How to Adjust a Claim

Navigating CNMS Monthly Reimbursement Claims Adjustments
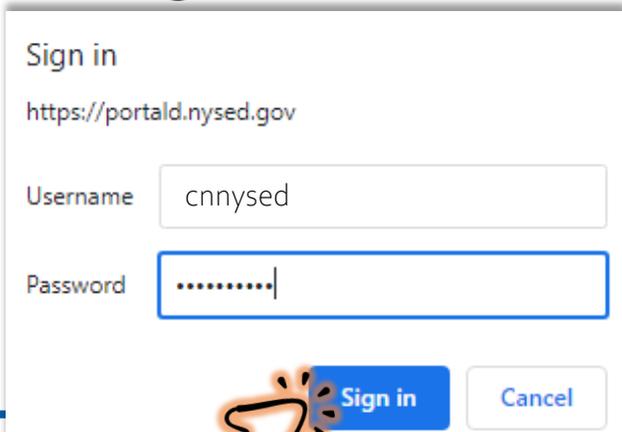
Step One: Access CNMS

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

Child Nutrition Management System

PROGRAM ▸   CLAIMS ▸   REPORTS ▸   ADMIN ▸   LOG OFF ▸

School Food Authority General Information

SFA Annual Information
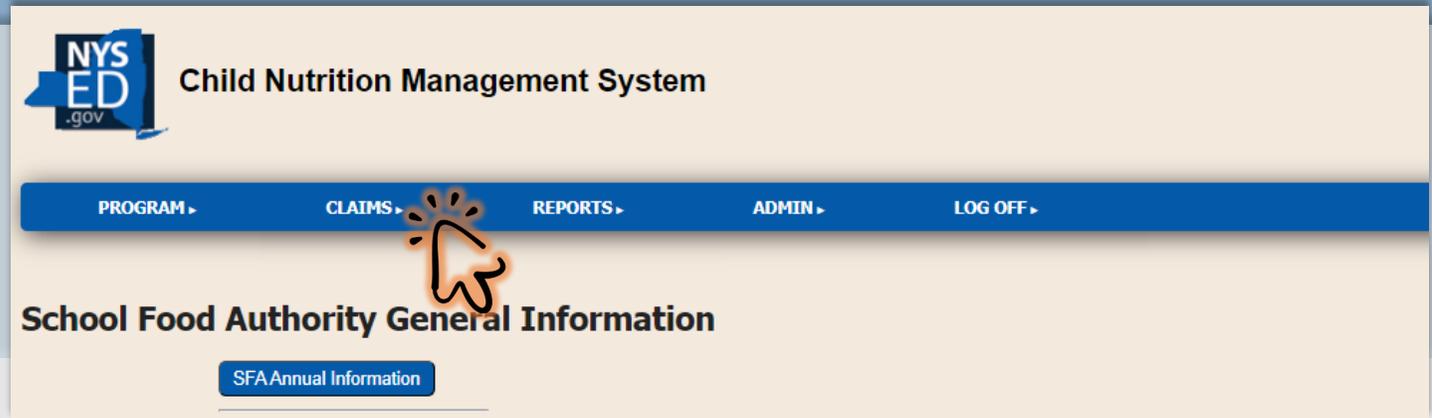
Enter all criteria to query Claims

School Year: 2023-24

Program Name: Lunch

View/Adjust or New: View/Adjust

Find   Clear

Select: School Year, Program, and "View/Adjust"

Click "Find"

Step Three: Select the Claim to be Adjusted

2023-24 Lunch Claims

Claim Period	Enrollment	Free	Reduced	Paid	Summer 22 SSO	Total	DOS	ADP	Summer 22 SSO DOS	Summer 22 SSO ADP	Status	Claim Profile
Nov	680	984	169	2,017	0	3,170	13	243.846	0		Submit	View
Total		984	169	2,017	0	3,170						

Click the month to be adjusted under Claim Period

Claim Must have Submitted Status

Click the "Created date" under SFA Claim History

SFA Claim History

Claim	Created	Free	Reduced	Paid	Summer 2022 SSO	Total	Status	Submitted
Orig	30-JAN-24	984	169	2017	0	3170	Submit	30-JAN-24

RA Claims

Recipients		Included Below						Additional Information	
Name	LEA Code	Free	Reduced	Paid	Summer 22 SSO	Total		Hold Info	Prov. Info
Elementary School	8888888888	984	169	2017	0	3170	View		

Click "View" for the RA to be Adjusted

Click "New Adjustment" under RA Claim History

RA Claim History

ID	Created	Free	Reduced	Paid	Summer 2022 SSO	Total	Status	Submitted
This	30-JAN-24	984	169	2017	0	3170	SUBMIT	30-JAN-24

New Adjustment

Step Four: Adjust data in Submitted Claim

City CSD
8888888880

RA Claim Entry
2023-24 Lunch
Elementary School
8888888888

Return to SFA claim

Enter values for new record

Claim Month:	Sep		
Program Enrollment:	680	Days Of Service:	13
Free Elig:	195	Reduced Elig:	26
Free Meals:	981	Reduced Meals:	169
Paid Meals:	2017	Total Meals:	3170

Insert   Clear

Return to SFA 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"

RA Claims									Additional Information	
Recipients		Included Below								
Name	LEA Code	Free	Reduced	Paid	Summer 22 SSO	Total			Hold Info	Prov. Info
Tioga Middle School	600903040004	93	0	0	0	93	Edit			
Tioga Middle School	600903040004	93	0	0	0	93	Edit			

City CSD
8888888880
November 2023 Lunch

Submit Claim

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

OK   Cancel

Complete all needed adjustments for all RAs

Click to **Submit** and **Certify**

2023-24 Lunch Claims

Claim Period	Enrollment	Free	Reduced	Paid	Summer 22 SSO	Total	DOS	ADP	Summer 22 SSO DOS	Summer 22 SSO ADP	Status	Claim Profile
Nov	680	984	169	2,017	0	3,170	13	243.846	0	0	Submit	View
Total		984	169	2,017	0	3,170						

2023-24 Lunch Claims

Claim Period	Enrollment	Free	Reduced	Paid	Summer 22 SSO	Total	DOS	ADP	Summer 22 SSO DOS	Summer 22 SSO ADP	Status	Claim Profile
Nov	680	984	169	2,017	0	3,170	13	243.846	0	0	Working	View
Total		984	169	2,017	0	3,170						

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