

## **Child Nutrition School Year Lockdown**

The NYS Education Department (SED) will soon be implementing a School Year Lockdown for the Child Nutrition (CN) Program, including the Summer Food Service Program (SFSP). This lockdown is a new procedure designed to ensure that claims are submitted by a School Food Authority (SFA) and processed by SED in a timely manner consistent with Federal and State regulations.

Please note that these procedures are not designed to reduce the amount of funds paid to any SFA. These procedures are designed to help the SFA and SED complete claims processing, in as an efficient manner as possible.

Listed below is a description of the process, the actions that SED will be taking and their effect on the SFA or other participating agency.

There are two phases to the School Year Lockdown. Phase I occurs in mid-February, Phase II in mid-September of each year. Prior to initiating each phase of the lockdown, an announcement will be put on the CN Knowledge Center (CNKC) and e-mails will be sent to all active CNMS e-mail accounts. This will provide the SFA an opportunity to clear up any items that may be outstanding, before the Lockdown is initiated.

### **Phase I Lockdown (Preliminary Lockdown)**

- Begins in mid-February
- The previous September claim month will be closed
- Claim months prior to that September will also be closed

(e.g. In February 2006, the claim for September 2005 and all months prior will be closed.)

The SFA will no longer be able to file a new claim on-line or make an adjustment to an existing claim on-line for the months corresponding to the lockdown period. Therefore, rather than submitting the claim/adjustment electronically through the Child Nutrition Management System (CNMS) a paper claim will need to be submitted to the Child Nutrition Reimbursement (CNR) Unit for processing. A claim in 'Working Status', one that has not yet been 'Submitted', will also require the submission of a paper claim. [Click here for a paper claim](#). (The claim form is also available in the 'Reimbursement' area of the CNKC). Once a paper claim is received, CNR will consult with the Child Nutrition (CN) Program Office to determine if the claim should be approved. The claim is still subject to all edit checks and claim rules within CNMS before it can be paid. If the claim is approved, the payment will not be released on CNMS until the September coinciding with the closeout of the funding year for that claim. If the claim is not approved, the SFA will be notified. (e.g. Paper claims submitted after the 2006 Phase I Lockdown, if approved by the CN Program Office, will be dispersed in September of 2006)

No other claim related functions used by the SFA or the CN Program Office will be affected during Phase I Lockdown.

A non-claim related limitation of Phase I Lockdown is that an SFA will no longer be able to do their annual renewal on-line. In order to renew a program, an SFA must supply a paper copy of their renewal information to the program office. In addition, the SFA will not be able to create any new SFA or RA program records. Please note that annual renewals for the current school year can still be done on-line.

After the Preliminary Lockdown goes into effect, CN staff will continue to work with the SFA to resolve all outstanding issues and claims.

### **Phase II Lockdown (Final Lockdown)**

- Begins mid-September
- SFA will not be able to modify any system claim data related to the lockdown period
- New claims or adjustments to claims affected by lockdown will not be allowed
- Claims in 'Working' or 'Interface Error' status will be automatically deleted by CNMS
- Claims on 'Hold' for ANY reason will be automatically 'Denied' by CNMS
- Claims on 'Appeal' will be automatically 'Denied' by CNMS
- There will be no on-line ability to 'Appeal' a denied claim

Under School Year Lockdown procedures, the SFA has between eleven and twenty-two months to complete an approvable claim for any particular month. Please note that each claim must still be submitted in accordance with the 60-day submission requirement. (See table below for more information)

When a claim is submitted but does not pass CNMS edit checks it is the responsibility of the SFA to take the appropriate actions to resolve the claim. The SFA should resolve the problem as soon as possible to ensure that an approvable claim is submitted to SED prior to Final Lockdown. These new procedures require that an unapproved claim be resolved prior to Final Lockdown in order for the SFA to receive reimbursement for that claim.

We believe that these changes will help us to administer our program more efficiently, which will benefit both the SFA and SED. We will continue to work with every SFA in order to process claims for reimbursement to which they are entitled to under Federal and State regulations. In turn, we expect that the each SFA will continue to work with us to process each claim before Final Lockdown is initiated.

Questions regarding these procedures can be sent to [cnr@mail.nysed.gov](mailto:cnr@mail.nysed.gov)

<b>Month</b>	<b>Original or Adjusted Claim Due</b>	<b>Phase I Lockdown Date</b>	<b>Phase II Lockdown Date</b>	<b>Total Number of Months to Complete Claim</b>
September 2005	Within 60 days (No change)	February 2006	September 2006	11
October 2005	“	February 2007	September 2007	22
November 2005	“	“	“	21
December 2005	“	“	“	20
January 2006	“	“	“	19
February 2006	“	“	“	18
March 2006	“	“	“	17
April 2006	“	“	“	16
May 2006	“	“	“	15
June 2006	“	“	“	14
July 2006	“	“	“	13
August 2006	“	“	“	12