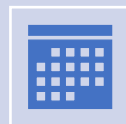


Summer Food Service Program

Submitting Claims for Reimbursement

Claim Deadlines

June	August 29
July	September 29
August	October 30
September	November 29



Sponsors must submit claims within 60 calendar days of the last day of the claim month to receive reimbursement.



Claims may be submitted as soon as the 1st of the month following the claim month.



In cases where a deadline falls on a Saturday, Sunday, or Federal Holiday, the due date is the next business day.



DO NOT WAIT UNTIL THE LAST MINUTE. Leave extra time in case you need SED to make site changes and/or additional documentation is requested.

Prior to submitting a claim

- Establish a procedure to have a second person review the claim prior to submission to ensure accuracy.
- If using a spreadsheet, ensure all calculation formulas are correct.
- Days of service should align with the approved dates and days on the site profile.
- Ensure all requested documents have been submitted to SED and sites have approval dates; including camp permits and FSMC/Vendor Contracts.
- Ensure daily meal counts do not exceed approved site CAPS listed on profile.
- For sites that served congregate and non-congregate meals, separate meal counts must be maintained.



Table of Contents

Slides 4-15 Submitting an Original Claim for Reimbursement

Slides 16-26 Adjusting a Claim for Reimbursement

Slides 27-38 Submitting Late Claims

Slides 39-43 Viewing Payment History

Accessing the Claim Screen



Step 1: Hover your mouse cursor over the 'Claims' tab in the navigation bar.

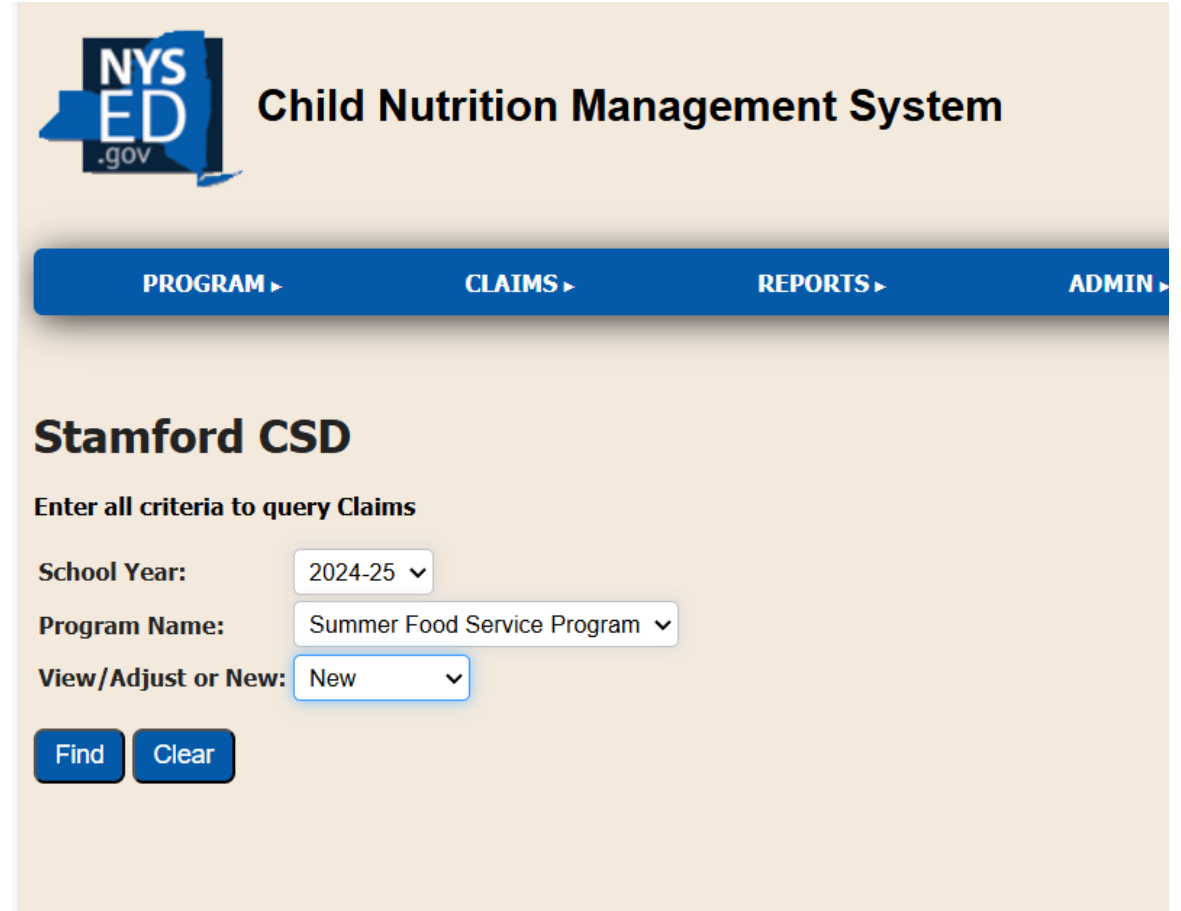
Step 2: From the drop-down menu, select 'View/New' to access the claim form

The screenshot shows the Child Nutrition Management System interface. At the top, there is a navigation bar with tabs: PROGRAM, CLAIMS, REPORTS, ADMIN, and LOG OFF. The CLAIMS tab is selected, and a drop-down menu is open, showing options: Payments, SFSP Late Claims, and View/New. Below the navigation bar, the page title is 'Summer Food Sponsor Information'. There is a button labeled 'Sponsor Annual Information'. The main content area displays a form with the following fields and values: Sponsor: Stamford CSD, LEA Code: 121701040000, Payee Name: Stamford CSD, Agency Type: Public School, SFSP Sponsor Type: Public School, County: Delaware, School District: Stamford CSD, SFSP Region: SFSP 9, Contact: Marisa Rocco, Federal ID Number: 156002384, Municipality Code: 120780000100, OSC Vendor Id: 1000003194, OSC Vendor Location: (empty field), and OSC Addr Seq Num: (empty field). At the bottom of the form are two buttons: 'Update' and 'Revert'.

Accessing the Claim Screen

Step 3: Use the Drop-Down Boxes to Select Your Claim Details

- Select the appropriate year.
- Select 'Summer Food Service Program'
- Select 'New' from the claim status.
- Click 'Find' to continue.



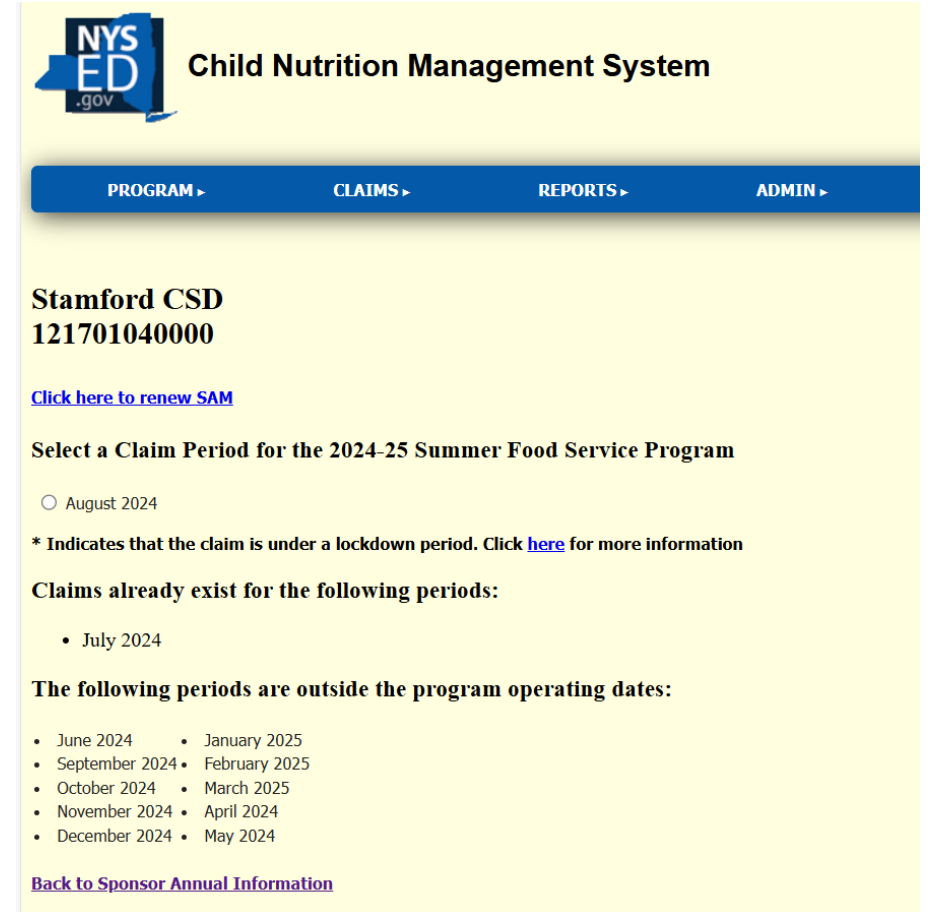
The screenshot displays the NYS ED Child Nutrition Management System interface. At the top left is the NYS ED .gov logo. To its right is the title "Child Nutrition Management System". Below this is a blue navigation bar with four tabs: "PROGRAM", "CLAIMS", "REPORTS", and "ADMIN", each followed by a right-pointing chevron. The "CLAIMS" tab is currently selected. Below the navigation bar, the text "Stamford CSD" is displayed in a large, bold font. Underneath, the instruction "Enter all criteria to query Claims" is shown. There are three drop-down menus: "School Year:" with "2024-25" selected, "Program Name:" with "Summer Food Service Program" selected, and "View/Adjust or New:" with "New" selected. At the bottom of the form are two blue buttons: "Find" and "Clear".

Accessing the Claim Screen

Step 4: Select the Month for the Claim

- Click on the white circle next to the month for which the claim will be entered.

- **Note:** If there are multiple months to select from, choose the appropriate one. Only one month may be entered at a time.



The screenshot displays the 'Child Nutrition Management System' interface. At the top, there is a logo for 'NYS ED .gov' and the system name. Below this is a navigation bar with four tabs: 'PROGRAM', 'CLAIMS', 'REPORTS', and 'ADMIN'. The 'CLAIMS' tab is currently selected. The main content area shows the school district 'Stamford CSD' and a unique identifier '121701040000'. There is a link to 'Click here to renew SAM'. The section 'Select a Claim Period for the 2024-25 Summer Food Service Program' features a radio button next to 'August 2024'. A note indicates that the claim is under a lockdown period and provides a link for more information. Below this, it states 'Claims already exist for the following periods:' followed by a list containing 'July 2024'. A section titled 'The following periods are outside the program operating dates:' lists twelve months from June 2024 to May 2025. At the bottom, there is a link to 'Back to Sponsor Annual Information'.

NYS ED .gov Child Nutrition Management System

PROGRAM > CLAIMS > REPORTS > ADMIN >

Stamford CSD
121701040000

[Click here to renew SAM](#)

Select a Claim Period for the 2024-25 Summer Food Service Program

☐ August 2024

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

Claims already exist for the following periods:

- July 2024

The following periods are outside the program operating dates:

- June 2024 • January 2025
- September 2024 • February 2025
- October 2024 • March 2025
- November 2024 • April 2024
- December 2024 • May 2024

[Back to Sponsor Annual Information](#)

Entering the Claim Data

Step 5: Choose the Site

•After selecting the month, a window will pop up to select your site.

- Click on the **blue arrow** next to the LEA code box.
- Click on the **LEA code** for the site you wish to claim for.

Note: If no sites appear or if you see the error message “no rows meet search criterion,” contact the SFSP office for assistance.

The screenshot displays a web application for entering claim data. A search window is open, titled "Sites Approved for claim period with camp permit if required." It contains a search criterion for LEA Code, a search bar with a blue arrow icon, and a "Find" button. Below the search bar, a table lists search results with columns "Lea Code" and "Name". The first result is "121701040001" for "Stamford Central School".

Below the search window, a red text prompt reads: "Please use [blue arrow icon] to select LEA Code and Site Name".

The main data entry form is visible below the search window. It has two identical sections. Each section starts with a "LEA Code" input field and a "Site Name" input field, with a blue arrow icon next to the LEA Code field. Below these fields is a table with columns: "Days Of Service", "Meals", "Seconds", and "Total". The table rows are: Breakfast, Lunch, Snack, Supper, Suplmt, NC Breakfast, NC Lunch, NC Snack, NC Supper, and NC Suplmt. Each row has input fields for the first three columns, and the "Total" column is a read-only field. A "Clear" button is located at the bottom right of the table.

	Days Of Service	Meals	Seconds	Total
Breakfast	0	0	0	0
Lunch	0	0	0	0
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0	0	0
NC Breakfast	0	0	0	0
NC Lunch	0	0	0	0
NC Snack	0	0	0	0
NC Supper	0	0	0	0
NC Suplmt	0	0	0	0

Entering the Claim Data

Step 6: Input Meal Data for Each Site

- Enter the data for each meal site.
- If you are claiming second meals, enter the number of second meals served.
- The system will automatically calculate the reimbursement percentage for second meals.
- The sponsor is responsible for calculating the **Total** column.

Step 7: Insert the Data

- Scroll to the bottom of the page and click **'Insert'** to save the entered data.

Note: 'NC' meal types are Non-Congregate Meals served.

The screenshot displays the 'Child Nutrition Management System' interface. At the top, there is a navigation bar with links for PROGRAM, CLAIMS, REPORTS, and ADMIN. Below this, the 'Sponsor Claim' section is active. It includes a red instruction: 'Please use [mouse icon] to select LEA Code and Site Name'. The form contains two dropdown menus: 'LEA Code' (selected: 121701040001) and 'Site Name' (selected: Stamford Central School). Below these is a table for entering meal data. The table has five columns: 'Days Of Service', 'Meals', 'Seconds', and 'Total'. The rows are categorized by meal type: Breakfast, Lunch, Snack, Supper, and Suplmt (Supplemental). Each row has input fields for the first three columns, and the 'Total' column is calculated. A red box highlights the first five rows (Breakfast through Suplmt). Below the table, there are additional rows for 'NC' (Non-Congregate) meal types: NC Breakfast, NC Lunch, NC Snack, NC Supper, and NC Suplmt. At the bottom right of the table area, there is an 'Insert?' checkbox (checked) and a 'Clear' button. At the very bottom of the page, there is an 'Insert' button and a 'Sponsor Claim' link.

	Days Of Service	Meals	Seconds	Total
Breakfast	15	1500	0	1500
Lunch	15	1575	25	1600
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		
NC Breakfast	0	0		
NC Lunch	0	0		
NC Snack	0	0		
NC Supper	0	0		
NC Suplmt	0	0		

Insert? ☒ Clear

Insert

[Sponsor Claim](#)

Submitting Claims for Non-Congregate Meals

- Non-congregate meals should be entered in the appropriate 'NC' meal type row.
- If you served congregate and non-congregate meals at a site, ensure the days of service for each type are correct.
- Notes:
 - 2nd meals cannot be claimed.
 - Rate of reimbursement is the same for congregate and non-congregate meals.

[Sponsor Claim](#)

LEA Code 121701040001 Site Name Stamford Central School

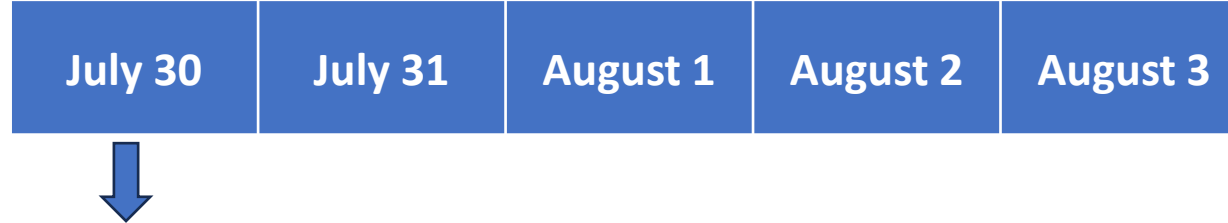
	Days Of Service	Meals	Seconds	Total
Breakfast	10	1000	0	1000
Lunch	10	1000	0	1000
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		
NC Breakfast	14	2000		
NC Lunch	14	2000		
NC Snack	0	0		
NC Supper	0	0		
NC Supplement	0	0		

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

[Sponsor Claim](#)

Submitting Claims for Non-Congregate Meals

New for 2025, for the last distribution of each month, claim those meals in the month they were distributed, not in the month they were intended to be consumed.



Example: On July 30th the sponsor distributed 5 days of breakfast and lunch meals. All 5 days worth of meals will be claimed on the July claim, not the August claim.

Sponsor's will likely have to contact SED to have their site CAP increased prior to submitting the claim.

Submitting the Claim

Step 8: Review and Submit

- After checking the data for accuracy, click **‘Submit Claim’** to submit your claim.

PROGRAM ▶ CLAIMS ▶ REPORTS ▶ ADMIN ▶ LOG OFF ▶

Aug 2024-25 Summer Food Service Program Claim
Stamford CSD 121701040000

Submit Claim

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	12	1,500	0	0	1500
Lunch	12	1,575	25	25	1600
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			
NC Breakfast	0	0			
NC Lunch	0	0			
NC Snack	0	0			
NC Supper	0	0			
NC Supplement	0	0			

Create Date 03/07/25 Submit Date Status WORKING

Update Revert

Sites		Included Above												Non-Congregate Meals												Additional Information
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch	DOS	Supper	DOS	Snack	DOS	Suplmt	DOS	Hold Info
Stamford Central School	121701040001	1500	12	0	1575	12	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

New Site Claim

Sponsor SFSP Claim History															
		SFSP Meals					Non-Congregate Meals								
Claim	Created	Breakfast	Lunch	Snack	Supper	Suplmt	Breakfast	Lunch	Snack	Supper	Suplmt	Status	Submitted	Meals x Rates	
Jul - Orig	02-AUG-24	857	875	0	0	0	0	0	0	0	0	0	Submit	02-AUG-24	\$7,112
Aug - Orig	07-MAR-25	1,500	1,600	0	0	0	0	0	0	0	0	0	Working		\$0

Back to Annual Detail

Submitting the Claim

Step 9: Read the Certification and Confirm Submission

- A certification message will appear. Read it carefully, then click the **'OK'** button to finalize your submission.

×

portald.nysed.gov says:

I certify that all information submitted herein is true and correct. Please be advised that failure to submit accurate claims may jeopardize future participation in federal and state Child Nutrition Programs, including but not limited to the assessment of fiscal sanctions and penalties and potential termination of program participation. In addition, 7 CFR 210.26 provides that, whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property provided under this part whether received directly or indirectly from the Department, shall if such funds, assets, or property are of a value of \$100 or more, be fined no more than \$25,000 or imprisoned not more than 5 years or both; or if such funds, assets, or property are of a value of less than \$100, be fined not more than \$1,000 or imprisoned not more than 1 year or both. Whoever receives, conceals, or retains for personal use or gain, funds, assets, or property provided under this part, whether received directly or indirectly from the Department, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to the same penalties.

OK

Cancel

Verify Claim Submission

Step 10: Verify Submission

- Once your claim is successfully submitted, the status of your claim will change to **'SUBMIT'**.

Create Date 08/02/24 Submit Date 08/02/24 Status SUBMIT

Update Revert

Jul 2024-25 Summer Food Service Program Claim Stamford CSD-121701040000

Payment Info

Adjustment

Sponsor Claim Roll-Up					
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	18	857	0	0	857
Lunch	18	875	0	0	875
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			
NC Breakfast	0	0			
NC Lunch	0	0			
NC Snack	0	0			
NC Supper	0	0			
NC Supplement	0	0			

Site Claims																											
Sites		Included Above														Non-Congregate Meals										Additional Information	
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch	DOS	Supper	DOS	Snack	DOS	Suplmt	DOS	Hold Info	
Stamford Central School	121701040001	857	18	0	875	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

New Site Claim

Sponsor SFSP Claim History															
		SFSP Meals					Non-Congregate Meals								
Claim	Created	Breakfast	Lunch	Snack	Supper	Suplmt	Breakfast	Lunch	Snack	Supper	Suplmt	Status	Submitted	Meals x Rates	
Jul - Orig	02-AUG-24	857	875	0	0	0	0	0	0	0	0	0	Submit	02-AUG-24	\$7,112

Note: Claims that are in 'working' status have not been submitted for reimbursement.

Common Errors and Troubleshooting


If you receive an error message after clicking 'Insert', check the following:

1. **Days of service:** Ensure the days of service are correctly entered.
2. **Exceeding meal limits:** Verify that more meals were not claimed than the site is eligible for.
3. **Total meals:** Ensure the **Total** column equals **Meals + Seconds**.
4. **Incorrect meals:** Double-check if you entered numbers for a meal the site wasn't approved for.
5. **Seconds greater than Meals:** Ensure that the second meals are not greater than the regular meals.
6. **Supplement Meals vs. Supper Meals:** Make sure the number of **Supplement Meals** isn't greater than **Supper Meals**.
7. **Blank fields:** Ensure unused fields are filled with a '0'.



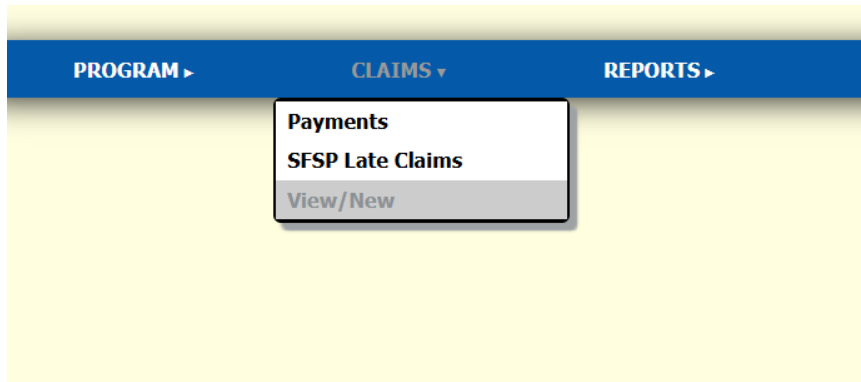
Adjusting Submitted Claims

This section will help you adjust an SFSP claim if you've made an error or need to update certain information. Follow these steps to ensure your claim is accurately adjusted and submitted.

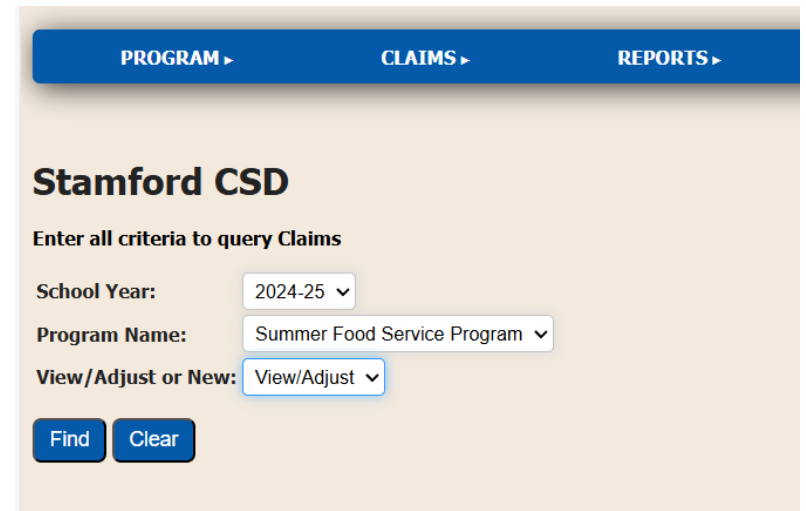


Accessing the Adjustment Screen

Step 1: Choose 'View/New' Under 'Claims'



Step 2: In the drop-down menu, choose '**View/Adjust**' to access your previously submitted claims.

A screenshot of a web application interface for 'Stamford CSD'. At the top is a blue navigation bar with 'PROGRAM', 'CLAIMS', and 'REPORTS' links, each with a right-pointing arrow. Below the bar, the title 'Stamford CSD' is displayed. Underneath is the instruction 'Enter all criteria to query Claims'. There are three input fields: 'School Year:' with a dropdown menu showing '2024-25', 'Program Name:' with a dropdown menu showing 'Summer Food Service Program', and 'View/Adjust or New:' with a dropdown menu showing 'View/Adjust'. At the bottom of the form are two buttons: 'Find' and 'Clear'.

Accessing the Adjustment Screen

- **Step 3: Select the Claim Month to Adjust**
- In the 'Sponsor SFSP Claim History' box, click on the 'Created' date of the claim you want to adjust.

Jul 2024-25 Summer Food Service Program Claim
Stamford CSD-121701040000

[Submit Claim](#)

Sponsor Claim Roll-Up						
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total	
Breakfast	18	43	0	0	43	
Lunch	18	-25	25	17	-8	
Snack	0	0	0	0	0	
Supper	0	0	0	0	0	
Supplement	0	0				
NC Breakfast	0	0				
NC Lunch	0	0				
NC Snack	0	0				
NC Supper	0	0				
NC Supplement	0	0				

Create Date 03/07/25 Submit Date Status WORKING

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

Sites		Included Above												Non-Congregate Meals								Additional Information				
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch	DOS	Supper	DOS	Snack	DOS	Suplmt	DOS	Hold Info
Stamford Central School	121701040001	43	18	0	-25	18	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

[New Site Claim](#)

Sponsor SFSP Claim History																							
SFSP Meals														Non-Congregate Meals									
Claim	Created	Breakfast	Lunch	Snack	Supper	Suplmt	Breakfast	Lunch	Snack	Supper	Suplmt	Status	Submitted	Meals x Rates									
Jul - Orig	02-AUG-24	357	875	0	0	0	0	0	0	0	0	Submit	02-AUG-24	\$7,112									
Jul - Adj-1	07-MAR-25	43	-8	0	0	0	0	0	0	0	0	Working		\$0									
Aug - Orig	07-MAR-25	500	1,600	0	0	0	0	0	0	0	0	Hold	07-MAR-25	\$12,806									

[Back to Annual Detail](#)

Accessing the Adjustment Screen

- **Step 4: Click on 'Adjustment'**
- After selecting the claim month, click on the **'Adjustment'** button to enter your changes.
- Note: Only if the claim status is 'submit', will the 'Adjustment' box appear. If the claim is in 'working' status, see the following slide.

Jul 2024-25 Summer Food Service Program Claim
Stamford CSD-121701040000

Payment Info
Adjustment

Sponsor Claim Roll-Up

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	18	857	0	0	857
Lunch	18	875	0	0	875
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			
NC Breakfast	0	0			
NC Lunch	0	0			
NC Snack	0	0			
NC Supper	0	0			
NC Supplement	0	0			

Create Date 08/02/24 Submit Date 08/02/24 Status SUBMIT

Update Revert

Site Claims

Sites		Included Above										Non-Congregate Meals										Additional Information				
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch	DOS	Supper	DOS	Snack	DOS	Suplmt	DOS	Hold Info
Stamford Central School	1217010400001	857	18	0	875	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

New Site Claim

Accessing the Adjustment Screen

- **Step 5: Select Your Site Name**
- Click on your site name to open the claim details.
- If the site is not listed and the claim is in 'working' status, click on **'New Site Claim'** to add a new claim for that site.

Jul 2024-25 Summer Food Service Program Claim
Stamford CSD-121701040000

Submit Claim

Sponsor Claim Roll-Up												
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total							
Breakfast	18	43	0		43							
Lunch	18	-25	25	17	-8							
Snack	0	0	0	0	0							
Supper	0	0	0	0	0							
Supplement	0	0										
NC Breakfast	0	0										
NC Lunch	0	0										
NC Snack	0	0										
NC Supper	0	0										
NC Supplement	0	0										

Create Date 03/07/25 Submit Date Status **WORKING**

Update Revert

Sites		Included Above										Non-Congregate Meals										Additional Information
Name	LEA Code	Breakfast	DOS/Seconds	Lunch	DOS/Seconds	Snack	DOS/Seconds	Supper	DOS/Seconds	Suplmt	DOS	Breakfast	DOS/Seconds	Lunch	DOS/Seconds	Supper	DOS/Seconds	Suplmt	DOS	Hold Info		
Stamford Central School	121701040001	43	18	0	-25	18	25	0	0	0	0	0	0	0	0	0	0	0	0			

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

New Site Claim

Sponsor SFSP Claim History

Claim	Created	SFSP Meals					Non-Congregate Meals					Status	Submitted	Meals x Rates
		Breakfast	Lunch	Snack	Supper	Suplmt	Breakfast	Lunch	Snack	Supper	Suplmt			
Jul - Orig	02-AUG-24	857	875	0	0	0	0	0	0	0	0	Submit	02-AUG-24	\$7,112
Jul - Adj-1	07-MAR-25	43	-8	0	0	0	0	0	0	0	0	Working		\$0
Aug - Orig	07-MAR-25	1,500	1,600	0	0	0	0	0	0	0	0	Hold	07-MAR-25	\$12,806

Back to Annual Detail

Entering the Claim Data

- **Step 6: Enter Changes to Meal Data**
- Adjust the values in the fields on the left for **Days of Service, Meals, and Seconds**.
 - For example, if the original number of Meals entered was 55 and the site actually served 60 meals, enter **60** in the **Meals** field (not 5, which is the adjustment amount).
- **Note:** You should enter the **total meals served** and **total seconds served**, not just the adjustments.

[Sponsor Claim](#)

LEA Code 121701040001 Site Name Stamford Central School

	Days Of Service	Meals	Seconds	Total
Breakfast	18	900	0	900
Lunch	18	850	25	875
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		
NC Breakfast	0	0		
NC Lunch	0	0		
NC Snack	0	0		
NC Supper	0	0		
NC Supplement	0	0		

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

[Sponsor Claim](#)

Submitting the Adjusted Claim

- **Step 7: Click 'Update' to Submit the Adjustment**
- After making the necessary adjustments, click the **'Update'** button to save the changes to your claim.

[Sponsor Claim](#)

LEA Code 121701040001 Site Name Stamford Central School

	Days Of Service	Meals	Seconds	Total
Breakfast	<input type="text" value="18"/>	<input type="text" value="900"/>	<input type="text" value="0"/>	<input type="text" value="900"/>
Lunch	<input type="text" value="18"/>	<input type="text" value="850"/>	<input type="text" value="25"/>	<input type="text" value="875"/>
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"/>		
NC Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>		
NC Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>		
NC Snack	<input type="text" value="0"/>	<input type="text" value="0"/>		
NC Supper	<input type="text" value="0"/>	<input type="text" value="0"/>		
NC Supplement	<input type="text" value="0"/>	<input type="text" value="0"/>		

[Sponsor Claim](#)

Submitting the Adjusted Claim

- **Step 8: Click the ‘Submit Claim’ Button**
- Once your adjustments are saved, click the **‘Submit Claim’** button to finalize the claim submission.

Jul 2024-25 Summer Food Service Program Claim
Stamford CSD-121701040000

Submit Claim

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	0	0	0	0	0
Lunch	0	0	0	0	0
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0	0	0	0
NC Breakfast	0	0	0	0	0
NC Lunch	0	0	0	0	0
NC Snack	0	0	0	0	0
NC Supper	0	0	0	0	0
NC Supplement	0	0	0	0	0

Create Date 03/07/25 Submit Date: Status WORKING

Update **Revert**

Sites		Included Above												Non-Congregate Meals								Additional Information				
Name	LEA Code	Breakfast	DOS	Seconds	Lunch	DOS	Seconds	Snack	DOS	Seconds	Supper	DOS	Seconds	Suplmt	DOS	Breakfast	DOS	Lunch	DOS	Supper	DOS	Snack	DOS	Suplmt	DOS	Hold Info
Stamford Central School	121701040001	0	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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

New Site Claim

Claim		Created	SFSP Meals				Non-Congregate Meals				Status	Submitted	Meals x Rates	
Claim	Created	Breakfast	Lunch	Snack	Supper	Suplmt	Breakfast	Lunch	Snack	Supper	Suplmt	Status	Submitted	Meals x Rates
Jul - Orig	02-AUG-24	857	875	0	0	0	0	0	0	0	0	Submit	02-AUG-24	\$7,112
Jul - Adj-1	07-MAR-25	0	0	0	0	0	0	0	0	0	0	Working		\$0
Aug - Orig	07-MAR-25	1,500	1,600	0	0	0	0	0	0	0	0	Hold	07-MAR-25	\$12,806

Submitting the Adjusted Claim

Step 9: Read the Certification and Confirm Submission

- A certification message will appear. Read it carefully, then click the **'OK'** button to finalize your submission.

portald.nysed.gov says: ×

I certify that all information submitted herein is true and correct. Please be advised that failure to submit accurate claims may jeopardize future participation in federal and state Child Nutrition Programs, including but not limited to the assessment of fiscal sanctions and penalties and potential termination of program participation. In addition, 7 CFR 210.26 provides that, whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property provided under this part whether received directly or indirectly from the Department, shall if such funds, assets, or property are of a value of \$100 or more, be fined no more than \$25,000 or imprisoned not more than 5 years or both; or if such funds, assets, or property are of a value of less than \$100, be fined not more than \$1,000 or imprisoned not more than 1 year or both. Whoever receives, conceals, or retains for personal use or gain, funds, assets, or property provided under this part, whether received directly or indirectly from the Department, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to the same penalties.

OK

Cancel

Submitting the Adjusted Claim

- **Step 10: Verify the Adjustment Submission**
- If the adjustment is submitted before the 60-day deadline, you should receive a **'Success!'** message, and the claim status will change to **'Submit'**.

The screenshot displays a web interface with a yellow background. At the top right, there are two blue buttons: 'Payment Info' and 'Adjustment'. On the left, a green 'Success!' message with 'Row updated' below it is circled in red. In the center, a table titled 'Sponsor Claim Roll-Up' shows meal data. At the bottom left, there are 'Update' and 'Revert' buttons. At the bottom center, the 'Status' dropdown menu is set to 'SUBMIT' and is circled in red. The 'Create Date' is 12/28/16 and the 'Submit Date' is also 12/28/16.

Payment Info

Adjustment

Success!
Row updated

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	5	-1	0	0	-1
Lunch	5	0	0	0	0
Snack	0	0	0	0	0
Supper	6	0	0	0	0
Supplement	0	0			

Create Date 12/28/16 Submit Date 12/28/16 Status **SUBMIT**

Update Revert

Common Errors and Troubleshooting

If you receive errors after making adjustments, check for the following common issues:

- 1. Too many days of service:** Ensure the days entered don't exceed the actual days of operation.
- 2. More meals than eligible:** Verify the number of meals does not exceed the site's eligibility.
- 3. More seconds than meals:** Ensure the number of seconds does not exceed the total meals served.
- 4. Incorrect totals:** The total meals plus seconds must equal the calculated total.

Late Claims

- This section describes the process for submitting late claims for reimbursement, including considerations and corrective action plans.
- P.L. 97-370 specifies “That only final reimbursement claims for service of meals, supplements, and milk submitted to State Agencies (SAs) by eligible schools, summer camps, institutions, and service institutions within 60 days following the claiming month shall be eligible for reimbursement from funds appropriated under this Act.”
- [USDA Guidance on 60-Day Claim Submission Deadline](#)

Late Claims

Late Claim Submission:

If an original or adjusted claim is submitted past the 60-day deadline, it is considered late.

Claim Status:

The claim will be placed on ‘**hold**’ status and will **not be paid** until the reason for the late submission is provided and approved by SED.

Resolution Requirement:

You must submit a valid reason (justification and corrective action plan) to resolve the late claim, which will be reviewed by SED before payment is made.

Hold Information

Sponsor Claim Roll-Up					
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	10	100	5	2	102
Lunch	15	100	0	0	100
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			

Create Date 09/12/19 Submit Date 09/12/19 Status HOLD

Update Revert

Late Claim Notification

Receive Notification:

You will receive a message notifying you that the claim is on hold because it was submitted after the 60-day deadline.

Access Email Instructions:



You will get an email with instructions on how to resolve the late claim and access the Late Claim Module.

portald.nysed.gov says

This claim is being submitted more than 60 days past the end of the claim period (08/31/2024, 10/30/2024). Click OK to SUBMIT and claim will be put on Hold pending approval.

OK

CNMS Hold

 cnfsp@nysed.gov
To  Meghan Taney

 We removed extra line breaks from this message.

*****This is being sent from TEST*****

This email is to notify you that the following claim is on hold due to the failure to abide by the 60-day submission deadline period:

121701040000 Stamford CSD 2024-25 August Summer Food Service Program

Failure to respond to the above late claim hold within 15 business days will result in the late claim being deemed abandoned and, therefore

You may request a late claim exception when the reason for the late claim submission resulted from circumstances beyond your control or

Late Claim Exception - Circumstances Beyond Sponsor Control

If you wish to request an exception, you must submit an explanation in writing to SED describing the events and circumstances that prevent consideration, it will then be forwarded to United States Department of Agriculture (USDA) for final consideration.

Follow the steps below to request a late claim exception:

Using your assigned CNMS user name and password, log into CNMS.

On the welcome screen, click on the link that states "Click here to address SFSP Late Claim Issues"

Select 'Circumstance beyond Sponsor control' from the late claim consideration drop down box.

In the Late Claim Justification box explain the circumstances that were beyond the Sponsor's control that caused the late claim submit

Click update

You will be notified via email by SED of the outcome of your request.

One-Time Exception

Accessing the Late Claim Screen

Login to CNMS:

Enter your username and password in CNMS.

Navigate to Late Claims Module:

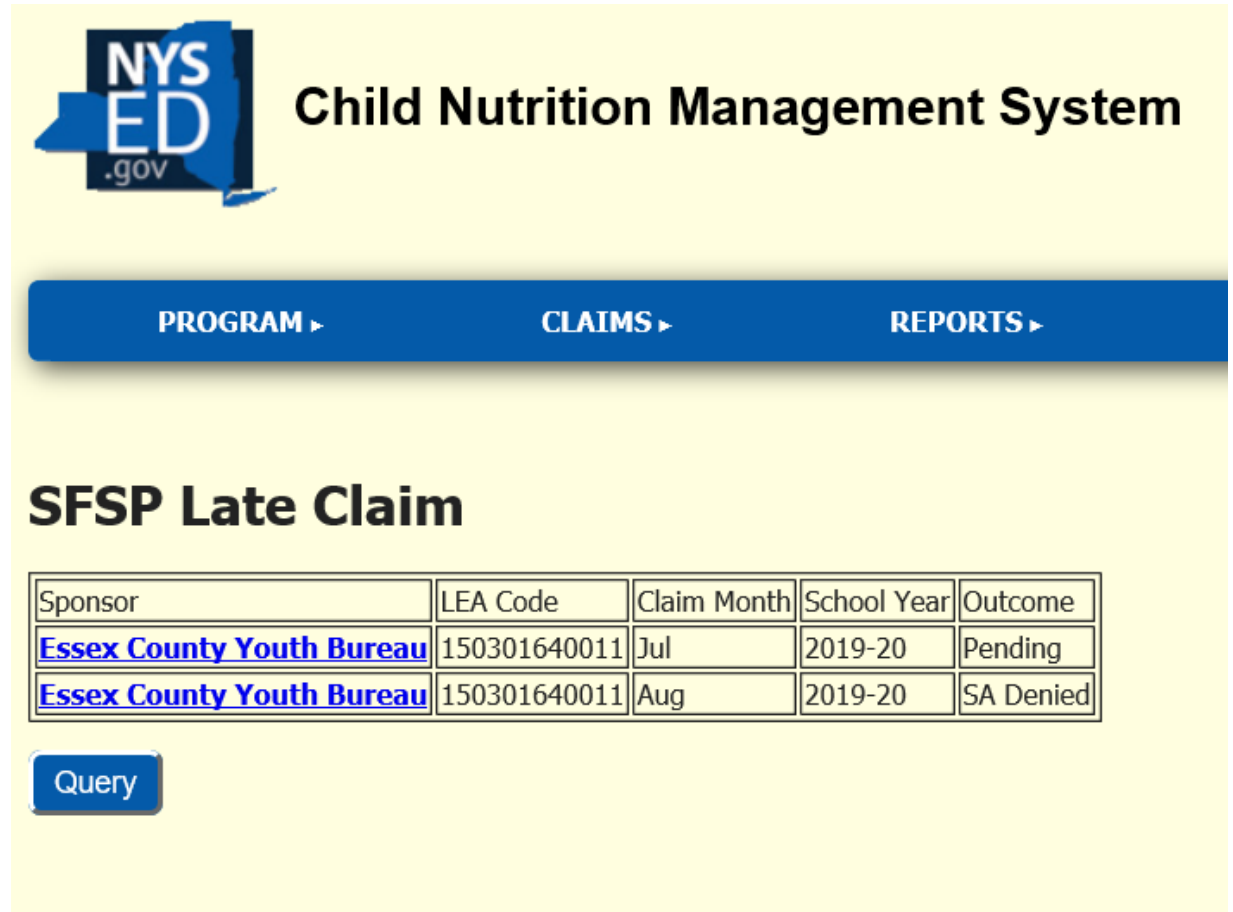
- Once logged in, you will see a message on your welcome screen.
- Click the provided link to access the Late Claims Module.
- Alternatively, go to the 'Claims' tab and select 'SFSP Late Claims.'



Accessing the Late Claim Screen

Select Correct Late Claim:

If there are multiple late claims, identify the one with a '**Pending**' status to resolve.



The screenshot displays 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 three tabs: "PROGRAM ▶", "CLAIMS ▶", and "REPORTS ▶". The "CLAIMS" tab is selected. Below the navigation bar, the title "SFSP Late Claim" is displayed. Underneath is a table with five columns: "Sponsor", "LEA Code", "Claim Month", "School Year", and "Outcome". The table contains two rows of data. The first row shows "Essex County Youth Bureau" as the sponsor, "150301640011" as the LEA Code, "Jul" as the claim month, "2019-20" as the school year, and "Pending" as the outcome. The second row shows the same sponsor and LEA Code, but with "Aug" as the claim month, "2019-20" as the school year, and "SA Denied" as the outcome. Below the table is a blue button labeled "Query".

Sponsor	LEA Code	Claim Month	School Year	Outcome
Essex County Youth Bureau	150301640011	Jul	2019-20	Pending
Essex County Youth Bureau	150301640011	Aug	2019-20	SA Denied

Query

Late Claim Considerations

1-Time Exception:

- Choose from the dropdown box and enter justification & Corrective Action Plan (CAP) in the provided box.
- Check the 'Exception Certification' box.
- Click **Update**.
- (Note: You can only use this exception once every 36 months.)

Circumstance Beyond SFA/Sponsor Control:

- Enter justification & CAP for the late claim in the provided box and click **Update**.
- Do not check the certification box for this option.
- Ex. Flood, Fire, Natural Disaster

Disregard Submission:

- Select this option if the claim is not valid.
- Enter a CAP detailing how you will prevent late claims in the future and click **Update**.

Downward Adjustment:

- Enter a CAP on how to ensure accurate claims in the future and click **Update**.

SFSP Late Claim

Sponsor: Essex County Youth Bureau
Claim Month: Jul
Begin Date: 03/05/20
Late Claim Consideration:

Late Claim Justification/CAP:

1-time exception
Circumstances beyond SFA/Sponsor control
Disregard Submission
Downward Adjustment

Exception Certification:

☐ I certify that I understand that the one time exception is available once every 3 years

Update

Revert

Submit the Late Claim Consideration

Submit and Wait for Review:

After clicking **Update**, the late claim will be submitted to SED for review.

Review Outcome:

- SED will notify you if any part of the claim is insufficient or if it is acceptable.
- You will also receive an email with the outcome.
- You can check the status of the late claim in the Late Claim Module.

Note: Circumstances Beyond Control considerations must be sent to USDA for approval/denial.



Circumstances Beyond Control

The following are some examples that may be considered as approvable:



Natural Disasters: Hurricanes, tornadoes, wildfires, floods, or other natural disasters that disrupted operations and communication.



Severe Weather Conditions: Snowstorms, ice storms, or other extreme weather events that made it difficult to access necessary resources or submit claims on time.



Technical Issues: System outages, data loss, or issues with online submission platforms that prevented the timely submission of the claim.



Staffing Issues: Unexpected staff shortages, such as illness, family emergencies, or turnover, that delayed the processing and submission of the claim.



Supply Chain Disruptions: Critical shortages of food or other necessary supplies due to unforeseen disruptions that caused delays in meal preparation and service, which in turn delayed the claim process.



Pandemics or Health Crises: An ongoing health crisis, like the COVID-19 pandemic, which could disrupt normal operations and administrative functions.

Circumstances Beyond Control

In the following cases, the circumstances were within the control of the program operator and would likely not be eligible for exceptions for late claim submissions. It's important that operators understand the program guidelines and have measures in place to avoid these issues.

Failure to Understand or Follow Program Guidelines: If the program operator simply misunderstood the rules or missed important deadlines due to a lack of awareness or proper training, this would not qualify as circumstances beyond control. For example, if the operator was unaware of the claim submission deadlines or failed to plan accordingly, that would not be accepted.

Routine Administrative Delays: Delays that are typical of normal operations, such as waiting for standard internal approvals or processing delays that do not result from extraordinary or uncontrollable events, would not qualify. If the program operator is consistently late due to inefficient internal processes or poor planning, this wouldn't be accepted as beyond control.

Lack of Staff Planning: If a program operator did not anticipate needing enough staff to handle the claim submission process and failed to hire or train adequate staff in time, this would not be considered a valid reason. The issue of staff planning is within the program operator's control.

Technical Issues Due to Negligence: While technical issues (like system outages) can be a valid reason for a late claim, they **must** be unexpected and unavoidable. If the operator failed to maintain or update necessary software, hardware, or systems (such as neglecting to regularly back up data or update systems), this would not be considered beyond control.

Failure to Meet Record-Keeping Requirements: If the operator failed to maintain proper records or kept incomplete or incorrect documentation, leading to delays in the claim submission, this would be considered a preventable issue and not something beyond control.

Vendor or Supplier Issues: If there were delays or problems with a vendor or supplier that the program operator could have anticipated or managed (such as failing to confirm delivery schedules or placing orders too late), these would not be considered circumstances beyond control.

Miscommunication or Lack of Communication: If the late submission was caused by poor communication within the organization or between the program operator and the overseeing agency, it would not be deemed an uncontrollable circumstance. Clear communication and proper internal coordination are the program operator's responsibility.

Recurring Operational Problems: If an issue, like a routine staff shortage or technical issue, was ongoing or expected (e.g., seasonal turnover), this would not qualify as beyond control. Problems that are foreseeable or habitual fall under the operator's responsibility to plan for.

Corrective Action Plan (CAP)

A strong corrective action plan should be tailored to the specific reason for the late submission and aim to address any underlying systemic issues. The plan should include clear actions, timelines, and designated responsibilities, along with measures for evaluating the plan's effectiveness. By addressing the root causes of late submissions, program operators can reduce the risk of future delays and maintain compliance with SFSP guidelines.

Corrective Action Plan (CAP) Examples

1. Issue: Staff were not adequately trained on claim submission procedures or deadlines.

Corrective Action:

- Provide additional training for staff involved in the claim submission process to ensure they are familiar with deadlines, procedures, and the required documentation.
- Implement a refresher training session each year prior to the start of the program to ensure all staff are up to date.
- Assign a dedicated person to monitor and oversee the claims submission process.

2. Issue: Internal processes were not clear or there was no system to track claim deadlines.

Corrective Action:

- Create or update detailed checklists for the claim submission process that include key deadlines and required documentation.
- Develop a timeline or calendar with reminders for all claim submission deadlines.
- Introduce a system of internal notifications and reminders to ensure all relevant stakeholders are aware of approaching deadlines.

3. Issue: Documentation or records were incomplete or not properly organized, causing delays in the claim preparation.

Corrective Action:

- Implement a more rigorous record-keeping system to ensure all required documentation is easily accessible.
- Introduce a filing system (either electronic or physical) that organizes documentation by program year or claim period.
- Assign responsibility to a staff member to oversee record maintenance and ensure accuracy.

4. Issue: Lack of communication or coordination between departments or staff members led to delays in the claims process.

Corrective Action:

- Set up regular internal meetings or check-ins to discuss the status of claims preparation and submission.
- Designate a specific point of contact responsible for communication between all parties involved in the claims process.
- Establish clear protocols for escalating issues that could impact claim submission timelines.

Corrective Action Plan (CAP) Examples

5. Issue: Staff shortages or unexpected absences led to delays in the claims process.

Corrective Action:

- Develop a staffing plan that includes backup personnel for key roles involved in the claim's submission process.
- Cross-train staff members so multiple individuals are familiar with the claims process and can step in if necessary.
- If feasible, consider hiring temporary staff during peak periods to ensure the claims process runs smoothly.

6. Issue: Lack of monitoring or oversight led to missed deadlines.

Corrective Action:

- Implement a claim submission tracking system that allows the program operator to monitor the status of claims in real-time.
- Create a checklist for every claim period to track progress, review necessary approvals, and check submission status.
- Assign responsibility for reviewing and approving claims to one or more senior staff members to ensure accountability and compliance.

7. Issue: Unforeseen issues (e.g., disasters, emergencies) affected claim submission.

Corrective Action:

- Develop a risk management plan that includes procedures for handling unexpected events, such as natural disasters or technical failures, that could delay claim submission.
- Implement contingency plans that provide clear steps to take in the event of unexpected issues, including backup resources and emergency contacts.

8. Issue: The claim submission process was not regularly reviewed, leading to delays or inefficiencies.

Corrective Action:

- Establish a regular review process to assess the efficiency and effectiveness of the claim submission process.
- Identify potential bottlenecks or areas for improvement and make adjustments as necessary.
- Set up periodic internal audits to evaluate the program's compliance with submission timelines and requirements.

Sponsor's Payment History

This section will show how to view your organization's payment history including state and federal reimbursement amounts.

Accessing Payment History

Step 1: Log into CNMS

Open the CNMS login page and log in with your credentials.

Step 2: Navigate to the Claims Section

Position your cursor over 'Claims' in the top menu.

From the drop-down menu, select 'Payments'.



The screenshot displays the NYS ED Child Nutrition Management System interface. At the top, the NYS ED logo is visible next to the title "Child Nutrition Management System". Below this is a blue navigation bar with four tabs: "PROGRAM", "CLAIMS", "REPORTS", and "ADMIN". The "CLAIMS" tab is currently selected, and a dropdown menu is open, showing three options: "Payments", "SFSP Late Claims", and "View/New". The "Payments" option is highlighted. Below the navigation bar, the page title "Summer Food Stamp Information" is displayed. A button labeled "Sponsor Annual Information" is located below the title. The main content area contains a form with the following fields and values:

Sponsor:	Stamford CSD
LEA Code:	121701040000
Payee Name:	Stamford CSD
Agency Type:	Public School
SFSP Sponsor Type:	Public School
County:	Delaware
School District:	Stamford CSD
SFSP Region:	SFSP 9
Contact:	Marisa Rocco
Federal ID Number:	156002384
Municipality Code:	120780000100
OSC Vendor Id:	1000003194
OSC Vendor Location:	<input type="text"/>
OSC Addr Seq Num:	<input type="text"/>

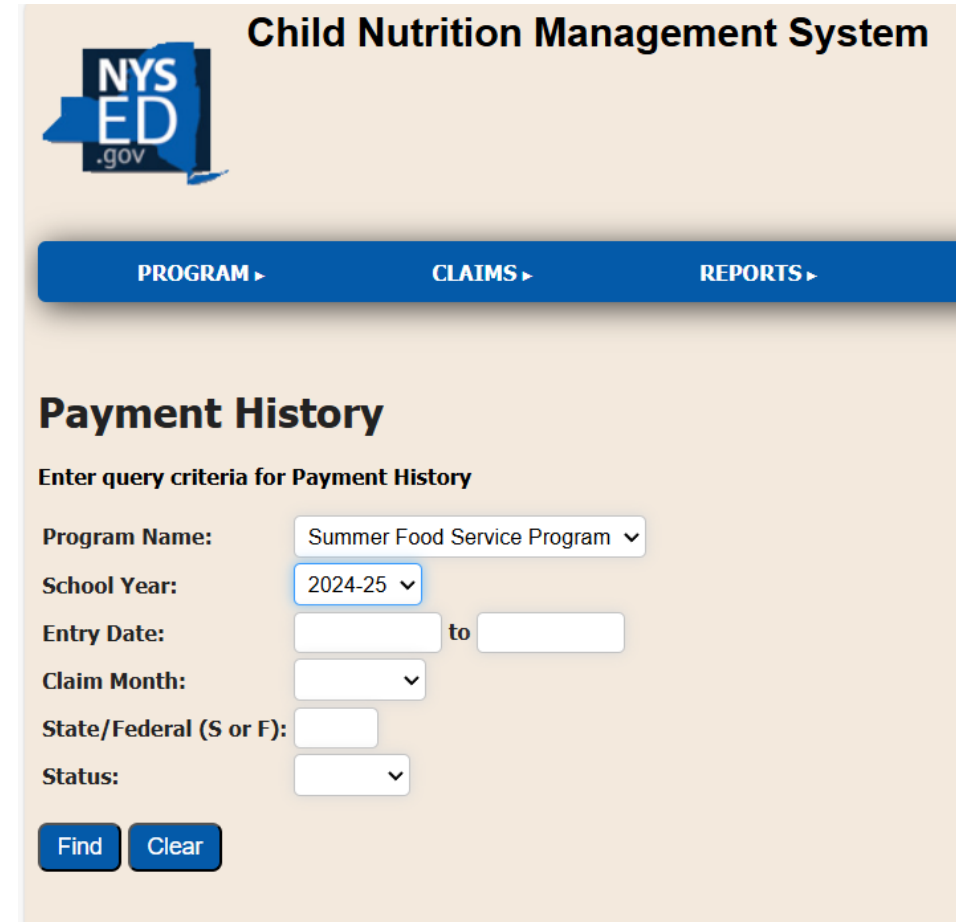
At the bottom of the form, there are two buttons: "Update" and "Revert".

Accessing Payment History

Step 3: In the new screen, from the drop-down menu, select '**Summer Food Service Program**'.

Step 4: Choose the correct school year for the claim you are checking from the drop-down list.

Step 5: Click the blue '**Find**' button to proceed.




The screenshot displays the 'Child Nutrition Management System' interface. At the top left is the 'NYS ED .gov' logo. To its right is the system title 'Child Nutrition Management System'. Below this is a blue navigation bar with three tabs: 'PROGRAM', 'CLAIMS', and 'REPORTS', each followed by a right-pointing chevron. The 'CLAIMS' tab is currently selected. The main content area is titled 'Payment History' in bold. Below this title is the instruction 'Enter query criteria for Payment History'. The form contains several input fields: 'Program Name' with a dropdown menu showing 'Summer Food Service Program'; 'School Year' with a dropdown menu showing '2024-25'; 'Entry Date' with two text boxes separated by a 'to' label; 'Claim Month' with a dropdown menu; 'State/Federal (S or F)' with a text box; and 'Status' with a dropdown menu. At the bottom of the form are two blue buttons: 'Find' and 'Clear'.

View Payment History

Step 6: Once you are on the claims screen, you can view:

- **Transaction details** and **payment amounts**.
- The **status** of each transaction, which will read either **‘Paid’**, **‘Submitted’**, or **‘Pending’**.
- If the status is **‘Hold’** it is likely that SED is waiting for approval of funds to make the payment and not due to any action required by the sponsor.



Child Nutrition Management System

[PROGRAM ▶](#) [CLAIMS ▶](#) [REPORTS ▶](#) [ADMIN ▶](#) [LOG OFF ▶](#)

Payment History

Total payments: \$9,477
Transaction Total: \$9,477

Entry Date	Invoice Description	Month/Year	Transaction Amount	Payment Amount	Balance	Status
08/02/24	Federal Summer Food Service Program	Jul 2024-25	7,112	7,112	0	Paid
08/02/24	State Summer Food Service Program	Jul 2024-25	203	203	0	Paid
08/26/24	Federal Summer Food Service Program	Aug 2024-25	2,102	2,102	0	Paid
08/26/24	State Summer Food Service Program	Aug 2024-25	60	60	0	Paid

Records 1 to 4 of 4 [ReQuery](#)



If you have any questions about your claims or reimbursement payments, contact the **Reimbursement Office** at **518-474-3926**.