## **School Nutrition Program Claim Upload File Specifications**

This document describes the file layout for uploading NSLP Sponsor claims and Site claim records into CNP*web*. Each monthly claim upload file will consist of a header record to identify the Sponsor and a detail record for each Site claim.

Steps:

1. Access [SNP Claim Upload Template](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/SNP%20Claim%20Upload%20Template.xlsx)
2. Complete the Header Record. This information corresponds to data entered on the Sponsor Claim.
	1. There will be only one Header Record in each upload file.
	2. See the **Batch Header Record Layout** table below for the parameters of each field.
3. Complete the Site Claim Records. This information corresponds to data entered on the Site Claims.
	1. Complete one row for each Site approved to operate in the selected claim month.
	2. See the **Batch Detail Site Record** table below for the parameters of each field.
4. Delete all colored rows in the template file. If you are not using the template, do not include instructions, only data rows should be included in the file. Do not add column names.
5. Save the file as a CSV. Name it SNPmmyy.csv where mmyy is the claim month and year (e.g. the October 2013 claim should be saved as SNP1013.csv)
6. In CNPweb, on the Claims tab, select the upload icon () next to the Add button for the claim month.
7. Click on the Browse… button and select the file you saved in Step 5.
8. Click Upload File.
9. If no critical errors exist, the Sponsor Claim and corresponding Site Claims will be populated.
	1. CNPweb will validate the data as it is uploaded. Critical errors, such as invalid Sites, will result in the upload failing. Correct the issues referenced and re-upload the file.
	2. Additional corrections may be required after the upload to resolve conflicts.
	3. The Sponsor Claim must be certified and submitted manually, even if no errors occurred during the upload process.

If you have questions regarding the file upload process, please contact your ODE assigned Child Nutrition Specialist.

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| 1. File name format will be the program name (SNP) followed by the month and year followed with a CSV extension.
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| 1. The file type is ASCII text file.
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| 1. Only original claims can be uploaded. The file format cannot be used to upload a revised claim.
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| 1. Any error that occurs during the file upload will abort the entire process.
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| 1. All fields will be variable length comma delimited.
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| 1. A terminator character must be included at the end of each record.

**The terminator character is a Pipe Character |** (located on the Backslash key;  *Shift +* \ ) |
| 1. Each record must be a separate text line.
 |
| 1. The Header Record ID is “H” (Field 1 of *Batch Header Record*)
 |
| 1. The Site Record ID is “S”. (Field 1 of *Batch Detail Site Record*)
 |
| 1. The Site ID is the CNPweb Site number (Field 3 of *Batch Detail Site Record*)
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**Batch Header Record (1 per file for identifying the Sponsor)**

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| Batch Header Record Layout |
| **Field** | **Description** | **Max****Length** | **Data Type** | **Format** | **Default Value** |
| 1 | Record ID | 1 | Character | Uppercase | H |
| 2 | Program ID | 4 | Character | Uppercase | NSLP |
| 3 | Sponsor Number | 15 | Character | N/A | N/A |
| 4 | Claim Period | 6 | Character | YYYYMM | N/A |
| 5 | SMP .5 pint purchase cost | 1,4 | Numeric | 9.9999 | 0 |
| 6 | Terminator Pipe Character  | 1 | Character | N/A | | |

**Batch Detail Site Record (1 per Site claim)**

| Batch Detail Site Record Layout |
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| **Field** | **Description** | **Max****Length** | **Data Type** | **Format** | **Default Value** |
| 1 | Record ID | 1 | Character | Uppercase | S |
| 2 | Program ID | 4 | Character | Uppercase | NSLP |
| 3 | Site ID | 5 | Numeric | N/A | N/A |
| 4 | Paid lunch Count | 6 | Numeric | 999999 | 0 |
| 5 | Paid Breakfast Count | 6 | Numeric | 999999 | 0 |
| 6 | Paid Snack Count | 6 | Numeric | 999999 | 0 |
| 7 | Paid Special Milk Count | 8 | Numeric | 99999999 | 0 |
| 8 | Free Lunch Count | 6 | Numeric | 999999 | 0 |
| 9 | Free Breakfast Count | 6 | Numeric | 999999 | 0 |
| 10 | Free Snack Count | 6 | Numeric | 999999 | 0 |
| 11 | Free Special Milk Count | 6 | Numeric | 999999 | 0 |
| 12 | Reduced Lunch Count | 6 | Numeric | 999999 | 0 |
| 13 | Reduced Breakfast Count | 6 | Numeric | 999999 | 0 |
| 14 | Reduced Snack Count | 6 | Numeric | 999999 | 0 |
| 15 | Seamless Summer Option Supper Count | 6 | Numeric | 999999 | 0 |
| 16 | Seamless Summer Option Lunch Count | 6 | Numeric | 999999 | 0 |
| 17 | Seamless Summer Option Breakfast Count | 6 | Numeric | 999999 | 0 |
| 18 | Seamless Summer Option Snack Count | 6 | Numeric | 999999 | 0 |
| 19 | Total Suppers | 8 | Numeric | 99999999 | 0 |
| 20 | Total Lunches | 8 | Numeric | 99999999 | 0 |
| 21 | Total Breakfasts | 8 | Numeric | 99999999 | 0 |
| 22 | Total Snacks | 8 | Numeric | 99999999 | 0 |
| 23 | Total Special Milk | 8 | Numeric | 99999999 | 0 |
| 24 | Number of Days Seamless Summer Option Supper served | 6 | Numeric | 999999 | 0 |
| 25 | Number of Days Lunches served | 6 | Numeric | 999999 | 0 |
| 26 | Number of Days Breakfast served | 6 | Numeric | 999999 | 0 |
| 27 | Number of Days Snack served | 6 | Numeric | 999999 | 0 |
| 28 | Number of Days Special Milk served | 6 | Numeric | 999999 | 0 |
| 29 | Highest Day's Enrollment Suppers | 6 | Numeric | 999999 | 0 |
| 30 | Highest Day's Enrollment Lunch | 6 | Numeric | 999999 | 0 |
| 31 | Highest Day's Enrollment Breakfast | 6 | Numeric | 999999 | 0 |
| 32 | Highest Day's Enrollment Snack | 6 | Numeric | 999999 | 0 |
| 33 | Highest Day's Enrollment Special Milk | 6 | Numeric | 999999 | 0 |
| 34 | Number of Students Eligible for Paid Meals | 6 | Numeric | 999999 | 0 |
| 35 | Number of Students Eligible for Free Meals | 6 | Numeric | 999999 | 0 |
| 36 | Number of Students Eligible for Reduced Meals | 6 | Numeric | 999999 | 0 |
| 37 | Total Number of Students Eligible for Meals | 6 | Numeric | 999999 | 0 |
| 38 | Number of Students Eligible for Paid Special Milk | 6 | Numeric | 999999 | 0 |
| 39 | Number of Students Eligible for Free Special Milk | 6 | Numeric | 999999 | 0 |
| 40 | Total Number of Students Eligible for Special Milk | 6 | Numeric | 999999 | 0 |
| 41 | Oregon Paid Breakfast Count | 6 | Numeric | 999999 | 0 |
| 42 | Oregon Paid Lunch Count | 6 | Numeric | 999999 | 0 |
| 43 | Number of Students Eligible for Oregon Paid Meals | 6 | Numeric | 999999 | 0 |
| 44 | Record Terminator Pipe Character | 1 | Character | N/A | | |