# CNPweb: SNP Manual Claim Instructions

## Overview

Submitting a claim in CNPweb is a multistep process.  The claim process begins with opening the Sponsor Claim. Once the Sponsor Claim is open and in pending submission status, all site claims must be completed before the submitting the Sponsor Claim. CNPweb automatically consolidates the Site Claim(s) into the Sponsor Claim.

## Opening the Sponsor Claim

- ✓ Click on the Claims tab

- ✓ Click Add in the "Action" column on the far right for the claim month

- ✓ The Sponsor Claim summary will appear.  <u>DO NOT</u> enter any data or check any boxes. Scroll to the bottom and click the Submit button

- ✓ CNPweb checks which site claims must be submitted for this month and displays the Sponsor Claim Summary in "Pending Submission" status

- ✓ Scroll to the bottom of this page and click the "here" link to display the Sponsor Summary Claim main page.  The claim will now show in 'Pending Submission' status

- ✓ Click the folder plus sign icon to the left of the claim month

- ✓ Click Add in the "Action" column on the right for each site

- ✓ CNPweb displays the site claim form

## Completing the Site Claim (s)

*Note:* Data must be entered in all the fields that are white. Missing data in these fields will result in site claim errors. Leave the gray fields blank. Data entry in these fields will result in site claim errors.

### Meals/Milk Served Section

Enter the total number of meals, snacks or milk served to Free, Reduced, Paid and Oregon EIG children in each column, as specified below for the claim period

<u>Column A:  Supper (Seamless Summer Option only)</u>

Row 4:  Enter the number of Seamless Summer Option Suppers served to eligible participants

Row 5:  Enter the total number of Seamless Summer Option Suppers served to eligible participants. This must equal line A4

Row 6:  Enter the number of days in the claim month Seamless Summer Option Suppers were served

Row 7:  Enter the number of students on the highest day of enrollment during the month

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## Column B:  Lunch

Row 1:  Enter the number of Lunches served to students receiving Federal Paid meals (this includes all Oregon EIG)

Row 2:  Enter the number of Lunches served to students receiving Federal Free meal benefits (do not count Oregon EIG in this category)

Row 3:  Enter the number of Lunches served to students receiving Federal Reduced Price meal benefits. (do not count Oregon EIG in this category)

Row 4:  If operating the Seamless Summer Option and Area Eligible enter the number of Seamless Summer Option Lunches served to eligible participants

Row 5:  Enter the total number of lunches served to eligible participants. This must be equal to the sum of rows 1-4. If the site is operating CEP or Provision 2 in a non-base year, the total number of lunches served will be entered here.  CNPweb will calculate rows 1, 2 and 8 based on the claiming percentages from the Site Information Sheet.

Row 6:  Enter the number of days lunch was served in the claim month

Row 7:  Enter the number of students on the highest day of enrollment during the month

Row 8:  Enter the number of lunches served to children receiving Oregon EIG meal benefits (these lunches are also included in the federal paid category).

## Column C:  Breakfast

Row 1:  Enter the number of Breakfasts served to students receiving Federal Paid meal benefits (this includes all Oregon EIG)

Row 2:  Enter the number of Breakfasts served to students receiving Federal Free meal benefits. (do not include Oregon EIG in this category)

Row 3:  Enter the number of Breakfasts served to students receiving Federal Reduced Price meal benefits (do not include Oregon EIG in this category)

Row 4:  If operating the Seamless Summer Option and Area Eligible enter the number of Seamless Summer Option Breakfasts served to eligible participants

Row 5:  Enter the total number of Breakfasts served to eligible participants. This must equal the sum of rows 1-4. If the site is operating CEP or Provision 2 in an non base year total number of breakfasts served will be entered here.  CNPweb will calculate row 1, 2 and 8 based on the claiming percentages from the Site Information Sheet.

Row 6:  Enter the number of days breakfast was served in the claim month

Row 7:  Enter the number of students on the highest day of enrollment during the month

Row 8:  Enter the number of breakfasts served to children receiving Oregon EIG meal benefits (these breakfasts are also included in the federal paid category).

*Note: There is no separate reporting for Severe Need Breakfasts.  CNPweb determines Severe Need Eligibility from Items 56-58 on the Site Information Sheet.*

## Column D:  Snacks

Row 1:  Enter the number of Snacks served to students receiving Paid meal benefits

Row 2:  Enter the number of Snacks served to students receiving Free meal benefits (if participating at 50% or Greater site enter all snacks served)

Row 3:  Enter the number of Snacks served to students receiving Reduced Price meal benefits

Row 4:  If operating the Seamless Summer Option enter, the number of Seamless Summer Option Snacks served to eligible participants

Row 5:  Enter the Total number of Snacks served to eligible participants. This must be equal to the sum of rows 1-4

Row 6:  Enter the number of days snack was served in the claim month

Row 7:  Enter the number of students on the highest day of enrollment during the month

## Column E:  Special Milk

Row 1:  Enter the number of Milk served to students receiving Paid meal benefits

Row 2:  Enter the number of Milk served to students receiving Free meal benefits

Row 5:  Enter the Total number of Milk served to students at the site. This must be equal to the sum of Rows 1-2.

Row 6:  Enter the number of days milk was served to students in the claim period

Row 7:  Enter the number of students on the highest day of enrollment during the month

## Eligibility Information

Enter the number of children determined eligible for Free, Reduced Price, Paid and Oregon EIG at any time during the claim month.  Children with eligibility changes during the claim month should be counted under each eligibility that a determination was made for.

## Column A:  Meals

Row 9:  Enter the number of students determined eligible for Paid meal benefits (including Oregon EIG)

Row 10: Enter the number of students determined eligible for Free meal benefits (do not include Oregon EIG)

Row 11: Enter the number of students determined eligible for Reduced price meal benefits.

Row 12:  Enter the total number of students with access to meals. This entry should be less or equal to the sum of rows 9-11. If the site is operating CEP or Provision 2 in a non-base year the total number of children with access to meals will be entered here.  CNPweb will calculate row 9, 10 11 and 13 based on claiming percentage from the Site Information Sheet.

Row 13: Enter the total number of students eligible for Oregon EIG meal benefits (if operating Oregon EIG)

Once all the meal and eligibility information is entered in the Site Claim click Submit

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- **If there are errors**, CNPweb displays the post confirmation page with the "Errors Detected" status. All errors must be corrected before resubmitting the claim.

  **If there are no errors**, CNPweb displays the post confirmation page with the "Complete" status

On the Confirmation page click "here" to display the site claims listing page

Repeat the site claim instructions from start to finish for all sites.

## Submitting the Sponsor Claim

- ✓ When all site claims are complete, return to the Sponsor Claim for this month on the Sponsor Summary - Claims page
- ✓ Select Edit in the "Action" column on the right of the Sponsor Claim
- ✓ CNPweb displays the Sponsor Claim form that consolidates all completed site claims
- ✓ Check meal counts to ensure they are correct
- ✓ Sponsors that participate in the Special Milk Program must enter the Average Cost Per Half Pint in Row 10
- ✓ At this point the claim is ready and you can review the Reimbursement value or submit the claim for reimbursement

To review the Reimbursement Value before submitting the claim:
  - ✓ Scroll to the bottom of the Sponsor Claim form.
  - ✓ CNPweb displays the bottom of the claim form with the Submit button.
  - ✓ *Do not select the "I certify" checkbox.*
  - ✓ Click Submit.
  - ✓ CNPweb displays the Sponsor Claim Summary page with the claim payment information.
  - ✓ Click "Here" at the bottom of the page to display the Sponsor Summary -Claims main page.

  ***Your claim has not been submitted at this point and cannot be processed for payment***

To submit the claim for payment:

*Note: Once a claim is submitted, revisions cannot be made until the claim is in "Paid" status.*
  - ✓ Click Edit in the "Action" column on far right.
  - ✓ CNPweb displays the Sponsor Claim form
  - ✓ Scroll to the bottom of the claim form.
  - ✓ CNPweb displays the bottom of the claim form with the Submit button.
  - ✓ Check the "I Certify" box.
  - ✓ Click Submit.
  - ✓ CNPweb displays the Sponsor Claim Summary page with the claim information and status.
  - ✓ The claim is considered submitted when it is in "Approved" or "Pending Approval" status