

CNPweb Claim Upload

To submit a monthly site-level reimbursement claim using an upload file for the School Nutrition Program:

- Step 1:** Prepare your claim upload file and know its location on your computer or network.
- Step 2:** Display the Sponsor Summary - Claims page.
- Step 3:** Locate the claim month.
- Step 4:** Click the upload icon (pile of paper to left of **Add** in Action column) for the claim month.
The *CNPweb* displays the **Claim File Upload** page.
- Step 5:** Click **Browse**.
- Step 6:** The **Browse** window allows you to locate the claim file on your computer or network.
- Step 7:** Locate the claim upload file for this claim month and highlight it.
- Step 8:** Click **Open** button in dialogue box.
The highlighted file name appears on the **Claim File Upload** window.
- Step 9:** Click **Upload File**.
The *CNPweb* uploads the file and evaluates the file format.
If the file format does not match the file layout technical specifications, the *CNPweb* reports a list of errors on the **Claim File Upload** page. You must fix the errors and try again, or manually create the claim using Submit a Reimbursement Claim by site.
If the *CNPweb* successfully creates the claim from the upload file, it displays the **Claim File Upload** page with the message "Claim Created."
- Step 10:** Click "here" in last line of text to display the **Sponsor Summary**.
The *CNPweb* displays the **Sponsor Claim Entry - Claim Listing** page.
If the file was uploaded without errors the status is "Pending Submission", go to **Step 23**.
- Step 11:** Click file folder icon to the left of the claim month to expand list of sites.
Sites with a status **Complete** have been successfully uploaded and passed the business rules and need no further editing.
Sites with a status **Errors** have been successfully uploaded but have failed some business rules that must be corrected before the Sponsor claim can be submitted for payment.
- Step 12:** Click **Edit** for each site with errors.

The *CNPweb* displays the **Site Claim** page.

Step 13: Review the error messages and make corrections as needed

Step 14: 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 15: Click "**Here**" to display the claims listing page.

Step 16: Repeat **Step 12** through **Step 15** for each site claim.

Step 17: Locate the sponsor claim for this month on the **Sponsor Summary - Claims** page.

Step 18: Click **Edit** in the "Action" column on far right.

The *CNPweb* displays the filled –in **Sponsor Claim** form.

Step 19: 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 20: Scroll to the bottom of the claim form.

The *CNPweb* displays the bottom of the claim form with the **Submit** button.

Step 21: Click **Submit**.

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

Step 22: 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 23: Click **Edit** in the "Action" column on far right.

The *CNPweb* displays the filled –in **Sponsor Claim** form

Step 24: Scroll to the bottom of the claim form.

The *CNPweb* displays the bottom of the claim form with the **Submit** button.

Step 25: Check the payment checkbox 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. Any changes made are not tracked.
- Claims can be revised after the original has the status **Paid**. Changes are tracked.
- If the claim had site errors after upload, the **Errors** status remains in the sponsor claim even after you fix the site claims. Submit the sponsor claim to clear the lingering sponsor claim **Errors** status.
- The current date determines the claim month(s) that are available to accept claims.
- The *CNPweb* does not submit a claim for approval unless you check the payment checkbox even if the claim contains no input errors.
- If there is a problem with the file layout, the **Claim File Upload** page lists the location of each error and identifies the problem. Refer to the appropriate file upload layout for more information.
- If you discover that you have uploaded a claim file with incorrect data before you submit it, you can delete the claim and upload a corrected claim file.
- 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.