

CNPweb: Revising Claims

To revise a monthly reimbursement claim for the Child Nutrition Programs:

- Step 1: Click on the Claims tab to display Claims page.
- Step 2: Locate the claim month.
- Step 3: Click Revise in the “Action” column on far right.
CNPweb displays the Sponsor Claim form.
- Step 4: Scroll to the bottom of the claim form. Form will contain numbers from last paid claim. Sponsor Claim form cannot be revised.
- Step 5: Click Submit. Do not check the “I Certify” checkbox at this time.
CNPweb checks to see which site claims your organization must submit for this month and displays the Post Confirmation page with the Errors status.
- Step 6: Scroll to the bottom and click the “Here” link to display the Sponsor Summary - Claim page. CNPweb displays the Sponsor Summary - Claims page.
- Step 7: Click the yellow folder plus sign icon to the left of the claim month. This expands the list of sites expected to submit claims for this claim month.
CNPweb displays the Sponsor Summary - Claims page with all expected sites listed.
- Step 8: Locate a site that needs a claim for this month. Click Revise in the “Action” column on far right. *CNPweb* displays the appropriate claim form.
- Step 9: Make revisions the claim form.
- Step 10: Click Submit.
CNPweb checks the claim form for input errors.
 - If CNPweb finds errors, it displays the appropriate post confirmation page with the Errors status. You must correct all errors and resubmit your claim. For more information, see Correct Claim Input Errors.
 - If CNPweb finds no errors, it displays the appropriate post confirmation page with the Complete status.
- Step 11: Click “Here” to display the claims listing page.
- Step 12: Repeat Step 8 through Step 11 for each site claim to be revised.
- Step 13: Locate the sponsor claim for this month on the Sponsor Summary - Claims page.
- Step 14: Click Edit in the “Action” column on far right.
CNPweb displays the filled –in Sponsor Claim form.

Step 15: Check meal counts to ensure they are correct. Enter Average cost per half pint, if the Sponsor has a site that participates in the Special Milk Program.

To See Reimbursement Value:

Step 16: Scroll to the bottom of the claim form.
CNPweb displays the bottom of the claim form with the Submit button.

Step 17: Click Submit.
CNPweb displays the Sponsor Claim Summary page with the claim payment information.

Step 18: Click "Here" at the bottom of the page to display the Sponsor Summary - Claims page.

To Submit Claim for Payment:

(Once you do this any revision must wait until the claim has a status of "Paid")

Step 19: Click Edit in the "Action" column on far right.
CNPweb displays the filled-in Sponsor Claim form

Step 20: Scroll to the bottom of the claim form.
CNPweb displays the bottom of the claim form with the Submit button.

Step 21: Check the "**I Certify**" checkbox and click Submit.
CNPweb displays the Sponsor Claim Summary page with the claim information and status.

Notes:

- Claims can be edited prior to being submitted for payment. Any changes made prior to submitting for payment are not tracked.
- Claims can be revised after the original claim has is in Paid status. All changes and revisions made after the claim is in Paid status are tracked.
- CNPweb does not submit a claim for approval unless you check the "**I certify**" checkbox even if the claim contains no input errors.
- CNPweb assigns Pending Submission status to a reimbursement claim that has not been submitted to the state agency for approval. You must edit the claim, check the "**I certify**" checkbox, and the Submit button to submit the claim for approval and payment.
- CNPweb assigns Pending Approval status to a reimbursement claim waiting for state agency approval.
- CNPweb assigns Approved status to a reimbursement claim that the state agency has approved. The state agency pays this claim during its next payment cycle.

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