

Emergency Claiming Instructions for SSO meals served during COVID-19 closures

Enter values for new record

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

- To begin claiming emergency meals, SFA's will log into CNMS and follow the usual steps to file a new claim for breakfast, lunch, and snack.
- The same claim screens are used to capture meals served while school was open AND meals served under the SSO while school was closed (emergency meals).
- All claiming screens will have additional boxes where you will enter in your total emergency meal counts for each meal service and emergency days of service. However, these boxes only allow numbers to be submitted if the Recipient Agency (RA) and programs have been activated.

Emergency Claiming Instructions for SSO meals served during COVID-19 closures

- All of the emergency meals will be reimbursed in the free category based on the reimbursement the SFA/RA was already receiving (severe need, over/under 60%, etc.)
- If meals were already claimed for March, you must go back to assure meals were claimed correctly and make adjustments as necessary.
- The following slides will outline the steps for properly claiming emergency meals. There is one slide for standard counting and claiming schools and another slide for CEP/Prov 2 schools. For afterschool snack, there is one slide for over 50% (snack needy) and one slide for under 50%.
- Do not use these claim screens to claim meals served under the SFSP while school was closed. To claim SFSP meals, use the SFSP claim screens and follow the guidance found in the Claiming Meals Served During COVID-19 School Closures Webinar

Standard Counting & Claiming Schools

NSLP/SBP

Enter values for new record

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

- 1. Program enrollment:** Enter the highest day of enrollment of the days in operation when school was open. If school was not open during the claim month, enter zero.
- 2. Days of service:** Enter the number of days meals were served when school was open. Do not include days meals were served when school was closed. If school was not open during the claim month, enter zero.
- 3. Free & Reduced Eligibles:** Enter the number of students approved for free meals in the “free elig” box and the number of students approved for reduced priced meals in the “reduced elig” box. If school was not open during the claim month, enter zero.
- 4. Free, Reduced, & Paid meals:** Enter the number of free, reduced & paid priced meals in the respective boxes. If school was not open during the claim month, enter zero.

PLEASE CONTINUE TO THE NEXT SLIDE

Standard Counting & Claiming Schools Cont'd

NSLP/SBP

Enter values for new record

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

  

- Emergency days of service:** Enter in the number of days emergency meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days.
- Emergency meals:** Enter the number of emergency meals served during the claiming period. These meals should not be included in any of the other "meals" boxes above.
- Total Meals:** For this box, add the free meals, reduced meals, paid meals, AND emergency meals together and enter here. If school was not open during the claim month, you will list the number of emergency meals again here.

Remember: If you provided meals for adults during the closure, these meals are *not* eligible for reimbursement. Meals eligible for reimbursement are those that were served to children 18 and under.

Community Eligibility Provision (CEP) and Provision 2 Schools

NSLP/SBP

[Return to SFA claim](#)

Enter values for new record

Claim Period:	<input type="text" value="Mar"/>		<input type="text"/>
Program Enrollment:	<input type="text"/>	Days of Service:	<input type="text"/>
Emergency Meals:	<input type="text"/>	Emergency DOS:	<input type="text"/>
Total Meals:	<input type="text"/>		

1. **Program enrollment:** Enter the highest day of enrollment of the days in operation when school was open. If school was not open during the claim month, enter zero.
2. **Days of service:** Enter the number of days meals were served when school was open. Do not include days meals were served when school was closed. If school was not open during the claim month, enter zero.
3. **Emergency days of service:** Enter in the number of days emergency meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days.
4. **Emergency meals:** Enter the number of emergency meals served during the claiming period.
5. **Total Meals:** For this box, add the free meals served while school was open AND emergency meals together and enter here. If school was not open during the claim month, you will list the number of emergency meals again here.

Remember: If you provided meals for adults during the closure, these meals are not eligible for reimbursement. Meals eligible for reimbursement are those that were served to children 18 and under.

Afterschool Snack (Under 50%)

[Return to SFA claim](#)

Enter values for new record

Claim Month:	<input type="text" value="Mar"/>	Days of Service:	<input type="text"/>
Program Enrollment:	<input type="text"/>	Reduced Elig:	<input type="text"/>
Free Elig:	<input type="text"/>	Reduced Snacks:	<input type="text"/>
Free Snacks:	<input type="text"/>	Emergency DOS:	<input type="text"/>
Paid Snacks:	<input type="text"/>	Total Snacks:	<input type="text"/>
Emergency Snacks:	<input type="text"/>		

- 1. Program enrollment:** Enter the highest day of enrollment of the days in operation when school was open. If school was not open during the claim month, enter zero.
- 2. Days of service:** Enter the number of days meals were served when school was open. Do not include days meals were served when school was closed. If school was not open during the claim month, enter zero.
- 3. Free & Reduced Eligibles:** Enter the number of students approved for free meals in the “free elig” box and the number of students approved for reduced priced meals in the “reduced elig” box. If school was not open during the claim month, enter zero.
- 4. Free, Reduced, & Paid snacks:** Enter the number of free, reduced & paid priced snacks in the respective boxes. If school was not open during the claim month, enter zero.

PLEASE CONTINUE TO THE NEXT SLIDE

Afterschool Snack (Under 50%) Cont'd

[Return to SFA claim](#)

Enter values for new record

Claim Month:	<input type="text" value="Mar"/>	Days of Service:	<input type="text"/>
Program Enrollment:	<input type="text"/>	Reduced Elig:	<input type="text"/>
Free Elig:	<input type="text"/>	Reduced Snacks:	<input type="text"/>
Free Snacks:	<input type="text"/>	Emergency DOS:	<input type="text"/>
Paid Snacks:	<input type="text"/>	Total Snacks:	<input type="text"/>
Emergency Snacks:	<input type="text"/>		

- Emergency days of service:** Enter in the number of days emergency meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days.
- Emergency snacks:** Enter the number of emergency snacks served during the claiming period. These snacks should not be included in any of the other "snack" boxes above.
- Total snacks:** For this box, add the free snacks, reduced snacks, paid snacks, AND emergency snacks together and enter here. If school was not open during the claim month, you will list the number of emergency snacks again here.

Remember: If you provided meals for adults during the closure, these meals are *not* eligible for reimbursement. Meals eligible for reimbursement are those that were served to children 18 and under.

Afterschool Snack Needy (over 50%)

[Return to SFA claim](#)

Enter values for new record

Claim Month:	<input type="text" value="Mar"/>		<input type="text"/>
Program Enrollment:	<input type="text"/>	Days of Service:	<input type="text"/>
Emergency Meals:	<input type="text"/>	Emergency DOS:	<input type="text"/>
Free Snacks:	<input type="text"/>		

- 1. Program enrollment:** Enter the highest day of enrollment of the days in operation when school was open. If school was not open during the claim month, enter zero.
- 2. Days of service:** Enter the number of days meals were served when school was open. Do not include days meals were served when school was closed. If school was not open during the claim month, enter zero.
- 3. Emergency days of service:** Enter in the number of days emergency meals were served. If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days.
- 4. Emergency meals:** Enter the number of emergency meals served during the claiming period.
- 5. Free snacks (Total snacks):** For this box, add the free snacks served while school was open AND emergency meals together and enter here. If school was not open during the claim month, you will list the number of emergency meals again here.

Remember: If you provided meals for adults during the closure, these meals are not eligible for reimbursement. Meals eligible for reimbursement are those that were served to children 18 and under.