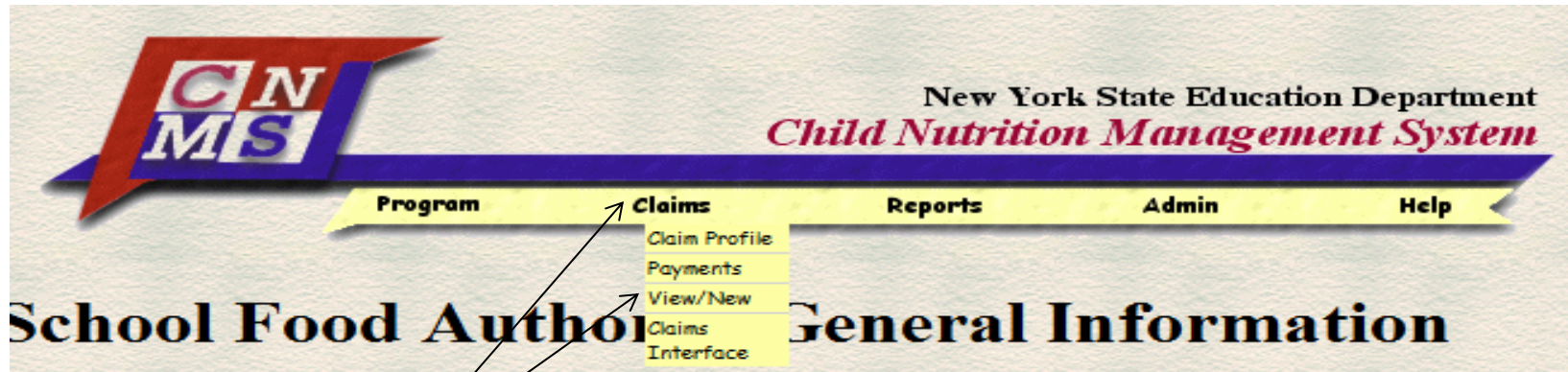


INSTRUCTIONS FOR SUBMITTING MONTHLY CEP & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



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 new. Then click "find".

The image shows a web form titled 'Enter all criteria to query Claims'. It contains three dropdown menus. The first is labeled 'School Year:' and has '2013-14' selected. The second is labeled 'Program Name:' and has 'Lunch' selected. The third is labeled 'View/Adjust or New:' and has 'New' selected. Below these dropdowns are two buttons: 'Find' and 'Clear'. An arrow from the text 'Then click "find".' points to the 'Find' button.

INSTRUCTIONS FOR SUBMITTING MONTHLY CEP & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



All Recipient Agencies (RAs)/sites and LEA codes within the School Food Authority (SFA) will be listed.

Step two:

Click “New”, next to the Recipient Agency you are submitting a claim for.

RA Claims							
Recipients		Included Below				Additional Information	
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info
...	7236						New
...	3151						New
...	7091						New

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.

INSTRUCTIONS FOR SUBMITTING MONTHLY CEP & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



Step three:

Select the month you
intend to claim for
reimbursement.

Select a Claim Period for the 2013-14 Lunch Program

- | | |
|--------------------------------------|---------------|
| <input type="radio"/> July 2013 | January 2014 |
| <input type="radio"/> August 2013 | February 2014 |
| <input type="radio"/> September 2013 | March 2014 |
| October 2013 | April 2014 |
| November 2013 | May 2014 |
| December 2013 | June 2014 |

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

INSTRUCTIONS FOR SUBMITTING MONTHLY CEP & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



LEAs participating in the CEO or Provision 2 in a non-base year, will only be entering program enrollment, days of service and total meals. If you are currently participating in CEO or Provision 2 Non-base year or if you have applied to participate in one of those provisions, do not enter the claim until you have been approved and the appropriate screen is available.

Step four:

Enter in your claim
figures, then click
“insert”.

A screenshot of a web-based form titled "RA Claim Entry 2013-14". Below the title is a blue hyperlink that says "Return to SFA claim". The instruction "Enter values for new record" is displayed. The form contains three input fields: "Claim Period:" with a dropdown menu showing "Jul", "Program Enrollment:" with a text box, and "Days of Service:" with a text box. Below these is a "Total Meals:" label followed by a text box. At the bottom left of the form is a blue button labeled "Insert". Two black arrows originate from the red text "Enter in your claim figures, then click 'insert'." and point to the "Program Enrollment:" and "Total Meals:" input fields.

INSTRUCTIONS FOR SUBMITTING MONTHLY CEP & PROVISION 2 NONBASE YEAR CLAIMS FOR REIMBURSEMENT



Step five:

This brings you to the previous page, where you can continue to enter your claim figures for the other recipient agencies. When they are all completed, click the “submit claim” button.

CEO Screen

[Submit Claim](#)

RA Claims									
Recipients		Included Below				Additional Information			
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info		
	7236					New	Counts		
	3151	10000	0	0	10000	Edit	Counts		

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 Jul

Entered	09/26/13	Status	WORKING
Enrollment	500	Days of Service	20
Free Elig	500	Reduced Elig	0
Free Meals	10000	Reduced Meals	0
Paid Meals	0	Total Meals	10000
Submitted			

SFA Claim History

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	26-SEP-13	10000	0	0	10000	WORKING	
Total	26-SEP-13	10000	0	0	10000	WORKING	

[Back to 2013-14 Lunch claims](#)
[Back to 2013-14 Annual Detail](#)

Provision 2 Non-base Year Screen

[Submit Claim](#)

RA Claims							
Recipients		Included Below				Additional Information	
Name	LEA Code	Free	Reduced	Paid	Total	Hold Info	Prov. Info
	9003	424	92	484	1000	Edit	Counts

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 Jul

Entered	09/26/13	Status	WORKING
Enrollment	500	Days of Service	23
Free Elig	212	Reduced Elig	45
Free Meals	424	Reduced Meals	92
Paid Meals	484	Total Meals	1000
Submitted			

SFA Claim History

Claim	Created	Free	Reduced	Paid	Total	Status	Submitted
Orig	26-SEP-13	424	92	484	1000	WORKING	
Total	26-SEP-13	424	92	484	1000	WORKING	

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