

How to Submit a Claim

Community Eligibility Provision (CEP)

Snack

Navigating CNMS Monthly Reimbursement Claims for Snack as a CEP School

Step One: Access CNMS

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

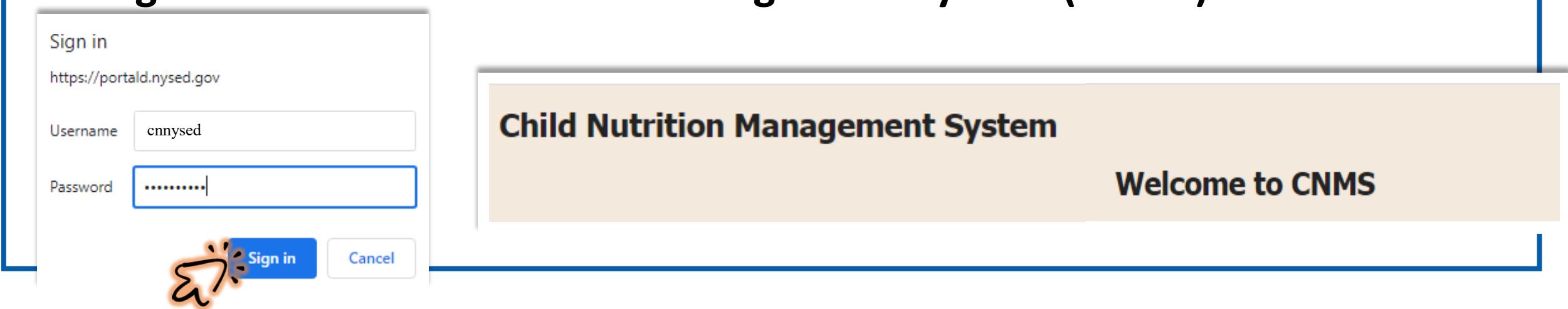


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NYS ED.gov New York State EDUCATION DEPARTMENT CHILD NUTRITION KNOWLEDGE CENTER

CNMS CHILD NUTRITION Management System Log In

Log In to the Child Nutrition Management System (CNMS)



Sign in
<https://portald.nysed.gov>

Username: cnnyesd

Password:

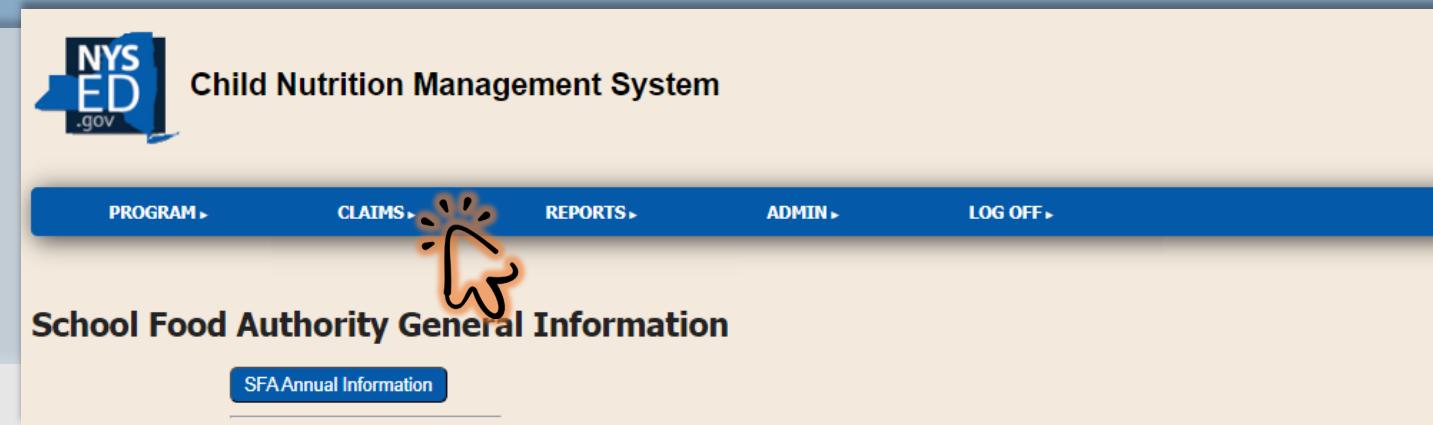
Sign in Cancel

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:

Snack

View/Adjust or New:

New

Find

Clear



Select: School Year,
“Snack”, and “New”

Click “Find”

Step Three: Start a New Snack Claim

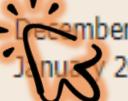
RA Claims									
Recipients		Included Below					Additional Information		
Name	LEA Code	Free	Reduced	Paid	Summer 22 SSO	Total	Hold Info	Prov. Info	
Elementary School	8888888888						New		

 A hand cursor icon is positioned over the 'New' button in the 'RA Claims' table.

City CSD
8888888880

Select a Claim Period for the 2023-24 Snack 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

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

Select the Month to File the Claim

Step Four: Insert Monthly Claim Information

City CSD
8888888880

RA Claim Entry
2023-24 Snack

Elementary School
8888888888

[Return to SFA claim](#)

Enter values for new record

Claim Month:	<input type="text" value="Nov"/>	Days of Service:	<input type="text"/>
Program Enrollment:	<input type="text" value="20"/>	SSO Meals:	<input type="text"/>
Total Snacks:	<input type="text" value="93"/>	SSO Days of Service:	<input type="text"/>
Return to SFA claim		<input type="button" value="Insert"/>	<input type="button" value="Clear"/>

Enter:

- ↳ Program Enrollment
- ↳ Days of Service
- ↳ Total Snacks Claimed

Total Snacks are entered for RAs participating in CEP, even if the RA is not eligible for Area Eligibility (aka Snack Needy).

Click “Insert”

(this will bring you back to the previous page)

Area Eligibility/Snack Needy: RA Does Not Qualify

Snack Entry Screen for RAs Operating CEP

City CSD

8888888880

RA Claim Entry
2023-24 Snack

Elementary School

8888888888

[Return to SFA claim](#)

Enter values for new record

Claim Month:

Nov

Program Enrollment:

20

Days of Service:

8

Total Snacks:

93

SSO Meals:

SSO Days of Service:

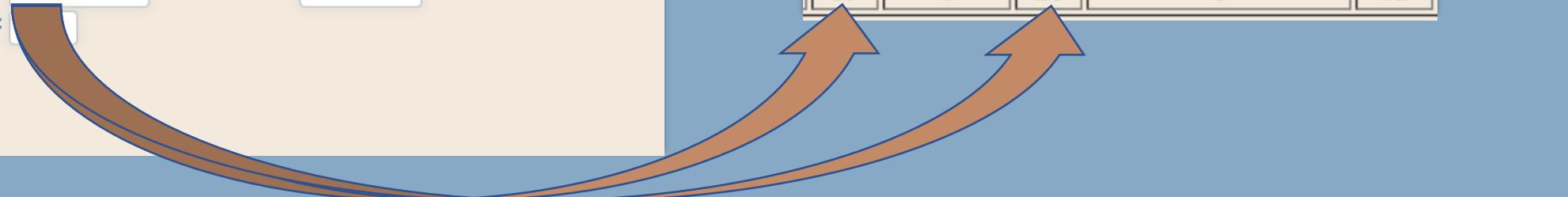
[Return to SFA claim](#)

Claim is Distributed to Proper Claim
Based on CEP Claiming Percentage

Provision Information

Program Name	Provision Type	Base Year	Begin Date	CEP P	Free Pct	Paid Pct	End Date (MM/YY)
Lunch	CEP	2022-23	07/01/22	45.0	72.05	27.95	6/26
Breakfast	CEP	2022-23	07/01/22	45.0	72.05	27.95	6/26

Free	Reduced	Paid	Summer 2022 SSO	Total
67	0	26	0	93



Step Five: Submit the Monthly Claim

Complete and
Insert New Claims
for Additional RAs

Recipients		RA Claims					Additional Information	
Name	LEA Code	Included Below					Hold Info	Prov. Info
Free	Reduced	Paid	Summer 22 SSO	Total			New	Edit
High School	8888888889	67	0	26	0	93		
Elementary School	8888888888							

City CSD
8888888880
November 2023 Snack

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 Snack 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	20	67	0	26	0	93	8	11.625	0	0	Submit	View
Total		67	0	26	0	93						

2023-24 Snack 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	20	67	0	26	0	93	8	.000	0	0	Working	View
Total		67	0	26	0	93						

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.