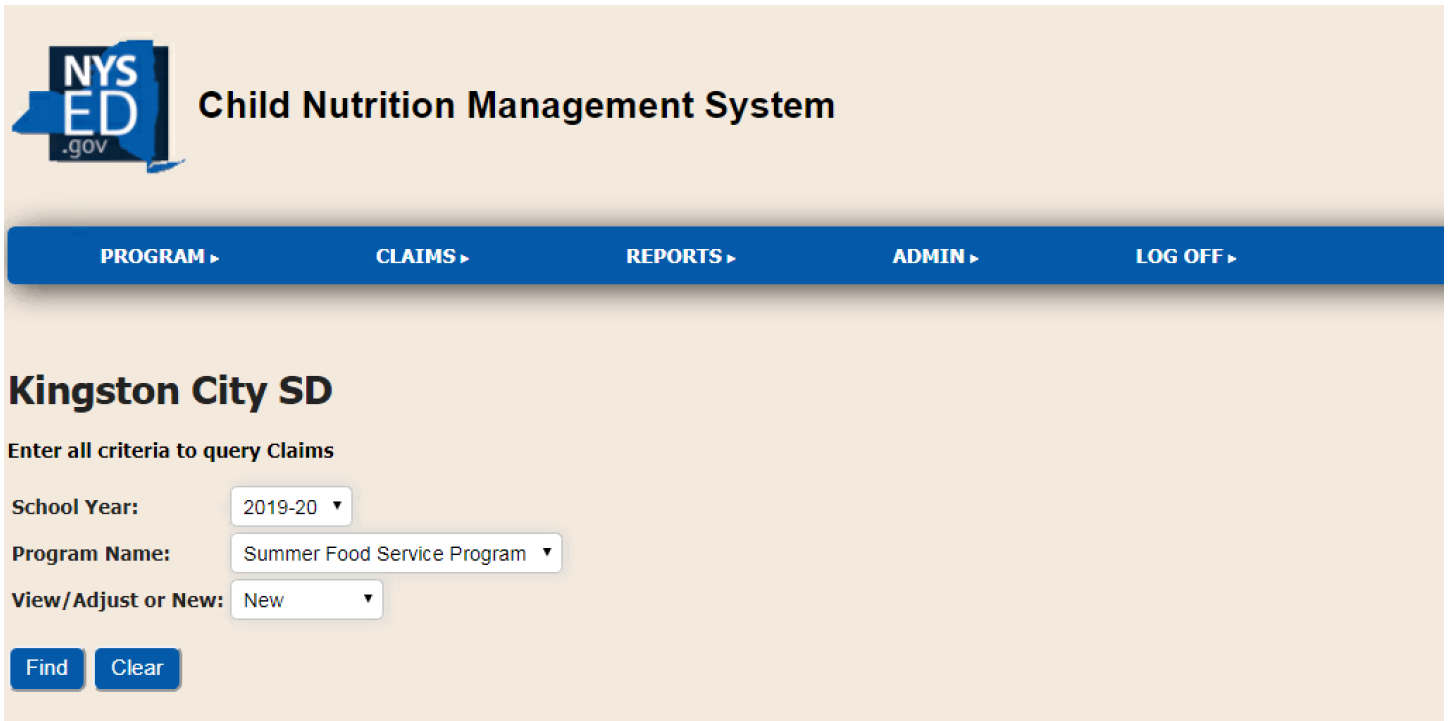


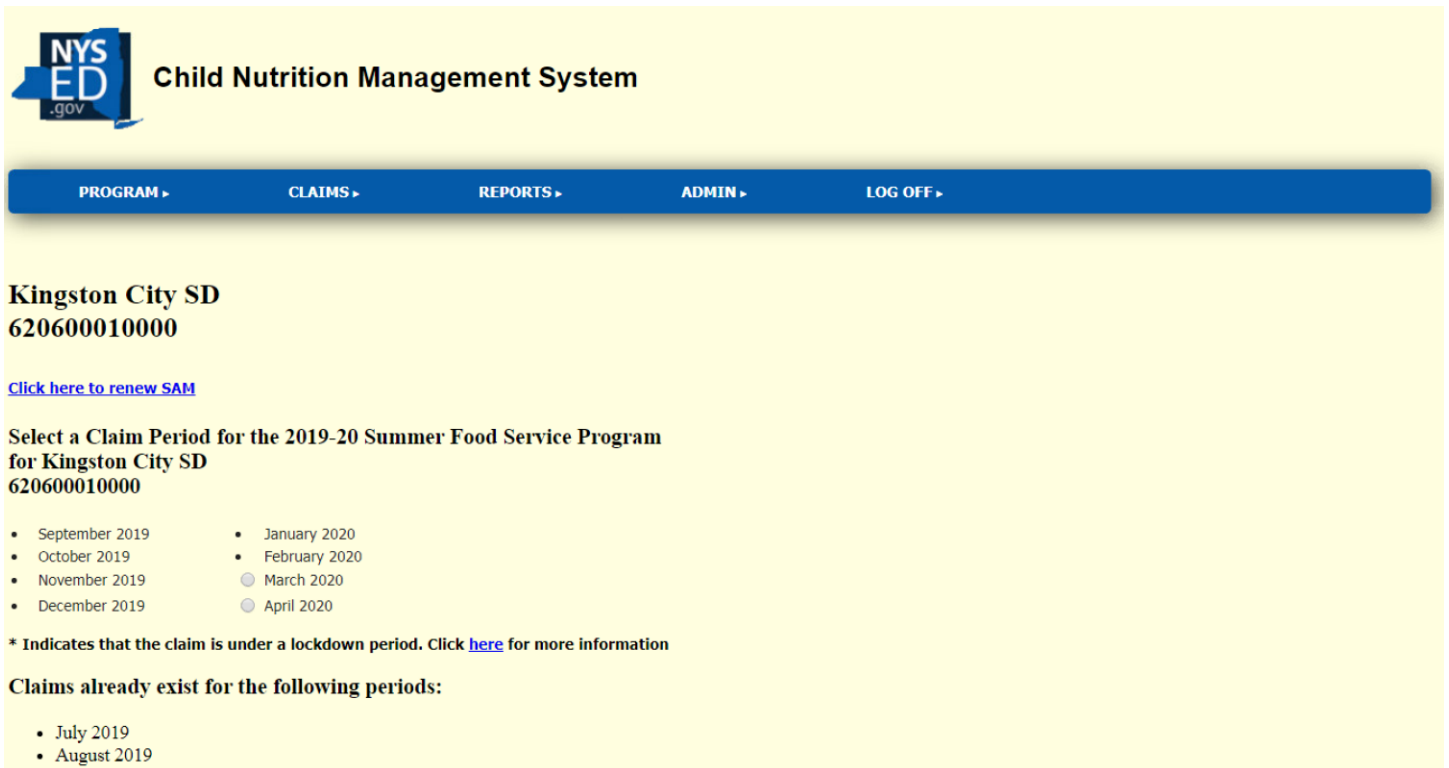
Emergency COVID-19 Claim Instructions for Sponsors

Log into CNMS and from the 'Claims' tab on the blue bar, click on 'View/New'. Make sure you are choosing the school year 2019-20 and the program name is 'Summer Food Service Program.' If this is the first time you are entering emergency claims, choose 'New.' This process is very similar to submitting a regular SFSP claim.



The screenshot shows 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 the following menu items: PROGRAM >, CLAIMS >, REPORTS >, ADMIN >, and LOG OFF >. The main content area displays "Kingston City SD" and a search form titled "Enter all criteria to query Claims". The form includes three dropdown menus: "School Year:" with "2019-20" selected, "Program Name:" with "Summer Food Service Program" selected, and "View/Adjust or New:" with "New" selected. Below the dropdowns are two buttons: "Find" and "Clear".

Next you will choose the month you wish to claim for by selecting the radio button.



The screenshot shows the NYS ED Child Nutrition Management System interface for claim selection. 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 the following menu items: PROGRAM >, CLAIMS >, REPORTS >, ADMIN >, and LOG OFF >. The main content area displays "Kingston City SD" and "620600010000". Below this is a link: [Click here to renew SAM](#). The section is titled "Select a Claim Period for the 2019-20 Summer Food Service Program for Kingston City SD 620600010000". It contains two columns of radio buttons for selecting a claim period:

- September 2019
- October 2019
- November 2019
- December 2019
- January 2020
- February 2020
- March 2020
- April 2020

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

Claims already exist for the following periods:

- July 2019
- August 2019

The following steps must be completed for each site you are claiming meals at

Click on the blue arrow and click on the LEA of the site(s) where you will claim emergency meals for the month It is the sponsors responsibility to keep all documentation to clearly demonstrate where meals were prepared and distributed. If you have any questions, please reach out to your SFSP representative by email. Please note, ADULT meals are not claimable or reimbursable.

Enter in the emergency days of service (DOS). If there were days in which meals were served for multiple days, each day's meals must be counted. For example, if on Friday you served 3 days of meals for Fri, Sat, and Sun. This would count as 3 service days.

Please note, you can only claim for the meal types in which you were approved on your COVID-19 Emergency Application. Scroll down to the bottom the of the screen and click the 'Insert' button

NYS ED .gov Child Nutrition Management System

PROGRAM > CLAIMS > REPORTS > ADMIN > LOG OFF >

**Mar 2019-20 Summer Food Service Program Claim
Kingston City SD-620600010000**

[Sponsor Claim](#)

Please use  to select LEA Code and Site Name

LEA Code	Site Name	Days Of Service	Meals	Seconds	Total
		0	0	0	0
Breakfast		0	0	0	0
Lunch		0	0	0	0
Snack		0	0	0	0
Supper		0	0	0	0
Suplmt		0	0		
Emergency Brk			0		
Emergency Lunch			0		
Emergency Snack			0		

Insert?

Once your claim is inserted, the meals will display in the Emergency section of the site claims. Once you have accurately entered the numbers, click the blue 'Submit Claim' button on the top of the screen above the 'Sponsor Claim Roll -Up.'

**Apr 2019-20 Summer Food Service Program Claim
Hebrew Educational Society-331800100011**

Submit Claim

Sponsor Claim Roll-Up					
Meal Type	Days Of Service	Meals	Seconds	Seconds Allowed	Total
Breakfast	0	0	0	0	1000
Lunch	0	0	0	0	1000
Snack	0	0	0	0	0
Supper	0	0	0	0	0
Supplement	0	0			
Emergency Breakfast	8	1000			
Emergency Lunch/Supper	8	1000			
Emergency Snack	0	0			

Create Date 04/16/20 Submit Date Status

Update **Revert**

Site Claims

Sites		Included Above										Emergency			Additional Information
Name	LEA Code	Breakfast	Seconds	Lunch	Seconds	Snack	Seconds	Supper	Seconds	Suplmt	Breakfast	Lunch/Supper	Snack	Hold Info	
Hebrew Educational Society	331800100011	0	0	0	0	0	0	0	0	0	1000	1000	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