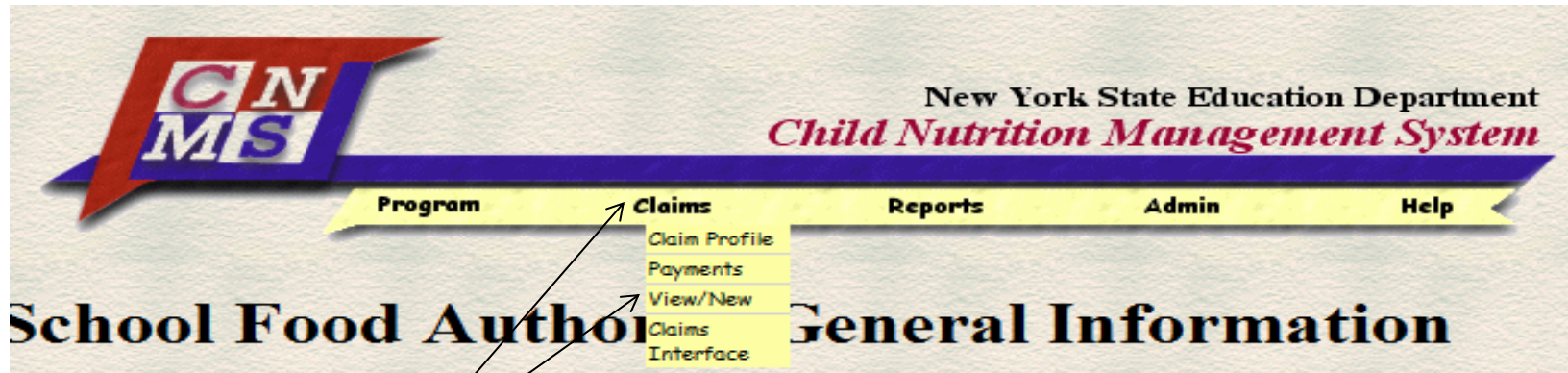


# INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT



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".

The image shows a web form titled 'Enter all criteria to query Claims'. It contains three dropdown menus: 'School Year:' with '2013-14' selected, 'Program Name:' with 'Lunch' selected, and 'View/Adjust or New:' with 'New' selected. Below the dropdowns are two buttons: 'Find' and 'Clear'. A black arrow from the red text on the left points to the 'Find' button.

# INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT



All Recipient Agencies (RAs)/sites and LEA codes within the School Food Authority (SFA) will be listed.

Step two:

Click “New”, next to the Recipient Agency you are submitting a claim for.

RA Claims							
Recipients		Included Below				Additional Information	
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info
Middle School	30006						<a href="#">New</a>
East Elementary	30001						<a href="#">New</a>
West Elementary	30007						<a href="#">New</a>
Elementary School	30002						<a href="#">New</a>
School	30004						<a href="#">New</a>
High Sch	30005						<a href="#">New</a>

## SFA Claim Roll-up

To modify, select an RA above. The changes made to the RA will then be incorporated in the SFA roll-up claim below.

[Back to SFA Annual Information](#)

# 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

Return

# INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step four:

Enter in your claim figures, then click "insert".

**UFSD**  
**30000**

**RA Claim Entry**  
**2013-14 Lunch**  
**Middle School**  
**30006**

[Return to SFA claim](#)

Enter values for new record

<b>Claim Month:</b>	<input type="text" value="May"/>		
<b>Program Enrollment:</b>	<input type="text"/>	<b>Days of Service:</b>	<input type="text"/>
<b>Free Elig:</b>	<input type="text"/>	<b>Reduced Elig:</b>	<input type="text"/>
<b>Free Meals:</b>	<input type="text"/>	<b>Reduced Meals:</b>	<input type="text"/>
<b>Paid Meals:</b>	<input type="text"/>	<b>Total Meals:</b>	<input type="text"/>

# INSTRUCTIONS FOR SUBMITTING MONTHLY CLAIMS FOR REIMBURSEMENT



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.

Recipients		Included Below				Additional Information	
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info
Middle School	30006	500	200	300	1000		
Elementary	00001						
Elementary	30007	500	100	300	900		
Elementary School	30002						
School	0004						
High Sch	0005						

**SFA Claim Roll-up**

To modify, select an RA above. The changes made to the RA will then be incorporated in the SFA roll-up claim below.

**Claim Month** May

<b>Entered</b>	09/24/13	<b>Status</b>	WORKING
<b>Enrollment</b>	1000	<b>Days of Service</b>	12
<b>Free Elig</b>	500	<b>Reduced Elig</b>	100
<b>Free Meals</b>	1000	<b>Reduced Meals</b>	300
<b>Paid Meals</b>	600	<b>Total Meals</b>	1900
<b>Submitted</b>			

**SFA Claim History**

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	24-SEP-13	1000	300	600	1900	WORKING	
<b>Total</b>	<a href="#">24-SEP-13</a>	<b>1000</b>	<b>300</b>	<b>600</b>	<b>1900</b>	<b>WORKING</b>	