Online Claiming

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If a claim is in working status and the claim roll-up (site information) shows all zeros and no sites are listed in the claim grid, see page 15.

This is the screen that comes up after clicking View/New under Claims on the yellow toolbar.

New York State Education Department
Child Nutrition Management System

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Sponsor Name

Enter all criteria to query Claims

School Year: 2011-12

Program Name: Summer Food Service Program

View/Adjust or New:

View/Adjust
New

Find   Clear

Using the drop-down boxes:

-Select the appropriate year

-Select Summer Food Service Program

-Select View/Adjust or New

-Click Find to continue

-New claims continue to next page

-View/Adjust continue to page 8

Select View/Adjust for any claim that has been started or is in working status. Select New for a new monthly claim that has not been selected previously.

After selecting New from page 2, this screen will come up.

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Child Nutrition Management System

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CNMS Menu

Sponsor Name
888888888888

Select a Claim Period for the 2011-12 Summer Food Service Program

○ July 2012

* Indicates that the claim is under a lockdown period. Click here for more information

Claims already exist for the following periods:

• June 2012

The following periods are outside the program operating dates:

• May 2011	• October 2011
• June 2011	• November 2011
• July 2011	• December 2011
• August 2011	• March 2012
• September 2011	• April 2012

Back to Sponsor Annual Information

Click the white dot next to the month for the claim to be entered.

There may be more than 1 month to select, click on the appropriate month.

If there is no month available to select you will have to use View/Adjust from the previous screen.

If a change needs to be made to a month listed in this section, select View/Adjust from the previous page.

The LEA Code and Site Name cannot be entered manually, follow the instructions from the images below. Repeat the procedure for all sites by clicking on the green arrow to choose new sites. **Claim information does not have to be entered in one work session. Sponsors can enter information and return to a claim in working status to add additional information as needed at another time.**

Only sites that have been approved to operate for the month of the claim being entered will show up in the pop-up box. Camp sites will only be available after they have been approved and a valid camp permit has been submitted to SED

New York State Education Department
Child Nutrition Management System

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CNMS Menu

Jul 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

Clicking the green arrow will open the window to the right. Select the site by clicking the LEA code. If no sites how up and a "no rows meet search criterion" error, contact the SFSP office.

Sponsor Claim

Please use ▼ to select LEA Code and Site Name

Sites Approved for claim period with camp permit if required

http://portalt.nysed.gov/pls/cn/cn6160$sfsp.sites_lov?Z_FILTER=&Z_M

Search criterion for Lea Code:

%   Find   Close

Input the appropriate data for each meal for each site. Enter the number of actual second meals served, the system will the number of reimbursable second meals. The sponsor must calculate the number for the Total column. Scroll to the bottom of the page and click insert when done.

LEA Code 44444444444 ▼ Site Name Site Name #1

	Days Of Service	Meals	Seconds	Total
Breakfast	21	55	5	60
Lunch	21	70	6	76
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		

Insert?   Clear

Lea Code	Name
444444444444	Site Name #1
444444444445	Site Name #2

LEA Code 44444444445 ▼ Site Name Site Name #2

	Days Of Service	Meals	Seconds	Total
Breakfast	21	1050	44	1094
Lunch	21	988	0	988
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		

Insert?   Clear

If there is an error message after clicking Insert, check to see the following are all correct:

1. Days of Service
2. More meals were claimed than the site is eligible for
3. Total doesn't equal Meals plus Seconds
4. Numbers input for a meal the site wasn't approved for
5. Seconds is greater than Meals
6. Supplement Meals is greater than Supper Meals
7. Blank Fields; Make sure a '0' is in unused fields

Review the claim for accuracy. See page 10 if submitting a claim more than 60 days after the end of the claim month.

New York State Education Department
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...l 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

If all of the data in the Sponsor Claim Roll-Up is zeros and there aren't any sites listed in the Site Claims grid (seen below), click the New Site Claim Button (circled in red) below to continue. When adjusting a claim click the site name (underlined in blue), if available, or click New Site Claim if the site is not listed in the Site Claims grid.

The Submit Claim button must be clicked for the claim to be submitted.

Submit Claim

Sponsor Claim Roll-Up

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	21	1105	49	22	1127
Lunch	21	1058	6	6	1064
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			

Status is WORKING until Submit Claim button is clicked

Create Date 08/15/12 Submit Date [ ]   Status WORKING

Update   Revert

While the claim is in WORKING status, the site name can be clicked to make adjustments to the claim, see page 9

Site Claims

Sites			Included Above										Additional Information
Name	LEA Code	Breakfast	Seconds	Lunch	Seconds	Snack	Seconds	Supper	Seconds	Suplmt			Hold Info
Site Name #1	444444444444	55	5	70	6	0	0	0	0	0			
Site Name #2	444444444445	1050	44	988	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

Click New Site Claim to add a site to this month's claim.

5

A Payment Info button and Adjustment button will appear at the top of the screen.

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Child Nutrition Management System

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CNMS Menu

Jul 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

Payment Info

See page 15 for information about viewing Payment Info

Adjustment

Success!
Row updated

After clicking Submit Claim this Success! Notification will appear. If an adjustment needs to be made from this page, click the Adjustment button. The claim will now be in WORKING status.

	Sponsor Claim Roll-Up				
Meal Type	**Days Of Service**	**Meals**	**Seconds**	**Seconds Allowed**	**Total**
Breakfast	21	1,105	49	22	1127
Lunch	21	1,058	6	6	1064
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			

Create Date 08/15/12 **Submit Date** 08/16/12   **Status** SUBMIT

Update   Revert

	Site Claims									
Sites		**Included Above**								**Additional Information**
Name	**LEA Code**	**Breakfast**	**Seconds**	**Lunch**	**Seconds**	**Snack**	**Seconds**	**Supper**	**Seconds**	**Suplmt**	**Hold Info**
Site Name #1	444444444444	55	5	70	6	0	0	0	0	0	
Site Name # 2	444444444445	1050	44	988	0	0	0	0	0	0	

New Site Claim

After clicking Adjustment on the previous page, this page will come up. The claim will return to WORKING status, and all instructions for a claim should be followed to update the claim.

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Jul 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

Submit Claim

The Submit Claim button must be clicked for the claim to be submitted

Sponsor Claim Roll-Up

Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	21	1105	49	22	1127
Lunch	21	1058	6	6	1064
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			

The status will be WORKING until the Submit Claim button is clicked

Create Date 08/15/12 Submit Date [   ] Status WORKING

Update   Revert

Click on a site's name to adjust the claim for the month for that site. Clicking on the site name brings up page 9

Site Claims

| Sites | | Included Above | | | | | | | | Additional Information |
Name	LEA Code	Breakfast	Seconds	Lunch	Seconds	Snack	Seconds	Supper	Seconds	Suplmt	Hold Info
Site Name #1	444444444444	55	5	70	6	0	0	0	0	0	
Site Name #2	444444444445	1050	44	988	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

Click the New Site Claim button to add a site to the sponsor's claim for the month.

Sponsor SFSP Claim History

Screen shot of page 2.

New York State Education Department
Child Nutrition Management System

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CNMS Menu

Sponsor Name

Enter all criteria to query Claims

School Year:	2011-12 ▾
Program Name:	Summer Food Service Program ▾
View/Adjust or New:	▾

Find   Clear

View/Adjust
New

Select View/Adjust to make an adjustment or to see a claim that is in working status or has been submitted

Screen shot of page 6.

New York State Education Department
Child Nutrition Management System

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CNMS Menu

Jul 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

Payment Info

See page 15 for information about viewing Payment Info

Adjustment

Success!
Row updated

After clicking Submit Claim this Success! Notification will appear. If an adjustment needs to be made from this page, click the Adjustment button. The claim will now be in WORKING status.

Sponsor Claim Roll-Up					
Meal Type	**Days Of Service**	**Meals**	**Seconds**	**Seconds Allowed**	**Total**
Breakfast	21	1,105	49	22	1127
Lunch	21	1,058	6	6	1064
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			

Create Date 08/15/12 **Submit Date** 08/16/12   **Status** SUBMIT

Update   Revert

Site Claims										
Sites		**Included Above**								**Additional Information**
Name	**LEA Code**	**Breakfast**	**Seconds**	**Lunch**	**Seconds**	**Snack**	**Seconds**	**Supper**	**Seconds**	**Suplmt**	**Hold Info**
Site Name #1	444444444444	55	5	70	6	0	0	0	0	0	
Site Name # 2	444444444445	1050	44	988	0	0	0	0	0	0	

New Site Claim

This page comes up after selecting View/Adjust from the screen shown on page 2 and page 8 or after clicking the Adjustment button shown on page 6 or page 9.

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Sponsor Claim Data

Sponsor Name-888888888888

2011-12 Summer Food Service Program Claims

Claim Period	Breakfast	Lunch	Snack	Supper	Supplement	Status
Jun	0	0	0	0	0	Submit
Jul	1127	1064	0	0	0	Working

Back to Sponsor Annual Detail

Click on the month that needs to be adjusted or viewed. Also note that if the status of a claim is 'Working' it will need to be submitted.

This screen comes up after selecting a site from the Site Claims grid on page 5 and page 7. (See Site Name #1 and Site Name #2 in the Site Claims grid, on page 7 and page 5.) Clicking Update will bring you to the screen on page 5.

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Jul 2011-12 Summer Food Service Program Claim
Sponsor Name-888888888888

Sponsor Claim

LEA Code 444444444444 Site Name Site Name#1

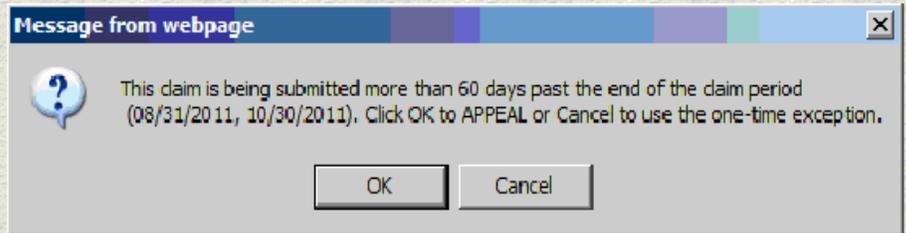|	Days Of Service	Meals	Seconds	Total
Breakfast	11	1105	49	1154
Lunch	11	1058	6	1064
Snack	0	0	0	0
Supper	0	0	0	0
Suplmt	0	0		

Update   Revert

This is the adjustment screen. Make any changes directly to the fields on the left. Be sure to enter the total Days Of Service, Meals and Seconds, not the adjustments. For example, if the original number of Meals entered was 55 and the site actually served 60 Meals, enter 60, the correct number of meals, not 5. Errors will occur for too many days, more meals than eligible, more seconds than meals, and if the total is incorrect. Click Update to submit the adjustment.

Sponsor Claim

Sites		Included Above								Additional Information
Name	LEA Code	Breakfast	Seconds	Lunch	Seconds	Snack	Seconds	Supper	Seconds	Suplmt	Hold Info
Site Name #1	444444444444	55	5	70	6	0	0	0	0	0	
Site Name # 2	444444444445	1050	44	988	0	0	0	0	0	0	

New Site Claim

Sponsors that try to submit a claim more than 60 days after the end of the claim month will get this screen after clicking Submit Claim. Follow the instructions in the Message from webpage box.

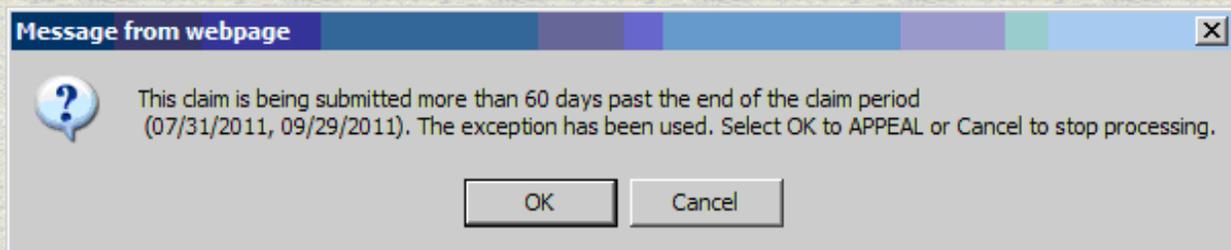**Processing Claim Edits...**

Please be Patient

If a one-time exception has not been used in the past three years the sponsor will receive this message

Message from webpage

? This claim is being submitted more than 60 days past the end of the claim period (08/31/2011, 10/30/2011). Click OK to APPEAL or Cancel to use the one-time exception.

OK   Cancel

If a one-time exception has been used in the past three years the sponsor will receive this message

Message from webpage

? This claim is being submitted more than 60 days past the end of the claim period (07/31/2011, 09/29/2011). The exception has been used. Select OK to APPEAL or Cancel to stop processing.

OK   Cancel

After clicking OK to appeal, this screen will come up. See the next page for the appeal by e-mail option. Clicking Cancel will bring you back to the Program Claim screen (see page 5), however, the Submit Claim button will be replaced by a Hold Info button. A system generated email will also be sent as notification of the hold pending appeal.

Processing Claim Edits...

Please be Patient

Message from webpage   ✕

?   You must submit your Appeal in writing to the Summer Feeding Program Administration Office. The Appeal MUST include the reason the claim is late and the system the sponsor will implement as their corrective action to ensure claims are submitted within 60 days of the claim month. To send your Appeal by e-mail click OK, otherwise, click Cancel, and mail the Appeal to : New York State Education Department, Child Nutrition Program Administration, Summer Food Service Program, 89 Washington Avenue, EBA Room375, Albany, NY 12234, Attn: Kimberly Vumbaco

[OK]   [Cancel]

After clicking OK to send an e-mail through CNMS the following window will pop-up.

To:

From:

SFA Lea Code & Name:

Claim Period & Program:

> Input the reason the claim is late in the Reason box, the system the Sponsor will implement to prevent future claims from being late in the Corrective Action box, and any other information that the sponsor feels is relevant in the Additional Comments box. Click Send to submit the appeal or Return if the sponsor wishes to not submit the appeal via e-mail at this time.

Reason:

Corrective Action:

Additional Comments:

Send   Return

Frequently sponsors cannot figure how to continue from this situation. Check the SFSP profile/ renewal of your site(s) to make sure SFSP Program Information shows Outstanding Camp Permit is "N" for no. If not, you will need to fax a copy to your SED representative.

New York State Education Department
Child Nutrition Management System

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CNMS Menu

Jul 2012-13 Summer Food Service Program Claim
Sponsor Name - 888888888888

Submit Claim

If a screen like this one, where sites need to be added to a claim in working status click the NEW Site Claim button and a screen will come up to select a site for the claim. From the screen that comes up (page 4) use the green arrow to select sites. LEA codes and/or site names cannot be input manually

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			

Create Date 10/04/12 **Submit Date** [   ] **Status** WORKING

Update   Revert

Site Claims

Sites		Included Above								Additional Information
Name	LEA Code	Breakfast	Seconds	Lunch	Seconds	Snack	Seconds	Supper	Seconds	Suplmt	Hold Info

New Site Claim

Sponsors can review and retrieve information about previous payments using Payment History.

Click payments from the yellow menu bar

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Child Nutrition Management System

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Payments
View/New

CNMS Menu

Payment History

Enter query criteria for Payment History

Program Name:

School Year:

Entry Date: _____ to _____

Claim Month:

State/Federal (S or F):

Status:

Find   Clear

Select Summer Food Service Program for SFSP payments.

Any or all of the fields can be left blank to expand the scope of the query

Sponsors that participate in programs other than the SFSP can select Breakfast, Lunch, or Snack, to see school year payments. Milk can be selected to see payments for the special milk program. The Program Name field can be left blank to see payments for all programs.

This page gives a summary for payments sorted by date.

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Payment History

Click on the underlined date in the Entry Date column to see detailed information about that payment.

Total payments: $387,544
Transaction Total: $781,073

Entry Date	Invoice Description	Month/Year	Transaction Amount	Payment Amount	Balance	Status
06/27/11	SFSP Advance (Federal)	Jul 2011-12				Paid
09/07/11	Federal Summer Food Service Program	Jul 2011-12				Processed
09/07/11	State Summer Food Service Program	Jul 2011-12				Paid
08/03/12	Federal Summer Food Service Program	Jul 2011-12				Submit
08/03/12	State Summer Food Service Program	Jul 2011-12				Submit

Records 1 to 5 of 5

[ReQuery]

[Query]

This is a screen shot from Payment History page that shows what details are available for each payment.

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Child Nutrition Management System

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CNMS Menu

Payment History

School Food Authority		LEA Code	
County	ı	Region	Region IV
School Year	2011-12	Agency Type	Non-public
Program Name	Summer Food Service Program	Cash Based Type	
Entry Date	09/07/11	Invoice Description	Federal Summer Food Service Program
Claim Month	Jul	Invoice Number	
Transaction Amount	393,529	Payment Amount	0
Balance	-237,901	Status	Processed
Amt Paid		Process Date	
Posted Date		Paid Date	
Voucher Num		Check Number	
Object	60301	Cost Center	116267
Fiscal Year	10	Variable	W9
State/Federal (S or F)	F		

For additional help with claims or payment information call the SED reimbursement office at (518) 474-3926.