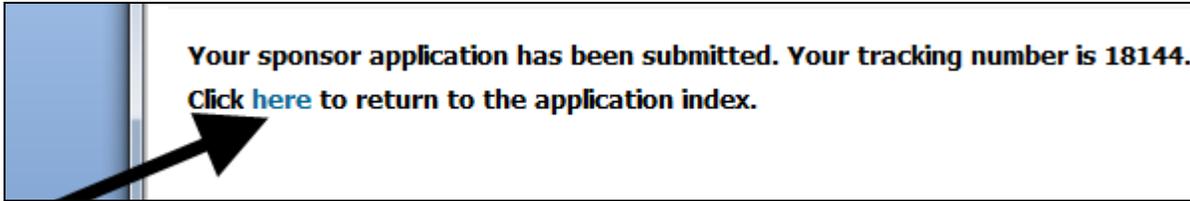
STEP 5: Fill out the SPONSOR app and scroll to the bottom and click “submit”:



STEP 6: Click OK on Message from webpage:



STEP 7: Click “here”:



Congratulations! You’ve submitted your first online application! Your screen should look (something) like this:

(Notice that the screen shows “Submitted to ADE” and “Not-Reviewed”.)

[-] Rincon Learning Center (07-31-96)				
[-] Sponsor Applications (3)				
Action	Revision	Status	Effective Date	Checklist
View	Original	Approved	October 2010	View Checklist
View	Revision 1	Approved	August 2011	View Checklist
View	Revision 2	Submitted to ADE		View Checklist
[-] Associated Site				
[-] Rincon Learning Center (07-31-96-001)				
Action	Revision	Status	Effective Date	
View	Original	Approved	October 2010	
View	Revision 1	Approved	August 2011	
View	Revision 2	Not-Reviewed		

The application has now been submitted. Once approved by ADE, you will be able to submit a claim.

How to Submit a Claim (Steps 8 - 13)

Warning

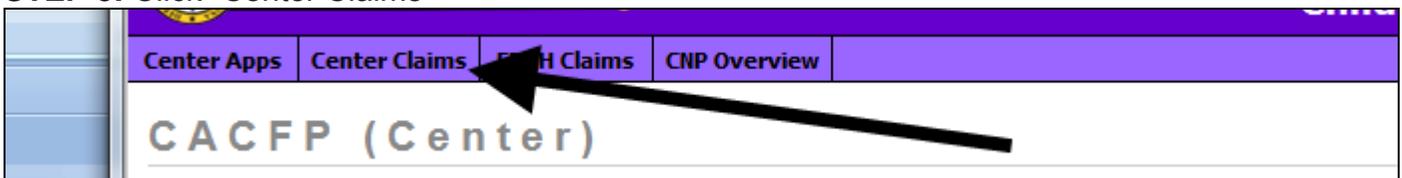


This is the *opposite* order of the application.
The sponsor claim first, then the site(s) claim second.

CLAIM order

1. Sponsor – Create New Sponsor Claim – SAVE
2. Site – Create New Claim – SAVE
3. Submit all Claims

STEP 8: Click “Center Claims”

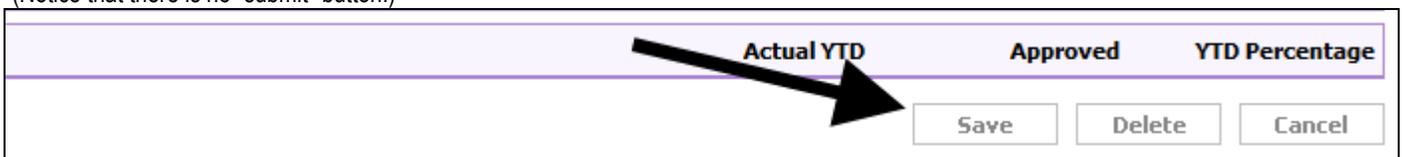


STEP 9: Click on “Create New Sponsor Claim”



STEP 10: Fill out the SPONSOR claim and scroll to the bottom and click “Save”.

(Notice that there is no “submit” button!)

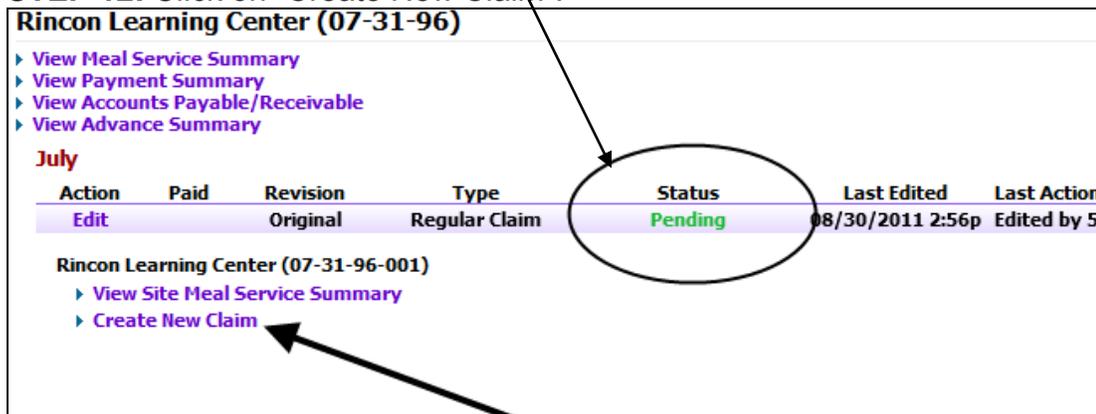


STEP 11: Click on “Center Claims”



Your screen should indicate “pending”. Now, we want to create a site claim.

STEP 12: Click on “Create New Claim”:



STEP 13: Fill out the site claim and click “Save”.



Then, click the purple “Center Claims” link. Center Claims

STEP 13: Lastly, click “Submit All Claims”.

Rincon Learning Center (07-31-96)

- ▶ [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](#)

July

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	08/30/2011 2:56p	Edited by 5318

Rincon Learning Center (07-31-96-001)

- ▶ [View Site Meal Service Summary](#)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	08/30/2011 3:04p	Edited by 53

You're done!

The Three Main Reports (i.e. the most helpful reports)

(All the report links can be seen at the claim index.)

- ▶ [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

- ▶ [Submit All Claims](#)

June

Action	Paid	Revision	Type
Edit		Original	Regular Claim

Rincon Learning Center (07-31-96-001)

- ▶ [View Site Meal Service Summary](#)

Action	Paid	Revision	Type
Edit		Original	Regular Claim

“View Meal Service Summary” and “View Site Meal Service Summary” is fundamentally the same report in terms of the information that it provides.

Children's Center ()			
Accurate as of 4/15/2011 2:59:21 PM			
2011 February			
Meal	Count	Rate	Amount
Breakfast			
Free Meals Served	176	1.4800	\$ 260.48
Reduced-Price Meals Served	58	1.1800	68.44
Paid Meals Served	221	0.2600	57.46
		Total:	\$ 386.38
Morning Snack			
Free Meals Served	283	0.7400	\$ 209.42
Reduced-Price Meals Served	94	0.3700	34.78
Paid Meals Served	356	0.0600	21.36
		Total:	\$ 265.56
Lunch			
Free Meals Served	321	2.7200	\$ 873.12
Reduced-Price Meals Served	107	2.3200	248.24
Paid Meals Served	405	0.2600	105.30
Cash in Lieu	833	0.2025	168.68
		Total:	\$ 1,395.34
Afternoon Snack			
Free Meals Served	199	0.7400	\$ 147.26
Reduced-Price Meals Served	66	0.3700	24.42
Paid Meals Served	250	0.0600	15.00
		Total:	\$ 186.68
		Month Total:	\$ 2,233.96

Amount Paid in February 

View Payment Summary Report

Claims

Payment Summary

You are in [CACFP Home](#) > [Center Claims Index](#) > Payment Summary

████████████████████ Children's Center (████████████████████)

Program Year 2011

Period	Entry Date	Check Amount
2010 November	11/15/2010	\$ 2,551.05
2010 December	12/13/2010	\$ 2,292.19
2011 January	01/12/2011	\$ 2,332.21
2011 February	02/14/2011	\$ 2,356.96
2011 March	03/14/2011	\$ 2,233.96 **
2011 April	04/13/2011	\$ 2,757.00
2011 Program Year Total:		\$ 14,523.37

The month paid

ADE Processed Claim

The claim was for February paid in March