

How to Submit a Claim

Community Eligibility Provision (CEP)

Snack

Navigating CNMS Monthly Reimbursement Claims for Snack as a CEP School

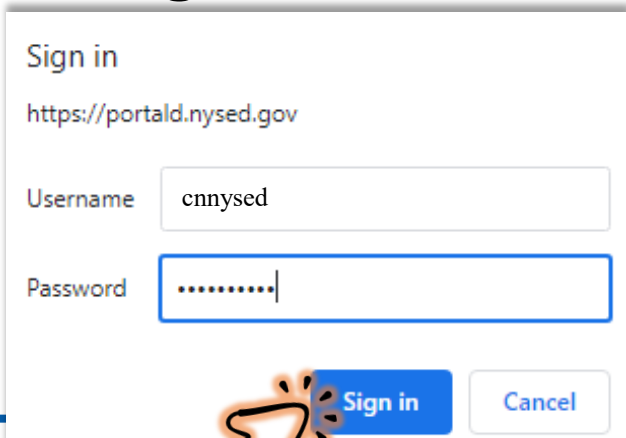
Step One: Access CNMS

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



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 In to the Child Nutrition Management System (CNMS)



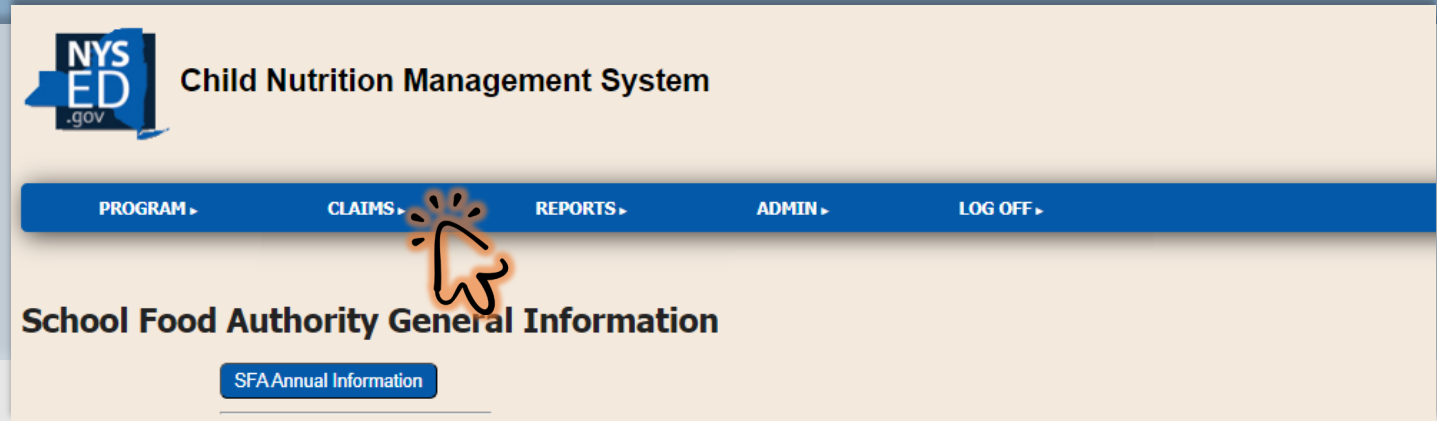
The screenshot shows a login form titled "Sign in" with the URL "https://portald.nysed.gov". It includes a "Username" field containing "cnnysed" and a "Password" field with masked characters. Below the fields are "Sign in" and "Cancel" buttons. A hand cursor icon is positioned over the "Sign in" button.

Child Nutrition Management System

Welcome to CNMS

Step Two: Access New Claim Page

Click “Claims”
On Top Menu Bar



NYS ED .gov Child Nutrition Management System

PROGRAM CLAIMS REPORTS ADMIN LOG OFF

School Food Authority General Information

SFAAnnual Information

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		



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

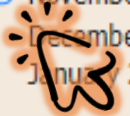
City CSD

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



Select the Month to File the Claim

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

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:

Program Enrollment: Days of Service:

Total Snacks: SSO Meals:

SSO Days of Service:

[Return to SFA claim](#)

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:

Program Enrollment: Days of Service:

Total Snacks: SSO Meals:

SSO Days of Service:

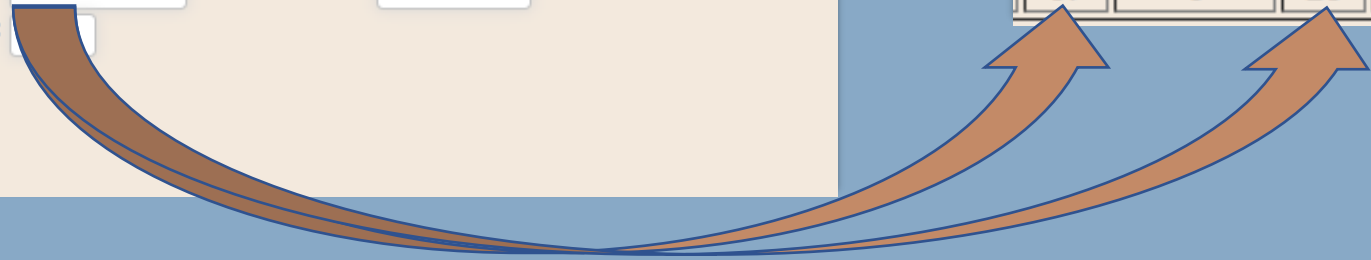
[Return to SFA claim](#)

Claim is Distributed to Proper Claim Based on CEP Claiming Percentage

Provision Information

Program Name	Provision Type	Base Year	Begin Date	CEP Pct	Free Pct	Paid Pct	Thru (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

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

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		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		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.