



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application NSLP 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.

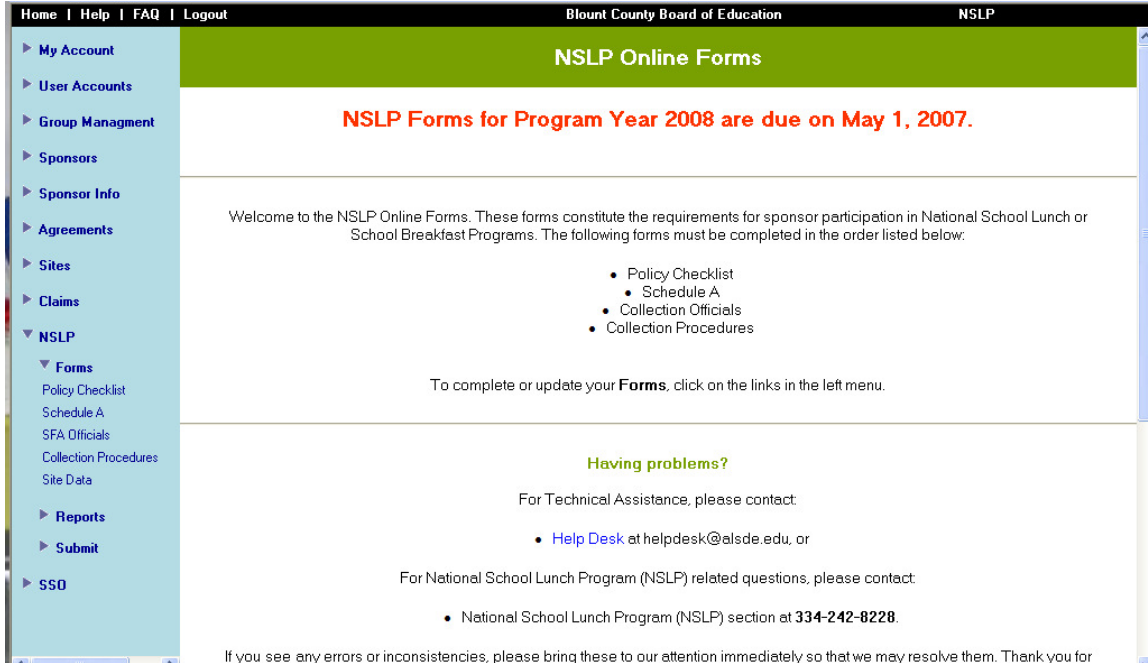
Revision History Chart

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

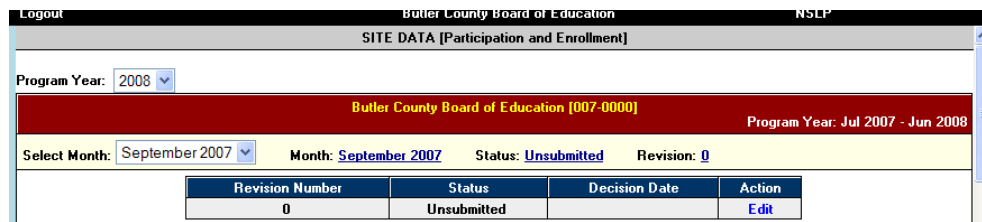
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Site Data Sheet

To access the *Site Data Sheet*, go to <https://cnpforms.alsde.edu>. Enter username and password. Once the *Online Data Entry Page* appears, go to *NSLP*, click *Forms*, and select *Site Data*.



To access the *Site Data Sheet* use the dropdown box to enter the appropriate program year and month. Click **Edit** and enter all required information. If you have more than one site, data must be entered for each site separately.



Enrollment and Eligibles

Public and Private Schools

On the right side of the form, click the box next to the programs you offer, a green check will appear. **If you did not select the program on *Schedule A*, you will not be able to select the program on this page.** If you are offering the program and have not been approved to operate the

Public			
Enrollment and Eligibles for September 2007			
	Enrollment	Free	Reduced
<input checked="" type="checkbox"/> Regular	1000	500	200
<input type="checkbox"/> Even Start			
<input type="checkbox"/> Head Start			
<input type="checkbox"/> Pre K			
<input checked="" type="checkbox"/> Snack	1000	500	0
Comments:			

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program, a revision to *Schedule A* must be submitted before data can be entered.

Residential Child Care Institutions

The Enrollment and Eligibles section of the form will be slightly different for RCCIs. The form for RCCIs will provide boxes to be completed for license capacity (residents) and day students (non-residents) as shown.

RCCI			
Enrollment and Eligibles for September 2007			
	Enrollment	Free	Reduced
<input type="checkbox"/> Regular	<input type="text"/>	<input type="text"/>	<input type="text"/>
License Capacity	104	Comments: If Day Students exceed 0	
Day Students	0		
<input type="checkbox"/> Snack	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments:	<input type="text"/>		
Start Date		9/1/2007	
End Date		9/30/2007	

The Enrollment and Eligibles section of the form must be completed monthly. Enter the enrollment and eligibles at each site even if you claim meals at a different location. Use the enrollment data from the day of the month with the highest enrollment.

Actual Meals Served: Only the meal boxes highlighted can be completed. If the meals were not approved on the *Schedule A*, the boxes will not be highlighted on this form. The type of meal will also be identified from the *Schedule A* of the application such as “Re” for regular breakfast and lunch, “Area” for area eligible snacks or “Non-Area” for non-area eligible snacks. Enter the monthly total meals served in each category and for each meal served. Then enter the total number of meals served for each category.

This section of the form will only be highlighted if you claim meals at this site.

If you claim meals at a different site, a message will appear that directs you to the site where these meals are claimed. To do that, click the blue line that reads **Click here to enter the meals served at the (site location where you claim meals)**. The computer will move you to that school site on the *Site Data Sheet*.

PCW Private School 1 [PCW-S001]									
Actual Meals Served for August 2007									
Breakfast (RE)			Lunch (RE)			Snack (Area)			
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Breakfast		<input type="text"/>	Total Lunch		<input type="text"/>	Total Snack		<input type="text"/>	<input type="text"/>
Bkfst Days Served 5 days/week		<input type="text"/>	Lunch Days Served 5 days/week		<input type="text"/>	Snack Days Served 5 days/week		<input type="text"/>	<input type="text"/>
cannot exceed 23 days			cannot exceed 23 days			cannot exceed 23 days			
Attendance Factor Percentage					<input type="text"/>	%		<input type="button" value="Validate and Save"/>	
✓ Meals are Served and Claimed at the Dining Location PCW-S002. ✓ Click here to enter the meals served for this site at the Dining Location									
Free Absences					Reduced Absences				
<input type="button" value="Disable"/> <input type="button" value="Enable"/>					<input type="button" value="Disable"/> <input type="button" value="Enable"/>				

NOTE: If you claim meals for more than one facility/school at a specific site, remember to total the numbers for all facilities/schools before entering them for that site.

Number of Days Served: If you served fewer of more days than are shown on the *Site Data Sheet* as the maximum you can serve, a revision to the calendar in *Schedule A* must be submitted and approved by the State Agency before submitting this page. The number of days served must **equal** the number of days shown on the calendar in *Schedule A*.

Attendance Factor Percentage: Enter the attendance factor percentage for each site. Use the highest attendance factor for any day during the month. If the attendance factor percentage is not available for each site, enter the average attendance factor for the district.

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Validate Site Data: After the enrollment and eligibles and meals served sections are completed for each site, click **Validate and Save**. The computer will run a series of edit checks. Error messages will appear on the screen if errors are encountered in the edit checking process. The errors will tell you where errors exist and assist you in making any needed corrections. The form will not be able to be submitted until all corrections are made and edit checks are successfully completed.

PCW Private School 1 [PCW-S001]								
Actual Meals Served for August 2007								
Breakfast (RE)			Lunch (RE)			Snack (Area)		
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Breakfast			Total Lunch			Total Snack		
Bkfst Days Served 5 days/week			Lunch Days Served 5 days/week			Snack Days Served 5 days/week		
cannot exceed 23 days			cannot exceed 23 days			cannot exceed 23 days		
Attendance Factor Percentage						<input type="text"/> %	Validate and Save	
✓ Meals are Served and Claimed at the Dining Location PCW-S002. ✓ Click here to enter the meals served for this site at the Dining Location								
Free Absences				Reduced Absences				
<input type="text"/> Disable Enable				<input type="text"/> Disable Enable				

Free and Reduced Absences: During the edit check process you may be prompted to enter the number of absences for the meal categories free and reduced. **Only if you are prompted during the edit check process will this information be required. If a number is accidentally entered into this field, use the Disable button to remove the number.**

Reimbursement: The amount of reimbursement will be shown for each meal as well as a total for each site.

Repeat: Once you have saved and validated the information on the *Site Data Sheet* for a particular site, scroll down the page to the next school/facility and complete the information. Do this until the *Site Data Sheet* has been completed for all school/facilities. **Do not submit to the State Agency until all sites are completed and validated.**

Total Reimbursement: Total reimbursement for all sites and meals is shown at the bottom of the page just above the certification box.

Total Estimated Earnings: \$85,988.88
Certification:
Comments:
<input type="text"/>
<input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Approved and Submitted Electronically.

Certification: Both certification boxes must be checked: certification that the claim for reimbursement is true and accurate and that it is approved to be submitted electronically. The name of a valid signature authority must appear in the *Authorized Signatory* box.

Submit: The *Site Data Sheet* will be completed and submitted after the first month of operation in the appropriate program year. For example, if a school/facility does not begin serving meals until August of that program year, they will not complete the *Site Data Sheet* until the beginning of September. To submit the *Site Data Sheet*, click the orange **Submit** button at the bottom of the page.

Decision Comments: Once a decision has been made about a *Site Data Sheet*, decision comments may be viewed at the bottom of the *Site Data Sheet*.

Decision Comments:					
Rev No	Status	Rev Comments	Decision Date	Decision By	Decision Comments
0	A		6/9/2010 2:13:04 PM	KROWE	Recommended for Approval by Patricia McDermott on 6/9/2010 10:20:08 AM with these comments: Patricia McDermott left no comments.

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Seamless Summer Option (SSO) Site Data Sheet

The *Site Data Sheet* for Seamless Summer is combined with the *Site Data Sheet* for NSLP. Months during which NSLP and SSO both operate, the SSO for sites operating will appear below the site's NSLP claim information.

Phenix City Elem School [184-0053]										[Public]				
NSLP: Meals Served for July 2010. [7/9/2010 - 7/14/2010]										Enrollment and Eligibles for July 2010				
Breakfast (RE) [Severe Need]			Lunch (RE)			Snack (AE)				Enrollment	Free	Reduced	Paid	
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Regular					
0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Breakfast			Total Lunch			Total Snack				Even Start	0	0	0	
Bkfst Days Served 5 days/week			Lunch Days Served 5 days/week			Snack Days Served 9 days/week				Head Start	0	0	0	
Cannot exceed 4 days			Cannot exceed 4 days			Cannot exceed 4 days				Pre K	0	0	0	
\$0.00			\$0.00			\$0.00				Snack	0	0	0	
Estimated Earnings:										\$0.00			Comments for all Warning(s)	
Attendance Factor			Free Absences			Reduced Absences								
0%			0			0								
SSO [Open]: Meals Served for July 2010. [7/1/2010 - 7/8/2010]										ADP/Enrollment for July 2010				
Breakfast (RE) [Severe Need]			Lunch (RE)			Snack (I)				ADP/Enrollment				
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Regular					
0	0	0	0	0	0	0	0	0	0					
Total Breakfast			Total Lunch			Total Snack				Snack	0			
Days Served			Days Served			Days Served								
Cannot exceed 6 days			Cannot exceed 6 days			Cannot exceed 6 days								
\$0.00			\$0.00			\$0.00								
Estimated Earnings:										\$0.00				

Months during which only SSO is operated the *Site Data Sheet* will show only SSO.

SSO [Open]: Meals Served for July 2010. [7/1/2010 - 7/8/2010]										ADP/Enrollment for July 2010				
Breakfast (RE) [Severe Need]			Lunch (RE)			Snack (I)				ADP/Enrollment				
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Regular					
0	0	0	0	0	0	0	0	0	0					
Total Breakfast			Total Lunch			Total Snack				Snack	0			
Days Served			Days Served			Days Served								
Cannot exceed 6 days			Cannot exceed 6 days			Cannot exceed 6 days								
\$0.00			\$0.00			\$0.00								
Estimated Earnings:										\$0.00				

To complete the *Site Data Sheet* for SSO enter the Average Daily Participation on the right of the *Site Data Sheet*.

ADP/Enrollment for July 2010	
ADP/Enrollment	
Regular	0
Snack	0
Comments for all Warning(s)	

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Then enter the number of meals served in the free column and total column. The days served must match the days on the calendar on the *Schedule A*.

SSO [Open]: Meals Served for July 2010. [7/1/2010 - 7/8/2010]

Breakfast (RE) [Severe Need]			Lunch (RE)			Snack (I)		
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid
0		0	0		0	0		0
Total Breakfast			Total Lunch			Total Snack		
0			0			0		
Days Served			Days Served			Days Served		
0			0			0		
Cannot exceed 6 days			Cannot exceed 6 days			Cannot exceed 6 days		
\$0.00			\$0.00			\$0.00		
Estimated Earnings:						\$0.00		

Certification: Both certification boxes must be checked: certification that the claim for reimbursement is true and accurate and that it is approved to be submitted electronically. The name of a valid signature authority must appear in the *Authorized Signatory* box.

Submit: The *Site Data Sheet* will be completed and submitted along with the NSLP *Site Data* during months which both programs operate. The *SSO Site Data Sheet* will be submitted as a stand-alone claim in month during which only SSO operate. To submit the *Site Data Sheet*, click the orange **Submit** button at the bottom of the page.

Decision Comments: Once a decision has been made about a *Site Data Sheet*, decision comments may be viewed at the bottom of the *Site Data Sheet*.

Decision Comments:					
Rev No	Status	Rev Comments	Decision Date	Decision By	Decision Comments
0	A		6/9/2010 2:13:04 PM	KRDWE	Recommended for Approval by Patricia McDermott on 6/9/2010 10:20:08 AM with these comments: Patricia McDermott left no comments.

Creating a Site Data Sheet Revision

If a revision is needed after approval of the *Site Data Sheet* for a specific month, open the *Site Data Sheet* and select that month. You will be prompted to enter a comment. **Please identify if this revision will increase or decrease your reimbursement.** You must enter why you are creating a revision. Click **Click Here to Create a Revision**, this will activate the form. Make changes to the form, save, and submit the form to the State Agency for approval.

Email Response: When the *Site Data Sheet* has been approved by the State Agency, an email will be sent to the food service director/representative and superintendent/administrator.