INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT

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 new. Then click “find”.

10/10/2013
Step two:

Click “New”, next to the Recipient Agency you are submitting a claim for.
INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step three:
Select the month you intend to claim for reimbursement.

Select a Claim Period for the 2013-14 Lunch Program

- May 2013
- June 2013

* Indicates that the claim is under a lockdown period. Click here for more information

Claims already exist for the following periods:
- September 2012 • January 2013
- October 2012 • February 2013
- November 2012 • March 2013
- December 2012 • April 2013

The following periods are outside the program operating dates:
- July 2012
- August 2012
INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT

Step four:
Enter in your claim figures, then click “insert”.

![Claim Entry Form]

**UFSD 30000**

RA Claim Entry  
2013-14 Lunch  
Middle School  
30006

Return to SFA claim

Enter values for new record

Claim Month: May  
Program Enrollment:  
Days of Service:  
Free Elig:  
Reduced Elig:  
Free Meals:  
Reduced Meals:  
Paid Meals:  
Total Meals:  

[Insert Button]
Step five:

This brings you to the previous page, where you can continue to enter your claim figures for the other recipient agencies. When they are all completed, click the “submit claim” button.