

How to Submit a Claim

Standard Counting & Claiming

Breakfast / Lunch / Snack

Navigating CNMS Monthly Reimbursement Claims as a Standard Counting and Claiming School

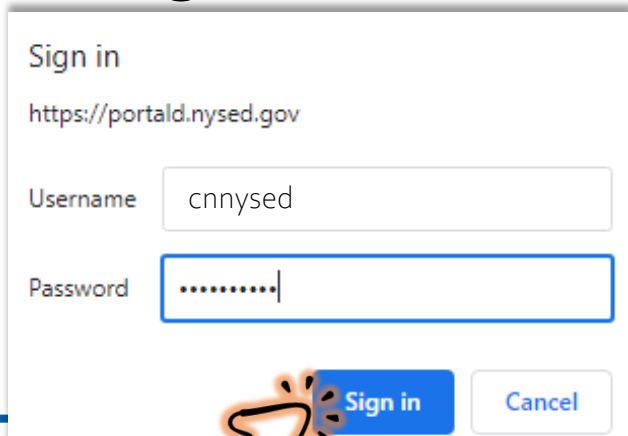
Step One: Access CNMS

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 into the Child Nutrition Management System (CNMS)



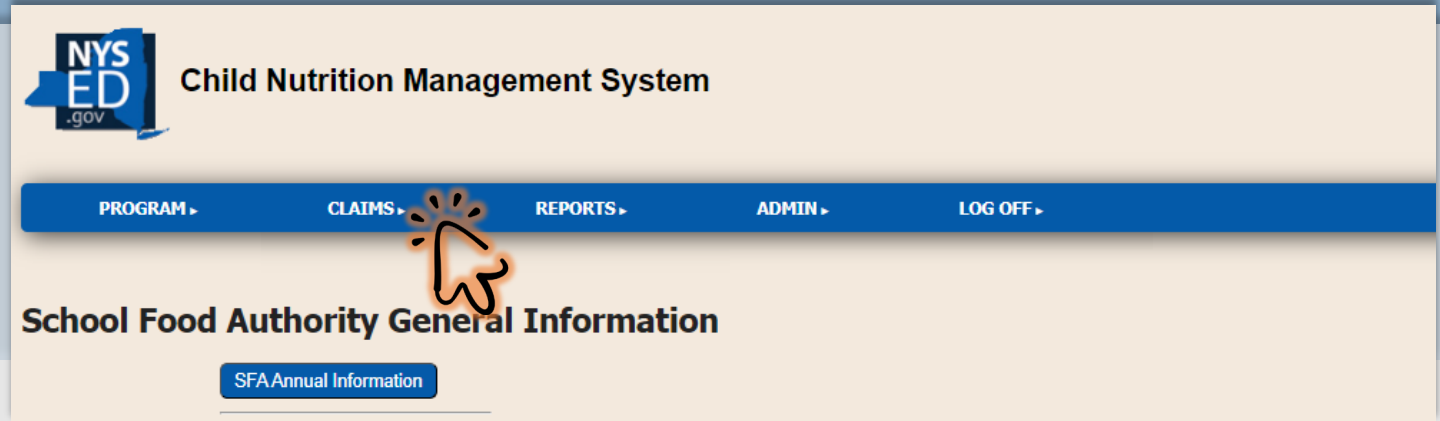
The screenshot shows a login form titled 'Sign in' with the URL 'https://portald.nysed.gov'. It includes a 'Username' field containing 'cnnysed' and a 'Password' field with masked characters. At the bottom, there are 'Sign in' and 'Cancel' buttons. A hand cursor icon is positioned over the 'Sign in'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

Child Nutrition Management System

Welcome to CNMS

Step Two: Access New Claim Page

Click “Claims”
On Top Menu Bar



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					New			



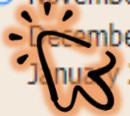
Click “New” Next to the Appropriate Recipient Agency (RA)

City CSD
8888888880

Select a Claim Period for the 2023-24 Lunch Program for Elementary School
8888888888

<input type="radio"/> September 2023	<input type="radio"/> February 2024
<input type="radio"/> October 2023	<input type="radio"/> March 2024
<input checked="" type="radio"/> November 2023	<input type="radio"/> April 2024
<input type="radio"/> December 2023	<input type="radio"/> May 2024
<input type="radio"/> January 2024	<input type="radio"/> 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 Month:	<input type="text" value="Nov"/>	<input type="text"/>
Program Enrollment:	<input type="text" value="680"/>	Days of Service: <input type="text" value="13"/>
Free Elig:	<input type="text" value="195"/>	Reduced Elig: <input type="text" value="26"/>
Free Meals:	<input type="text" value="984"/>	Reduced Meals: <input type="text" value="169"/>
Paid Meals:	<input type="text" value="2017"/>	Total Meals: <input type="text" value="3170"/>



[Return to SFA claim](#)

Enter:

- ↳ Program Enrollment
- ↳ Days of Service
- ↳ Free Elig & Reduced Elig
(*Eligibles*)
- ↳ Free Meals, Reduced Meals,
& Paid Meals
- ↳ 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	984	169	2017	0	3170	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
Nov	680	984	169	2,017	0	3,170	13	243.846	0	0	Submit	View
Total		984	169	2,017	0	3,170						

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
Nov	680	984	169	2,017	0	3,170	13	243.846	0	0	Working	View
Total		984	169	2,017	0	3,170						

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.