Summer Food Service Program (SFSP) Claim Instructions

1. Access CNPweb.

2. Enter your user ID and password.

3. Click on a correct program code (SFSP).

4. Review SFSP Message Board and click Next Page.

5. Select correct Program Year 2022.

6. The Sponsor Summary screen appears. Click on the Claims tab.

7. Click the folder icon to the left of the applicable claim month.

Remember that a claim will only be accessible after that month has ended.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
▪ May 2022	Claim should be entered between 6/1/2022 and 8/1/2022				+ ⬆
June 2022	Claim should be entered between 7/1/2022 and 8/29/2022				
July 2022	Claim should be entered between 8/1/2022 and 9/29/2022				
			YTD Claim Totals	$0.00	

8. Sites approved to operate SFSP in the month you are submitting a claim for will be displayed.

9. All sites will be listed with a plus sign on the right side of the screen. Click on the plus sign ➕ and the site claim will appear.
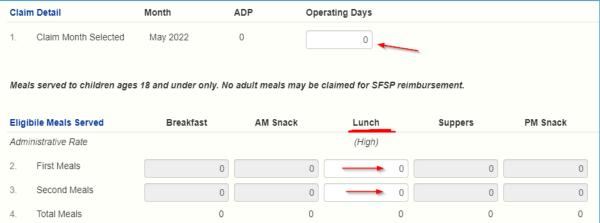
Entering *Meals Served* Information

10. Sponsors will only be able to enter claim information into white fields. Any grey fields are not to be completed. If a field is grey but should be white, then that means the site info sheet needs to be updated.

Claim Detail		Month	ADP	Operating Days			
1.	Claim Month Selected	May 2022	0	0			

Meals served to children ages 18 and under only. No adult meals may be claimed for SFSP reimbursement.

Eligibile Meals Served		Breakfast	AM Snack	Lunch	Suppers	PM Snack
Administrative Rate				*(High)*		
2.	First Meals	0	0	0	0	0
3.	Second Meals	0	0	0	0	0
4.	Total Meals	0	0	0	0	0

11. The menu on the left side can help sponsors jump quickly to any section they need.

Site Claim
Top of Form
Claim Detail
Eligible Meals Served to Children
DOE Internal Use Only
Bottom of Form

✕ Exit **🖫 Save** **🖶 PDF**

12. Under the **Eligible Meals Served** section sponsors will be entering the meals they were approved to serve (breakfast, AM snack, lunch, PM snack or supper) in the appropriate column. See the screenshot below to follow along with the step-by-step instructions.

- **Row 1, Claim Month Selected** - <u>enter</u> the total number of operating days in the month. Average Daily Participation (ADP) is automatically entered after the meal counts are entered and saved. It is calculated by taking the highest meal count, lunches usually, and dividing it by the number of operating days entered.

- **Row 2, First Meals** - enter the total number of *first* breakfasts/snacks/lunches/suppers served in the claim month.

- **Row 3, Second Meals** - enter the total number of *second* breakfasts/snacks/lunches/suppers served in the month.

- **Row 4, Total Meals** - will automatically populate the *total* number of each completed column **after** clicking <u>Save</u> at the bottom of the claim.

Submitting the Site Claim

13. Once the totals have been entered and double checked, click **Save** either at the bottom of the screen or on the left side menu.

14. A Post Confirmation message will appear indicating the status of the site claim (Error or Approved).

   ● If there is an error, click **Continue** to go back into the claim to fix the error. On the left side menu any section with errors will have a small number highlighted in red. Click on that section to be taken directly to the error message. Click **Save** once the error has been corrected.

15. If other site claims need to be entered, repeat the steps listed above.

16. On the Sponsor Claim Summary page, there are three icons to the right of the site claim.

   ● The dollar sign icon stands for **Recap**. This will display the claim with the total reimbursement figured for that site.

   ● The eye icon stands for **View**. This allows sponsors to view the claim information as they had originally submitted it. No edits can be made in view mode.

   ● The pencil icon stands for **Edit**. If changes need to be made before the claim has been Approved or Paid, click on this to make those edits.

17. If all the sites are entered and the status for each site claim displays Complete, click the pencil icon on the right side of Sponsor Claim.

18. At this point all site claim information is totaled and displayed in the appropriate columns. Review to ensure that the information is all correct.

19. If the summary totals are correct, proceed to **Certifications**, rows #10-12 on the sponsor claim, and check the boxes (pictured below). By checking these boxes, the sponsor indicates the claim is ready for payment and that there are records and appropriate evidence to support this claim. This is the same as confirming the claim's accuracy with a signature on a paper document.

Certification

10.	☐	Our Administrative Costs have not changed significantly since our previous claim or administrative advance payment
11.	☐	We certify that all sites operated were approved by the State Agency
12.	☐	I certify that the information submitted on this claim is true and correct and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes. In addition, records are available to support this claim, that it is in accordance with the terms of existing agreement(s), and that payment therefore has not been received.

20. Finally, click <u>Save</u>. A Post Confirmation box will pop up notifying the sponsor if there are any errors or if the claim is complete. **The final claim status should state Approved, and the grand total claim amount will be displayed on the Sponsor Claim Summary page**.
21. To view a recap that shows how the reimbursement breaks down, click the dollar sign icon to the right of the Sponsor Claim.

Approved		$4,540.00	$ 👁 ✎	

<u>Important Reminders</u>

- Claims can be submitted beginning on the first day of the month following the claim month (June can be entered on/after July 1).
- Meals must be claimed in the month they were <u>distributed</u>.
- Sponsors have 60 days from the last day of the claim month to file a claim in the CNPweb. Please note this is NOT 2 months!!
- An average processing time for a claim is about two weeks. Once processed, claims normally take 7-10 days to be deposited in your bank.
- Any additional questions about claiming? Contact SCNfinance@doe.in.gov.