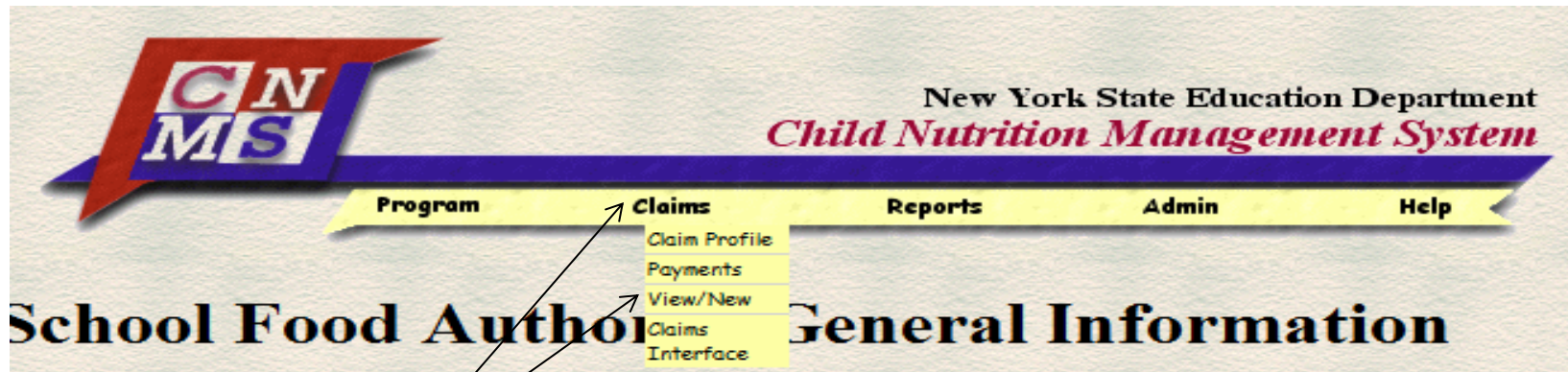


INSTRUCTIONS FOR SUBMITTING MONTHLY CEO & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



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 the value '2013-14', 'Program Name' with the value 'Lunch', and 'View/Adjust or New' with the value 'New'. Below the dropdowns are two buttons: 'Find' and 'Clear'.

INSTRUCTIONS FOR SUBMITTING MONTHLY CEO & PROVISION 2 NONBASE YEAR 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
...	7236						New
...	3151						New
...	7091						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.



INSTRUCTIONS FOR SUBMITTING MONTHLY CEO & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT

Step three:

Select the month you
intend to claim for
reimbursement.

Select a Claim Period for the 2013-14 Lunch Program

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

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

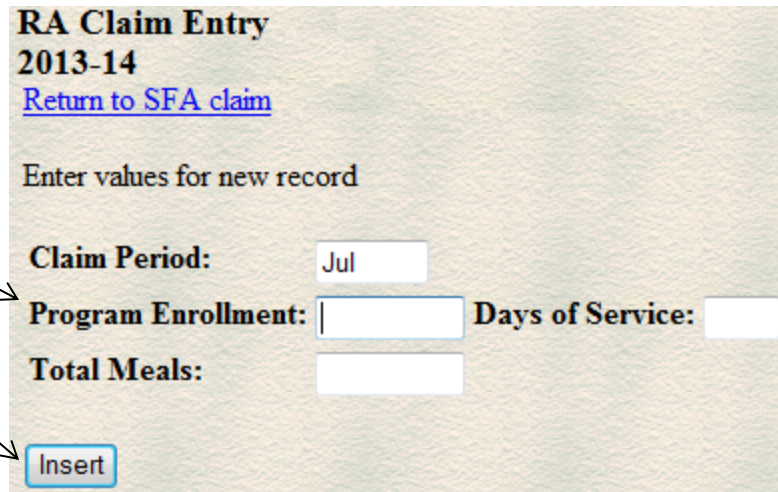
INSTRUCTIONS FOR SUBMITTING MONTHLY CEO & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



LEAs participating in the CEO or Provision 2 in a non-base year, will only be entering program enrollment, days of service and total meals. If you are currently participating in CEO or Provision 2 Non-base year or if you have applied to participate in one of those provisions, do not enter the claim until you have been approved and the appropriate screen is available.

Step four:

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



RA Claim Entry
2013-14
[Return to SFA claim](#)

Enter values for new record

Claim Period:

Program Enrollment: Days of Service:

Total Meals:

The screenshot shows a web-based form titled 'RA Claim Entry' for the 2013-14 period. It includes a link to 'Return to SFA claim'. The form prompts the user to 'Enter values for new record' and contains four input fields: 'Claim Period' (with 'Jul' entered), 'Program Enrollment', 'Days of Service', and 'Total Meals'. An 'Insert' button is located at the bottom of the form. Two arrows from the text 'Enter in your claim figures, then click “insert”.' point to the input fields and the 'Insert' button.

INSTRUCTIONS FOR SUBMITTING MONTHLY CEO & PROVISION 2 NONBASE YEAR 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.

CEO Screen

[Submit Claim](#)

RA Claims									
Recipients		Included Below				Additional Information			
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info		
	7236							New	Counts
	3151	10000	0	0	10000			Edit	Counts

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 Jul

Entered	09/26/13	Status	WORKING
Enrollment	500	Days of Service	20
Free Elig	500	Reduced Elig	0
Free Meals	10000	Reduced Meals	0
Paid Meals	0	Total Meals	10000
Submitted			

SFA Claim History

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	26-SEP-13	10000	0	0	10000	WORKING	
Total	26-SEP-13	10000	0	0	10000	WORKING	

[Back to 2013-14 Lunch claims](#) [Back to 2013-14 Annual Detail](#)

Provision 2 Non-base Year Screen

[Submit Claim](#)

RA Claims							
Recipients		Included Below				Additional Information	
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info
	9003	424	92	484	1000	Edit	Counts

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 Jul

Entered	09/26/13	Status	WORKING
Enrollment	500	Days of Service	23
Free Elig	212	Reduced Elig	45
Free Meals	424	Reduced Meals	92
Paid Meals	484	Total Meals	1000
Submitted			

SFA Claim History

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	26-SEP-13	424	92	484	1000	WORKING	
Total	26-SEP-13	424	92	484	1000	WORKING	

[Back to 2013-14 Lunch claims](#) [Back to 2013-14 Annual Detail](#)