

# CNIPS

## Summer Food Service Program Claim Submission Training

KENTUCKY DEPARTMENT OF EDUCATION  
Division of School and Community Nutrition

# Welcome to CNIPS Claims Submission!

- ▶ What you'll need to complete your monthly claim
- ▶ Claims submission tutorial



# SCN Contact Information

Email is best...

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Phone (502) 564-5625



# What you need...

- ▶ Internet accessible device with Internet browser (Internet Explorer, Firefox, Safari, etc.)
  - We recommend using your computer
- ▶ CNIPS User ID
  - The same one used during the application process
  - No more NH ID's (NHX##0A, NHXX#SU)
- ▶ Approved Application
  - If you make ANY changes to your application you MUST contact your consultant to re-approve your application before you can file a claim.



# What you need...

- ▶ Meal Count – Consolidation Form of First and Second Meals Served
  - If you enter Second Meals Served, CNIPS will calculate 2% of the First Meals Served and pay up to 2% of the meals in reimbursement

**Attachment 20**

**Meal Count - Consolidation Form of First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Meals Served**  
 Claim Period: \_\_\_\_\_ to \_\_\_\_\_

| Site         | Breakfast            |                      | Lunch                |                      | Snack                |                      | Supper               |                      |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|              | 1 <sup>st</sup> Meal | 2 <sup>nd</sup> Meal |
| 1.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 2.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 3.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 4.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 5.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 6.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 7.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 8.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 9.           |                      |                      |                      |                      |                      |                      |                      |                      |
| 10.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 11.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 12.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 13.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 14.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 15.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 16.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 17.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 18.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 19.          |                      |                      |                      |                      |                      |                      |                      |                      |
| 20.          |                      |                      |                      |                      |                      |                      |                      |                      |
|              |                      |                      |                      |                      |                      |                      |                      |                      |
|              |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>TOTAL</b> |                      |                      |                      |                      |                      |                      |                      |                      |

| Meal Type | (A)<br>Total 1 <sup>st</sup><br>Meals Served | (B)<br>Total 2 <sup>nd</sup><br>Meals Served | (C)<br>2 <sup>nd</sup> Meal<br>Limitation<br>(.02 x A) | (D)<br>Allowable 2 <sup>nd</sup><br>Meals - Lesser<br>of (B) or (C) | (E)<br>Allowable<br>Total Meals:<br>(A) + (D) |
|-----------|--|--|--|---|---|
| Breakfast |  |  |  |   |   |
| Lunch     |  |  |  |   |   |
| Snack     |  |  |  |   |   |
| Supper    |  |  |  |   |   |

# Claims Submission

**Returning Users: Log On**

User ID:

Password:

**Log On**



*Welcome to CNIPS!*  
Last Updated: 5/1/2012

Please login to the system using the username and initial password provided to you at CNIPS training. Upon a successful login you will be asked to change your password. See our password policy below. If you have forgotten/lost your user ID or password please contact the COT Help Desk.

## Links

- [Need Help?](#)
- [SNP Program Resources](#)
- [CACFP Program Resources](#)
- [SFSP Program Resources](#)
- [Training Registration](#)

## Need Help?

- Lost or forgotten passwords - Contact the COT Help Desk at (502) 564-7576. Questions on the CNIPS system application should be directed to the SCN Help Desk at (502) 564-5625.

## Maintenance Window

- KY-CNIPS will be unavailable each Tuesday and Thursday evening from 6:30pm to 7:30pm (EST) for regular maintenance.

- ▶ **PICK A DAY!**
  - *Please don't wait until the 15<sup>th</sup>* (first Friday, 5<sup>th</sup> or 10<sup>th</sup> of the month, etc.)
- ▶ **Log Onto CNIPS**
  - <https://cnips.education.ky.gov/>
  - Bookmark or save this to your favorites

# Claims Submission



Click on Claims



# Claims Submission

**Summer Food Service Program** KENTUCKY DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Program Year: 2012 - 2013

| Item                            | Description                              |
|---------------------------------|--|
| <a href="#">Claim - SFSP</a>    | Summer Food Service Program Claims       |
| <a href="#">Claim Rates</a>     | View current claim rates                 |
| <a href="#">Payment Summary</a> | Summary of payments made to this Sponsor |

Click on Claim - SFSP



# Claims Submission

Click on the month you are claiming

The screenshot displays the 'Summer Food Service Program' interface for the '2012 - 2013 SFSP Claim Year Summary'. The user is logged in as '10033' with an 'Active' status. The agency is 'Owensboro Independent', located at 450 Griffith Ave, Owensboro, KY 42301, and is an Educational Institution. The table below shows a summary of claims for each month from October 2012 to September 2013, with all earned amounts currently at \$0.00. A 'Year to Date Totals' row at the bottom shows a total of \$0.00. A '< Back' button is located at the bottom of the page.

| Claim Month         | Adj Number | Claim Status | Date Received | Date Processed | Earned Amount |
|---------------------|------------|--------------|---------------|----------------|---------------|
| Oct 2012            |            |              |               |                | \$0.00        |
| Nov 2012            |            |              |               |                | \$0.00        |
| Dec 2012            |            |              |               |                | \$0.00        |
| Jan 2013            |            |              |               |                | \$0.00        |
| Feb 2013            |            |              |               |                | \$0.00        |
| Mar 2013            |            |              |               |                | \$0.00        |
| Apr 2013            |            |              |               |                | \$0.00        |
| May 2013            |            |              |               |                | \$0.00        |
| Jun 2013            |            |              |               |                | \$0.00        |
| Jul 2013            |            |              |               |                | \$0.00        |
| Aug 2013            |            |              |               |                | \$0.00        |
| Sep 2013            |            |              |               |                | \$0.00        |
| Year to Date Totals |            |              |               |                | \$0.00        |

# Claims Submission

**Summer Food Service Program**

KENTUCKY DEPARTMENT OF  
**EDUCATION**

Applications | Claims | Compliance | Reports | Security | Search      Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP >      Program Year: 2012 - 2013

**2012 - 2013 SFSP Claim Month Details**

10033    Status: Active  
**Owensboro Independent**  
DBA:  
450 Griffith Ave  
Owensboro, KY 42301  
Type of Agency: Educational Institution  
Type of SFSP Organization: School Food Authority

**Claim Month: May 2013**

| Claim Items                         | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|-------------------------------------|------------|---------------|---------------|----------------|---------------|--------|
| There are no claims for this month. |            |               |               |                |               |        |
| <b>Total Earned</b>                 |            |               |               |                | \$0.00        |        |

Click on the red button that says **Add Original Claim**

# Claims Submission

- ▶ Choose the site you are ready to enter monthly information
- ▶ Remember, you're entering information by individual site

| Month/Year Claimed | Adjustment Number | Date Received                     | Date Accepted | Date Processed | Reason Code  |
|--------------------|-------------------|-----------------------------------|---------------|----------------|--------------|
| May 2013           | 0                 |                                   |               |                |              |
| Internal Use Only  |                   |                                   |               |                |              |
| Actions            | Site #            | Site Name                         | Errors        | Status         |              |
| Add                | 1001              | Estes Elementary School           |               |                |              |
| Add                | 1010              | Owensboro Middle School North     |               |                |              |
|                    | 1013              | Foust Elementary School           |               |                | Not Eligible |
|                    | 1015              | Owensboro High School             |               |                | Not Eligible |
| Add                | 1016              | Cravens Elementary School         |               |                |              |
| Add                | 1018              | Edge Ice Center                   |               |                |              |
| Add                | 1019              | Germantown Park                   |               |                |              |
|                    | 1021              | Girls Inc Rolling Heights         |               |                | Not Eligible |
| Add                | 1022              | H L Neblett Community Center      |               |                |              |
| Add                | 1023              | Legion Park                       |               |                |              |
| Add                | 1024              | Moreland Park                     |               |                |              |
| Add                | 1025              | Owensboro Museum Science/History  |               |                |              |
|                    | 1026              | Sportscenter                      |               |                | Not Eligible |
| Add                | 1027              | Parks and Recreation Admin Center |               |                |              |
|                    | 1028              | Precious Blood Parish             |               |                | Not Eligible |
|                    | 1029              | River City Church                 |               |                | Not Eligible |
|                    | 1031              | Thompson-Berry Park               |               |                | Not Eligible |
|                    | 1032              | Trinity Episcopal Church          |               |                | Not Eligible |
|                    | 1033              | Wing Ave Baptist Church           |               |                | Not Eligible |
| Add                | 1035              | Cliff Hagan Boys & Girls Club     |               |                |              |
| Add                | 1036              | New Heights Center - HAO          |               |                |              |
| Add                | 1037              | Nannie Locke Community Center     |               |                |              |
| Add                | 1038              | Harry Smith Homes                 |               |                |              |
| Add                | 1039              | PG Walker Community Center        |               |                |              |
| Add                | 1040              | Christ Community Church           |               |                |              |
|                    | 1041              | Mt Calvary Baptist Church         |               |                | Not Eligible |

# Claims Submission

- ▶ Enter your meals at the top!
- ▶ Enter the meal counts from the Meal County - Consolidated Form of First and Second Meals Served
- ▶ Only enter the APPROVED Meals
- ▶ Click on the red **Save** button at the bottom of the page

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| May 2013           | 0                 |               |               |                |             |

CFDA Number 10.559

### Self-Prep and/or Vended-Rural Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

|              | First Meals Served | Second Meals Served | Camp Meals Served |
|--------------|--------------------|---------------------|-------------------|
| 1. Breakfast | 0                  | 0                   | 0                 |
| 2. AM Snack  | 0                  | 0                   | 0                 |
| 3. Lunch     | 0                  | 0                   | 0                 |
| 4. PM Snack  | 0                  | 0                   | 0                 |
| 5. Supper    | 0                  | 0                   | 0                 |

### Vended-Urban Meals Served to Children

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

|              | First Meals Served | Second Meals Served | Camp Meals Served |
|--------------|--------------------|---------------------|-------------------|
| 6. Breakfast | 0                  | 0                   | 0                 |
| 7. AM Snack  | 0                  | 0                   | 0                 |
| 8. Lunch     | 0                  | 0                   | 0                 |
| 9. PM Snack  | 0                  | 0                   | 0                 |
| 10. Supper   | 0                  | 0                   | 0                 |

**Internal Use Only**

# Claims Submission

- ▶ You may have received this error.

DELETE

**2012 - 2013 SFSP Claim Site List**

10033 Status: Active  
**Owensboro Independent**  
 DBA:  
 450 Griffith Ave  
 Owensboro, KY 42301  
 Type of Agency: Educational Institution  
 Type of SFSP Organization: School Food Authority

| Code   | Error Description   |
|--------|---|
| 220100 | Claim Period Covered beginning and ending date must be entered. |

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| May 2013           | 0                 |               |               |                |             |

Internal Use Only

| Actions                                       | Site # | Site Name                     | Errors | Status       |
|---|--------|-------------------------------|--------|--------------|
| <a href="#">View</a>   <a href="#">Modify</a> | 1001   | Estes Elementary School       |        | Validated    |
| <a href="#">Add</a>                           | 1010   | Owensboro Middle School North |        |              |
|   | 1013   | Foust Elementary School       |        | Not Eligible |

- ▶ If so, go to the bottom of the page and click the red **Continue** button.

|                     |      |                            |  |              |
|---------------------|------|----------------------------|--|--------------|
| <a href="#">Add</a> | 1038 | Harry Smith Homes          |  |              |
| <a href="#">Add</a> | 1039 | PG Walker Community Center |  |              |
| <a href="#">Add</a> | 1040 | Christ Community Church    |  |              |
|                     | 1041 | Mt Calvary Baptist Church  |  | Not Eligible |

DELETE



# Claims Submission

- ▶ Enter the beginning (1<sup>st</sup> day of service) and ending dates (earliest to latest dates for all sites)
- ▶ Enter the Number of Sites claimed for the month
- ▶ Enter the maximum number of days served
- ▶ Remember, enter the information ONLY for the meals the sites are approved.

| Code   | Error Description   |
|--------|---|
| 220100 | Claim Period Covered beginning and ending date must be entered. |

  

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| May 2013           | 0                 |               |               |                |             |

  

**General Information**

---

1. Period covered by this claim:      From      To  
    05/20/2013      05/31/2013

2. Total number of participating sites for claim period:      1

|              | Number of Participating Sites | Total Number of Days Food Served |
|--------------|-------------------------------|----------------------------------|
| 3. Breakfast | 1                             | 10                               |
| 4. AM Snack  | 0                             | 0                                |
| 5. Lunch     | 1                             | 10                               |
| 6. PM Snack  | 0                             | 0                                |
| 7. Supper    | 0                             | 0                                |



# Claims Submission

- ▶ The lower half of this page will show a breakdown of the meals and show the number of Second Meals to be paid
- ▶ Click the red **Continue** button

## Self-Prep and/or Vended-Rural Meals Served to Children

(Report only meals meeting the requirement on the agreement)

|              | First Meals Served (A) | Second Meals Served (B) | Second Meals Allowed (C) | Camp Meals Served (D) | Reimbursable Meals Total (A+C+D) |
|--------------|------------------------|-------------------------|--------------------------|-----------------------|----------------------------------|
| 8. Breakfast | 50                     | 25                      | 1                        | 0                     | 51                               |
| 9. AM Snack  | 0                      | 0                       | 0                        | 0                     | 0                                |
| 10. Lunch    | 75                     | 50                      | 2                        | 0                     | 77                               |
| 11. PM Snack | 0                      | 0                       | 0                        | 0                     | 0                                |
| 12. Supper   | 0                      | 0                       | 0                        | 0                     | 0                                |

## Vended-Urban Meals Served to Children

(Report only meals meeting the requirement on the agreement)

|               | First Meals Served (A) | Second Meals Served (B) | Second Meals Allowed (C) | Camp Meals Served (D) | Reimbursable Meals Total (A+C+D) |
|---------------|------------------------|-------------------------|--------------------------|-----------------------|----------------------------------|
| 13. Breakfast | 0                      | 0                       | 0                        | 0                     | 0                                |
| 14. AM Snack  | 0                      | 0                       | 0                        | 0                     | 0                                |
| 15. Lunch     | 0                      | 0                       | 0                        | 0                     | 0                                |
| 16. PM Snack  | 0                      | 0                       | 0                        | 0                     | 0                                |
| 17. Supper    | 0                      | 0                       | 0                        | 0                     | 0                                |

Created By: msullivan on: 6/5/2013 9:00:09 AM Modified By: msullivan on: 6/5/2013 9:00:23 AM

**Continue**

Cancel

VIEW | MODIFY

# Claims Submission

- ▶ Summary Screen (top section)
  - ▶ This will show the total number of sites and meals
  - ▶ A breakdown of the meal and administrative reimbursement will appear
  - ▶ *Continued Next Page*

| Month/Year Claimed  | Adjustment Number               | Date Received                    | Date Accepted        | Date Processed | Reason Code |
|---|---------------------------------|----------------------------------|----------------------|----------------|-------------|
| May 2013  | 0                               |                                  |                      |                |             |
| <b>General Information</b>  |                                 |                                  |                      |                |             |
| Meal Description  | Number of Participating Sites   | Total Number of Days Food Served | ADP                  |                |             |
| Breakfast   | 1                               | 10                               | 5                    |                |             |
| AM Snack  | 0                               | 0                                | 0                    |                |             |
| Lunch   | 1                               | 10                               | 8                    |                |             |
| PM Snack  | 0                               | 0                                | 0                    |                |             |
| Supper  | 0                               | 0                                | 0                    |                |             |
| <b>Operating Reimbursement</b>                                      |                                 |                                  |                      |                |             |
| Meal Description  | Total Reimbursable Meals Served | Reimbursement Rate               | Reimbursement Amount |                |             |
| Breakfast   | 51                              | 1.9800                           | 100.98               |                |             |
| AM Snack  | 0                               | 0.8200                           | 0.00                 |                |             |
| Lunch   | 77                              | 3.4700                           | 267.19               |                |             |
| PM Snack  | 0                               | 0.8200                           | 0.00                 |                |             |
| Supper  | 0                               | 3.4700                           | 0.00                 |                |             |
| <b>Total</b>  |                                 |                                  | <b>368.17</b>        |                |             |
| <b>Administrative Reimbursement - Self-Prep and/or Vended Rural</b> |                                 |                                  |                      |                |             |
| Meal Description  | Total Reimbursable Meals Served | Reimbursement Rate               | Reimbursement Amount |                |             |
| Breakfast   | 51                              | 0.1800                           | 9.18                 |                |             |
| AM Snack  | 0                               | 0.0900                           | 0.00                 |                |             |
| Lunch   | 77                              | 0.3300                           | 25.41                |                |             |
| PM Snack  | 0                               | 0.0900                           | 0.00                 |                |             |
| Supper  | 0                               | 0.3300                           | 0.00                 |                |             |
| <b>Total</b>  |                                 |                                  | <b>34.59</b>         |                |             |



# Claims Submission

- ▶ Summary Screen (bottom section)
  - ▶ The Total Reimbursement will be shown
  - ▶ Click Certification box
  - ▶ Click the red **Submit for Payment** button
  - ▶ You will then receive a confirmation screen and email
  - ▶ Click on the Finished button on the Confirmation screen

**Administrative Reimbursement - Vended-Urban**

| Meal Description | Total Reimbursable Meals Served | Reimbursement Rate | Reimbursement Amount |
|------------------|---------------------------------|--------------------|----------------------|
| Breakfast        | 0                               | 0.1425             | 0.00                 |
| AM Snack         | 0                               | 0.0700             | 0.00                 |
| Lunch            | 0                               | 0.2725             | 0.00                 |
| PM Snack         | 0                               | 0.0700             | 0.00                 |
| Supper           | 0                               | 0.2725             | 0.00                 |
| <b>Total</b>     |                                 |                    | <b>0.00</b>          |

**Claim Reimbursement Total** 402.76

**Certification**

I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. 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 statutes.

**Summer Food Service Program  
Claim Month Details for May 2013**

10033 Status: Active  
**Owensboro Independent**  
 DBA:  
 450 Griffith Ave  
 Owensboro, KY 42301  
 Type of Agency: Educational Institution  
 Type of SFSP Organization: School Food Authority

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| May 2013           | 0                 | 06/05/2013    | 06/05/2013    |                | Original    |

Confirmation Number: **FDTHMP**

Thank you for your **May 2013** Claim Submission.

An email confirmation has been sent to: [lisa.mccarty@owensboro.kyschools.us](mailto:lisa.mccarty@owensboro.kyschools.us)

# Claims Submission

- ▶ You will be taken back to this screen to View, Modify or review the Summary of your Claim

The screenshot displays the 'Summer Food Service Program' interface. At the top, it features the Kentucky Department of Education logo and a navigation menu with options like 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below the navigation, there's a breadcrumb trail: 'Claims > Claim Year at a Glance - SFSP >'. The main heading is '2012 - 2013 SFSP Claim Month Details'. The claim information includes: ID 10033, Status: Active, Agency Name: Owensboro Independent, DBA: Owensboro Independent, Address: 450 Griffith Ave, Owensboro, KY 42301, Type of Agency: Educational Institution, and Type of SFSP Organization: School Food Authority. The claim month is specified as 'May 2013'. A table below shows the claim items with columns for 'Claim Items', 'Adj Number', 'Date Received', 'Date Accepted', 'Date Processed', 'Earned Amount', and 'Status'. One item is listed with an adj number of 0, received on 06/05/2013, accepted on 06/05/2013, for an amount of \$402.76, and with a status of 'Accepted'. A 'Total Earned' row shows \$402.76. A '< Back' button is located at the bottom of the page.

**Summer Food Service Program** KENTUCKY DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP > Program Year: 2012 - 2013

### 2012 - 2013 SFSP Claim Month Details

10033 Status: Active  
**Owensboro Independent**  
DBA:  
450 Griffith Ave  
Owensboro, KY 42301  
Type of Agency: Educational Institution  
Type of SFSP Organization: School Food Authority

**Claim Month: May 2013**

| Claim Items   | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status   |
|---|------------|---------------|---------------|----------------|---------------|----------|
| <a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Summary</a> | 0          | 06/05/2013    | 06/05/2013    |                | \$402.76      | Accepted |
| <b>Total Earned</b>   |            |               |               |                | \$402.76      |          |

[< Back](#)

Now let's see it in action...

