

Instructions for submitting your school year (SY) June 2021 claim

The 2020 SFSP and the 2020-21 School Year (SY) fall within the same year in the Child Nutrition management System (CNMS). To accommodate June 2020 SFSP claims as well as June 2021 SY claims, CNMS has been modified. Please follow the instructions below to submit claims for meals served during June 2021 as part of your school year.

Log into CNMS and from the 'Claims' tab on the blue bar, click on 'View/New'. Make sure you are choosing the school year 2020-21 and the program name is 'Summer Food Service Program.'

Please note, you will need to select school year 2021-22 for claims being submitted for meals served in June 2021 as part of your summer SFSP.

Sponsors that have not already submitted a June 2020 SFSP Claim

If this is your first time entering a 2021 June claim, choose 'New.' This process is very similar to submitting a regular SFSP claim.



The screenshot shows the NYS ED Child Nutrition Management System interface. At the top left is the NYS ED .gov logo. To its right is the title "Child Nutrition Management System". Below this is a blue navigation bar with five tabs: "PROGRAM", "CLAIMS", "REPORTS", "ADMIN", and "LOG OFF". The "CLAIMS" tab is active. Below the navigation bar is a search area titled "Enter all criteria to query Claims". It contains three dropdown menus: "School Year" set to "2020-21", "Program Name" set to "Summer Food Service Program", and "View/Adjust or New" set to "New". At the bottom of the search area are two buttons: "Find" and "Clear".

Next you will select the 'June 2020' by selecting the radio button. Please note, due to the way CNMS is set up, you will be entering school year June 2021 claims into the June 2020 claim period. You will be reimbursed at the correct rates.

[Click here to renew SAM](#)

Select a Claim Period for the 2020-21 Summer Food Service Program

- June 2020
- March 2021
- April 2021
- May 2021

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

Click on the blue arrow and click on the LEA of the site you are entering the claim for. Enter the days of service and total number of meals served into the SFSP SY meal fields. Scroll down to the bottom the of the screen and click the 'Insert' button.

Jun 2020-21 Summer Food Service Program Claim

[Sponsor Claim](#)

Please use  to select LEA Code and Site Name

LEA Code  Site Name

	Days Of Service	Meals	Seconds	Total
Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Supper	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Suplmt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SFSP SY Brk	<input type="text" value="0"/>	<input type="text" value="0"/>		
SFSP SY Lunch/Supper	<input type="text" value="0"/>	<input type="text" value="0"/>		
SFSP SY Snack	<input type="text" value="0"/>	<input type="text" value="0"/>		

Insert?

Once your claim is inserted, the meals will display in the 'SFSP School Year' section of the site claims. Once you have accurately entered the numbers, click the blue 'Submit Claim' button on the top of the screen above the 'Sponsor Claim Roll -Up.'

Jun 2020-21 Summer Food Service Program Claim

Submit Claim

Sponsor Claim Roll-Up					
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	0	0	0	0	3100
Lunch	0	0	0	0	3100
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			
SFSP SY Breakfast	22	3100			
SFSP SY Lunch/Supper	22	3100			
SFSP SY Snack	0	0			

Create Date 06/22/21 Submit Date Status **WORKING**

Update **Revert**

Site Claims																						
Sites		Included Above														SFSP School Year						Additional Information
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch/Supper	DOS	Snack	DOS	Hold Info
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	22	100	20	0	0	
George Rose		0	0	0	0	0	0	0	0	0	0	0	0	0	0	3000	22	3000	22	0	0	

To modify, select a Site. The changes made to the Site will then be incorporated in the Sponsor claim roll-up above.

Sponsors that already submitted a SFSP June 2020 Claim

If you log into CNMS and follow the above instructions, and the system displays 'June 2020' in the 'claims already exist' section, you must go back to the claims screen and select 'View/Adjust' instead of 'New' (see below).

Select a Claim Period for the 2020-21 Summer Food Service Program for

- August 2020
- January 2021
- February 2021
- March 2021
- April 2021
- May 2021

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

Claims already exist for the following periods:

- June 2020
- July 2020
- September 2020
- October 2020
- November 2020
- December 2020

[Back to Sponsor Annual Information](#)

PROGRAM >CLAIMS >REPORTS >ADMIN >LOG OFF >

Enter all criteria to query Claims

School Year:

Program Name:

View/Adjust or New:

Select 'June' from the list.

2020-21 Summer Food Service Program Claims

Claim Period	Summer Food Service Program					SFSP School Year			Status
	Breakfast	Lunch	Snack	Supper	Supplement	Breakfast	Lunch	Snack	
Jun	0	0	0	0	0	0	0	0	Working
Jul	2,740	2,740	0	0	0	0	0	0	Submit
Aug	3,124	3,124	0	0	0	0	0	0	Submit
Sep	456	456	0	0	0	0	0	0	Submit
Oct	10	28	0	0	0	0	0	0	Submit
Nov	34	51	0	0	0	0	0	0	Submit

If your claim is in working status and there are no sites listed in the 'June 2020-21' claim screen, click on the blue 'New Site Claim' button, click the blue arrow, select your site LEA from the pick list, and follow the instructions beginning on page 2. If your claim is in working status and your site is listed, click on the site name and enter your days of service and claim numbers.

PROGRAM ▾ CLAIMS ▾ REPORTS ▾ ADMIN ▾ LOG OFF ▾

Jun 2020-21 Summer Food Service Program Claim

[Submit Claim](#)

Sponsor Claim Roll-Up													
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total								
Breakfast		0	0	0	0								
Lunch		0	0	0	0								
Snack		0	0	0	0								
Supper		0	0	0	0								
Supplement		0											
SFSP SY Breakfast		0											
SFSP SY Lunch/Supper		0											
SFSP SY Snack		0											

Create Date 07/06/21 Submit Date Status **WORKING**

[Update](#) [Revert](#)

Site Claims																						
Sites		Included Above										SFSP School Year						Additional Information				
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch/Supper	DOS	Snack	DOS	Hold Info
New Site Claim																						

Once you are on the June 2020-21 claims screen, click on the blue 'Adjustment' button. Next click on the site name and enter your days of service and meal counts into the SFSP SY fields of the claim screen.

PROGRAM ▾ CLAIMS ▾ REPORTS ▾ ADMIN ▾ LOG OFF ▾

Jun 2020-21 Summer Food Service Program Claim

[Payment Info](#)

[Adjustment](#)

Sponsor Claim Roll-Up					
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast		0	0	0	100
Lunch		0	0	0	100
Snack		0	0	0	0
Supper		0	0	0	0
Supplement		0	0		
SFSP SY Breakfast		18	100		
SFSP SY Lunch/Supper		18	100		
SFSP SY Snack		0	0		

Create Date 07/06/21 Submit Date Status **SUBMIT**

[Update](#) [Revert](#)