

CNPweb Claims

To create a monthly reimbursement claim for the School Nutrition Program:

- Step 1:** Click on the Claims/AFT tab to display **Claims** page.
- Step 2:** Locate the claim month.
- Step 3:** Click **Add** in the “Action” column on far right.
The *CNPweb* displays the **Sponsor Claim** form.
- Step 4:** Scroll to the bottom of the claim form. Do not fill out the form at this time.
- Step 5:** Click **Submit**. Do not check the payment checkbox at this time.
The *CNPweb* checks to see which site claims your organization must submit for this month and displays the **Post Confirmation** page with the **Errors** status.
- Step 6:** Click the “**Here**” link to display the **Sponsor Summary - Claim** page.
The *CNPweb* displays the **Sponsor Summary - Claims** page.
- Step 7:** Click the folder plus sign icon to the left of the claim month. This expands the list of sites expected to submit claims for this claim month.
The *CNPweb* displays the **Sponsor Summary - Claims** page with all expected sites listed.
- Step 8:** Locate a site that needs a claim for this month.
- Step 9:** Click **Add** in the “Action” column on far right.
The *CNPweb* displays the appropriate claim form.
- Step 10:** Complete the claim form.
- Step 11:** Click **Submit**.
The *CNPweb* checks the claim form for input errors.
- If the *CNPweb* finds **errors**, it displays the appropriate post confirmation page with the **Errors** status. You must correct all errors and resubmit your claim. For more information, see Correct Claim Input Errors
 - If the *CNPweb* finds **no errors**, it displays the appropriate post confirmation page with the **Complete** status.
- Step 12:** Click “**Here**” to display the claims listing page.
- Step 13:** Repeat **Step 8** through **Step 12** for each site claim.
- Step 14:** Locate the sponsor claim for this month on the **Sponsor Summary - Claims** page.
- Step 15:** Click **Edit** in the “Action” column on far right.
The *CNPweb* displays the filled –in **Sponsor Claim** form.
- Step 16:** Check meal counts to ensure they are correct. Enter **Average cost per half pint**, if the Sponsor has a site that participates in the Special Milk Program.

To See Reimbursement Value

- Step 17:** Scroll to the bottom of the claim form.
The *CNPweb* displays the bottom of the claim form with the **Submit** button.
- Step 18:** Click **Submit**.
The *CNPweb* displays the **Sponsor Claim Summary** page with the claim payment information.
- Step 19:** Click "**Here**" at the bottom of the page to display the **Sponsor Summary - Claims** page.

To Submit Claim for Payment

(Once you do this any revision must wait until notice of payment is made.)

- Step 20:** Click **Edit** in the "Action" column on far right.
The *CNPweb* displays the filled –in **Sponsor Claim** form
- Step 21:** Scroll to the bottom of the claim form.
The *CNPweb* displays the bottom of the claim form with the **Submit** button.
- Step 22:** Check the payment checkbox.
The *CNPweb* displays the **Sponsor Claim Summary** page with the claim information and status.