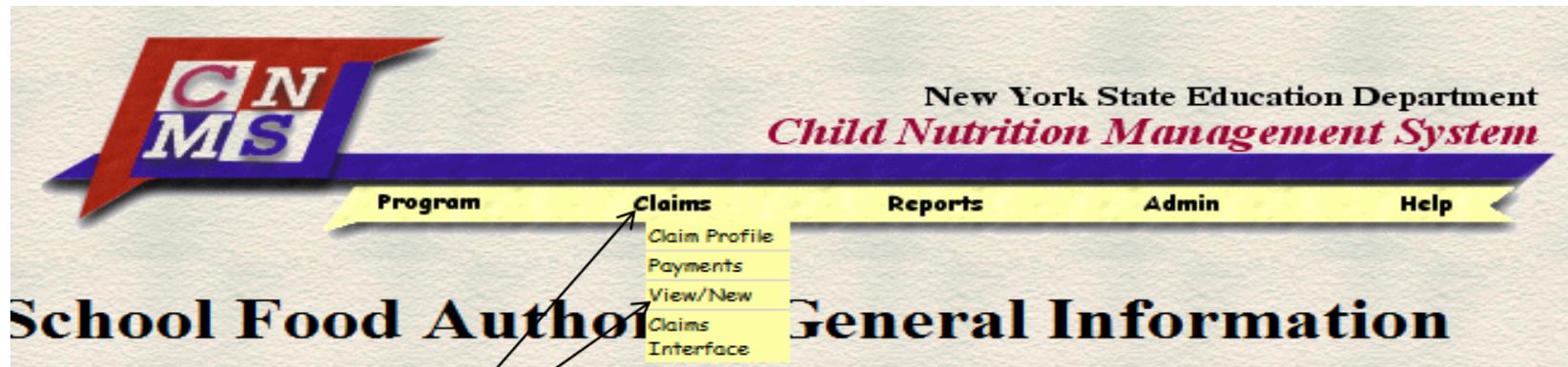


# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



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 "view/adjust". Then click "find".

The screenshot shows a search form titled 'Enter all criteria to query Claims'. It has three dropdown menus: 'School Year' set to '2013-14', 'Program Name' set to 'Lunch', and 'View/Adjust or New' set to 'View/Adjust'. Below the dropdowns are two buttons: 'Find' and 'Clear'. An arrow points from the text 'Then click "find".' to the 'Find' button.

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step two:

Under “SFA Claim Data” and “claim period”, click on the month you wish to adjust.

## SFA Claim Data

30000

### 2012-13 Lunch Claims

Claim Period	Free	Reduced	Paid	Total	DOS	Status	Claim Profile
<a href="#">Sep</a>	29,962	5,272	20,239	55,473	16	Submit	<a href="#">View</a>
<a href="#">Oct</a>	34,237	6,042	25,290	65,569	19	Submit	<a href="#">View</a>
<a href="#">Nov</a>	29,403	5,152	17,063	51,618	15	Submit	<a href="#">View</a>
<a href="#">Dec</a>	30,084	5,187	16,186	51,457	15	Submit	<a href="#">View</a>
<a href="#">Jan</a>	40,167	6,812	20,734	67,713	21	Submit	<a href="#">View</a>
<a href="#">Feb</a>	41,536	6,732	20,236	68,504	20	Submit	<a href="#">View</a>
<a href="#">Mar</a>	36,253	5,927	17,013	59,193	17	Submit	<a href="#">View</a>
<a href="#">Apr</a>	44,102	7,181	20,062	71,345	22	Submit	<a href="#">View</a>
<a href="#">May</a>	10,500	2,125	2,009	14,634	30	Working	<a href="#">View</a>
<b>Total</b>	<b>296,244</b>	<b>50,430</b>	<b>158,832</b>	<b>505,506</b>			

Note: Working status is not a submitted claim. Therefore, if any claim month says “working” in the status column, you must go into the claim period and submit the claim. If your claim is still in working status, the claim may be subject to late claim edits.

[Back to SFA Annual Detail](#)

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step three:

Under Claim summary/ "SFA Claim History", click on the created date (i.e. 10-MAY-13).

## Lunch Claim Summary UFSD

Claim Month: April School Year: 2012-13  
Days of Service: 22 Program Enrollment: 4832  
Free Elig: 2849 Reduced Elig: 463  
Free: 44102 Reduced: 7181  
Paid: 20062 Total: 71345

## SFA Claim History

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	<a href="#">10-MAY-13</a>	44102	7181	20062	71345	SUBMIT	10-MAY-13

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step four:

Find the RA that you want to adjust, then click "view" next to the RA name and LEA Code.

RA Claims						
Recipients		Included Below				Additional Information
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info   Prov. Info
School	70003	1250	500	300	2050	<a href="#">View</a>
School	50002					<a href="#">New</a>
Elementary School	60004					<a href="#">New</a>
Elementary School	60001					<a href="#">New</a>
Senior High School	60007					<a href="#">New</a>

### 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** April

<b>Entered</b>	09/25/13	<b>Status</b>	SUBMIT
<b>Enrollment</b>	100	<b>Days of Service</b>	25
<b>Free Elig</b>	50	<b>Reduced Elig</b>	25
<b>Free Meals</b>	1250	<b>Reduced Meals</b>	500
<b>Paid Meals</b>	300	<b>Total Meals</b>	2050
<b>Submitted</b>	09/25/13		

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step five:

Under RA Claim History, click "New Adjustment".

Claim Month: April  
Entered: 09/25/13 Status: SUBMIT  
Program Enrollment: 100 Days Of Service: 25  
Free Elig: 50 Reduced Elig: 25  
Free Meals: 1250 Reduced Meals: 500  
Paid Meals: 300 Total Meals: 2050

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### RA Claim History

ID	Created	Free	Reduced	Paid	Total	Status	Submitted
This	25-SEP-13	1250	500	300	2050	SUBMIT	25-SEP-13

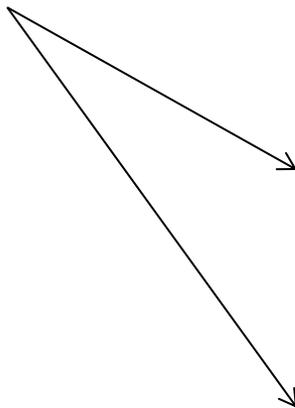
[New Adjustment](#)

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step six:

Adjust your data to the new claim figures, then click "insert".



**RA Claim Entry**  
**2013-14 Lunch**

[Return to SFA claim](#)

Enter values for new record

<b>Claim Month:</b>	<input type="text" value="Apr"/>		
<b>Program Enrollment:</b>	<input type="text" value="100"/>	<b>Days Of Service:</b>	<input type="text" value="25"/>
<b>Free Elig:</b>	<input type="text" value="50"/>	<b>Reduced Elig:</b>	<input type="text" value="25"/>
<b>Free Meals:</b>	<input type="text" value="1250"/>	<b>Reduced Meals:</b>	<input type="text" value="500"/>
<b>Paid Meals:</b>	<input type="text" value="300"/>	<b>Total Meals:</b>	<input type="text" value="2050"/>

# INSTRUCTIONS FOR ADJUSTING MONTHLY CLAIMS FOR REIMBURSEMENT



Step seven:

When all adjustments have been made for each RA, click "submit claim".

The screenshot shows a web interface for managing RA Claims. At the top right, it displays "April 2013 Lunch" and a "Submit Claim" button. Below this is a table titled "RA Claims". The table has columns for "File", "Included Below" (subdivided into "Free", "Reduced", "Paid", "Total"), and "Additional Information" (subdivided into "Hold Info" and "Prov. Info"). Each row includes an "Edit" or "New" link. An arrow points from the "Submit Claim" button to the text "When all adjustments have been made for each RA, click 'submit claim'". Another arrow points from the "0" in the "Reduced" column of the row with file number 004 to the text "Note: when only changing enrollment, days of service or free and reduced eligibles, meal counts will be shown as a 0, to indicate an adjustment was not made to those items."

File	Included Below				Additional Information	
	Free	Reduced	Paid	Total	Hold Info	Prov. Info
003	-50	0	0	-50	<a href="#">Edit</a>	
002	0	0	0	0	<a href="#">Edit</a>	
004	787	87	0	959	<a href="#">Edit</a>	
001					<a href="#">New</a>	
007					<a href="#">New</a>	

Note: when only changing enrollment, days of service or free and reduced eligibles, meal counts will be shown as a 0, to indicate an adjustment was not made to those items.