Step by Step Instruction:

How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

Professional Standards Learning Code 3310

Length: 45 minutes

Revised February 2019

"Step by Step Instruction: How to Submit a Claim using CNPWeb for Sites Operating the Special Assistance Provision 2" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the Special Assistance Provision 2 under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) who submit claims in CNPWeb for reimbursement.
- The following slides provide guidance on how to submit a claim in CNPWeb for sites operating Provision 2.
- Attendees are expected to have already submitted Site and Sponsor applications for the program year.
- If you have not submitted your Site and Sponsor applications, **please *refer to the ADE Online Training Library and review the How-To-Guide below before continuing:***
    - How to Submit Site and Sponsor Applications in CNPWeb

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

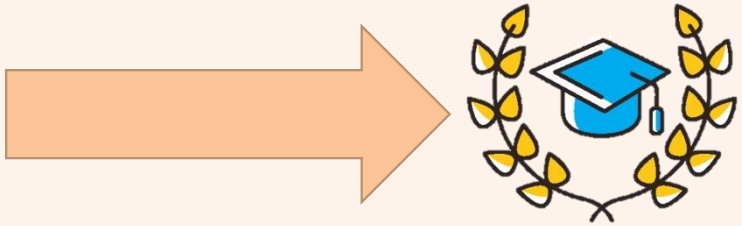
Objectives

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.

Comprehension Check

- 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 the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light peach like you see on this slide.



Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

Definitions

- **Attendance Factor:** A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- **ADEConnect:** An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.
- **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 LEA's attendance factor, do not exceed the meals served for the day.
- **Provision 2:** A four year cycle that provides free meals to all students regardless of household income while reducing administrative duties and cost to participating LEAs.
- **Meal Claiming:** Federal reimbursement is provided for each meal 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.
- **Program Year:** The operating period for Child Nutrition Programs, which is July 1-June 30.

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

The Step by Step Instruction will review:

Introduction to Claiming for Reimbursement for Sites Operating the Special Assistance Provision 2	Slides 7-18
Log into CNPWeb	Slides 19-29
Submitting a Claim	Slides 30-58
Revising a Claim	Slides 59-68
Questions and Answers	Slides 69-77

The following slides will only cover how-to instructions for submitting a claim using CNPWeb. ***Please refer back to the ADE Online Training Library for other How-To-Guides regarding operation of the program.***

Introduction to Claiming for Reimbursement for Sites Operating the Special Assistance Provision 2

Introduction

Overview

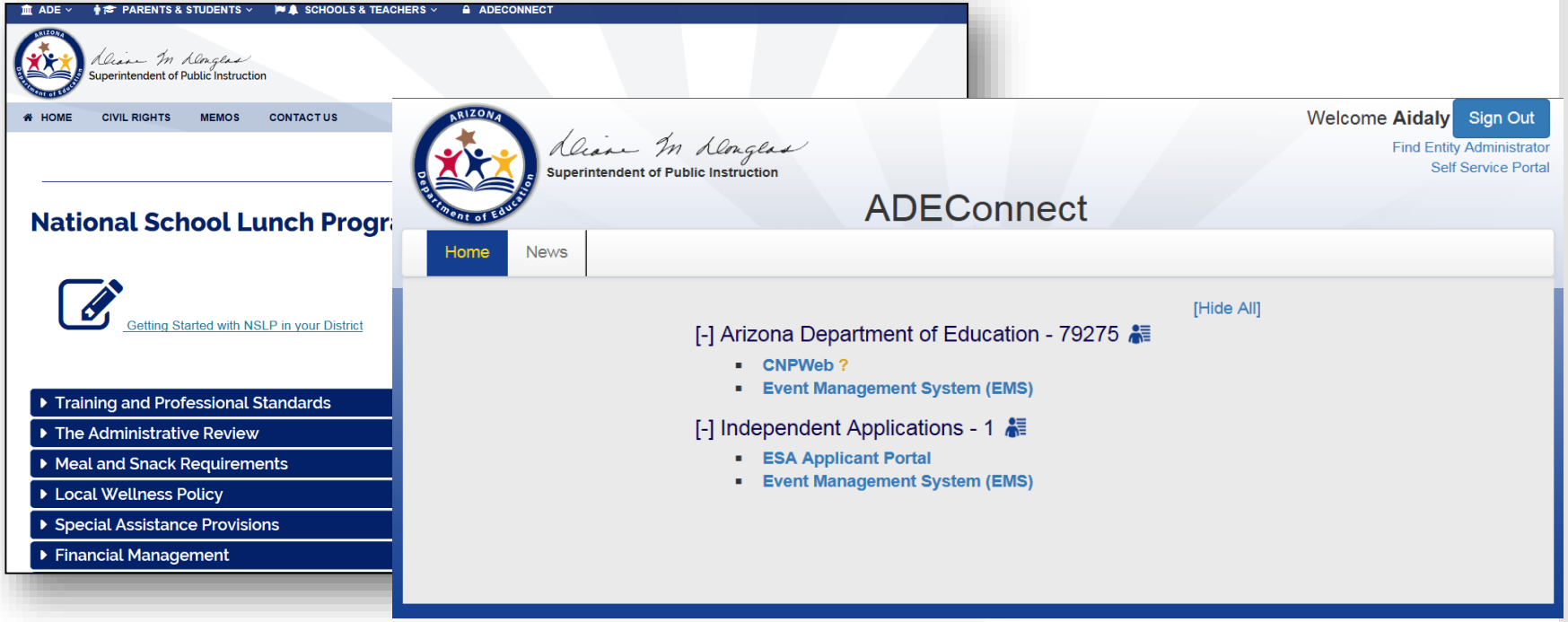
- Federal reimbursement is provided for each meal/snack that meets program requirements and is served to an eligible student.
- To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students.
- For sites operating Provision 2, students 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, LEAs must submit reimbursement claims online by logging into ADEConnect.

ADEConnect

Introduction

What is ADEConnect? ADECONNECT

- ADEConnect is an online application that houses web access to different program applications for multiple program areas within ADE. Throughout the program year, School Nutrition Programs will require LEAs to submit reports using this online portal.

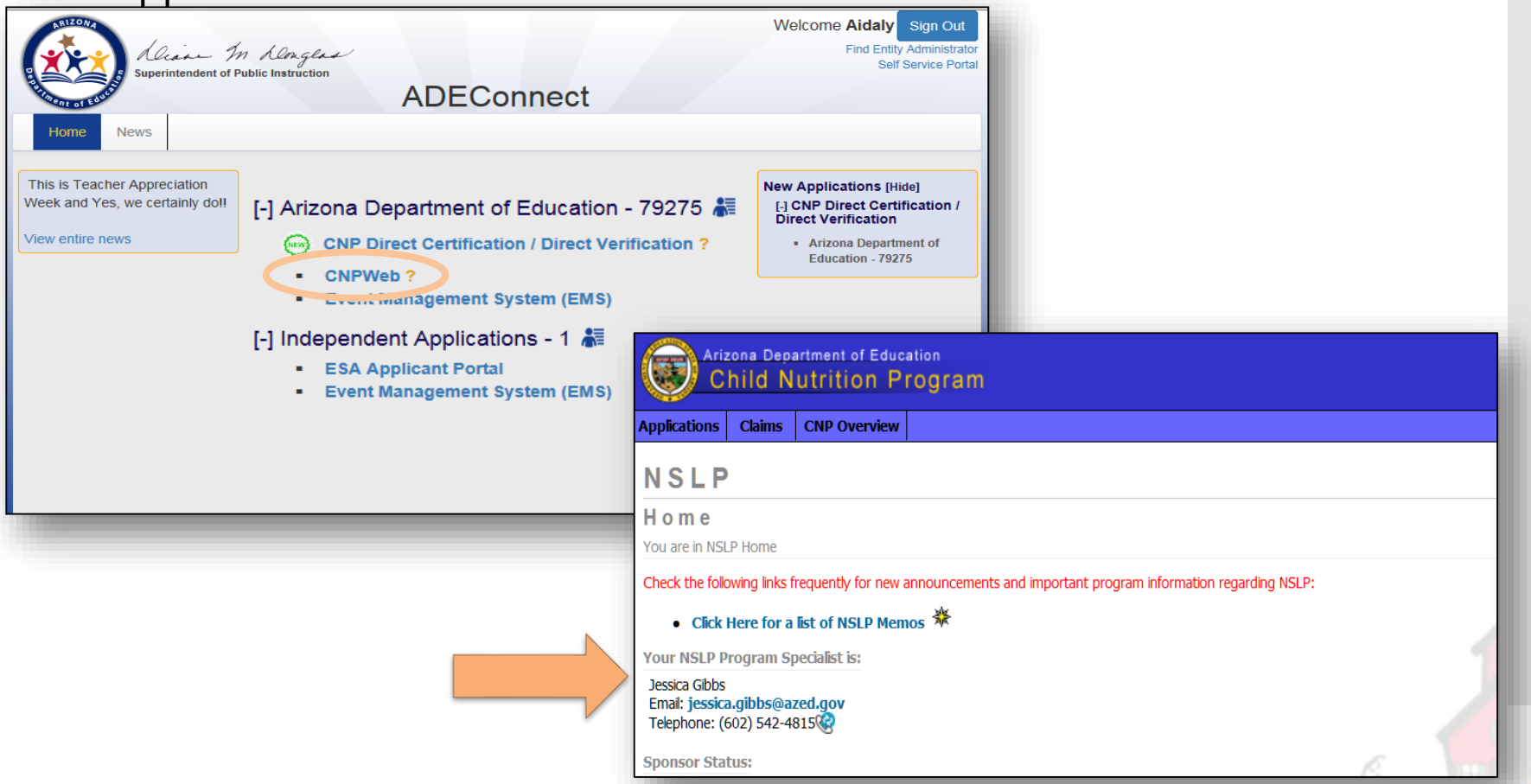


ADEConnect Application Menu: List of all ADE web applications. Each web application holds permissions to a different report and/or database. Please note, application menus may be different for all users.

Introduction

What is CNPWeb?

- CNPWeb is the web application where LEAs operating Child Nutrition Programs submit their annual Site and Sponsor applications and submit claims for reimbursement.



Introduction

How do I obtain access to CNPWeb?

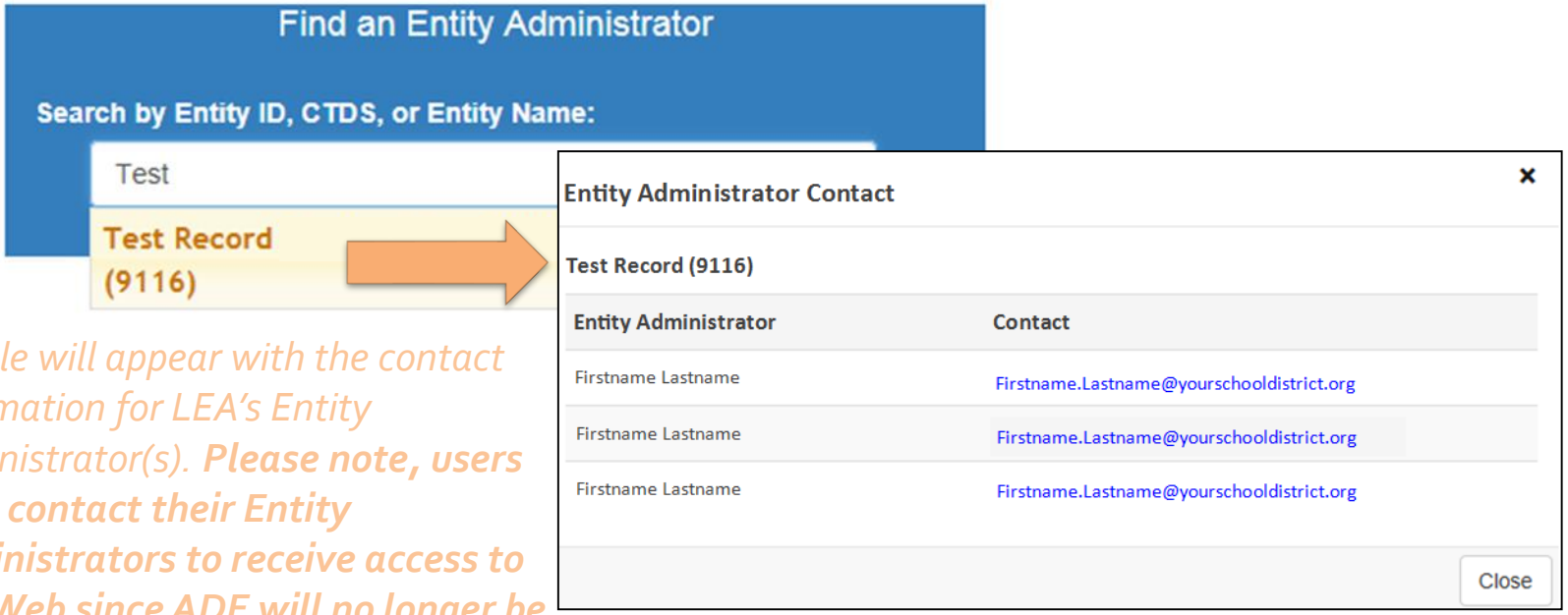
- Only those users who have been designated *Entity Administrators* can grant permissions to applications within ADEConnect.
- Users must contact their LEA's Entity Administrator in order to receive access to CNPWeb.
- To find your LEA's Entity Administrator, users can log into ADEConnect from the sign in screen or through their Student Information System (SIS) and click *Find Entity Administrator*.

Continue

Introduction

How do I obtain access to CNPWeb?

- Users are able to search for their Entity Administrator(s) by searching Entity ID, CTDS, or Entity name.



A table will appear with the contact information for LEA's Entity Administrator(s). ***Please note, users must contact their Entity Administrators to receive access to CNPWeb since ADE will no longer be granting access.***

*If you do not have an Entity Administrator, or if you have any other questions about ADEConnect, please contact the Arizona Department of Education Support Center at 602-542-7378 or adesupport@azed.gov

Continue

Introduction

How do I know if I have been granted access?

- Once the Entity Administrator has granted the user access to an application, the user will receive a system email letting them know of their new permissions.

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNP Direct Certification/Verification HNS Staff
- **Addition of Application(s):** CNP Direct Certification / Direct Verification
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Firstname Lastname, Firstname.Lastname@yourdistrict.gov

Thank you,

ADE Solutions Support Team
Email: adesupport@azed.gov
Phone: (602) 542-2222
Toll free: 1(866) 577-9636
Fax: (602) 542-2560
Monday - Friday, 7:00 AM - 5:00

Congratulations! You have been provided access to the following in ADEConnect:

- **Addition of Application Role(s):** CNPWeb ADE User - HNS Program Staff
- **Addition of Application(s):** CNPWeb
- **Entity-ID(s):** Arizona Department of Education (79275)
- **Requested by:** Firstname Lastname, Firstname.Lastname@yourdistrict.gov

Thank you,

ADE Solutions Support Team
Email: adesupport@azed.gov
Phone: (602) 542-2222
Toll free: 1(866) 577-9636
Fax: (602) 542-2560
Monday - Friday, 7:00 AM - 5:00 PM

Introduction

Who should submit the claims?

- Claims should be submitted by a trained staff member who is familiar with the counting and claiming process.
- It is recommended that more than one representative have access to CNPWeb for claim submissions.
- When a staff member leaves the Local Educational Agency (LEA), their login access must be deleted and cannot be shared among other staff (ideally the LEA will already have another individual with established CNPWeb access to submit the claim).
- CNPWeb will provide an electronic date stamp containing the username, date and time the action occurred (i.e. submitted claim).

Comprehension Check

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 at the LEA 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.

Comprehension Check

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 at the LEA 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 CNP Web in ADEConnect and he/she is out of the office unexpectedly, or leaves their position, the LEA will not be able to submit a claim until someone else receives CNP Web access in ADEConnect. Having at least two people with CNP Web access will ensure there's a backup plan in the event one person is unable to submit the claim.

Introduction

When can I submit my claim?

- A monthly claim is generated for each approved site in CNPWeb after the month of operation is complete.

  For example: On September 1, CNPWeb created a claim that the LEA can open to enter in the number of meals served for the month of August.

- Claims can be submitted starting the 1st day of the month and up to 60 days after the last claiming day of the month.
- It is a best practice to have all claims submitted on the 1st through the 10th of each month.

Introduction

When can I expect to be reimbursed?

- All claims in a submitted status will be paid within 14 business days.

For example:

Submitted: *November 1, 2019*
Received payment by November 21st, 2019.

Log into CNPWeb

Log into CNPWeb

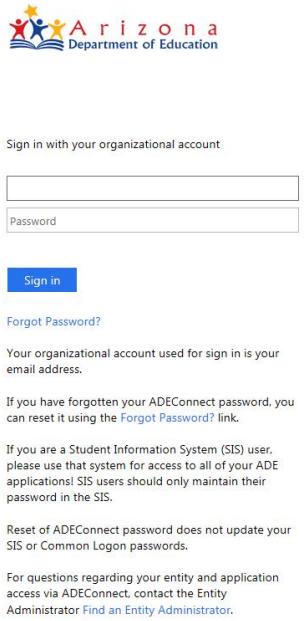
1. Go to the ADE Health and Nutrition Webpage: http://www.azed.gov/hns/.

Log into CNPWeb

2. Click on ADECONNECT found on the top blue bar of the webpage.

Log into CNPWeb

A new webpage will load. It should look like this screen:

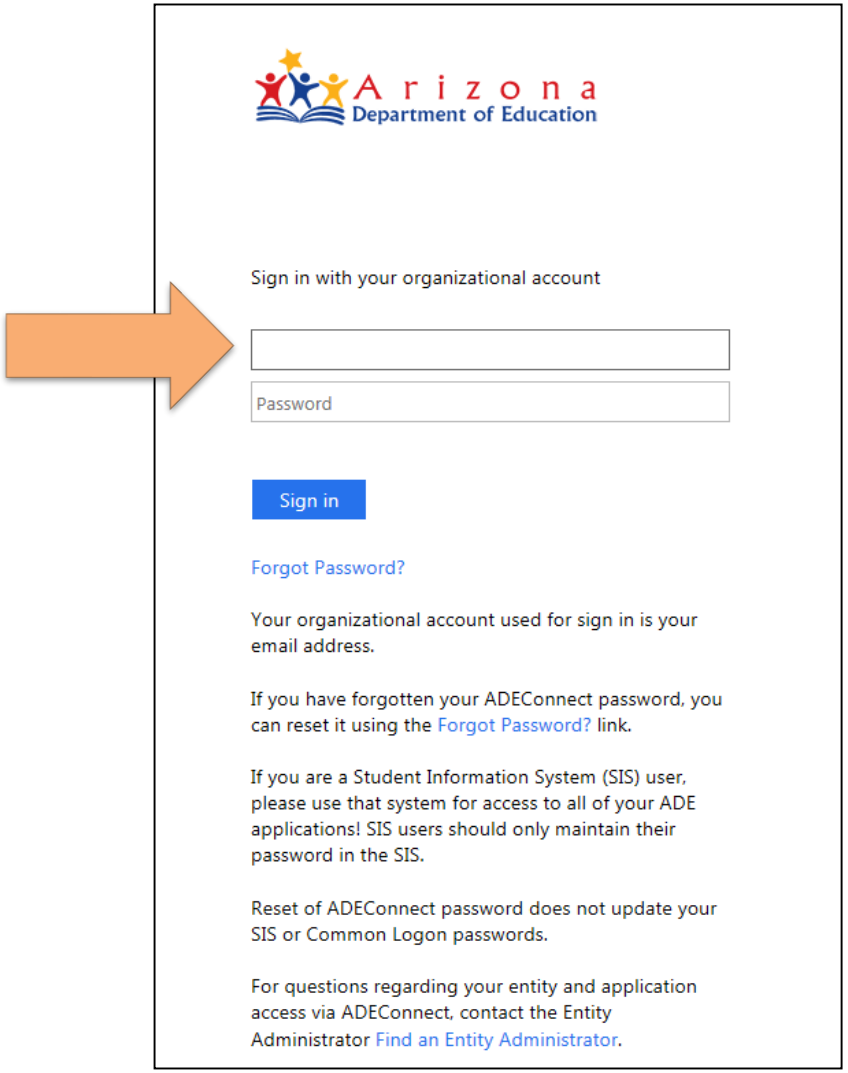


You must have a username and password in order to access ADEConnect*

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into CNPWeb

3. Enter your username and password.

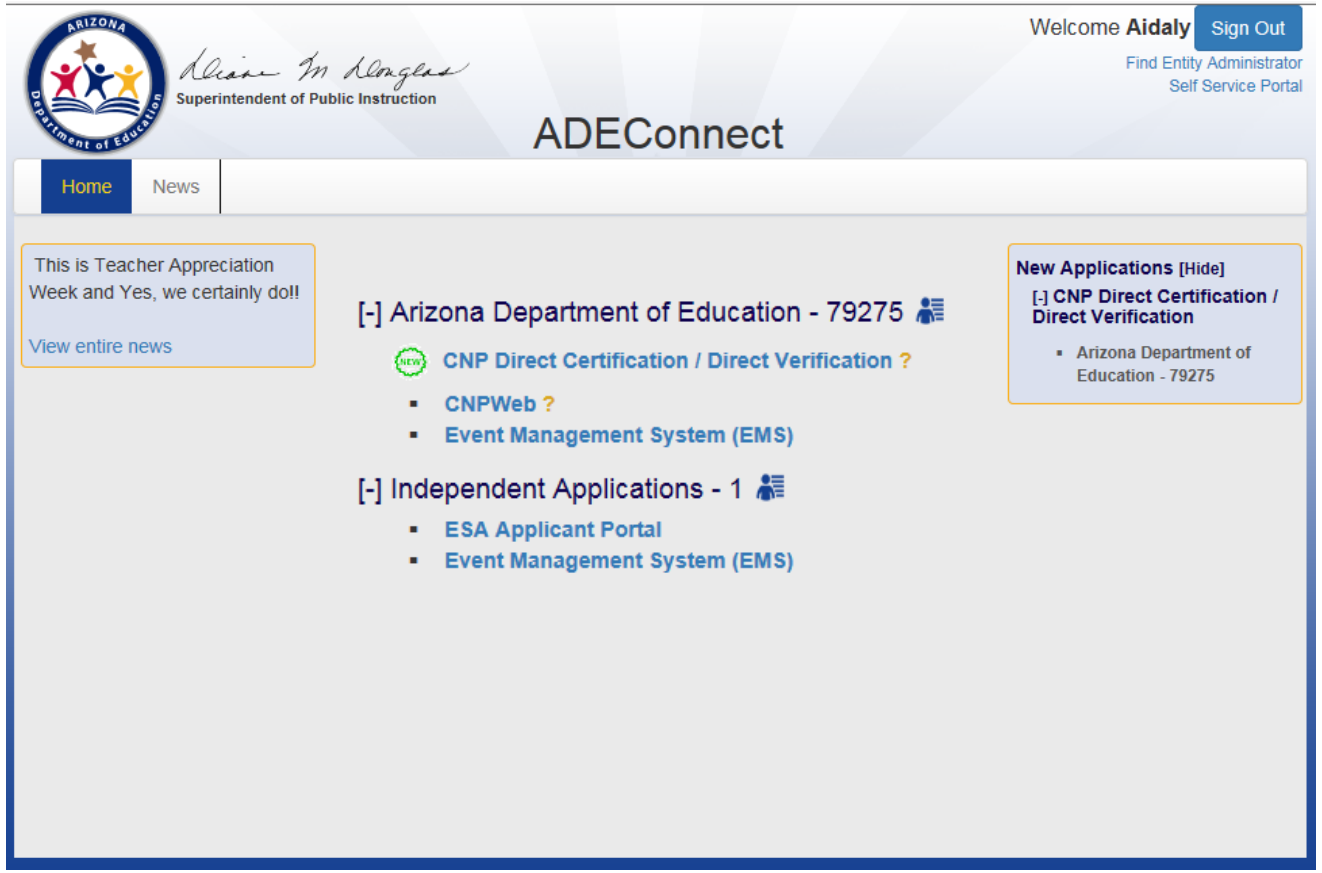


**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log into CNPWeb

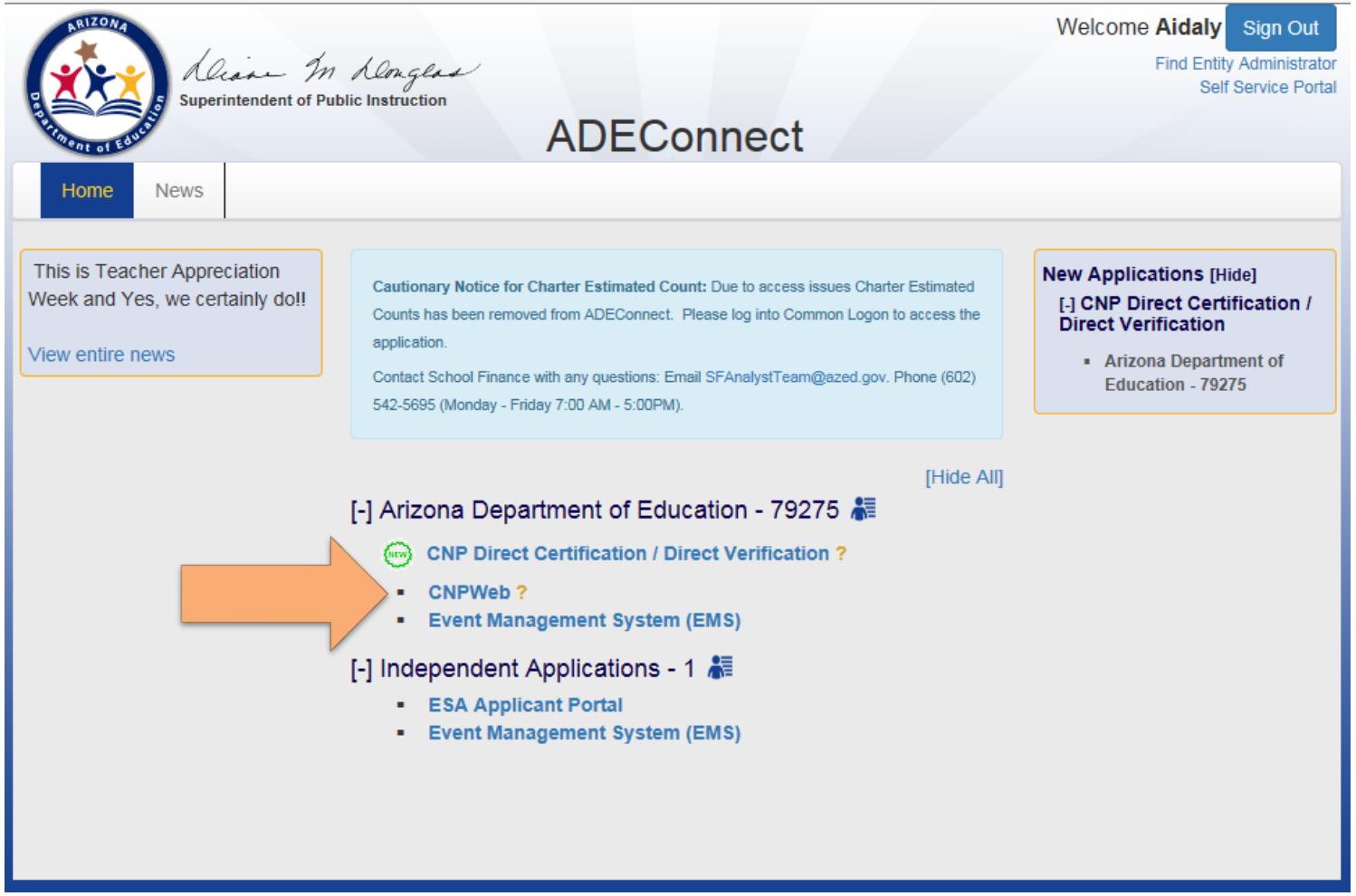
You have successfully logged into ADEConnect.

After logging in, your webpage will show all ADEConnect applications you have access to.



Log into CNPWeb

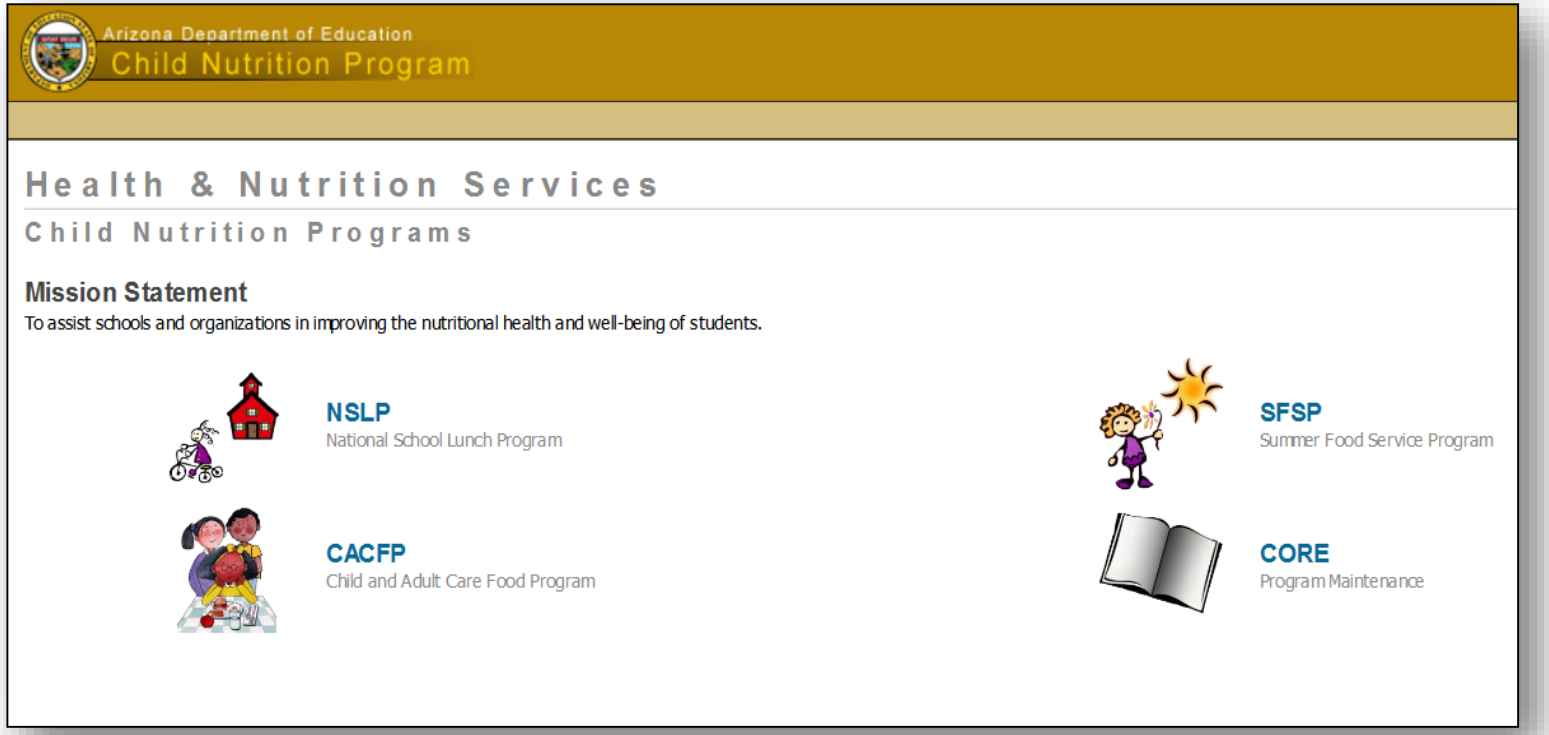
4. Click on **CNPWeb ?**.



Log into CNPWeb

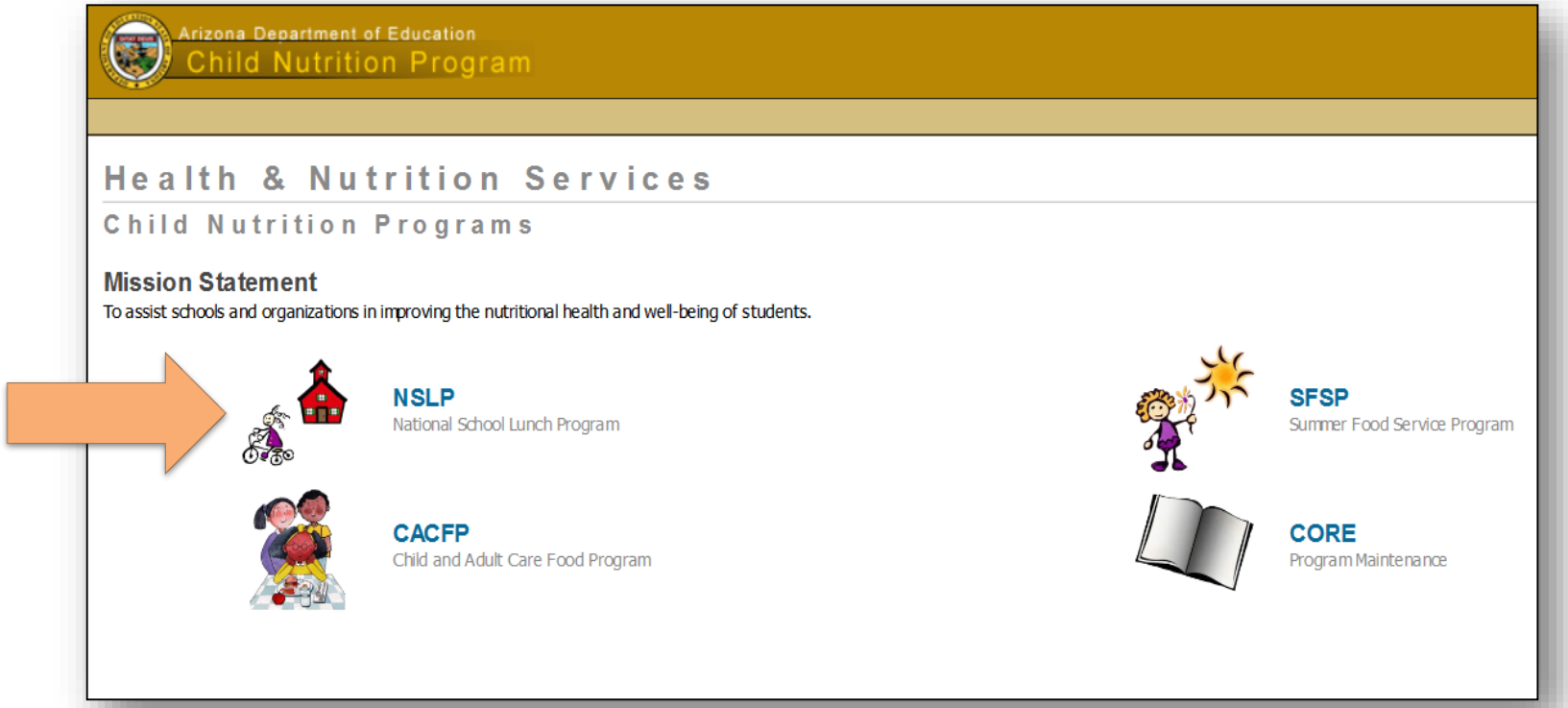
You have successfully logged into CNPWeb.

After logging in, your webpage will show all Child Nutrition Programs you are participating in.



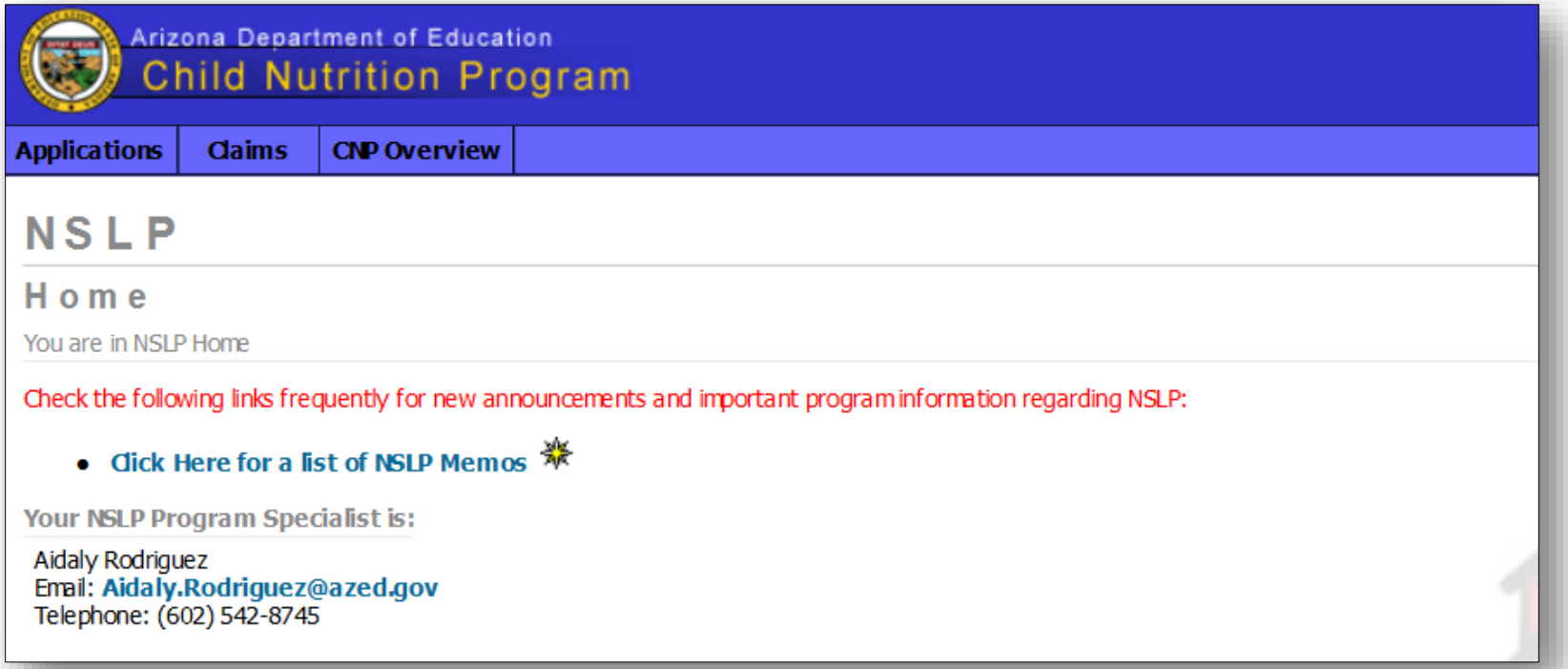
Log into CNPWeb

5. Click on
.



Log into CNPWeb

A new webpage will load. It should look like this screen:



Log into CNPWeb

CNPWeb Home Page

- **Program Specialist:** Each LEA participating in NSLP has an assigned School Nutrition Programs Specialist. This is the person the LEA should contact for program/regulatory questions, special requests, and ongoing support. Their contact information is displayed in CNPWeb home page.
- **Sponsor Status:** Provides the status for the LEA's Site and Sponsor applications.
- **Claim Status:** Provides updates for claim submission, payment, and reimbursement.

Submitting a Claim for Special Assistance Provision 2

Submitting a Claim for Special Assistance Provision 2

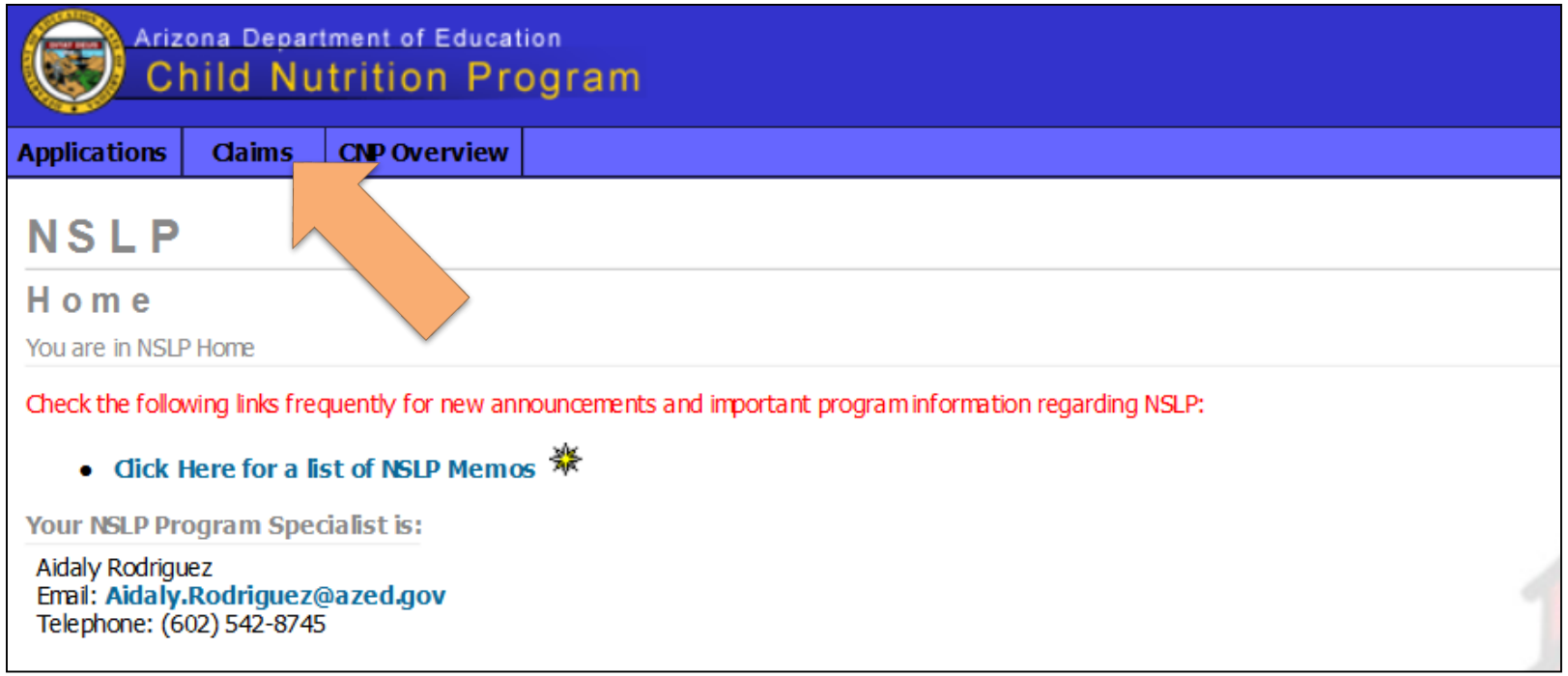
Flow of Submitting a Claim

Meal program is in operation. → Starting the 1st day of the month following the operating month, claims can be submitted. → Using the *Simplified Daily Edit Check*, user enters claim data for each site. → User saves and submits all claims. → Claims are processed. → Claims are reimbursed.

Together we will go through the process of submitting a claim by following the steps listed above. The following slides will discuss the steps in more detail.

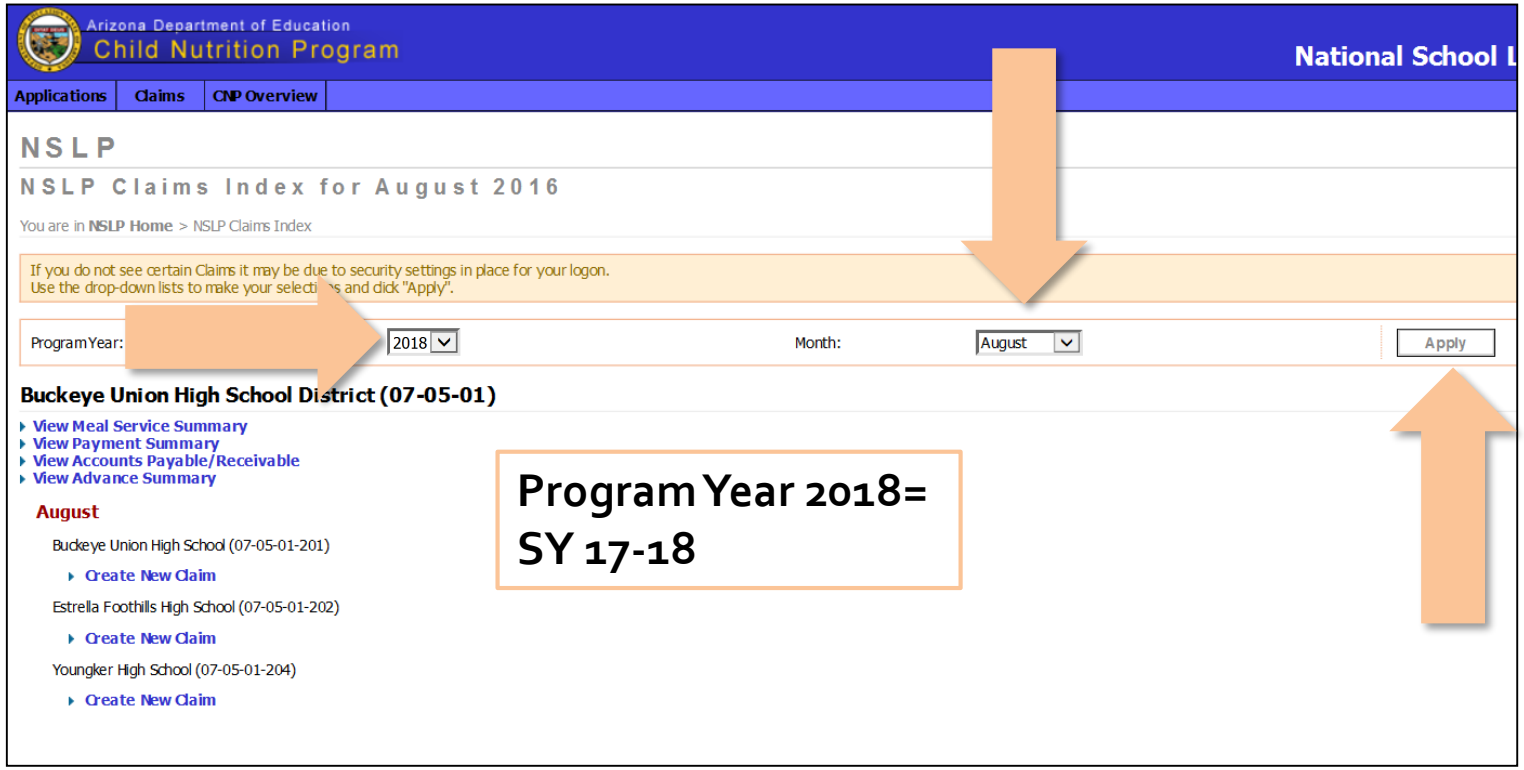
Submitting a Claim for Special Assistance Provision 2

1. Once logged into CNPWeb, click on **Claims** found on the CNPWeb home screen.



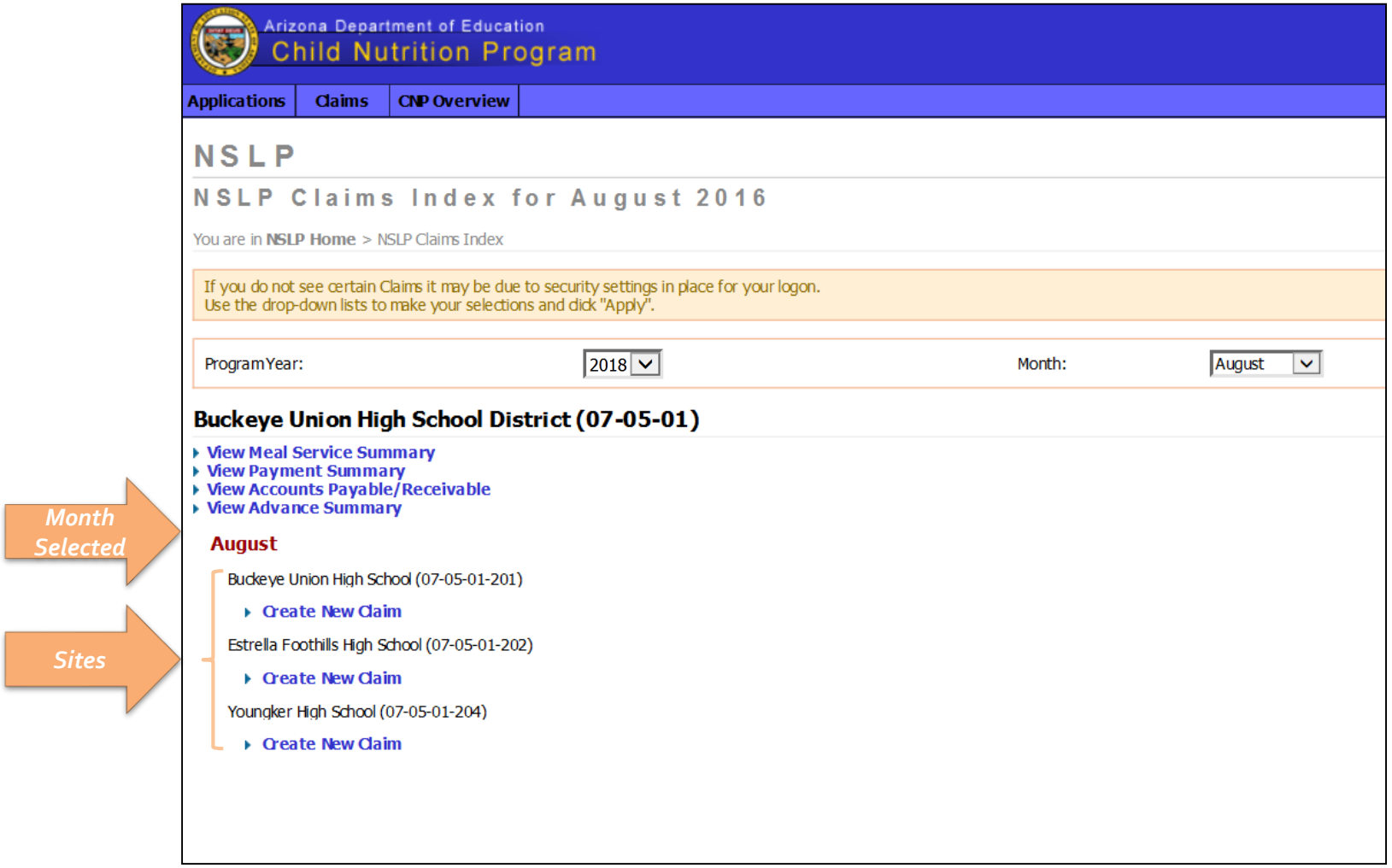
Submitting a Claim for Special Assistance Provision 2

2. Use the drop downs to select the program year and then the month you are wanting to submit a claim for. Then click Apply.



Submitting a Claim for Special Assistance Provision 2

Now your screen should show the month selected and all sites.



Submitting a Claim for Special Assistance Provision 2

We will now begin submitting a claim.

Things to remember:

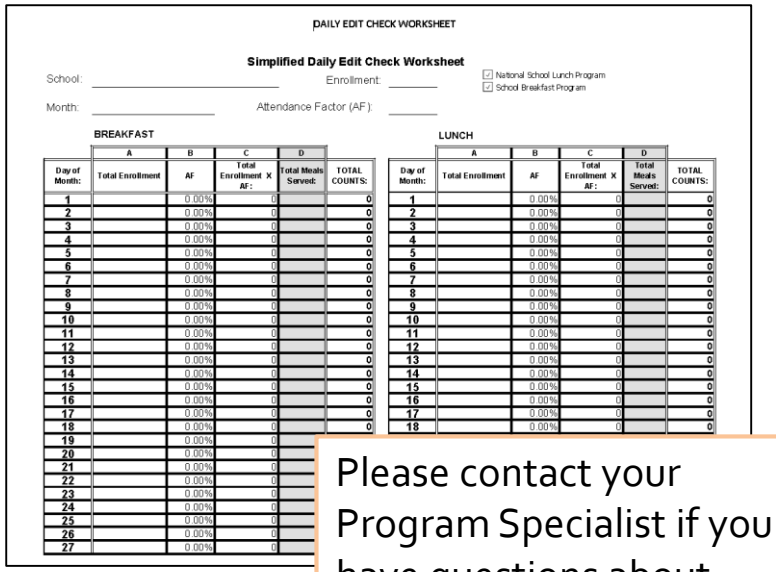
- Claims are site based.
- Claims are submitted monthly.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- Claims must be submitted after the entire month of operation has been completed; claims cannot be submitted in advance.
- The LEA is able to save all claims and continue working on them at a later time.
- Claims, even in ***Submitted*** status, can be revised.
- Claims must be in ***Submitted*** status in order to receive reimbursement, claims left in ***Pending*** status are not valid and will not be paid if left in this status.

Daily Edit Check

Submitting a Claim for Special Assistance Provision 2

What is a Simplified Daily Edit Check?

- A tool used to ensure the number of children currently eligible for meals, multiplied by the site's ***attendance factor***, does not exceed the meals served for the day.
- LEAs operating Special Assistance Provision 2 are required to complete a Simplified Daily Edit Check at each site.
- Claim data is obtained directly from the Simplified Daily Edit Checks.
- A sample Simplified Daily Edit Check Worksheet can be found on the ADE's Program Forms Webpage.



DAILY EDIT CHECK WORKSHEET

Simplified Daily Edit Check Worksheet

School: _____ Enrollment: _____

Month: _____ Attendance Factor (AF): _____

☑ National School Lunch Program
☑ School Breakfast Program

BREAKFAST

Day of Month:	A Total Enrollment	B AF	C Total Enrollment X AF :	D 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 Total Enrollment	B AF	C Total Enrollment X AF :	D 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

Please contact your Program Specialist if you have questions about completing the Simplified Daily Edit Check.

Attendance Factor

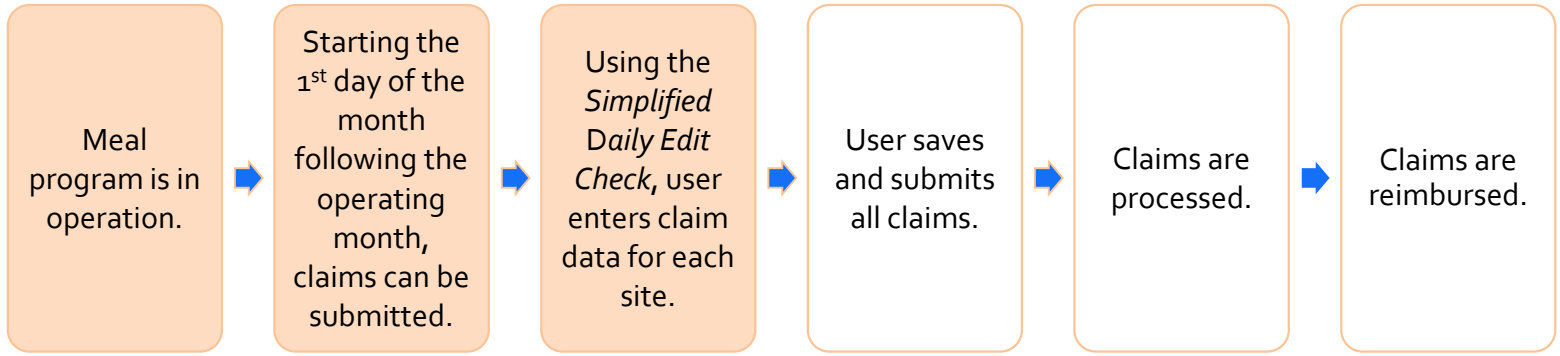
Submitting a Claim for Special Assistance Provision 2

What is an Attendance Factor?

- A percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site specific and can be found at the bottom of each site claim.
- Some LEAs 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 *not* be adjusted to make the claim pass the edit check.

Submitting a Claim for Special Assistance Provision 2

Flow of Submitting a Claim

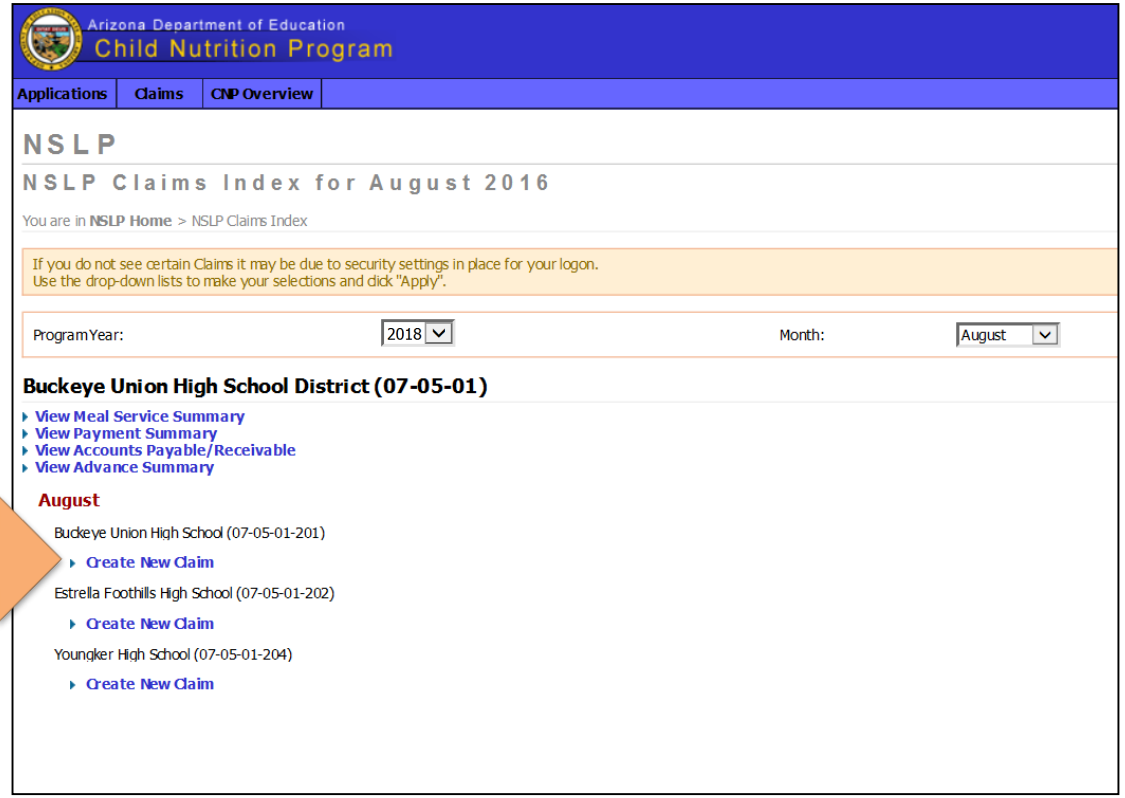


Meal Claiming: Federal reimbursement is provided for each meal that meets program requirements and is served to an eligible student. To obtain this reimbursement, school personnel must accurately count, record, and claim the number of meals actually served to students at the point of service.

Site: ADE's term for the individual location where meal service takes place.

Submitting a Claim for Special Assistance Provision 2

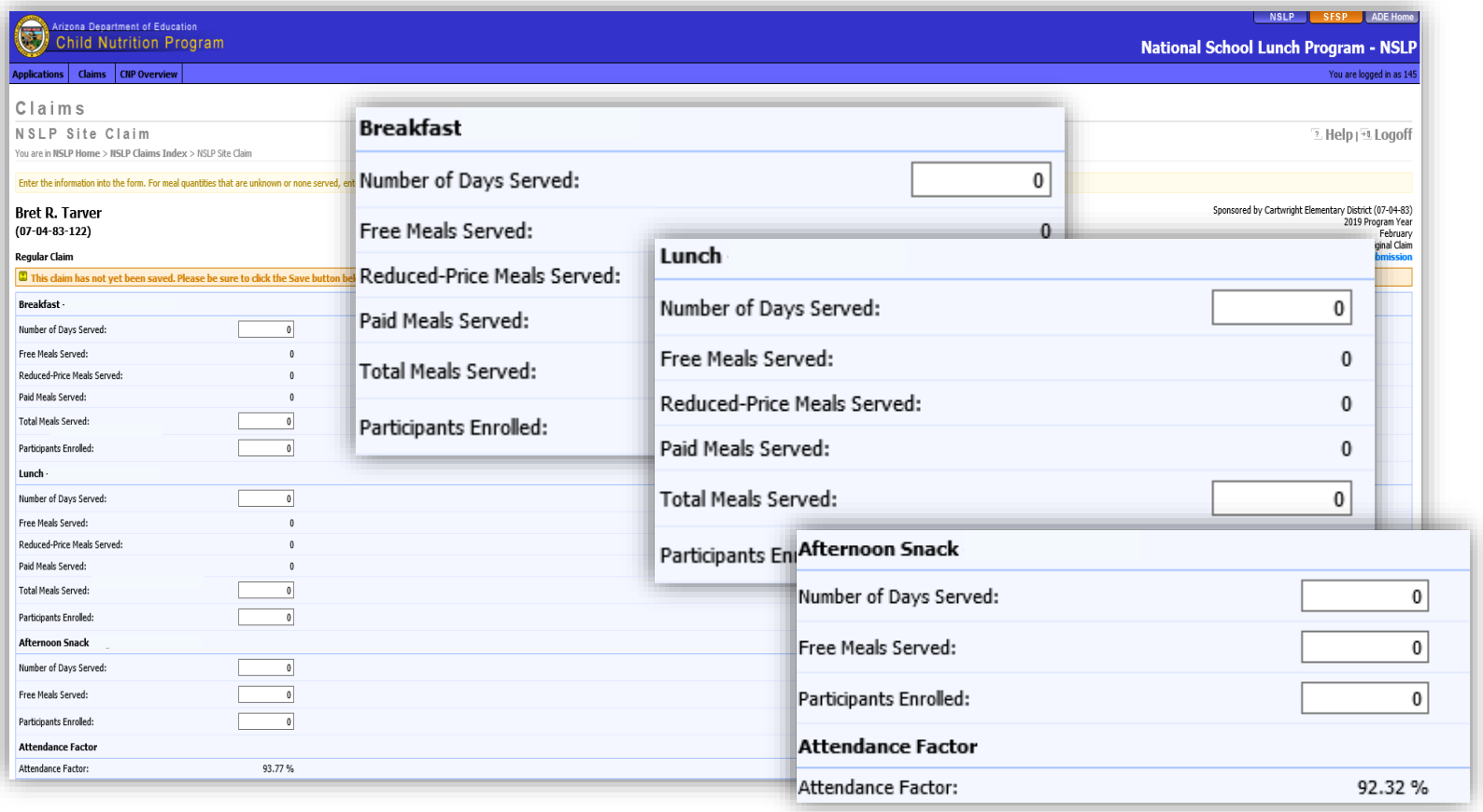
3. Under the claim month you selected, you will see a list of all your sites. Click ▸ Create New Claim under the site you wish to enter claim data in.



Submitting a Claim for Special Assistance Provision 2

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.

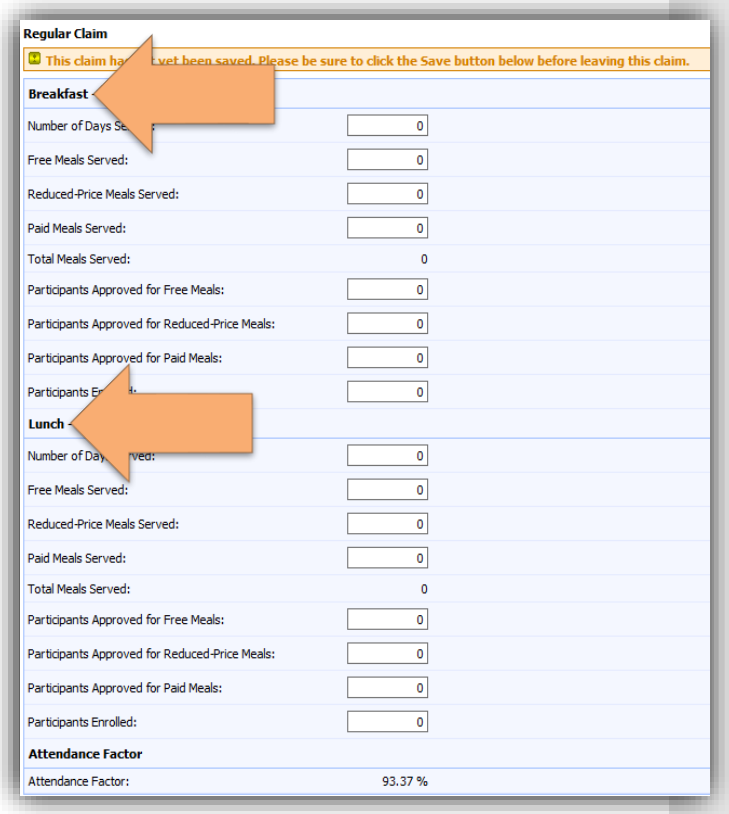


Submitting a Claim for Special Assistance Provision 2

What fields will I see on my claim?

Based on the site's participation in School Nutrition Programs, the CNPWeb claim will provide fields for the National School Lunch Program (NSLP), School Breakfast Program (SBP) and/or After School Care Snack Program (ASCSP).

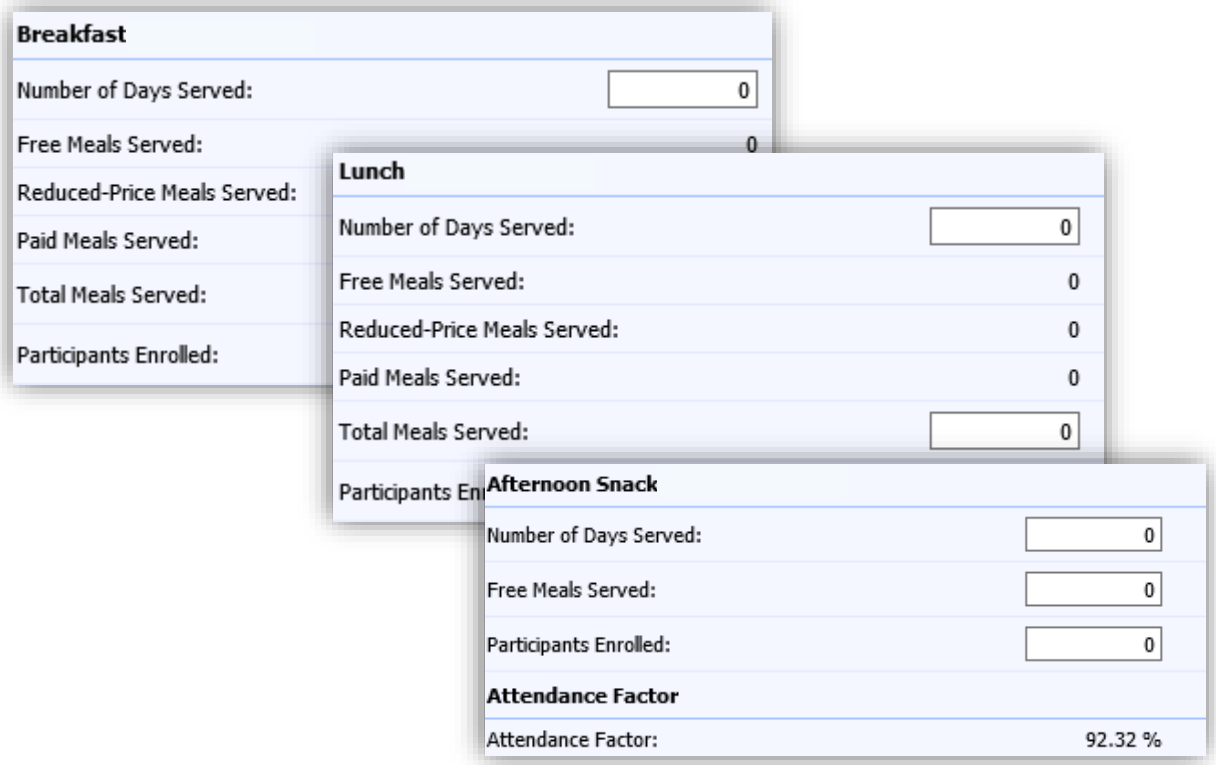
For example: A site that only participates in NSLP and SBP will only see fields related to NSLP and SBP when the LEA opens that site's monthly claim.



Submitting a Claim for Special Assistance Provision 2

4. Enter your 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. If you do not operate breakfast, you may continue to slide 44 for guidance on entering lunch data.

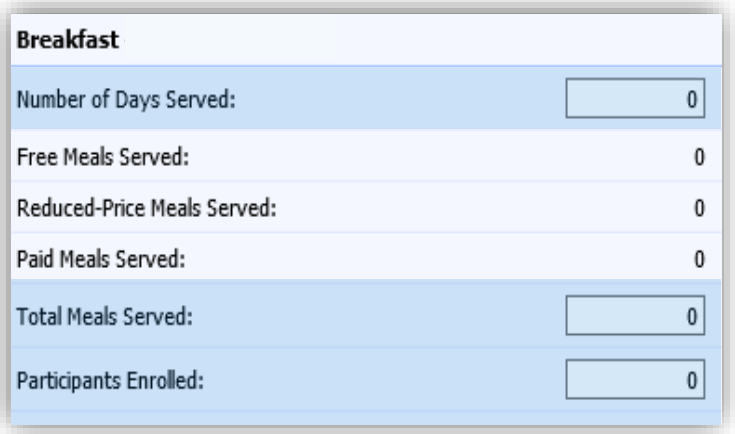


Breakfast Fields

Submitting a Claim for Special Assistance Provision 2

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	
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

**Please note that the 'Free Meals Served', 'Reduced-Price Meals Served, and 'Paid Meals Served' in the screenshot above will automatically show zero's for all Provision 2 operating sites. The user will not be required to complete these fields because the Provision 2 site is only required to count the total meals served.*

Continue

Submitting a Claim for Special Assistance Provision 2

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	
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

**Please note that the 'Free Meals Served', 'Reduced-Price Meals Served, and 'Paid Meals Served' in the screenshot above will automatically show zero's for all Provision 2 operating sites. The user will not be required to complete these fields because the Provision 2 site is only required to count the total meals served.*

Lunch Fields

Submitting a Claim for Special Assistance Provision 2

Afternoon Snack Fields

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

Attendance Factor Fields

Submitting a Claim for Special Assistance Provision 2

Attendance Factor

At the bottom of your claim you should see a percentage under the header *Attendance Factor*.

- An attendance factor is a percentage developed each program year by ADE School Finance. This percentage accounts for the difference between enrollment and attendance. This information is used as a basic edit check for claims.
- This percentage is site specific and can be found at the bottom of *each* site claim.
- LEAs are to use this attendance factor when completing the required form, *Simplified Daily Edit Check*.

Attendance Factor
Attendance Factor:

Daily Edit Check

Submitting a Claim for Special Assistance Provision 2

Calculating Provision 2 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 percentages of free, reduced, and paid participants from the base year and total meals served of that month that is being claimed for reimbursement. The example below shows how CNPWeb will calculate claims for Provision 2 schools based on the total number of meals served during the current month of reimbursement.

- The base year had 72.60% of their meals claimed as *free* in the month of August and Provision 2 will assume that in August during each non-base year, 72.60% of the total meals are *free*.

	Base Year Claim for August	Percentage		Non-Base Year Total Meals in August		Non-Base Year Claim for August
Free	1045	72.60%	Multiply		Equals	1198
Reduced	212	14.70%	x	1650	=	243
Paid	182	12.70%				209
Total Meals	1439	100%				1650

Submitting a Claim for Special Assistance Provision 2

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

Bret R. Tarver
(07-04-83-122)

Regular Claim

This claim has not yet been saved. Please be sure to click the Save butt

Breakfast - Severe Need	
Number of Days Served:	18
Free Meals Served:	4449
Reduced-Price Meals Served:	143
Paid Meals Served:	336
Total Meals Served:	4928
Participants Enrolled:	301
Lunch - High Rate	
Number of Days Served:	18
Free Meals Served:	3482
Reduced-Price Meals Served:	156
Paid Meals Served:	283
Total Meals Served:	3921
Participants Enrolled:	301
Afternoon Snack - High Rate	
Number of Days Served:	11
Free Meals Served:	606
Participants Enrolled:	75
Attendance Factor	
Attendance Factor:	9 77 %

Save Delete Cancel

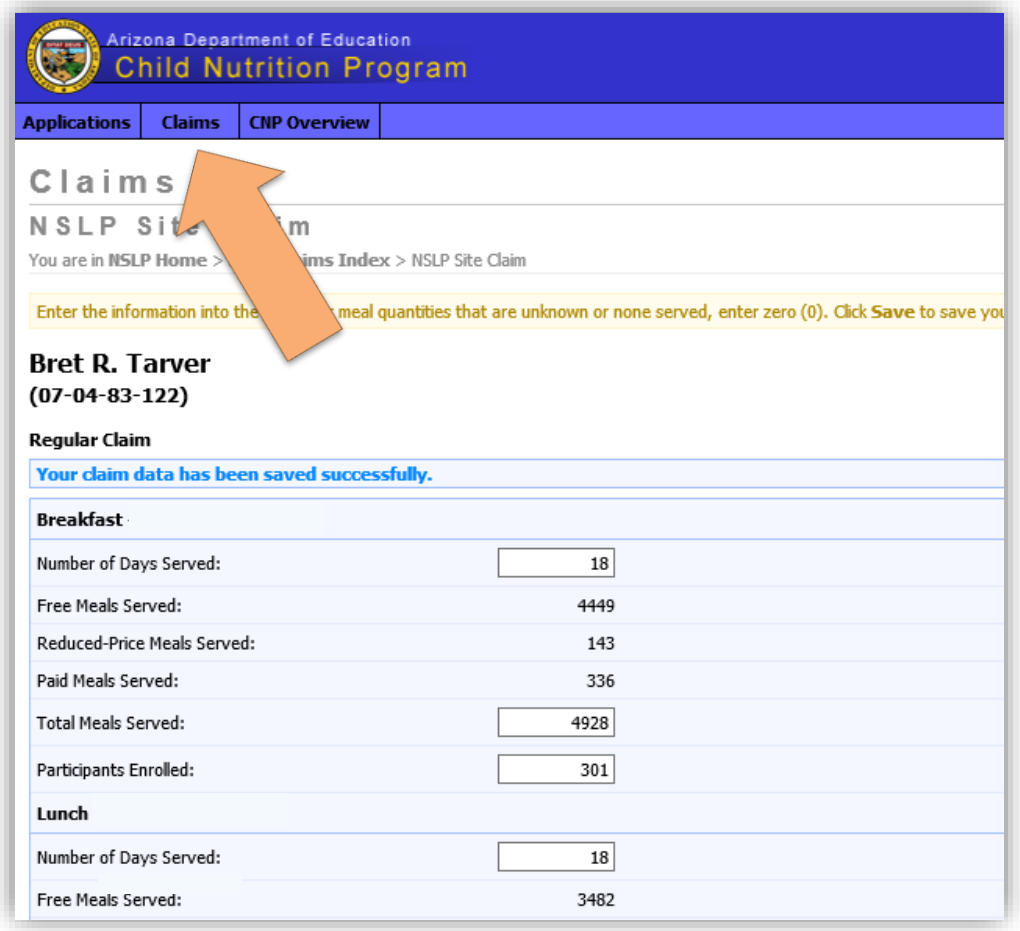
Remember that the user did not enter any counts in the *Free Meals Served, Reduced-Price Meals Served, or Paid Meals Served*; however, in this example these fields auto-filled based on the sites claiming percentages that were established during the base year.

Continue

Submitting a Claim for Special Assistance Provision 2

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

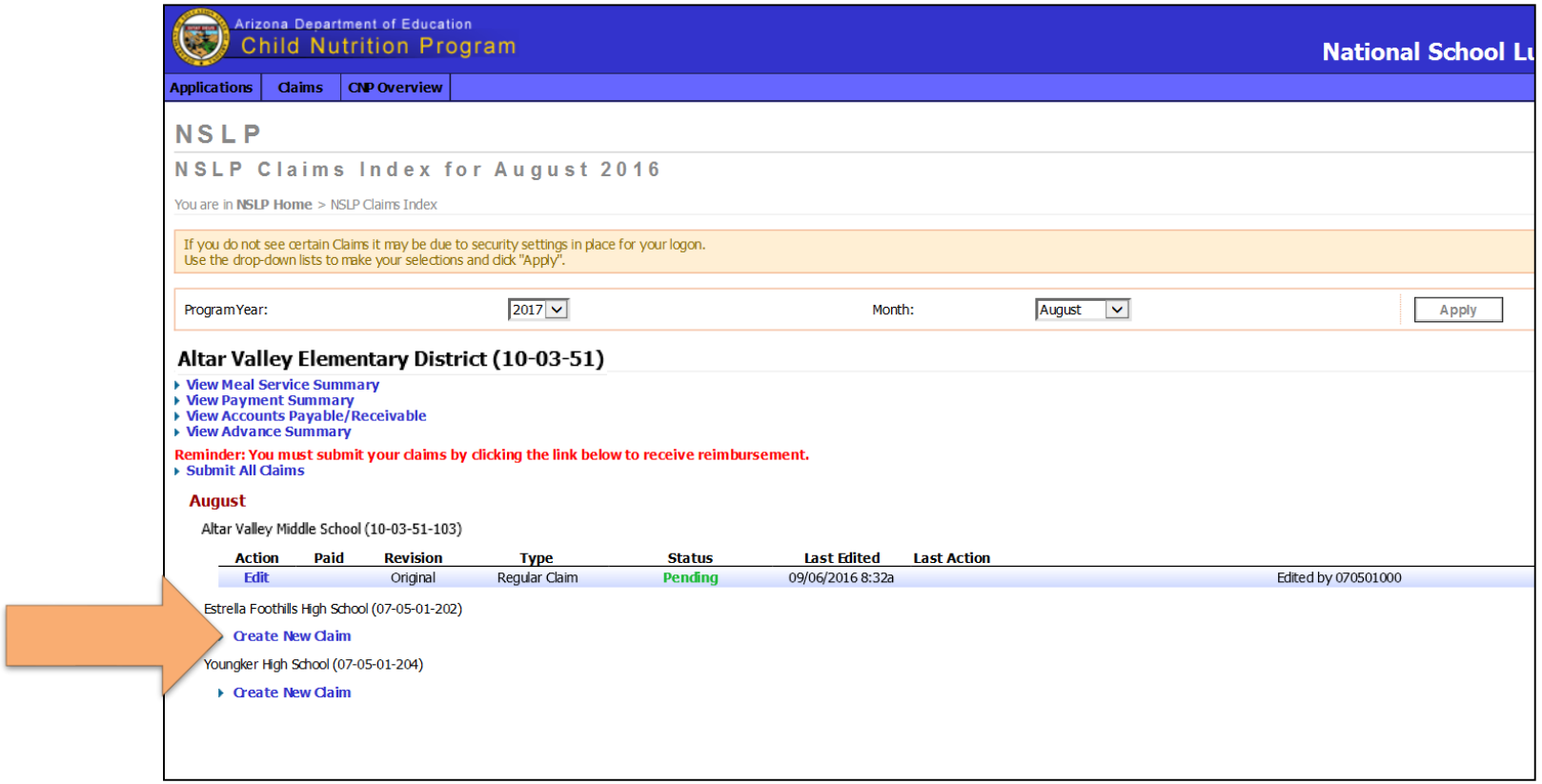
6. Click **Claims** found at the top of your screen to go back to your claim index page.



Claim Index

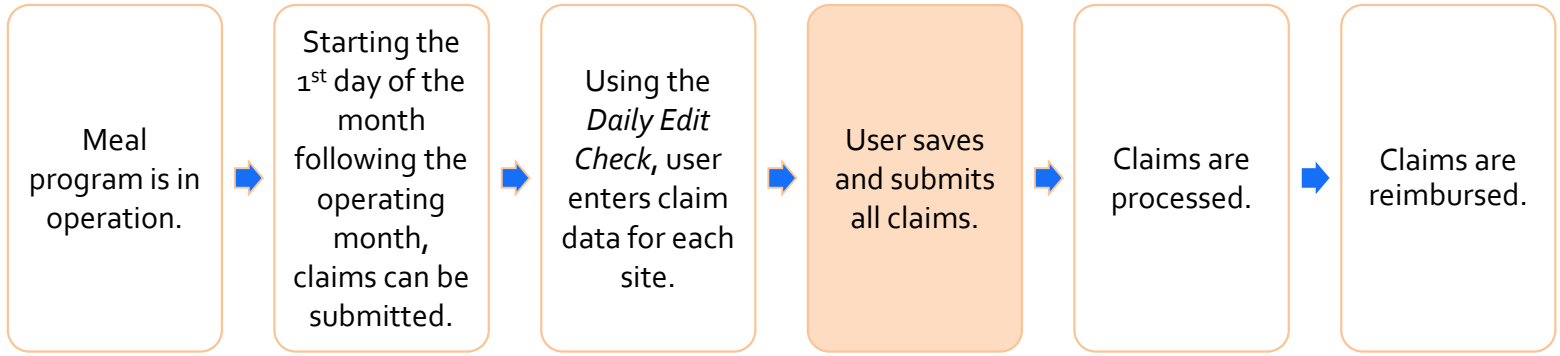
Submitting a Claim for Special Assistance Provision 2

7. Click ▸ Create New Claim to enter in claim data for other sites. Use slides 39-49 for guidance on entering claim data.



Submitting a Claim for Special Assistance Provision 2

Flow of Submitting a Claim

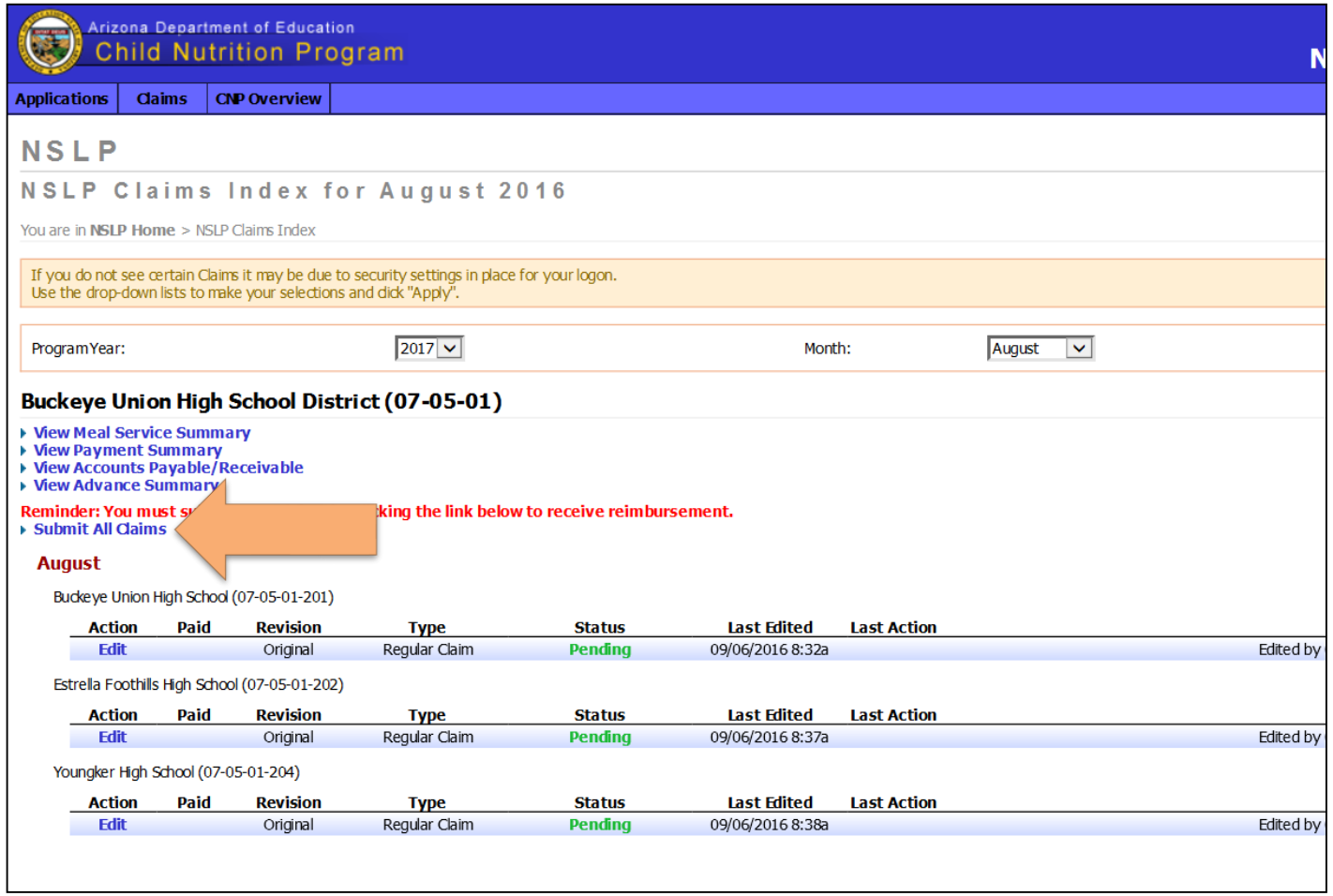


Pending Status: Claims left in ***pending*** status are not considered complete and will <u>not</u> be paid if left in this status.

Submitted Status: Claims must be in ***submitted*** status in order to receive reimbursement.

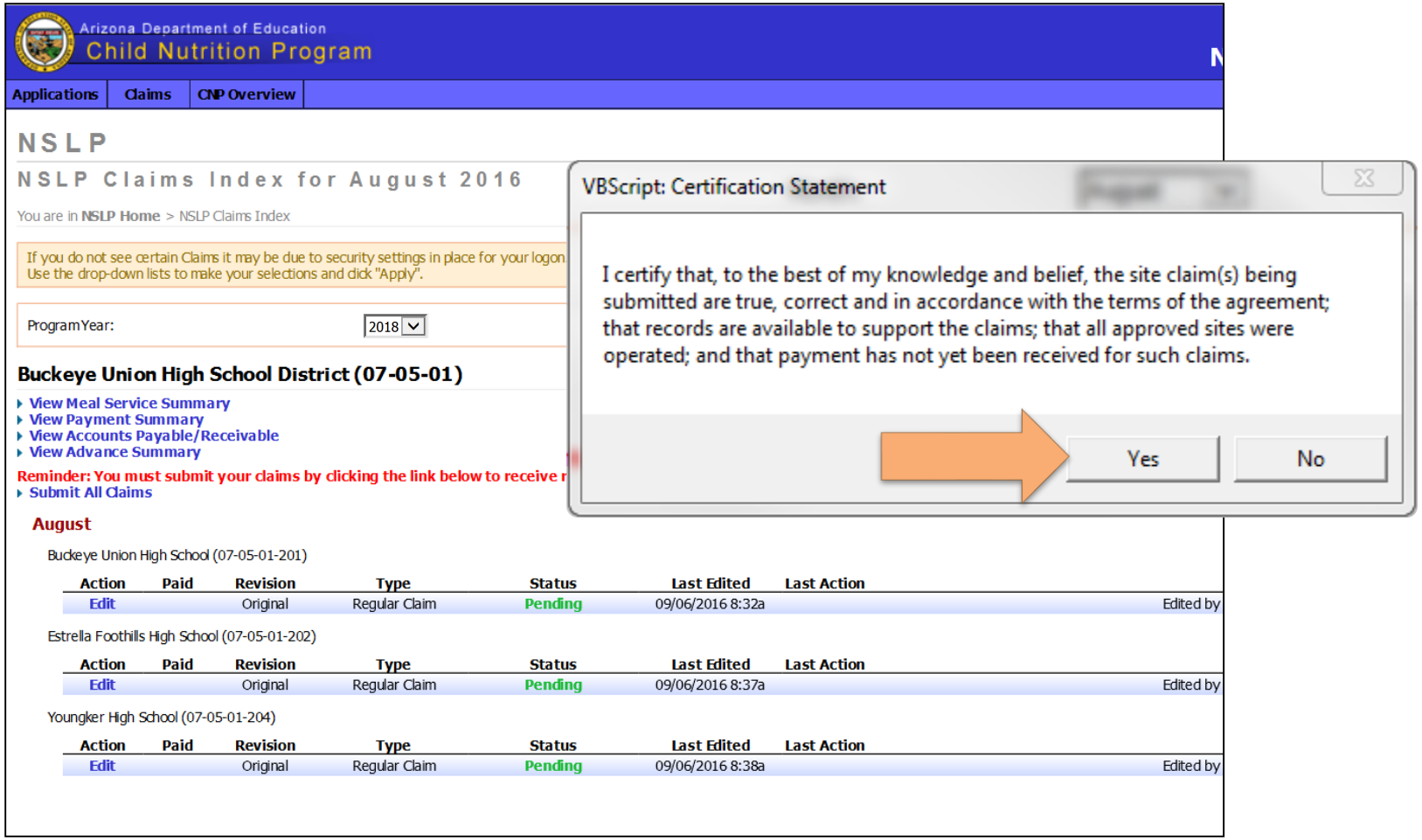
Submitting a Claim for Special Assistance Provision 2

8. Once all claims have been entered and *Saved*, you must click **Submit All Claims** to submit the claims to ADE.



Submitting a Claim for Special Assistance Provision 2

9. After you click **Submit All Claims** you will see a new window appear with a certification statement. Please review this statement and click Yes to continue.



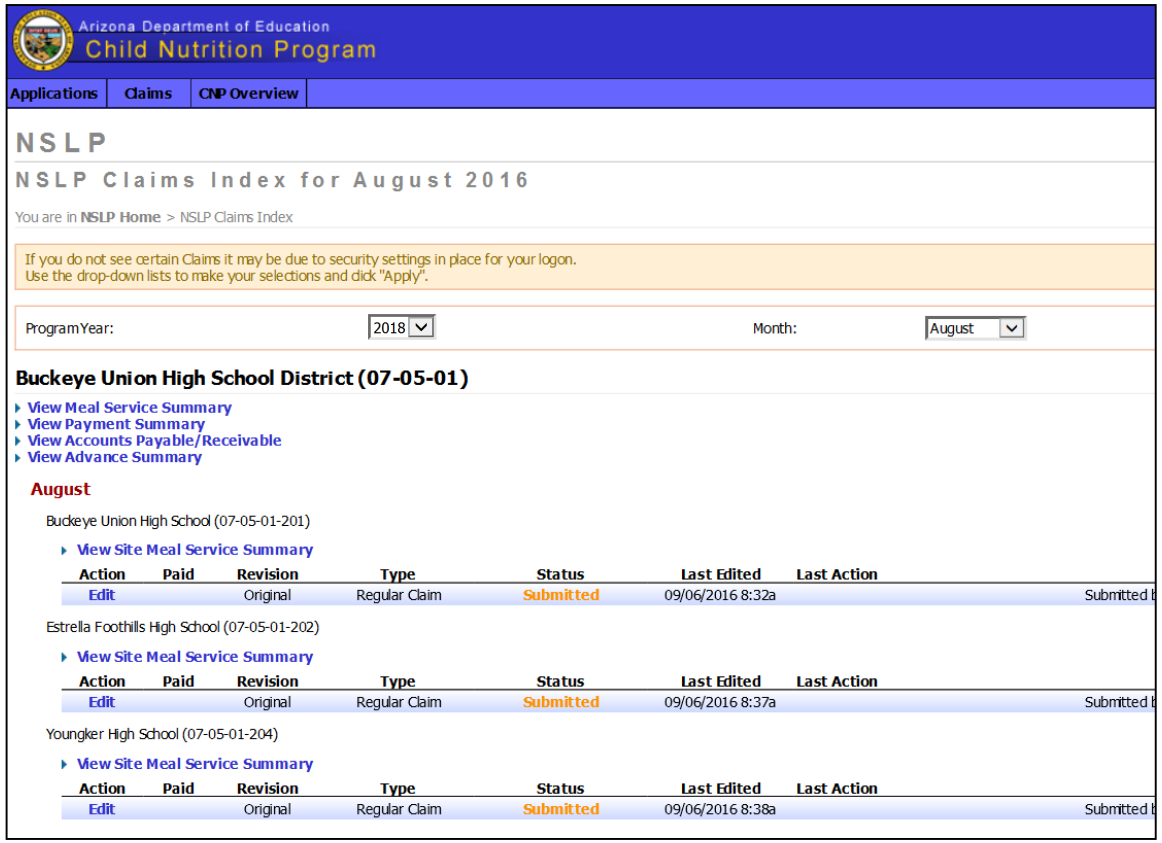
Submitting a Claim for Special Assistance Provision 2

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

10. Click **here** found at the bottom of the webpage to return to the claims index.

Submitting a Claim for Special Assistance Provision 2

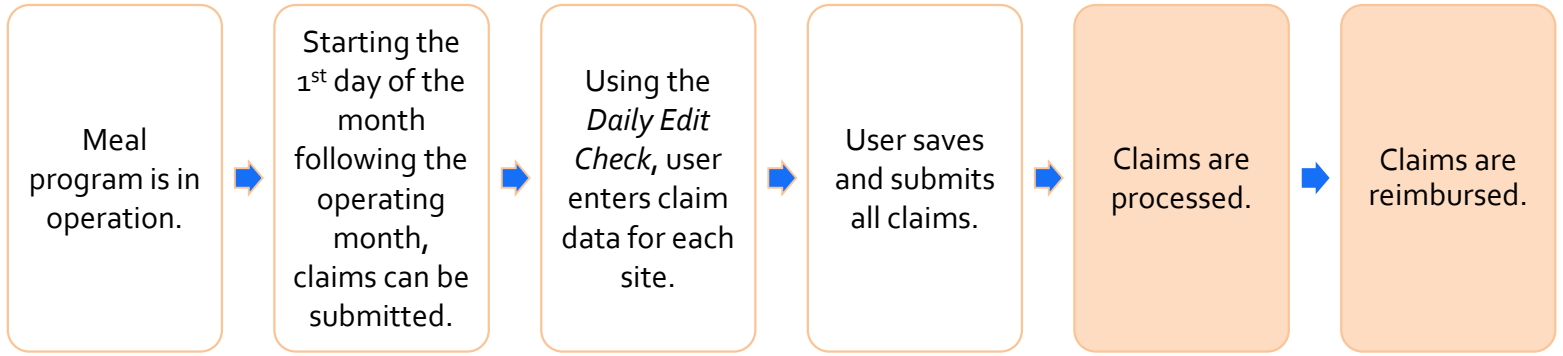
A new webpage will load. Your claim status should match below:



If your statuses do not match, you have <u>not</u> submitted your claims properly. Please contact your Program Specialist.

Submitting a Claim for Special Assistance Provision 2

Flow of Submitting a Claim



Processing Claims: Claims are processed in batches, beginning the 1st 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 to estimate check mail date or you may call the payment information line at (602) 542-5300.

Comprehension Check

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.

Comprehension Check

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

Revising a Claim

Am I able to revise my claim?

- Claims, even in submitted status, can be revised up until the 10th of the month and all reimbursement will be paid in the same lump sum.
- 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 LEA submits their site claim that includes meal counts for lunch and breakfast on September 1st. It is now in submitted status. On September 15th, the LEA realizes they accidently put the breakfast meal counts in the lunch fields and needs to revise their claim. The LEA is able to log into CNPWeb and revise the claim up to 60 days, 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.

Continue

Revising a Claim

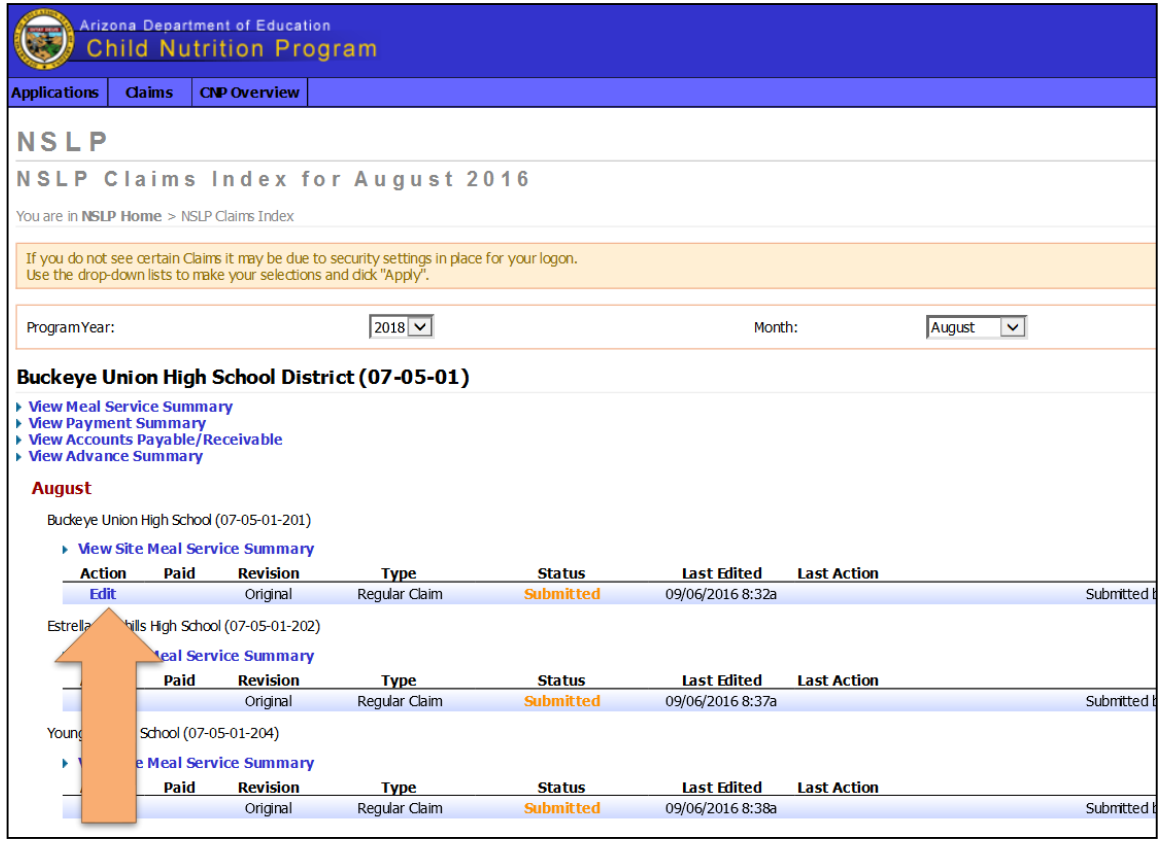
Revising a Claim

- The following slides will guide you through the process of revising a claim that is in *submitted* status. Please note, if you need to revise a claim that has already been processed, you will need to contact your Program Specialist for guidance.
- Attendees are expected to already understand how to navigate through CNPWeb to access the Claims Index Page.

Revising a Claim

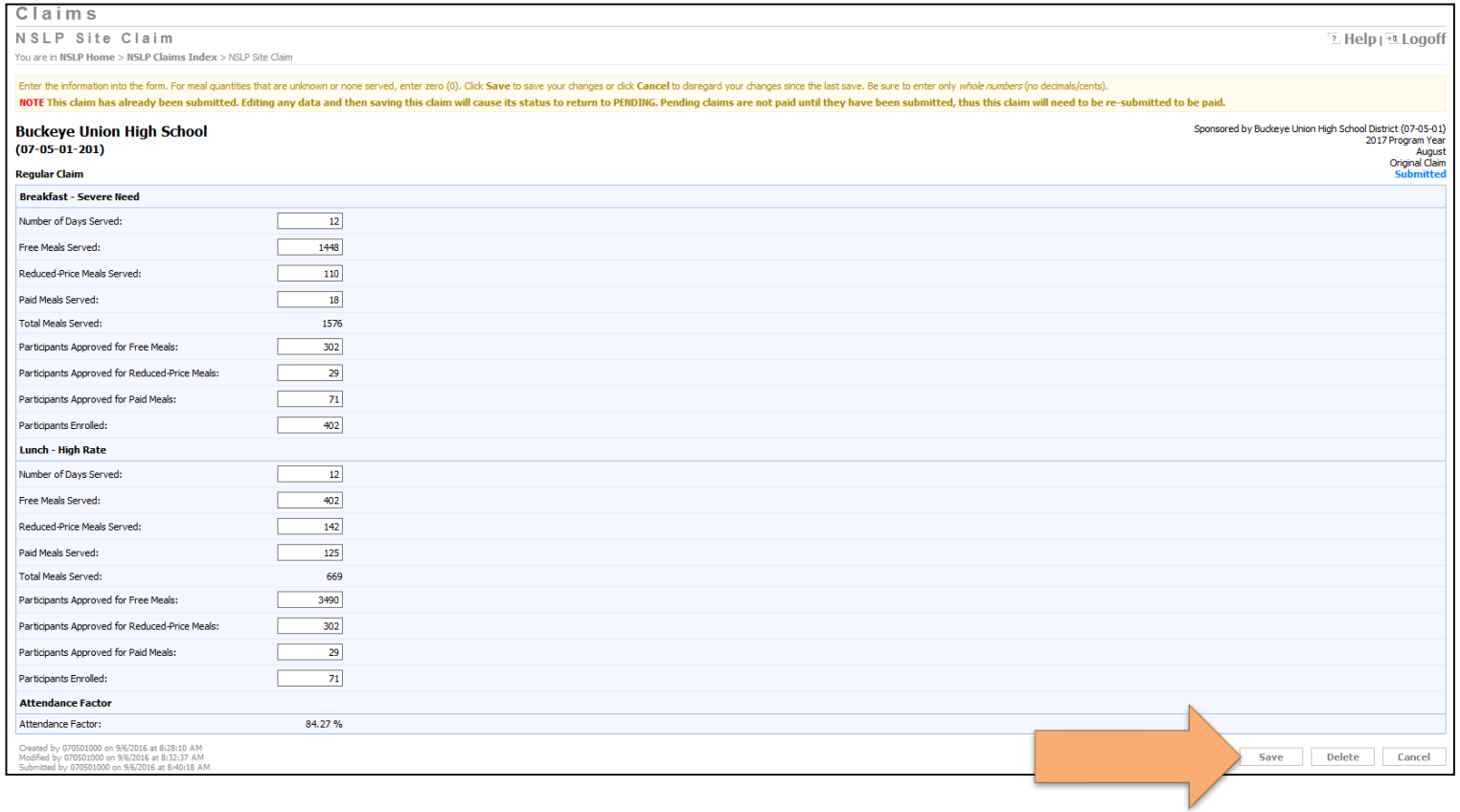
Revising a Claim

1. Find the claim you wish to revise and click **Edit**.



Revising a Claim

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

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).

NOTE This claim has already been submitted. Editing any data and then saving this claim will cause its status to return to PENDING. Pending claims are not paid until they have been submitted, thus this claim will need to be re-submitted to be paid.

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

Sponsored by Buckeye Union High School District (07-05-01)
2017 Program Year
August
Original Claim
Submitted

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	12
Free Meals Served:	1448
Reduced-Price Meals Served:	110
Paid Meals Served:	18
Total Meals Served:	1576
Participants Approved for Free Meals:	302
Participants Approved for Reduced-Price Meals:	29
Participants Approved for Paid Meals:	71
Participants Enrolled:	402
Lunch - High Rate	
Number of Days Served:	12
Free Meals Served:	402
Reduced-Price Meals Served:	142
Paid Meals Served:	125
Total Meals Served:	669
Participants Approved for Free Meals:	3490
Participants Approved for Reduced-Price Meals:	302
Participants Approved for Paid Meals:	29
Participants Enrolled:	71
Attendance Factor	
Attendance Factor:	84.27 %

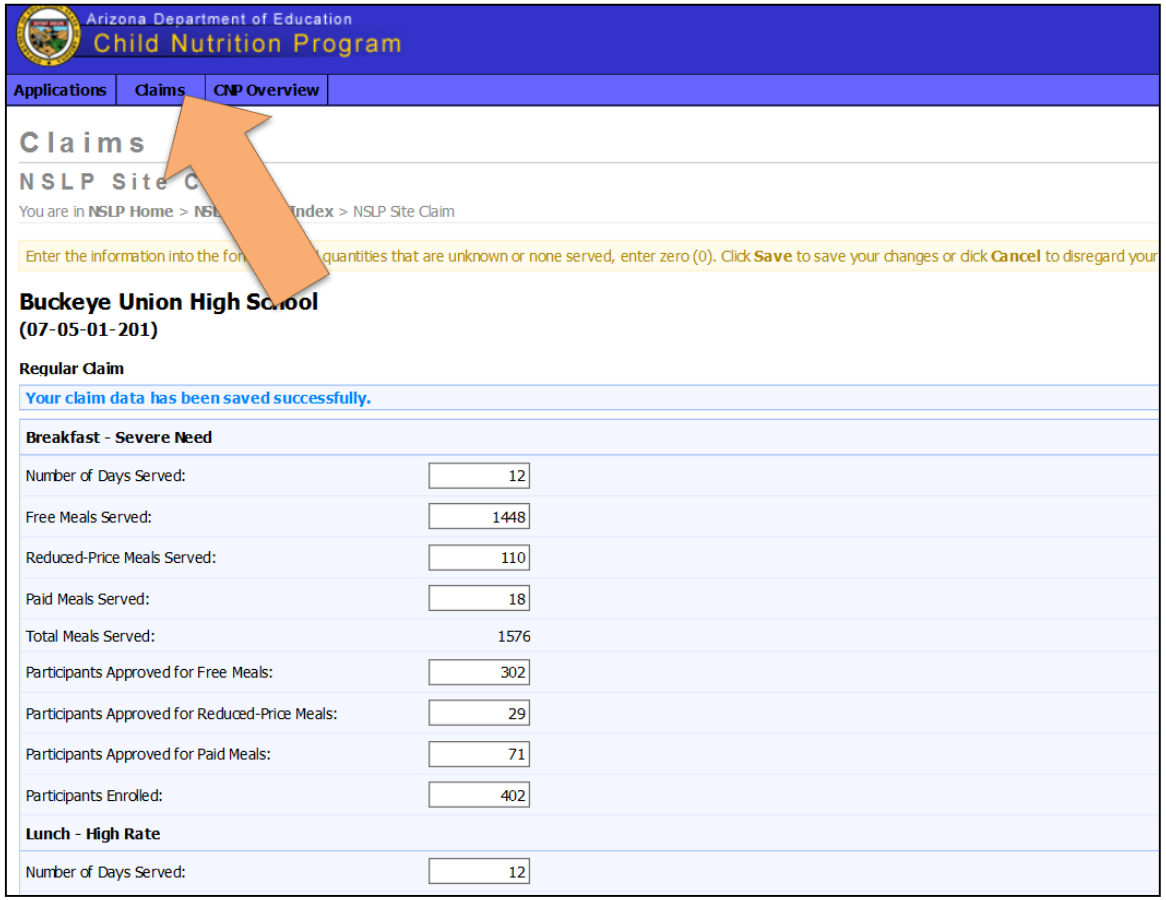
Created by 070501000 on 9/6/2016 at 8:28:10 AM
Modified by 070501000 on 9/6/2016 at 8:32:37 AM
Submitted by 070501000 on 9/6/2016 at 8:40:18 AM

Save Delete Cancel

Revising a Claim

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

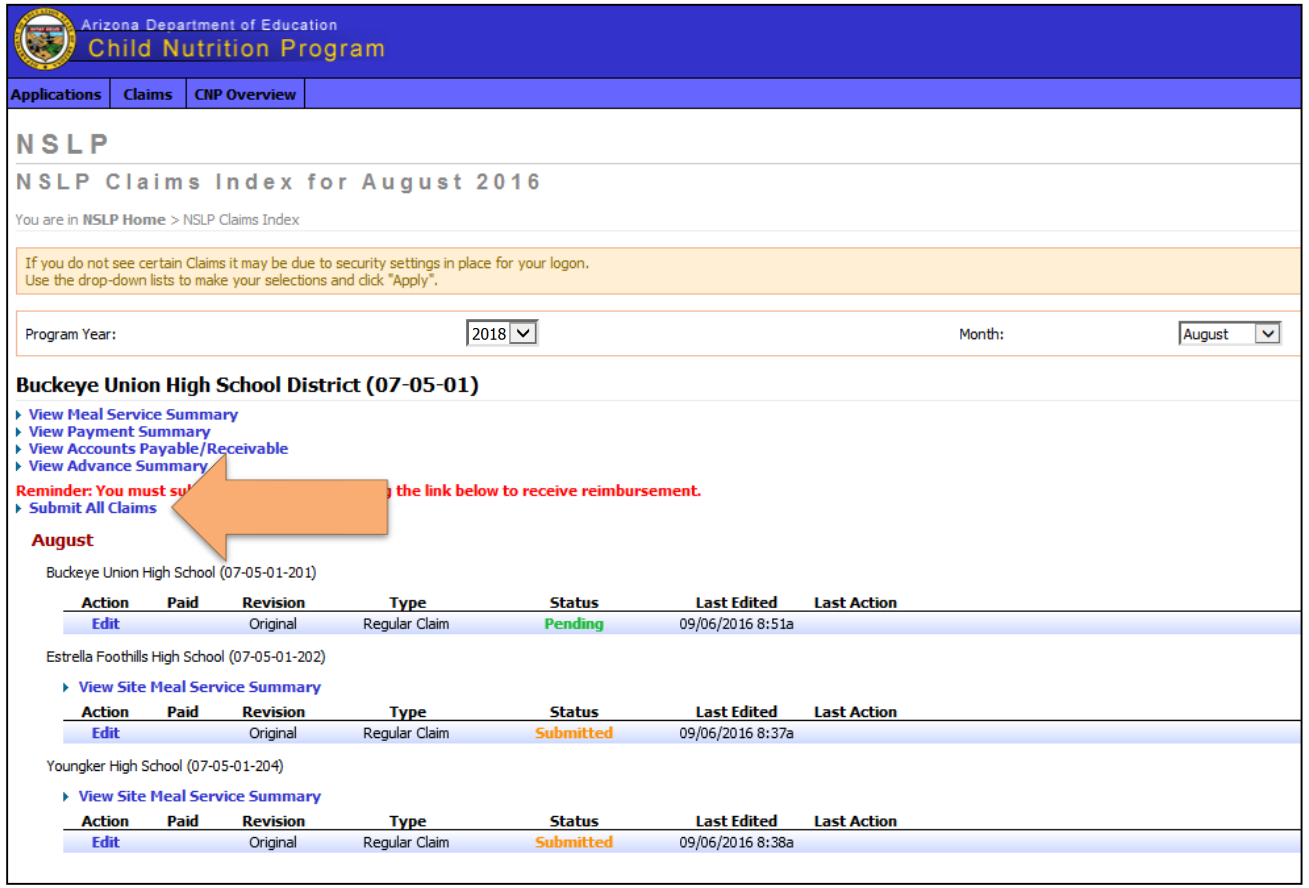
3. Click **Claims** found at the top of your screen to go back to your claim index page.



Claim Index

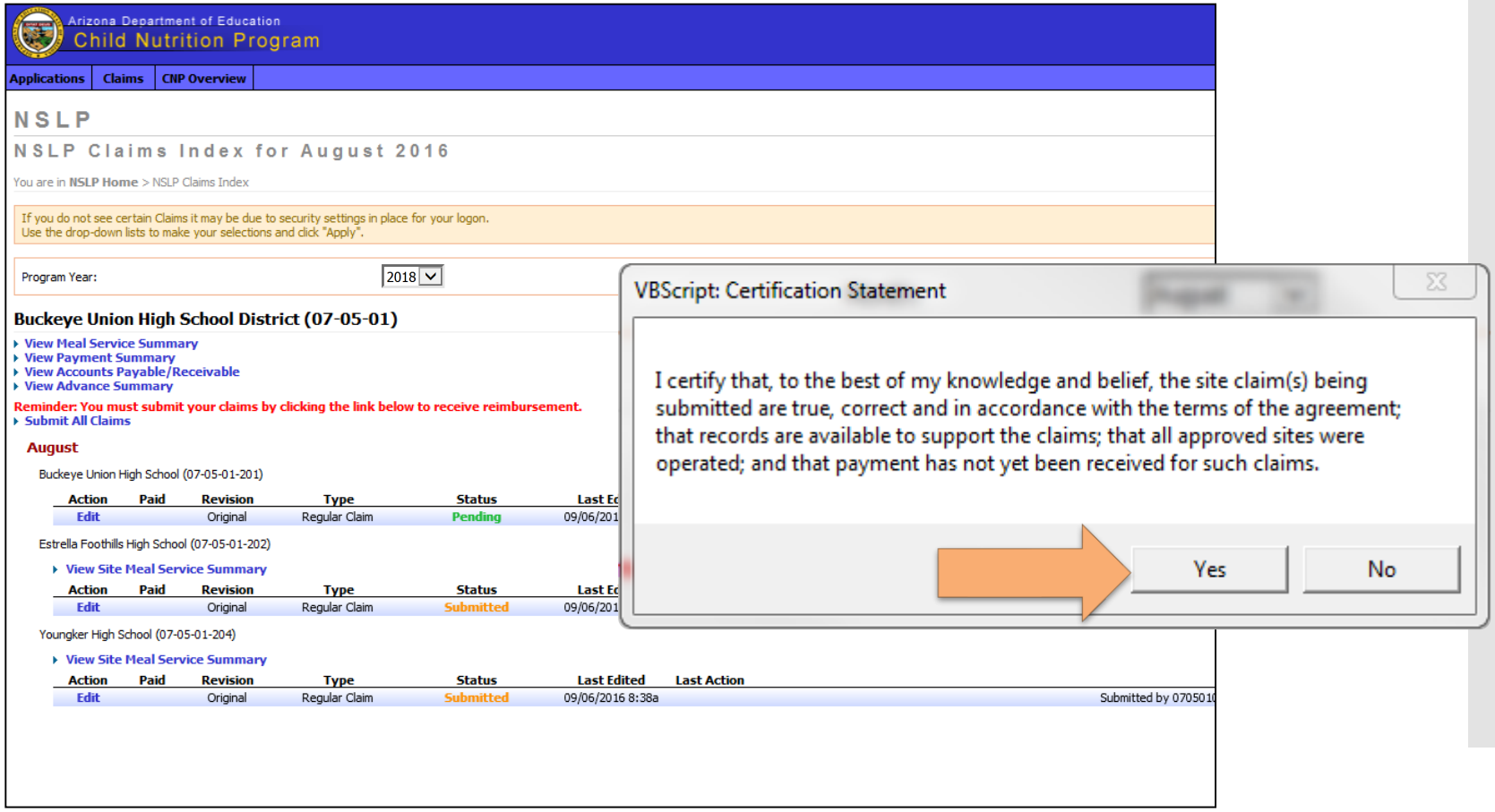
Revising a Claim

4. Once all revised claims have been entered and *Saved*, you must click **Submit All Claims** to submit the revised claims to ADE.



Revising a Claim

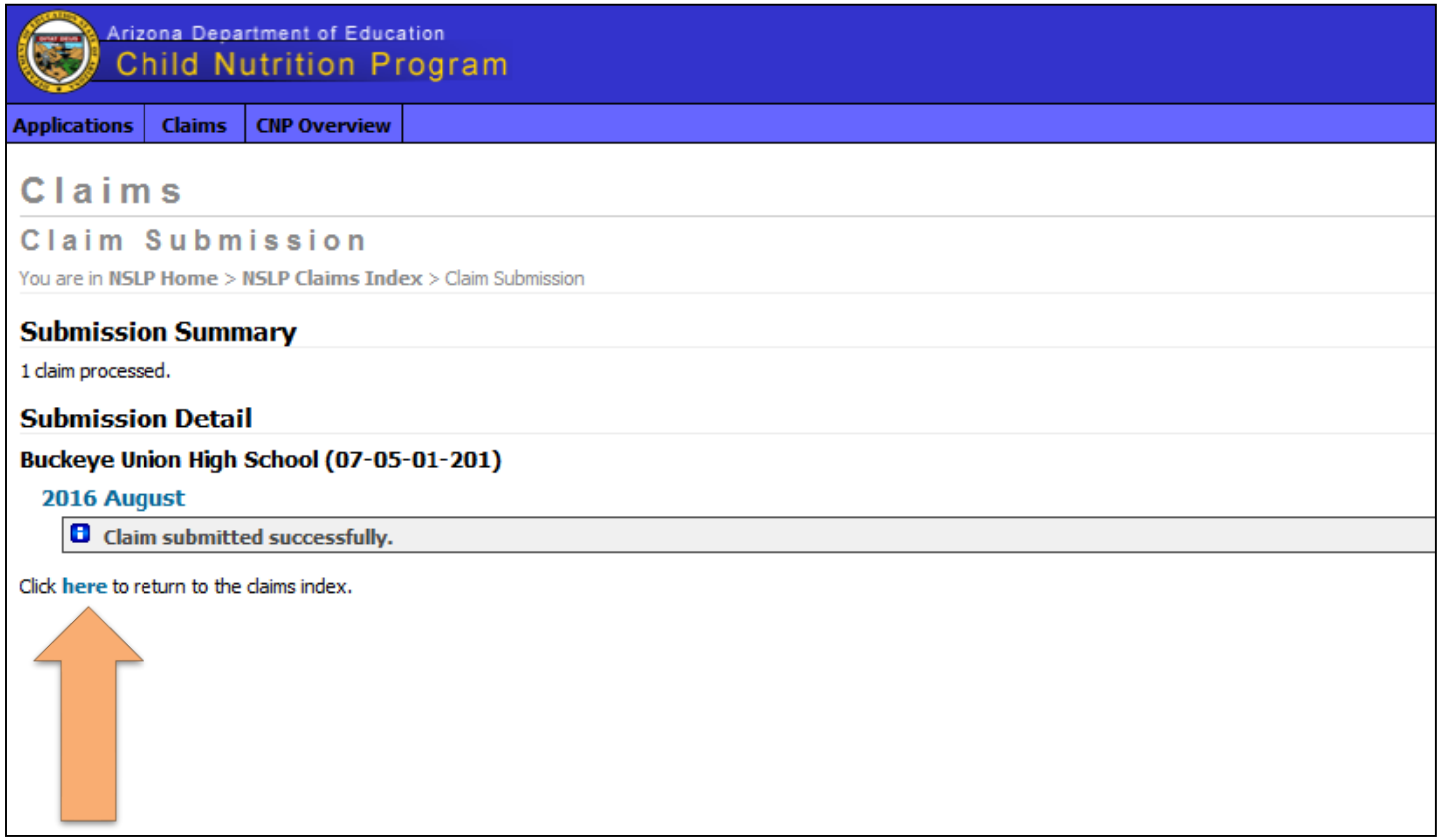
5. After you click **Submit All Claims** you will see a new window appear with a certification statement. Please review this statement and click Yes to continue.



Revising a Claim

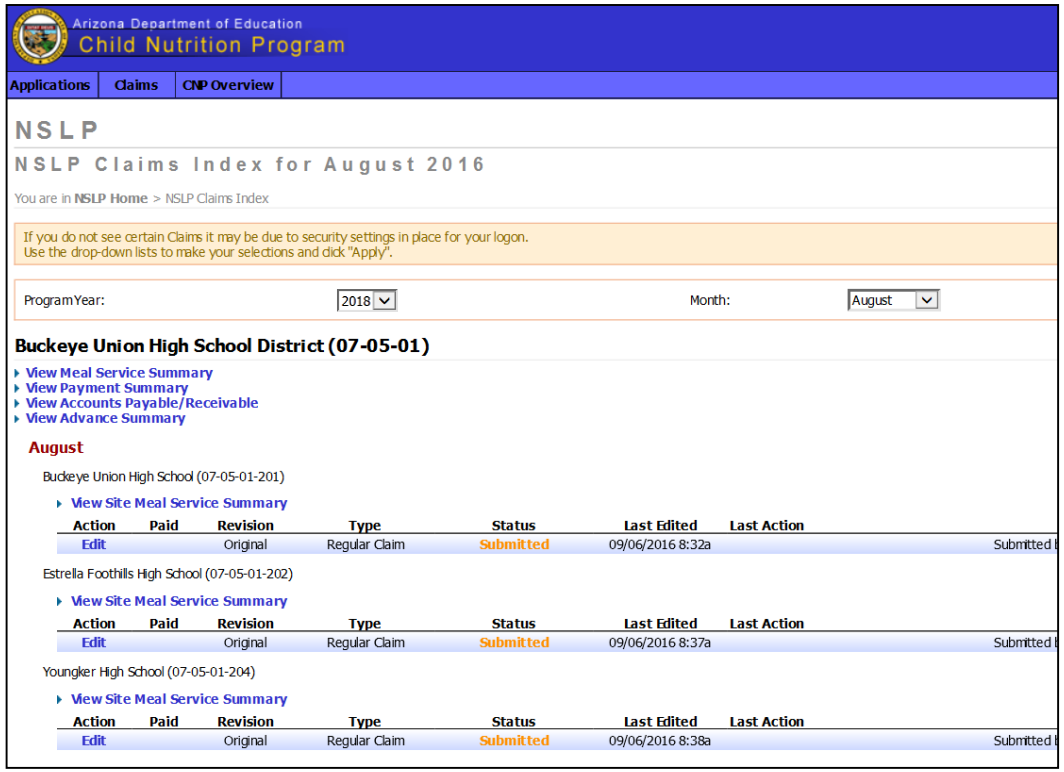
A new webpage will load. It should look like the screen shown below.

6. Click **here** found at the bottom of the webpage to return to your claims index page.



Revising a Claim

A new webpage will load. Your updated claim status should match below:



If your statuses do not match, you have <u>not</u> submitted your claims properly. Please contact your Program Specialist.

Questions and Answers

Questions and Answers

Can I combine two months in one claim?

- At the beginning of the program year, the first two claims may be combined if no more than 10 days of program operation occurred in the first month.
- At the end of the program year, May and June claims may be combined if no more than 10 days of program operation occurred in June.
- June and July claims cannot be combined due to the reimbursement rate change in July each program year.
- The end of the federal fiscal year claim (September) cannot be combined with the beginning of the next federal fiscal year claim (October).

Questions and Answers

It is December 10th and I am submitting the November claim but see that I forgot to submit my October claim. 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, the month of operation is October. The last day to submit the October claim is December 30th (60 days from October 31st).

Questions and Answers

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 as a One-Time Exception.
- A One-Time Exception can only be used once every 36 months.
- To check your eligibility, contact Grants Management at (602)542-3901.
- If you are eligible to use the One-Time Exception, complete the form, ***Request for One-Time Exception Form*** found on the Program Forms page under the Financial Information and Instructions section: http://www.azed.gov/hns/nslp/forms/.

Comprehension Check

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.

Comprehension Check

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 a claim or do an upward revision 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.

Questions and Answers

How can I sign up for direct deposit?

- Direct deposit is the recommended form of reimbursement. The State of Arizona Direct Deposit Form can be found on the Financial Information webpage under *Forms and Instructions*.
- 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 LEA. 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.
- Once the information is verified and the LEA is authorized for direct deposit, ADE will change the *reimbursement type* to direct deposit. After the first deposit, the LEA will receive a request to verify the deposit from the GAO. If not verified, the *reimbursement type* will be changed back to *regular check*. If the request is returned as verified, reimbursements will then continue to be paid as direct deposit until the LEA requests the GAO in writing to discontinue.

Questions and Answers

What are the Reimbursement Rates?

- Arizona Department of Education (ADE) posts reimbursement rates for NSLP and SBP as soon as possible after July 1 on the ADE webpage titled Program Forms. These reimbursement rates are in effect from July 1 through June 30.
- There are two different types of reimbursement rates for NSLP and SBP based on lunch claims submitted two years prior.
- NSLP: reimbursed at the Regular or High Rate
  - To be eligible for the high rate, 60 percent or more of an LEA's total lunches served in the second preceding year (two years earlier) must have been served free or at a reduced-price.
- SBP: reimbursed at the Regular or Severe Need Rate
  - 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.
- Provision 2: reimbursed based on the claiming percentages
  - CNPWeb will automatically calculate claims for Provision 2 schools based on the total meals served and the schools claiming percentages.
- Menus certified by ADE will receive an additional six cents of reimbursement in addition to the standard reimbursement rates for free, reduced-price, and paid lunch meals only. Additional reimbursement is not available for breakfast meals.

Questions and Answers

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 LEAs 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 not 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 fax it to (602) 542-3818 or (602) 542-1531.
  - 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.

Technical Assistance

For any questions about submitting a claim, please contact your School Nutrition Program Specialist, found at the CNPWeb home screen.

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Submit A Claim in CNPWeb for sites Operating the Special Assistance Provision 2.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- 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 the Special Assistance Provision 2***
  - Learning Code: 3310
  - Key Area: 3000- Administration
  - 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.*

Request a Certificate

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Submit a Claim in CNPWeb for sites Operating the Special Assistance Provision 2***

Professional Standards Learning Code: ***3310***

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, 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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