Step one:

Log into the Child Nutrition Management System (CNMS). Select “claims” from the yellow menu bar, then click “view/new”.

Select the school year, program name (program the claim is for) and “view/adjust”. Then click “find”.

INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT
INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step two:

Under “SFA Claim Data” and “claim period”, click on the month you wish to adjust.

Note: Working status is not a submitted claim. Therefore, if any claim month says “working” in the status column, you must go into the claim period and submit the claim. If your claim is still in working status, the claim may be subject to late claim edits.
INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step three:
Under Claim summary/ “SFA Claim History”, click on the created date (i.e. 10-MAY-13).
Step four:

Find the RA that you want to adjust, then click “view” next to the RA name and LEA Code.
Step five:

Under RA Claim History, click “New Adjustment”.

INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT

Claim Month: April
Entered: 09/25/13
Status: SUBMIT
Program Enrollment: 100
Days Of Service: 25
Free Elig: 50
Reduced Elig: 25
Free Meals: 1250
Reduced Meals: 500
Paid Meals: 300
Total Meals: 2050

RA Claim History

<table>
<thead>
<tr>
<th>ID</th>
<th>Created</th>
<th>Free</th>
<th>Reduced</th>
<th>Paid</th>
<th>Total</th>
<th>Status</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>This</td>
<td>25-SEP-13</td>
<td>1250</td>
<td>500</td>
<td>300</td>
<td>2050</td>
<td>SUBMIT</td>
<td>25-SEP-13</td>
</tr>
</tbody>
</table>

New Adjustment
INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step six:

Adjust your data to the new claim figures, then click “insert”.

[Image of RA Claim Entry form for 2013-14 Lunch]

Claim Month: Apr
Program Enrollment: 100
Days Of Service: 25
Free Elig: 50
Reduced Elig: 25
Free Meals: 1250
Reduced Meals: 500
Paid Meals: 300
Total Meals: 2050

Insert
INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step seven:

When all adjustments have been made for each RA, click “submit claim”.

Note: when only changing enrollment, days of service or free and reduced eligibles, meal counts will be shown as a 0, to indicate an adjustment was not made to those items.