

INSTRUCTIONS FOR SUBMITTING MILK 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 'Milk' selected, and 'View/Adjust or New:' with 'New' selected. Below the dropdowns are two buttons: 'Find' and 'Clear'. An arrow from the text 'Then click “find”.' points to the 'Find' button.

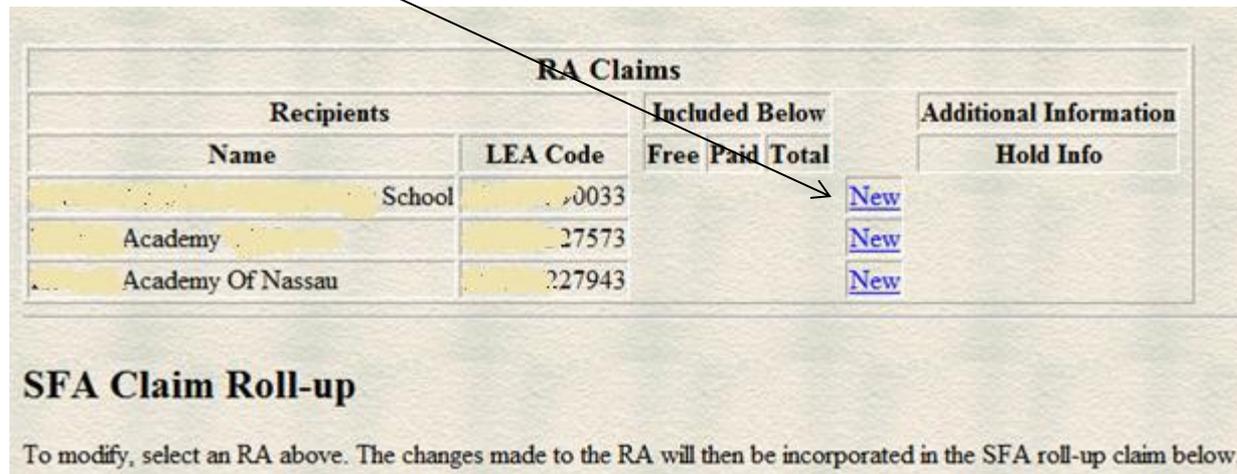
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All Recipient Agencies (RAs)/sites and LEA codes within the School Food Authority (SFA) will be listed.

Step two:

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



The screenshot shows a web interface titled "RA Claims". It contains a table with columns for "Recipients", "Included Below", and "Additional Information". The "Recipients" column is further divided into "Name" and "LEA Code". The "Included Below" column is divided into "Free", "Paid", and "Total". The "Additional Information" column contains a "Hold Info" sub-column. Three rows are visible in the table, each with a "New" link in the "Included Below" column. An arrow points from the text above to the first "New" link.

Recipients		Included Below			Additional Information
Name	LEA Code	Free	Paid	Total	Hold Info
... School	...0033				New
Academy27573				New
Academy Of Nassau	...227943				New

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.

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Step three:

Select the month you intend to claim for reimbursement.

Select a Claim Period for the 2013-14 Milk Program
for [redacted] School

[redacted] 0033

- | | |
|--------------------------------------|---------------|
| <input type="radio"/> September 2013 | February 2014 |
| October 2013 | March 2014 |
| November 2013 | April 2014 |
| December 2013 | May 2014 |
| January 2014 | June 2014 |

* Indicates that the claim is under a lockdown period. Click [here](#) for more information

The following periods are outside the program operating dates:

- July 2013
- August 2013

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Step four:

Enter the number of days of service, the number of free eligible students, the number of free milks served, the number of paid milks served and the total number of milks served. Click "insert" when complete.



RA Claim Entry
2013-14 Milk

[Redacted] School
[Redacted] 0033

[Return to SFA claim](#)

Enter values for new record

Claim Month:	<input type="text" value="Sep"/>		
Days of Service:	<input type="text" value="25"/>	Free Elig:	<input type="text" value="150"/>
Free Milks:	<input type="text" value="125"/>	Paid Milks:	<input type="text" value="75"/>
Total Milks:	<input type="text" value="200"/>		

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Step five:

You will see the previous screen. Proceed to the next recipient, if there are any. If you are claiming for free milks, you will need to enter the milk cost. This is calculated by dividing the total cost of all half pints purchased for the claiming period by the number purchased to arrive at an average cost (carry out to two decimal places.) Then click on "submit claim".

September 2013 Milk [Submit Claim](#)

RA Claims

Recipients		Included Below			Additional Information	
Name	LEA Code	Free	Paid	Total	Hold Info	
School	0033	125	75	200	Edit	
Academy	7573				New	
Academy Of Nassau	7943				New	

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	Sep	Status	WORKING
Entered	09/26/13	Free Elig	150
Days of Service	25	Paid Meals	75
Free Meals	125	Milk Avg Cost	.20
Total Meals	200		
Submitted			

SFA Claim History

Claim	Created	Free	Paid	Total	Status	Submitted
Orig	26-SEP-13	125	75	200	WORKING	
Total	26-SEP-13	125	75	200	WORKING	

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