How to Adjust a Claim

Navigating CNMS Monthly Reimbursement Claims Adjustments
Step One: Access CNMS

Go to Child Nutrition Knowledge Center (www.cn.nysed.gov)

Log into the Child Nutrition Management System (CNMS)
Step Two: Access View/Adjust Claim Page

Access Claims page from top menu bar

Select: School Year, Program, and “View/Adjust”

Click “Find”
Step Three: Select the Claim to be Adjusted

Click the “Created date” under SFA Claim History

Click the month to be adjusted under Claim Period

Claim Must have Submitted Status

Click “View” for the RA to be Adjusted

Click “New Adjustment” under RA Claim History
Step Four: Adjust data in Submitted Claim

Make corrections as needed to Enrollment, Eligibles (F/R), Meals (F/R/P), and/or Days of Service

Adjustments made outside of the 60 day claiming deadline are subject to late claim edits

Click “Insert”
Step Five: Submit the Monthly Claim

Review Adjustments:
Data not adjusted will show as “0”

<table>
<thead>
<tr>
<th>Recipients</th>
<th>LEA Code</th>
<th>Included Below</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tioga Middle School</td>
<td>600903040004</td>
<td>Free 93, Reduced 0, Paid 0, Summer 22 SSO 0</td>
<td>93</td>
</tr>
<tr>
<td>Tioga Middle School</td>
<td>600903040004</td>
<td>Free 93, Reduced 0, Paid 0</td>
<td>93</td>
</tr>
</tbody>
</table>

Complete all needed adjustments for all RAs
Click to **Submit** and **Certify**
Claims with a “Submit” Status are processed for reimbursement
*Claims displaying a “Working” Status have not been submitted*

**Confirm all claims are accurate and reflect a submitted status within the required claiming deadlines**