



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application Combined Claim

Application Guide

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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 Combined Claim Guide	June Barrett

Application Guide

Procedures for Combined NSLP and CACFP Sponsors

Site Data Sheets for NSLP and CACFP must be submitted and approved before submitting the combined claim electronically. When verification is received that both Site Data Sheets have been approved, then you may submit the claim using the following procedure.

1. Click **Claims** on the left menu bar. **If you do not see the claims button, the appropriate authority level has not been granted to you.**
2. This will display Printed Claim and Online Claim. Click **Online Claim**.
3. At the top of the screen, select the claim **Month** and **Year** from the dropdown boxes for the initial or revised claim you are completing.



CNP Online Claim

000 PCW Sponsor [PCW-0000]

Claim Month:

4. Once the month and year are selected, click **Show Claim**. A combined claim with NSLP and CACFP will be shown. **The numbers on the claim are calculated from the approved Site Data Sheets for that month. Check totals against your recap totals for claim accuracy.** If the claim is correct, you are ready to submit the claim.

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- To submit the claim, first certify the claim is true and correct by checking the box to the left of the certification statement.

NATIONAL SCHOOL LUNCH PROGRAM [NSLP]									
SITE DATA					ELIGIBLES				
Period Covered	From:	04/01/2008	To:	04/30/2008		Lunch & Bkfst	Non Area Snack	Area Snack	
Site Data Revision		0	[Click here to view]						
Revision Comments									
Attendance Factor	99%								
						Free	2324	0	90
						Reduced	625	0	
						Total	2949	0	90
					Summary Report: [HTML] Summary Report: [Excel]				
Meal Type	No Sites	No Days	Free Elig	Red Elig	Enrollment	Free Meals	Red Meals	Paid Meals	Total Meals
SN Bkfst Regular	14	17	2318	624	5347	15978	3024	6000	25002
Lunch Regular	15	17	2324	625	5365	31492	8268	29722	69482
Area Snack	1	15	90	0	90	613	0	0	613
Total	30	49			10802				
CHILD AND ADULT CARE FOOD PROGRAM [CACFP]									
SITE DATA									
Period Covered	From:	4/1/2008	To:	4/30/2008					
Site Data Revision		0							
Revision Comments	RMITCHELL : Initial Revision								

- Next verify that the claim is being submitted electronically (online) by checking the box to the left of the statement *Approved and Submitted Electronically*.
- When these statements have been certified, click the orange **Submit** button at the bottom of the page.
- When the claim is successfully submitted a box will appear stating, the form has been successfully submitted. **If you do not receive this message, go back to step 6 and verify both boxes are checked.**
- If a Site Data Sheet has not been completed and approved, an error message will appear.** A similar error to the one shown in the box below will appear if the user is not authorized to use the Online Claim System or if the sponsor already has an unprocessed claim for the month selected.

000 PCW Sponsor [PCW-0000]	
Date: 6/27/2007 3:12:04 PM	Claim Month: August 2007
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="background-color: #FFD700; margin: 0; padding: 2px;">You Cannot Submit this Claim because of the following reasons</p> <p>NSLP Error: The Sponsor does not have an Approved Site Data Sheet for the month selected.</p> </div>	

Submitting a Revised Claim for Combined CACFP and NSLP

Sponsors

If you find an error on the claim before it is submitted, revise either the NSLP or CACFP Site Data Sheet and submit for approval. When the revised Site Data Sheet is approved, reopen the claim and review for accuracy before submitting the claim.

If you find an error after the claim has been entered, but is not processed, call SDE Accounting and request the claim be deleted. This will allow you to revise the Site Sheets and resubmit the claim.

If you find an error after the claim has been processed, you must revise the appropriate Site Data Sheet, wait for approval of the Site Data Sheet, then resubmit the claim. If the claim has been processed, SDE Accounting will either adjust your next reimbursement or issue a separate check depending on the amount of the revision.

The entered or processed information is found on the top of the claim under Status.

Cherokee County Board of Education [010-0000]									
Date: 10/4/2007 2:39:01 PM					Claim Month: August 2007				
Submit No	NSLP Revision	Submit Date	Submit By	Signatory	Status	Claim Revision	View	Delete	Comments
0	0	9/4/2007 2:50:54 PM	CIGOSSETT	Brian L. Johnson	Deleted	X	View		Comments
1	1	9/7/2007 8:14:20 AM	CIGOSSETT	Brian L. Johnson	Processed	0	View		