

CNPweb: Revising Claims

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

- Step 1:** Click on the Claims/AFR tab to display **Claims** page.
- Step 2:** Locate the claim month.
- Step 3:** Click **Revise** in the “Action” column on far right.
The *CNPweb* displays the **Sponsor Claim** form.
- Step 4:** Scroll to the bottom of the claim form. Form will contain numbers from last paid claim. Sponsor Claim form cannot be revised.
- 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 **Revise** in the “Action” column on far right.
The *CNPweb* displays the appropriate claim form.
- Step 10:** Make revisions 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 to be revised.
- 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 the claim has a status of "Paid")

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 (Item 14) and click **Submit**.

The *CNPweb* displays the **Sponsor Claim Summary** page with the claim information and status.

Notes:

- Claims can be edited prior to being submitted for payment (checking item 14). Any changes made are not tracked.
- Claims can be revised after the original has the status **Paid**. Changes are tracked.
- The *CNPweb* does not submit a claim for approval unless you check the payment checkbox even if the claim contains no input errors.
- The *CNPweb* assigns the **Pending Submission** status to a reimbursement claim that it has not been submitted to the state agency for approval. You must edit the claim, check the payment checkbox, and resubmit the claim.
- The *CNPweb* assigns the **Pending Approval** status to a reimbursement claim waiting for state agency approval and payment.
- The *CNPweb* assigns the **Approved** status to a reimbursement claim that the state agency automatically approved. The state agency pays this claim during its next payment cycle.
- If you need to submit a claim for the previous program year, change the program year before starting this procedure. When you finish, remember to change the program year back to the current program year before performing other *CNPweb* functions.