

How To

Summer Food Service Program (SFSP) Claim

To enter a SFSP claim:

1. Using your Password and ID Log on to the CNP website at: <http://cnp.education.ne.gov/>
2. Click on the part of the pie that has Summer Food Service Program
3. On the SFSP Program menu, click **Claims** to display the Claims menu.
4. Click View **Claims** to display the Sponsor Claim Search menu.
5. Select the Program Year you wish to work in.
6. Choose the **Month** to display the “Add Claim” Claim Screen.
7. Click **Add** to display the Site Claim.
8. Enter the **Operating Days** the SFSP was in operation.
9. Click to enter the number of **Sites in Operation** during this claiming month.
10. **Camps only** enter the number of **Eligible Children**
11. Click to enter the **Average Daily Attendance** during this claiming month
12. Click to enter the **number of meals served** during this claiming month (Breakfasts, Lunches, Suppers, or Snacks)
13. Click to enter the **number of second meals** served(if any) during this claiming month (Breakfasts, Lunches, Suppers, or Snacks)
14. Click to enter the **number of Adult Program and Non-Program Adult** meals served during this claiming month (Breakfasts, Lunches, Suppers, or Snacks)
15. **Camps** need to complete the number of non reimbursable camp meals
16. Click **Save**.
17. Click **Submit For Payment**.