



State of Arizona
Department of Education
Tom Horne, Superintendent of Public Instruction

Child Nutrition Programs CNP Web Online Claiming System

Helpful Reminders

Claims

Claims submitted by 10th of each month will be paid during the month of submission

Claims for current month can be submitted starting 1st of the month following claim month

Claims can be submitted for previous months within 60 day deadline

Claims cannot be submitted in the current month for the month ahead

Submitting Claims

◆ **Claims must be submitted to receive reimbursement** ◆
◆ **You must hit submit all claims link located under the red Reminder** ◆
◆ **(Picture Example on back)** ◆

Claims left in pending status are not considered timely and Arizona Department of Education Will Not submit your claims

Claims Payment

The online system indicates when claims have been submitted for payment. This information can be found on the Claims Index Page.

The Submitted to Accounting date is the date the program office began processing payments.

When looking at the Submitted to Accounting date, add 15 business days to estimate check mail date.

CTD Numbers

Know your CTD #, County, Type, District

When leaving a message always leave your CTD #

When calling ADE with Questions you will be asked for your CTD #

Helpful Phone Numbers

Payment Information line

602-542-5300

pre-recorded message

Health and Nutrition Services

602-542-8700

main number

Common Logon Information

602-542-8700

Forgot my password - who do I call?

ADE Support Center

602-542-7378

ADE Website

<http://www.ade.az.gov/>

SUBMITTING CLAIMS EXAMPLE

Claims

Claims Index

You are in [NSLP Home](#) > [Claims Index](#)

Use the drop-down lists to make your selections.

In **Search by Name**, you have several options. If you know the name of the sponsor or site you want, select **Begins With** and type the letter that it starts with. The system displays a list of all sponsors or sites that begin with that letter.

If you're not sure of the name, but you know that it has Mesa in it, select **Contains**, type **Mesa** and click **Go**. The system displays a list of all sites with Mesa in their names.

If you know a site ends in "start", select **Ends With**, type **start** and click **Go**. The system displays a list of all sites that end with "start" (such as Headstart).

Program Year:

Month:

Claim Status:

Search for:

Search by Name:

Search by CTDS: (Enter as a number with no punctuation)

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

Reminder: You must submit your claims by clicking the link below to receive reimbursement.
[Submit All Claims](#)

February

Action	Paid	Revision	Type	Status	Last Edited	Last Action
Edit		Original	Regular Claim	Pending	03/30/2004 10:55a	Edited by

A. The Submit All Claims link must be clicked.

B. To receive payment the status must be Submitted. A claim left in Pending status after the 60-day deadline will not be paid.