

# How to Submit a Claim

## *Community Eligibility Provision (CEP) / Provision 2 (P2) Breakfast / Lunch*

Navigating CNMS Monthly Reimbursement Claims as a Special Provision Option School

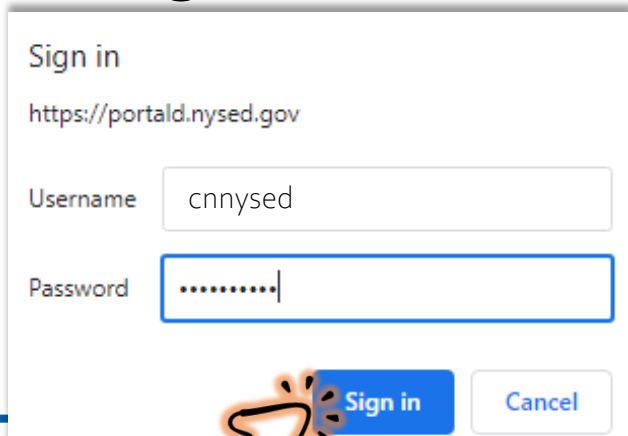
# Step One: Access CNMS

Go to Child Nutrition Knowledge Center ([www.cn.nysed.gov](http://www.cn.nysed.gov))



The screenshot shows the top navigation bar of the NYS ED website. It features a blue header with links for 'NYS ED .GOV', 'Board of Regents', 'News', and 'Index A-Z'. Below the header, the NYS ED logo is displayed on the left, followed by the text 'New York State EDUCATION DEPARTMENT' and 'CHILD NUTRITION KNOWLEDGE CENTER'. On the right, the CNMS logo is shown with the text 'CHILD NUTRITION Management System' and a 'Log In' button. A hand cursor icon is positioned over the 'Log In' button.

Log into the Child Nutrition Management System (CNMS)



The screenshot shows a login form with the following fields and buttons:

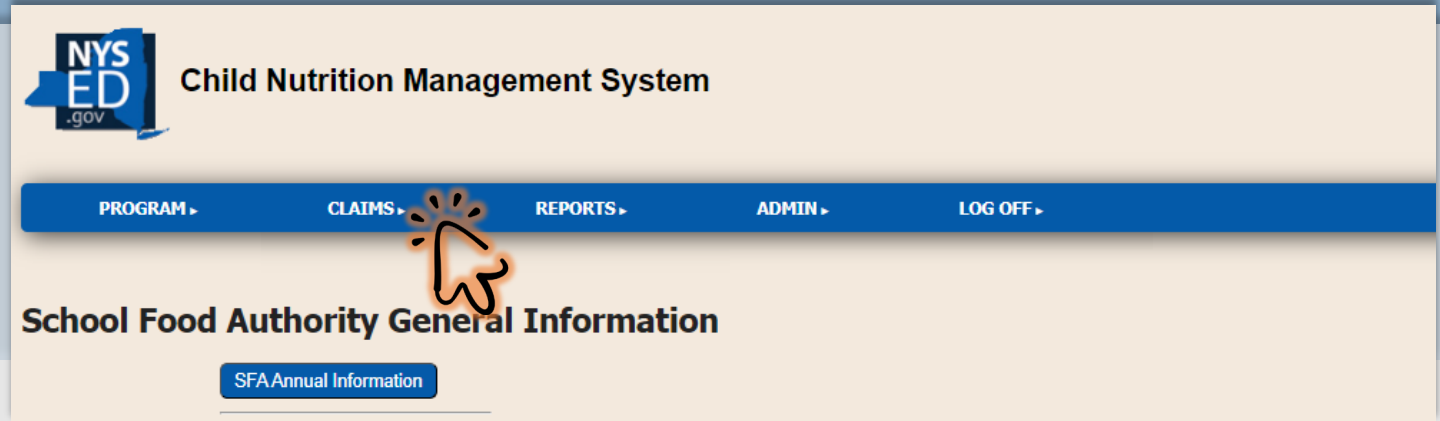
- Sign in
- https://portald.nysed.gov
- Username:
- Password:
- Sign in button (with a hand cursor icon)
- Cancel button

**Child Nutrition Management System**

**Welcome to CNMS**

# Step Two: Access New Claim Page

Click “Claims”  
On Top Menu Bar



Enter all criteria to query Claims

School Year:

2023-24 ▾

Program Name:

Lunch ▾

View/Adjust or New:

New ▾

Find

Clear



Select: School Year,  
Program, and “New”

Click “Find”

# Step Three: Start a New Claim

RA Claims									
Recipients		Included Below					Additional Information		
Name	LEA Code	Free	Reduced	Paid	Summer 22 SSO	Total	Hold Info	Prov. Info	
Elementary School	8888888888					<a href="#">New</a>			



Click “New” Next to the Appropriate Recipient Agency (RA)

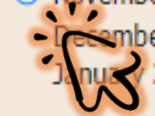
**City CSD**

**8888888880**

Select a Claim Period for the 2023-24 Lunch Program for Elementary School

**8888888888**

- September 2023
- October 2023
- November 2023
- December 2023
- January 2024
- February 2024
- March 2024
- April 2024
- May 2024
- June 2024



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

Select the Month to File the Claim

# Step Four: Insert Monthly Claim Information

City CSD  
8888888880

RA Claim Entry  
2023-24 Lunch  
Elementary School  
8888888888

[Return to SFA claim](#)

Enter values for new record

Claim Period:

Program Enrollment:  Days of Service:

Total Meals:

[Return to SFA claim](#)

Enter:

- ↳ Program Enrollment
- ↳ Days of Service
- ↳ Total Meals

Click “Insert”

*(this will bring you back to the previous page)*

# Step Five: Submit the Monthly Claim

Complete and Insert New Claims for Additional RAs

RA Claims									
Recipients		Included Below						Additional Information	
Name	LEA Code	Free	Reduced	Paid	Summer 22 SSO	Total		Hold Info	Prov. Info
Elementary School	8888888888	93	0	0	0	93	Edit		
High School	8888888889						New		



City CSD  
8888888880  
November 2023 Lunch

Submit Claim



Verify All Claims are Inserted and Accurate

Click "Submit" and "OK"

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



### 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
<a href="#">Nov</a>	20	93	0	0	0	93	8	11.625	0	0	Submit	<a href="#">View</a>
Total		93	0	0	0	93						

### 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
<a href="#">Nov</a>	20	93	0	0	0	93	8	.000	0	0	Working	<a href="#">View</a>
Total		93	0	0	0	93						

Claims With a “Submit” Status are Processed for Reimbursement

\*Claims Displaying a “Working” Status Have Not Been Submitted\*

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*Confirm all claims are accurate and reflect a submitted status.*