

How to Submit a CNPWeb Summer Meals Claim

STEP-BY-STEP INSTRUCTION

Revised April 2022





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for sponsoring entities serving summer meals. All regulations are specific to operating under the direction of ADE.

Training Hours

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

Training Name: How to Submit a CNPWeb Summer Meals Claim

Length: 30 minutes

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; and
- identify the claiming deadline for each month.

Definitions

ADEConnect: An online portal that houses web access to different reports and program applications for multiple program areas within ADE.

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 SFSP operating period (October 1- September 30).

Definitions

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.

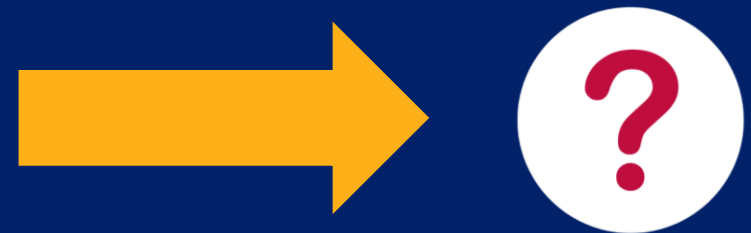
Site: ADE's term for the individual locations where meal service takes place.

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

Throughout this course, 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.

This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



How to Submit a CNPWeb Summer Meals Claim

This Step-by-Step Instruction will include:

Accessing CNPWeb Claims	Slides 8-12
Submitting CNPWeb Claims	Slides 13-21

Accessing CNPWeb Claims



Accessing CNPWeb Claims

Program Participation

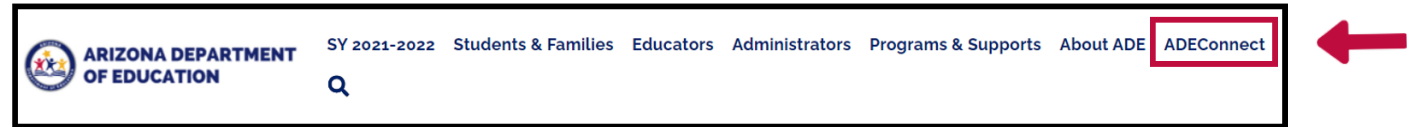
Sponsoring entities serving summer meals must submit a monthly claim to receive federal reimbursement for meals served at approved summer sites.

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

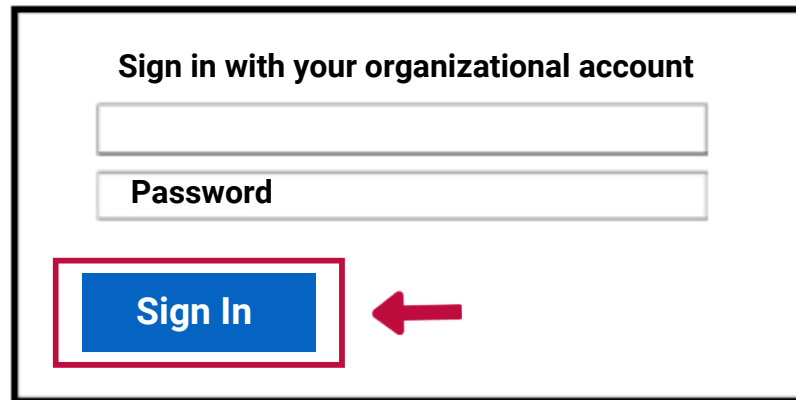
- Please note that the instruction within this training on how to submit monthly claims for summer meals is applicable for SFSP operators and those participating in the Seamless Summer Option.

Accessing CNPWeb Claims

Step 1. To access CNPWeb, visit www.azed.gov/hns and select 'ADEConnect' as indicated below.

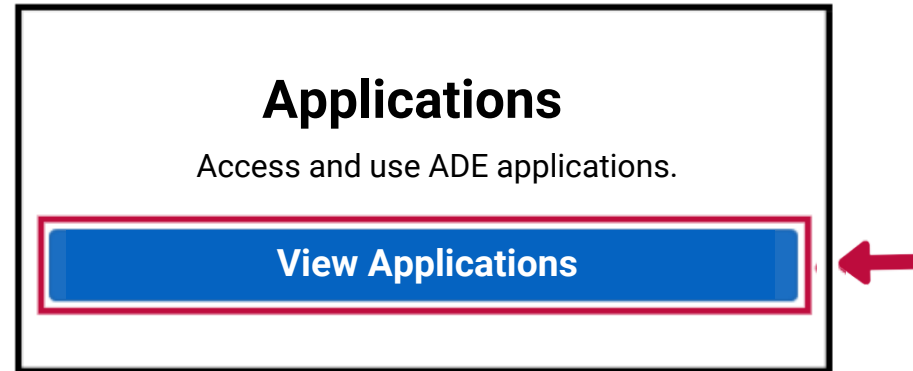


Once loaded, enter your username and password and click 'Sign In.'

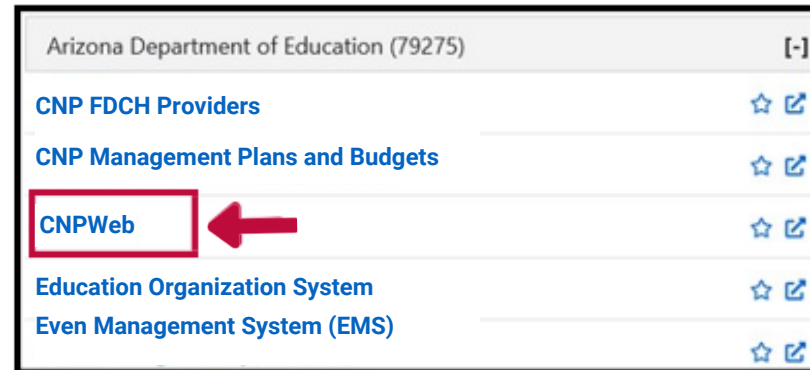
A screenshot of a login form titled "Sign in with your organizational account". The form contains two input fields: a username field and a password field labeled "Password". Below the password field is a blue "Sign In" button. The button is highlighted with a red rectangular box, and a red arrow points to it from the right.

Accessing CNPWeb Claims

When signed in, ADEConnect will load. Click on 'View Applications'.



Then, click on 'CNPWeb'.



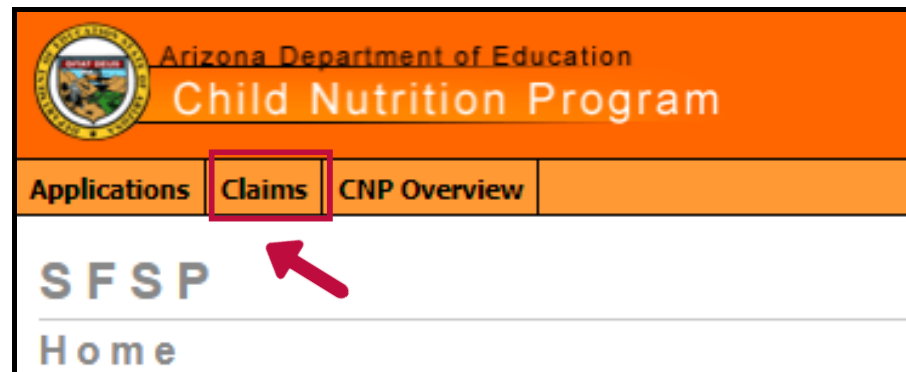
**If CNPWeb is not one of your listed application, you will need to be granted permission by your organization's Entity Administrator.*

Accessing CNPWeb Claims

Once CNPWeb is loaded, select 'SFSP'.



Step 2. Once you have successfully accessed CNPWeb, select 'Center Apps'.



Submitting CNPWeb Claims



Submitting CNPWeb Claims

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](#).

Submitting CNPWeb Claims

Step 1. 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

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

Submitting CNPWeb Claims

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.



Submitting CNPWeb Claims

Step 3. After you click on the 'Create New Claim,' the blank form below will open. You will then have to calculate the Average Daily Participation by dividing the Number of Days Served by the Number of Meals Served. (e.g., 14 days/510 meals= 36.4 daily participation).

- Always round up for the Average Number of Participants Per Day. Enter the numbers of the text boxes and click 'Save.'

The screenshot shows a web form for submitting a claim. At the top, it says 'Tsehootsooi Dine Bi'Oita (01-02-08-116)' and 'Sponsored by Window Rock Unified District (01-02-08)'. Below this, it says 'Regular Claim' and 'Your claim data has been saved successfully.' The form has two sections: 'Seamless Waiver - Breakfast - Severe Need' and 'Seamless Waiver - Lunch - High Rate'. The 'Seamless Waiver - Lunch - High Rate' section has three input fields: 'Number of Days Served' (14), 'Meals Served' (510), and 'Average Number of Participants Per Day' (37). A red arrow points to the 'Save' button at the bottom right. The 'Save' button is highlighted with a red box. The 'Delete' and 'Cancel' buttons are also visible.

Section	Number of Days Served	Meals Served	Average Number of Participants Per Day
Seamless Waiver - Breakfast - Severe Need	0	0	0
Seamless Waiver - Lunch - High Rate	14	510	37

Submitting CNPWeb Claims

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 logon. 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
- Submit All Claims**

March

Tsehootsoo Dine B'Olta (01-02-08-116)

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	0a	Edited by 18

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

- Create New Claim

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

- Create New Claim

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

- Create New Claim

Submitting CNPWeb Claims

After the 'Submit All Claims' button has been clicked, all site applications will now appear in a 'Submitted' status.

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	

Congratulations! You have now submitted your first summer meals claim.

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

- A. True
- B. False



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.

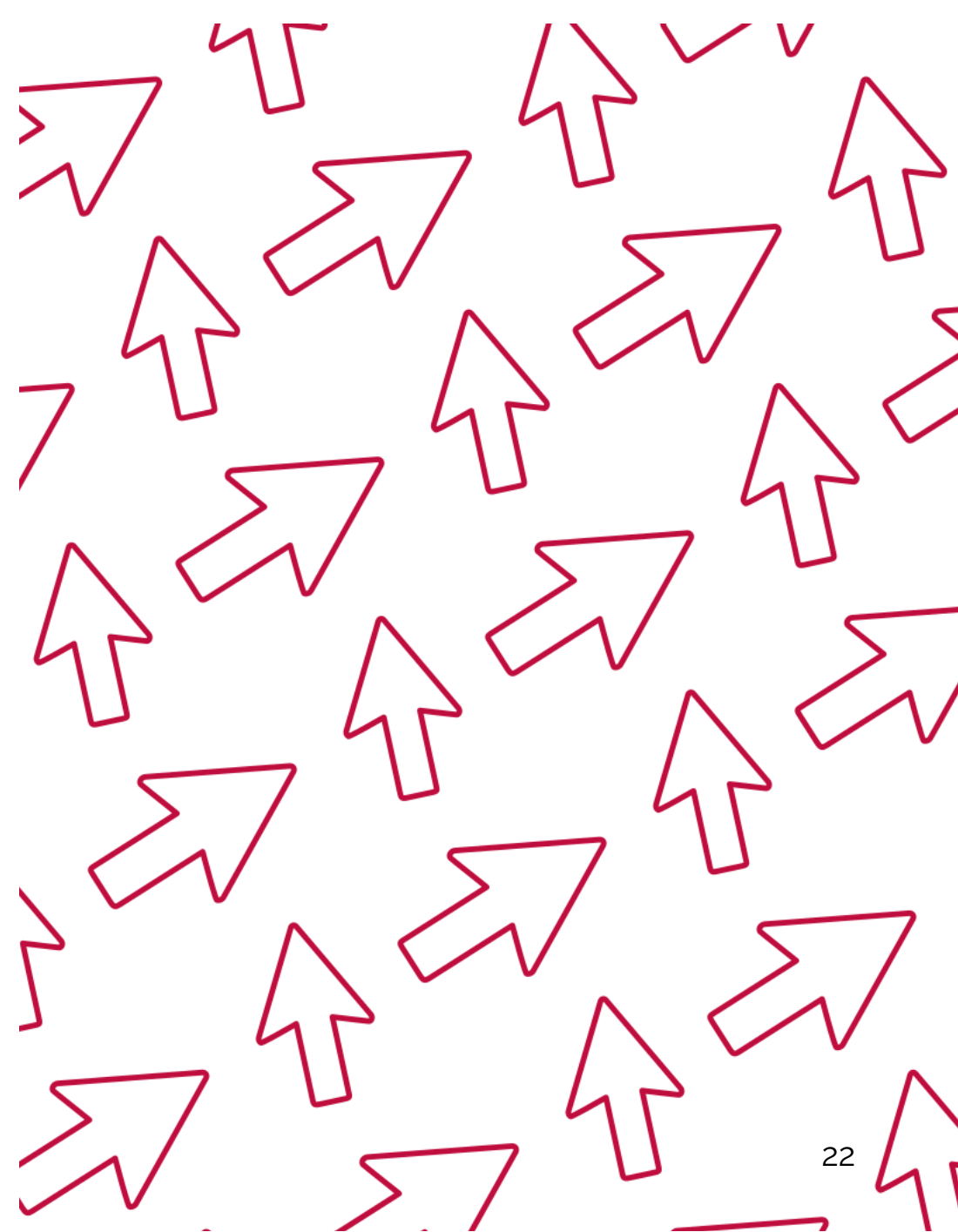


Technical Assistance

If you have any questions related to submitting your CNPWeb summer meals claim, visit the Summer Meals website at:

<https://www.azed.gov/hns/sfsp>

You can also contact your Health and Nutrition Services Specialist if you have additional questions about your summer meals claim.

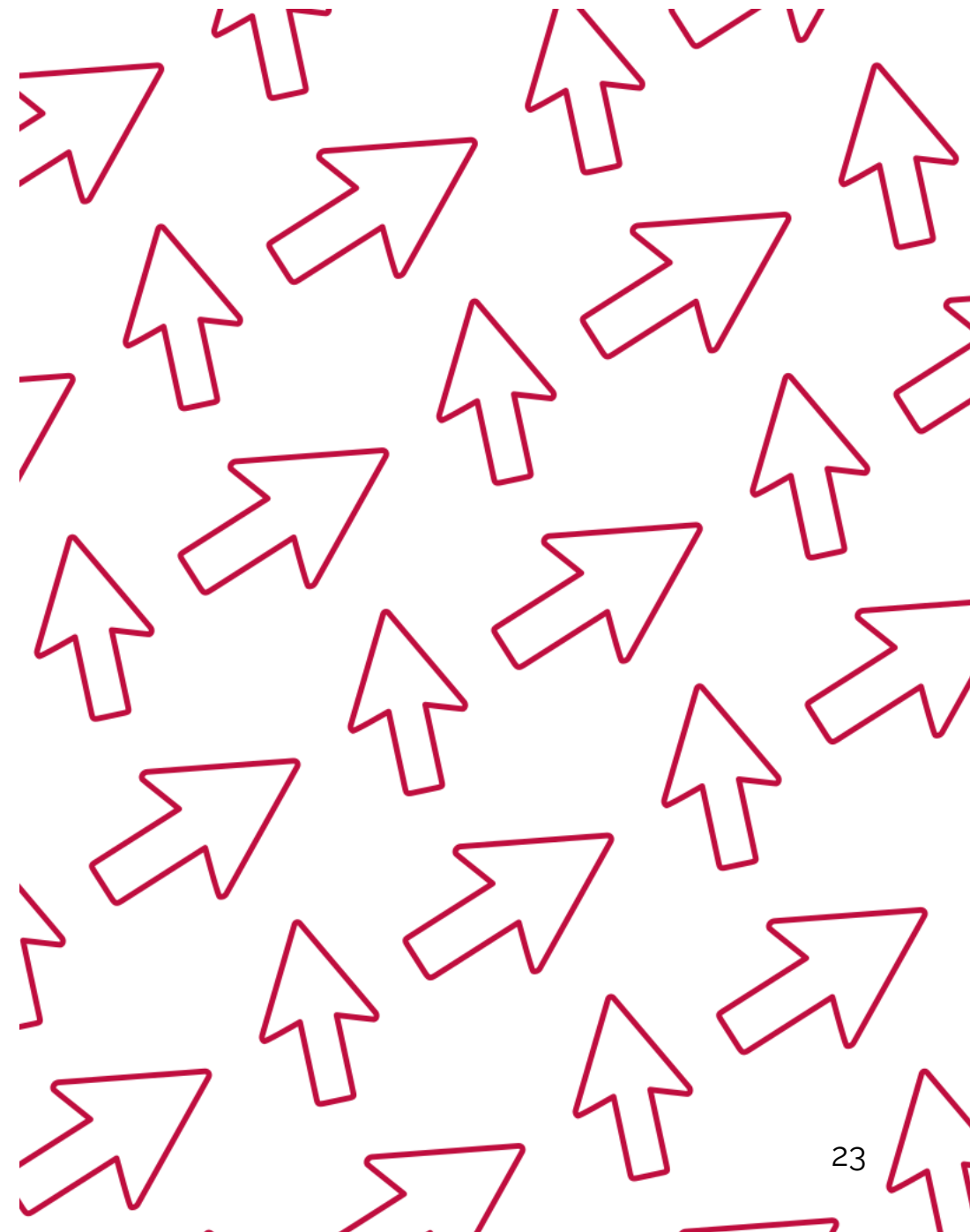


Congratulations

You have completed the Step-by-Step Instruction: ***How to Submit a CNPWeb Summer Meals Claim***

- **Training Title:** Step-by-Step Instruction: How to Submit a CNPWeb Summer Meals Claim
- **Length:** 30 minutes

Please note, attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.





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