



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application CACFP Claim

Application Guide

Application Guide

Contents

Revision History.....	2
Revision History Chart.....	2
Submitting Your Online Claim.....	3
Deadlines for Submission.....	3
One Time Exception Rule.....	4
How to Access Your Site Data Sheet.....	4
Sponsors with Summer Feeding or Family Day Care Homes.....	15
Questions.....	15
Claim Revisions.....	15
To Revise a Site Data Sheet.....	16
Telephone Numbers.....	16
Submitting Your Online Claim – Quick Reference.....	17

Application Guide

Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Author
04/13/2015	1.0	Online Application CACFP Claim Guide	June Barrett

Submitting Your Online Claim

The initial document you submit each month to claim meals for reimbursement is called a Site Data Sheet. Sponsors of only Child and Adult Care Center Programs need only submit this form. Sponsors that participate in the National School Lunch Program (NSLP), Family Day Care Home Program and/or Summer Feeding Program in addition to the Child and Adult Center Program must submit both the Site Data Sheet and a claim (see instruction on page 10).

Deadlines for Submission

The Site Data Sheet is due 30 days from the end of the month for which you are claiming. For example, a June Site Data Sheet is due no later than July 30th (note: there are 31 days in July). In addition, this form must be submitted online prior to 5:00 PM. Sponsors must be aware that waiting until the afternoon of the 30th day could cause a network slowdown and may ultimately result in your claim being filed late. All Site Data Sheets submitted after 5:00 PM on the 30th day are considered late, regardless of the reason (even a network slowdown) and will not be paid unless covered by the one-time exception rule. If you participate in NSLP, Summer Feeding or Family Day Care in addition to the center program, your claim must be submitted prior to 5:00 PM on the 30th day. This is an additional step. Sponsors must plan accordingly to complete this step. See page 10 regarding this submission.

IMPORTANT - PLEASE NOTE:

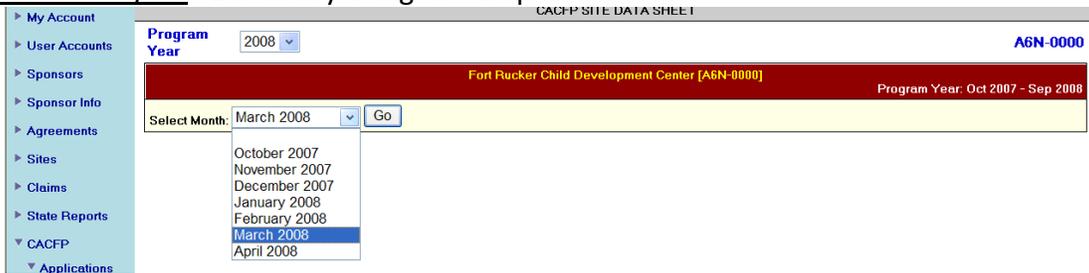
Site Data Sheets may not be submitted earlier than the end of the last meal service on the last day of the month. This is true regardless of the last serving day of the month. For example, if your center's last operating day in May was May 15, 2008, the Site Data Sheet may not be submitted until May 30th. In addition, it may not be submitted until after what would have been the last meal of the last day of the month. For example, if the afternoon snack meal service is from 1:00 to 4:00 PM, the Site Data Sheet may not be submitted until 4:01 PM on May 30, 2008. (Please note we are working to change this rule. We hope to have a correction in place in time for you to file your October 2008 Site Data Sheet.)

One Time Exception Rule

This rule allows the SDE to process a late claim once every 36 months. It requires the sponsor to submit a corrective action plan. Further information and guidelines are on the CNP website. If you have any questions, please call SDE Accounting at 334-242-9920.

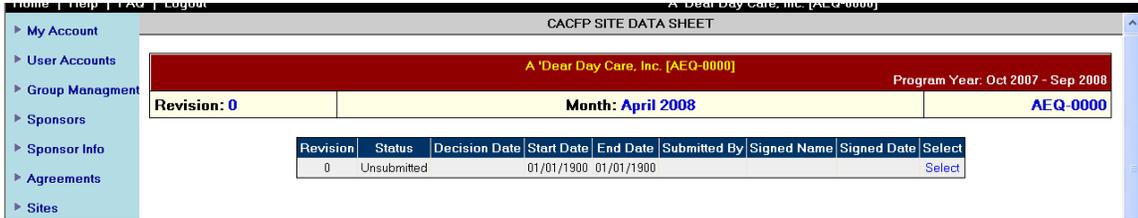
How to Access Your Site Data Sheet

1. Log into your CACFP application. To do so, go to <https://cnpforms.alsde.edu>. Enter your user name and password.
2. Once the Sponsor Information page appears, select CACFP on the blue menu bar.
 - a. Select Applications
 - b. Select Site Data
3. On the opening screen of the Site Data Sheet, select the claim month and year. Do this by using the drop down box.



Application Guide

Once the month is selected, the screen will change to the Site Data Sheet for the month and year chosen. Note that the name of your organization and the month selected are listed. In addition, the second box lists the status of the Site Data Sheet. In this case, the Sheet is unsubmitted.



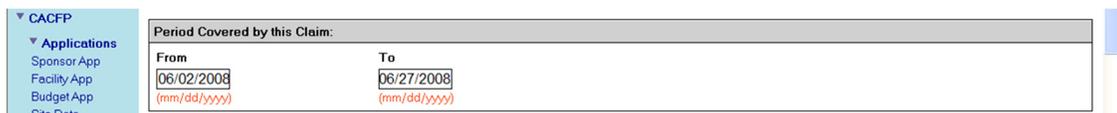
4. Enter the Period Covered by this Claim. **Note: This MUST be entered before any other information!** Enter the first and last day in the month in which you were *open and serving meals*. The dates must be listed as *mm/dd/yyyy* where *mm* is the month in two numbers, *dd* is the day in two numbers and *yyyy* is the year in four numbers (for example, April 1, 2008 must be typed as 04/01/2008.)

As you begin to enter data:

- **Avoid using the “Enter” button.** It may validate and save the entire Site Data Sheet. This will cause you to contend with error messages relating to no information being entered. These will go away as you enter and validate and save each section, but is bothersome.
- **Tab to move within the screen.** While you may use your mouse to click in each field, you will find the tab key to be more user friendly.
- **When you tab into a box, the information is highlighted.** If you want to remove what is entered, simply type. If you want to edit what is entered, use your mouse to click into the box. This will put your cursor at the front of the information. Use your arrow keys to move the cursor where it is needed.
- **Do not use the back key at the top of your screen.**

Example:

The first day of the month in June 2008 falls on a Sunday. If you are not open on Sundays, the “From” must be entered as “06/02/2008”. If your last operating day in June is the 27th, the “To” must be entered as “06/27/2008”.



The Period Covered and Expenditure sections are validated together. However, once they are validated you may find one or more error messages relating to the period covered. Before moving to the expenditure section, review the following possible scenarios to be sure the period covered is entered correctly:

Application Guide

- You are not approved to operate on weekends but enter weekend dates in the “From” or “To” fields. For sponsors that operated six days a week, the same error message will appear if a Sunday date is entered.
- A valid date is not entered. For example, you enter 13/35/2008.
- The date was entered in a format other than “mm/dd/yyyy” or slashes were not used. For example, you enter the date as “March 1, 2008” or “03-01-2008”.
- Dates were entered that cover more than one month.
- A “From” date is entered before a “To” date. For example, if you enter the period covered as 03/31/2008 to 03/01/2008, you would receive two error messages. One indicating March 1 is not a week day and the second indicating the beginning date of the claim period is before the end date.

If you receive an error message, you must correct the error and then click the Validate and Save button again for that section. The Site Data Sheet may not be submitted until all errors are corrected. For warning messages that require comments, see number 9 (page 7).

5. Expenditures – Expenditures are entered in the Site Data Sheet just as if you were writing them on the paper claim. Once all expenditures are entered, the total must be entered. The computer will not generate a total for you. In looking at the Site Data Sheet expenditures section, please note the following:

- White boxes – These are the boxes in which you may enter expenditures.
- Grey boxes – Your approved budget does not contain any funds in these categories and pre-approval is required prior to using CACFP funds for these purposes. You may not enter expenditures in these boxes without an application revision (contact the Program Staff).
- Yellow boxes – You may not enter any data in these boxes. These boxes take the expenditure information listed in a category and creates a category total. For example, Purchased Services is broken down into two categories (Direct and Allocated). You may enter information into the subcategories which are then totaled in the yellow box. Yellow boxes are also used for subcategory titles.

Example: The sponsor entered \$100 as a Direct Purchased Service and \$75 as an Allocated Purchased Service. The Yellow box totals the two entries as \$175.

Purchased Services:	\$	175
Direct	\$	100.00
Allocated	\$	75
Other Service Expense:	\$	0

Application Guide

Definitions of each expenditure category:

- **Food Purchases** – All ingredients for foods that are served to the participants. This also includes the purchase price and any associated sales tax, charges for processing, transporting, storing and handling.
- **Food Service Labor** – Expenditures in this category must be pre-approved and budgeted with a compensation plan designating food service labor on file at the SDE prior to claiming. Food Service Labor includes all labor and associated benefits performed for the CACFP.
- **Non-Food Supplies** – All non-edible supplies used in the preparation of a meal. It includes paper goods, cleaning supplies and the associated sales taxes or other charges for transporting the supplies. **It also includes all kitchen equipment purchases which cost less than \$1000.**
- **Purchased Services** – Expenditures in this category must be pre-approved and budgeted. Purchased services are services purchased from an outside source such as kitchen repairs, Health Permits and pest control. These services are divided and now reported in two categories:
 - Direct – Those services in which the entire cost is directly attributed to the CACFP (CACFP may pay the entire cost as funds allow). These include kitchen repairs and Health Permits.
 - Allocated – Those services which must be shared by the sponsor and the CACFP because both the center and food program use the service. These may include trash pick-up and pest control. An allocation plan must be approved prior to budgeting or reporting expenditures in this category.
- **Other Service Expense** – This category is primarily used to report large kitchen equipment purchases at a cost of \$1000 or more. (This increased from \$300 to \$1000 on 3/1/08). This purchase must be pre-approved with quotes provided. In addition, the expenditure amount may not be more than the budgeted amount. See the CACFP Training Workbook page 74 (page 22 in the After School Workbook).
- **Administrative Labor** - Expenditures in this category must be pre-approved and budgeted with a compensation plan designating administrative labor on file at the SDE prior to claiming. Administrative Labor includes only those activities listed in the CACFP Training Workbook on page 75 (page 22 in the After School Workbook).
- **Audit Expense** - Expenditures in this category must be pre-approved and budgeted. In addition, the expenditure amount may not be more than the budgeted amount. Only the portion of the audit relating to CACFP may be claimed.
- **Other Administrative Expense** - Expenditures in this category must be pre-approved and budgeted. Checking account fees are found in this category. (Please note that overdraft and non-sufficient fund fees are not allowable costs.)
- **Total** – You must enter the total expenditures. The computer will not generate a total for you.

Application Guide

6. **Validate and Save** – Once all expenditures and the total are entered, click the “Validate & Save Expenditure” button to the right of the total. This button validates and saves both the

The screenshot shows a form with a 'Total' field containing the formula $(a)+(b)+(c)+(d)+(e)+(f)+(g)+(h)$ and a value of 0.00. To the right of the total is a button labeled 'Validate & Save Expenditure', which is circled in red. Below the total is a 'Comments' field.

period covered and expenditure section.

The data base will run edits to determine that the information is within certain limits. If the data base finds an error, a message will be placed at the top of the expenditure section.

Error messages will appear for the expenditure section if:

- Expenditures do not equal the total amount entered. There may be an error in a category or in the total.
- Expenditures exceed budget in the following categories:
 - Other Service Expense (i.e., large equipment purchases)
 - Administrative categories
- Amount entered in Other Service Expense is between \$1 and \$999.
- If you show \$0 expenditures, you must enter a comment in the expenditure comment box explaining why this occurred. (School systems that sponsor CACFP and NSLP may show \$0 expenditures and are not required to enter comments.)

All errors must be corrected before the Site Data Sheet may be submitted. If you receive a warning message that requires a comment, please see Item 9. Enter the comment, by warning number, in the comments section below the Total entry. After the expenditures and period covered are validated and no errors are detected, you will receive a message at the top of the Expenditure section saying “Successfully Validated”. You may now proceed to the Site Meals section.

7. **Enter Site Meals** – In this section, list information regarding meals served by site. If you have more than one center, you will report, validate and save this information for each individual site. Two lines of information are collected. The first line collects enrollment and participation information. The second line collects meals served. In both cases, you may only enter information in the white boxes (not gray) based upon your approved application.

The screenshot shows the 'Site Meals' section. It includes a table for enrollment and participation data for 'FRProvision - ChildCare' and a table for meal counts. The enrollment table has columns for No of Days, T20 Enrollment, T19 Enrollment, FR Enrollment, Total Enrollment, Free Participants, Reduced Participants, Paid Participants, and Total Participants. The meal table has columns for Breakfast, AM Snack, Lunch, PM Snack, Supper, Late Snack, At-Risk Snack, and Total Meals. A 'Validate & Save [AEQ-C00]' button is located at the bottom of the form.

- Enrollment Information (line 1) –

Application Guide

- No of Days – Enter the number of days you were open and serving meals. Based upon your approved application, the maximum number of days per week and days per month are indicated in red under “No of Days”. (In the example above, this site is approved to operate 5 days a week with a maximum of 22 days in the month). If you operated more days than is shown, you must revise your application and submit it for approval prior to submitting the Site Data Sheet.
- T20 Enrollment – For those centers that participate as a for-profit, Title XX center, list the number of subsidized children enrolled (for whom you cared) during the month. This number must be equal to or less than the total enrollment.
- T19 Enrollment – For those adult centers that participate as a for-profit, Title XIX center, list the number of Title XIX participants enrolled (for whom you cared) during the month. This number must be equal to or less than the total enrollment.
- FR Enrollment – For those centers that participate as a for-profit, Free and Reduced Price Provision center (previously listed in the claim as F/RP), list the number of free and reduced-price children for whom you cared during the month. This number is found by using a current Master Roster and must be equal to or less than total enrollment.
- Total Enrollment – This is the number of participants for whom you cared during the month. This number is found by using a current Master Roster.
- Free Participants – Enter the number of participants that received a meal during the month that are approved as free on their Free and Reduced Price Application. This is found by totaling the number of free participants on the Daily Record of Attendance and is summarized on the Monthly Summary.
- Reduced Participants – Enter the number of participants that received a meal during the month that are approved as reduced-price on their Free and Reduced Price Application. This is found by totaling the number of reduced-price participants on the Daily Record of Attendance and is summarized on the Monthly Summary.
- Paid Participants - Enter the number of participants that received a meal during the month that are approved as paid on their Free and Reduced Price Application or for whom you do not have an application. This is found by totaling the number of paid participants on the Daily Record of Attendance and is summarized on the Monthly Summary.
- Total Participation – Enter the total number of participants that received a meal during the month. This is found by totaling the number of participants on the Daily Record of Attendance and is summarized on the Monthly Summary by adding the number of free, reduced-price and paid participants.
- Meals Information (line 2) – Enter the number of meals served to participants during the month. This is found on the Daily Record of Attendance and is summarized on the Monthly Summary. If you find you served a meal for which the box is gray, contact the CACFP Program staff.

Application Guide

Meals Info	Breakfast	AM Snack	Lunch	PM Snack	Supper	Late Snack	At-Risk Snack	Total Meals
FRProvision - ChildCare	0	0	0	0	0	0	0	0
Comments:								
<input type="text"/>								
<input type="button" value="Validate & Save [AEQ-C00]"/>								

8. **Validate & Save** - Once all enrollment and meal information for a site is entered and totaled, click the “Validate & Save” button under the comments box. The data base will run a series of edits to determine the validity of the information entered. If the information passes the edits, you will receive a message indicating this section has been successfully validated. Error messages will indicate if a correction and/or a comment is needed. Read the message received to determine what needs to be done to correct the problem.

Error messages will appear for the Site Meal section when the following occurs:

- Enrollment Information errors:
 - Total enrollment is less than participation
 - The sum of the free, reduced and paid participants does not equal total participants.
 - T20, T19 or FR Enrollment is greater than Total enrollment
 - T20, T19 or FR Enrollment is not 25% of licensed capacity or enrollment and you are not eligible for payment this month.
 - FR Enrollment is less than the sum of the Free and Reduced Participants
 - Meal Information errors:
 - The sum of all meals served does not equal the total meals.
 - Based upon the number of days served and the number of participants or licensed capacity, the maximum number of meals is exceeded.
 - Block claiming occurs. Block claiming is when the same number of meals has been served for two or more meals. If you receive this error message, you should re-check your Attendance Records. If the number reported is correct, you must explain how this occurred in the comments box. (Please see Item 9.)
9. **Warning Messages Requiring Comments** – In some cases you may have entered correct information into the Site Data Sheet that creates an unusual situation. Once you have checked your records to verify that the information is correct, you must explain how the situation occurred in the comment box for the part of the Site Data Sheet in which the error occurred. These messages have their own unique number. When completing the comment box, **write the warning message number and then your comment** (see Message 3 on page 8 for an example). Below is a listing of the errors and notes regarding what must be addressed in the comment box. Additional warning messages will be added as necessary.

Warning #1. Please double check the Title 20 and total enrollment figures and re-submit. If the numbers are correct, please indicate in the comment box that you understand you did not meet the 25% requirement and will not be reimbursed this month.

TITLE 20 Enrollment [_____] is less than 25% of Total Enrollment [_____]

Application Guide**TITLE 20 Enrollment [] is less than 25% of License Capacity []**

Centers that participate as Title 20 centers must have 25% of their enrollment or licensed capacity receive Title 20 funds. The information put into the Site Data Sheets indicates you have not met the 25% requirement for eligibility. Your comment must address the fact that you have entered the correct information and realize you will not receive reimbursement.

Warning # 2. Please double check the Title 19 and total enrollment figures and re-submit. If the numbers are correct, please indicate in the comment box that you understand you did not meet the 25% requirement and will not be reimbursed this month.

TITLE 19 Enrollment [] is less than 25% of Total Enrollment []

TITLE 19 Enrollment [] is less than 25% of License Capacity []

Centers that participate as Title 19 centers must have 25% of their enrollment or licensed capacity receive Title 19 funds. The information put into the Site Data Sheets indicates you have not met the 25% requirement for eligibility. Your comment must address the fact that you have entered the correct information and realize you will not receive reimbursement.

Warning #3. Please double check the FR and total enrollment figures and re-submit. If the numbers are correct, please indicate in the comment box that you understand you did not meet the 25% requirement and will not be reimbursed this month.

FR Enrollment [] is less than 25% of Total Enrollment []

FR Enrollment [] is less than 25% of License Capacity []

Centers that participate as FR centers must have 25% of their enrollment or licensed capacity eligible for free or reduced price meals. The information put into the Site Data Sheets indicates you have not met the 25% requirement for eligibility. Your comment must address the fact that you have entered the correct information and realize you will not receive reimbursement.

Application Guide

Example: The center has only one child eligible for free or reduced-price meals. Since the information is correct, they must write a comment in the box indicating they understand they are not eligible to receive reimbursement. The comment must be numbered. In this case, the number is 3.

Site Meals:									
[AEQ-C001] A 'Dear Day Care						Day License: 93		Night License: 0	
Enrollment Info	No of Days [5/wk] [+2]	T20 Enrollment	T19 Enrollment	FR Enrollment	Total Enrollment	Free Participants	Reduced Participants	Paid Participants	Total Participants
FRProvision - ChildCare	10	0	0	1	10	1	0	9	10

Meals Info	Breakfast	AM Snack	Lunch	PM Snack	Supper	Late Snack	At-Risk Snack	Total Meals
FRProvision - ChildCare	90	0	80	70	0	0	0	240

Comments:	Warnings:
3. The information is correct. I understand I am not eligible for payment this month.	The Warning Message(s) below indicates something out of the ordinary occurred. Please check your records and figures to be sure your entry is correct. Change your figures if necessary and revalidate. Do not change your figures if correct. Address each warning separately in the comment box for this section of the sheet. Put the warning message number in front of the comment. [AEQ-C001] A 'Dear Day Care: FRProvision - ChildCare: <ul style="list-style-type: none"> Warning #3 Please double check the FR and total enrollment figures and re-submit. If the numbers are correct, please indicate in the comment box that you understand you did not meet the 25% requirement and will not be reimbursed this month. FR Enrollment [1] is less than 25% of Total Enrollment [10] FR Enrollment [1] is less than 25% of License Capacity [93]

Validate & Save [AEQ-C00]

- Warning #4. Breakfast meals served is equal to the maximum allowed Breakfast meals.**
- Warning #5. AM Snack meals served is equal to the maximum allowed AM Snack meals.**
- Warning #6. Lunch meals served is equal to the maximum allowed Lunch meals.**
- Warning #7. PM Snack meals served is equal to the maximum allowed PM Snack meals.**
- Warning #8. Supper meals served is equal to the maximum allowed Supper meals.**
- Warning #9. Late Snack meals served is equal to the maximum allowed Late Snack meals.**
- Warning #10. At-Risk Snack meals served is equal to the maximum allowed At-Risk Snack meals.**

Warning messages 4 through 10 relate to serving the maximum number of allowed meals during a month. This means that every child or adult participating in the program was present each serving day for that meal. While this may occur it is highly unusual. If your numbers are correct, you must indicate why this occurred. It may be that you transport all of your participants so that once they arrive they do not leave until you return them to their homes. It may be that all participants must arrive at a certain time, making them all present for certain meals. Whatever the reason, you must provide an explanation in the comments box which will be reviewed by State staff.

Warning #11. Same number of meals have been served for more than 2 Meal Types.
 Block claiming occurs when the same numbers of meals are served for two or more meal types. If this is accurate for your site, you must explain how it occurs. This may occur if you transport all or your participants or for another reason. You must provide an explanation in the comments box which will be reviewed by State staff.

Warning #21. Total Breakfast meals served is equal to the maximum allowed Total Breakfast meals.

Application Guide

Warning #22. Total AM Snack meals served is equal to the maximum allowed Total AM Snack meals.

Warning #23. Total Lunch meals served is equal to the maximum allowed Total Lunch meals.

Warning #24. Total PM Snack meals served is equal to the maximum allowed Total PM Snack meals.

Warning #25. Total Supper meals served is equal to the maximum allowed Total Supper meals.

Warning #26. Total Late Snack meals served is equal to the maximum allowed Total Late Snack meals.

Warning #27. Total At-Risk Snack meals served is equal to the maximum allowed Total At-Risk Snack meals.

Warning messages 21 - 27 applies to sponsors that are approved to participate in more than one program in the same site. For example, they may be approved for both Head Start and Child Care meals at the same site. The errors occur when the total meals served in both programs equals the maximum allowed meals. This means that every child or adult participating in the program was present each serving day for that meal. If your numbers are correct, you must indicate why this occurred. Whatever the reason, you must provide an explanation in the comments box which will be reviewed by State staff. Remember to place the warning number next to the comment.

Warning #28. Same number of meals (Total) have been served for more than 2 Meal Types.

This message only applies to sponsors that are approved to participate in more than one program in the same site. This message has to do with block claiming. Please see message 11 for an explanation.

Please note: If your comment regarding a warning message is not adequate, your site data sheet will be returned as invalid. You will receive an email message with an explanation of what is required for an adequate response. You must revise the sheet (as instructed on page 11), change your comment and resubmit.

10. Certification - Once all errors are corrected, all required comments are entered by message number and each section is validated and saved, you must certify that the report is true, correct and executed according to the terms of your agreement. To do this:
 - Enter any comments you may wish to make regarding this claim in the comment box.
 - Check both boxes in the certification section.
 - Select the correct authorized signatory from the drop down box.
 - Select the "Validate & Submit" button to send the Site Data Sheet to the Department of Education.

Application Guide

Certification:

Comments:

Please make sure that the data on this form is correct.

I certify that, to the best of my knowledge, this report and claim for reimbursement is true, correct, and executed according to the terms of agreement; that payment has not been received and that records are available to support the claim. I understand that this information is being given in connection with the receipt of Federal funds and that deliberate misrepresentation may subject me to prosecution under applicable State and Federal criminal statutes.

Approved and Submitted Electronically.

Authorized Signatory: kim phan

Submission by: JJARRETT

Validate & Submit

You will immediately receive an email confirming the submission of your Site Data Sheet. For sponsors that only participate in the CACFP, the Site Data Sheet will be used as your claim and another email will be sent once it has been accepted and submitted for payment. Sponsors of CACFP and another program must follow the directions listed below.

If a revision is pending for your application, you will not be able to submit you Site Data Sheet. This occurs when any change is made to your application including changes to budgets, meal serving times or the addition or change to a license. The submit button will appear as:



You may complete the Site Data Sheet, but must wait until the application revision has been approved before you may submit the sheet. If you find this message and it is near the end of the month, call the CACFP program staff (334-242-8249).

If you are concerned about the receipt and acceptance of the Site Data Sheet, please follow this schedule in contacting SDE Accounting (334-242-9920):

- If you do not receive the email confirming the Site Data Sheet was submitted for approval within 2 calendar days, call.
- If you did not receive a warning message requiring a comment and have not received the acceptance email within 10 calendar days, call
- If you received a warning message that required a comment and have not received the acceptance email within 15 days, call
- If you have not received a check, you must wait 21 days before calling.

It is advisable to print a copy of the claim. You may print the claim once you receive the acceptance email using the old printing procedures (Go to Claim on the blue menu bar.)

National School Lunch Sponsors with CACFP

Once both Site Data Sheets (the CACFP and NSLP) have been approved, submit your claim using the attached procedures. If you have questions regarding this combined claim, contact the School Nutrition staff at 334-242-8228.

Sponsors with Summer Feeding or Family Day Care Homes

Once your Site Data Sheet (or Sheets if you have both CACFP and NSLP) has been approved, you will receive an email instructing you to print your claim. To do so:

1. On the blue menu bar, click Claims and then Printed Claims.
2. In the middle of the screen, select the month and year and click Show Claim.
3. When the Adobe Reader Download box opens, click Open. Your claim will now appear. The information submitted on the Site Data Sheet will be preprinted on the claim. Print the claim. Complete the information for the other program(s) and fax to SDE accounting.

REMEMBER: the claim must be submitted by 5:00 PM thirty days from the end of the claim month.

Questions

June and July, 2008 Instructions

During the months of June and July, program staff will be on call to answer questions regarding the Site Data Sheet. Please do not call SDE Accounting or individual staff members. A special number has been assigned to Site Data Sheet calls. To receive assistance with your Site Data Sheet, please call **334-242-9121**.

If you receive a message machine, please leave your agreement number, telephone number with area code, name, information regarding the problem and the best time to return the call. Please use this number for only Site Data Sheet calls during the months of June and July. Telephones will not be manned on June 2nd and July 4th as they are State Holidays. The line will not be answered after July 31st.

August 2008 Forward

If the question is regarding changing your application (i.e., changing your budget or a change in licensed capacity) please call the program staff section secretary (Traci Person) at 334-242-8249 or email her at tperson@alsde.edu. If your question is about an error message regarding an edit or a non application error, please contact SDE Accounting at 334-242-9920 or email them at CNPclaim@alsde.edu.

Claim Revisions

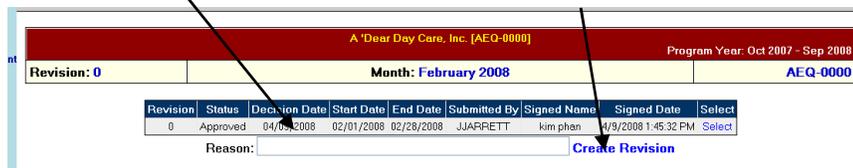
Once the Site Data Sheet/Claim has been submitted, it may not be changed by the sponsor until it has been approved by the State Agency. If you find an error and have not been notified that the Site Data Sheet has been accepted, call SDE Accounting and request the sheet be removed from the system. This will allow you to resubmit. If you find an error after it has been accepted (you have received the second email or see the word "approved" at the top of your Site Data Sheet), you must revise the Site Data Sheet/Claim. You may revise a Site Data Sheet/Claim that

Application Guide

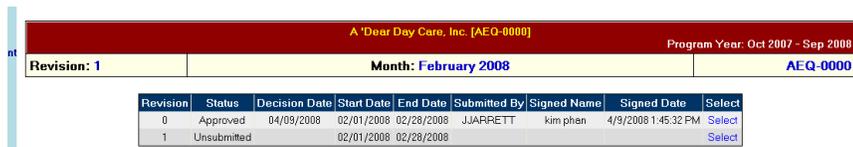
will pay you additional reimbursement up to 90 days from the end of the month for which you are claiming. You should revise a claim that will reduce your reimbursement when it is found. There is no limitation to submitting this revision.

To Revise a Site Data Sheet

1. Log into the application and open the Site Data Sheet requiring revision.
2. At the top of the page you will see a box showing the Sheet has been approved. Below this is an area for you to enter the reason for the revision. **Your reason must contain sufficient information and indicate if you are expecting to be paid or must return money.** List your reason and click “Create Revision”.



3. The box at the top of the page will now show an Unsubmitted Site Data Sheet.



4. Correct the error, **enter a comment regarding what was changed**, and Validate and Save the section with the change.
5. Complete the Certification section and click the “Validate and Submit” button.
6. If you participate in the NSLP, Family Day Care Home or Summer Feeding Programs in addition to the Child or Adult Care Center Program, once your site data sheet has been accepted you need to file the revised claim in the same manner as you filed the original claim.

Telephone Numbers

SDE Accounting – 334-242-9920

CACFP Program Staff Secretary, Brittany Snyder – 334-242-8249

Submitting Your Online Claim – Quick Reference

Important points as you input your information:

- **Avoid using the “Enter” button**
- **Tab to move within the screen.**
- **When you tab into a box, the information is highlighted. If you want to remove what is entered, simply type. If you want to edit what is entered, use your mouse to click into the box. This will put your cursor at the front of the information. Use your arrow keys to move the cursor where it is needed.**
- **Do not use the back key at the top of your screen.**

1. Log into your CACFP application
 - a. On the internet, connect to the Child Nutrition web site at <https://cnpforms.alsde.edu>
 - b. Enter your user name and password
2. At the Sponsor Information page
 - a. Select Applications
 - b. Select Site Data
3. Select the claim month and year; click go.
4. Enter the Period Covered by this Claim. Use mm/dd/yyyy where:
 - a. mm means month in two numbers
 - b. dd means day in two numbers
 - c. yyyy means year in four numbers
5. Enter Expenditures:
 - a. White boxes – you may enter expenditures
 - b. Grey boxes – your approved budget does not contain any funds and pre-approval is required. You may not enter expenditures in this box.
 - c. Yellow boxes – You may not enter any data in these boxes. These boxes take the expenditure information listed in a section and create a total.
 - d. You must enter the total expenditures; the computer will not generate this.
6. Validate and Save Expenditures
 - a. Click the Validate & Save Expenditure button.
 - b. Errors – a message will appear at the top of the expenditure section. These must be corrected prior to submission.
 - c. Warning messages – these require a comment in the box under the total.
7. Enter Site meals – if you have more than one site, enter this information by site.

Application Guide

8. Validate and Save each site, correct any errors, and enter comments for warning messages.

9. Certification
 - a. Check both boxes
 - b. Select the correct authorized signatory
 - c. Select Validate & Submit

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