

Revised 09-2005	CHILD NUTRITION PROGRAMS USER DOCUMENTATION CHILD AND ADULT CARE FOOD PROGRAM
Form ID: NDE-28-017	SUBJECT: CLAIMS

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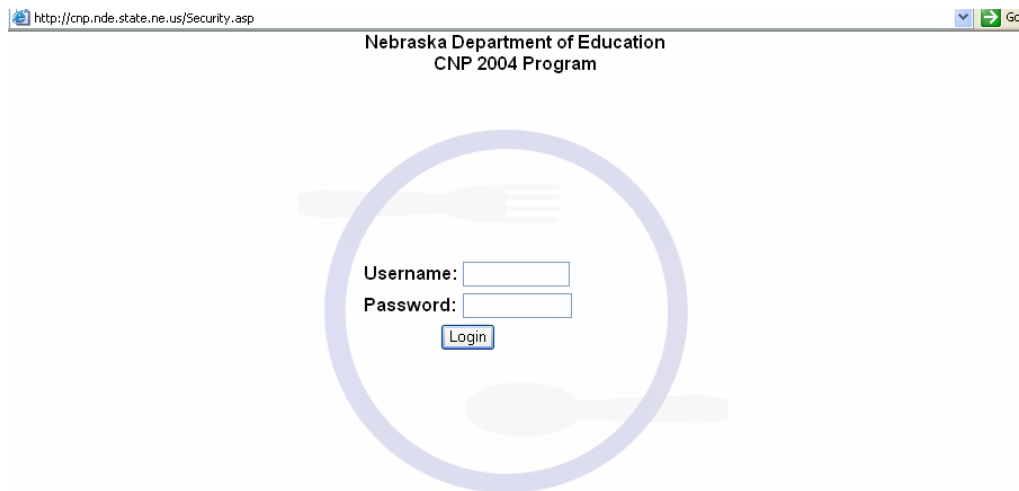
Logging On

Address (URL): <http://cnp.nde.state.ne.us>

This is the opening page



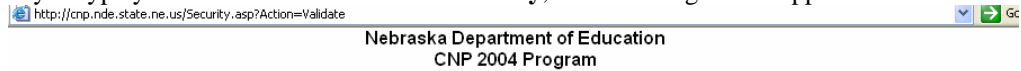
Click once on the CNP 2004 Login and the following screen will appear.



Type your User ID in the user name field. Enter your password and click once on 'Login'.

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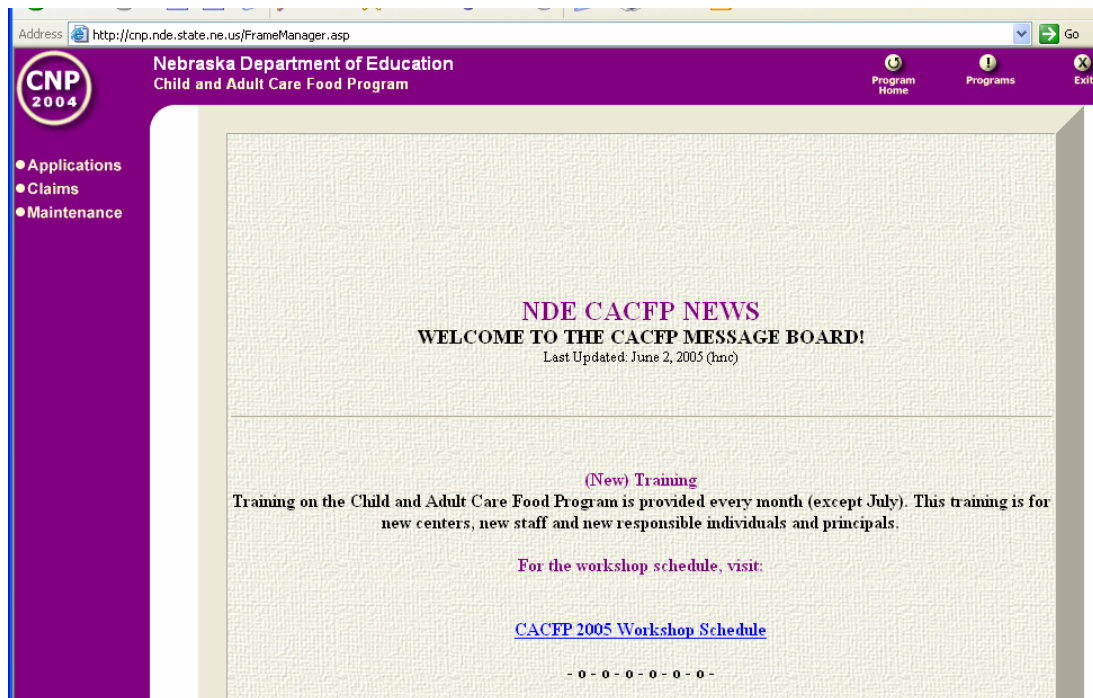
If you type your User ID or Password **incorrectly**, the following screen appears



**The System could not Log you on.
Please check your user name and password and try again.**

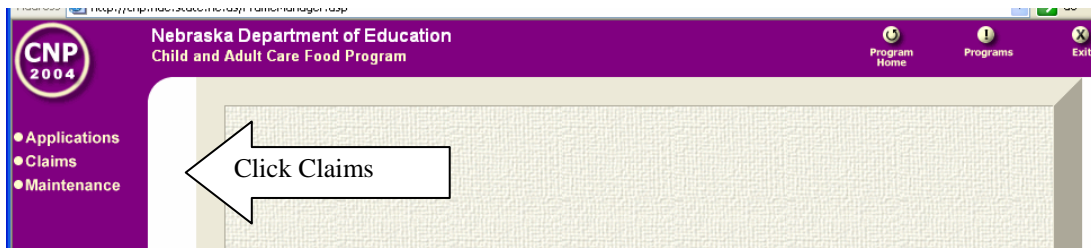


If you type in your User ID and Password correctly the Program Screen appears.



This screen will contain messages of interest. Please be sure to scroll down and read the entire page.

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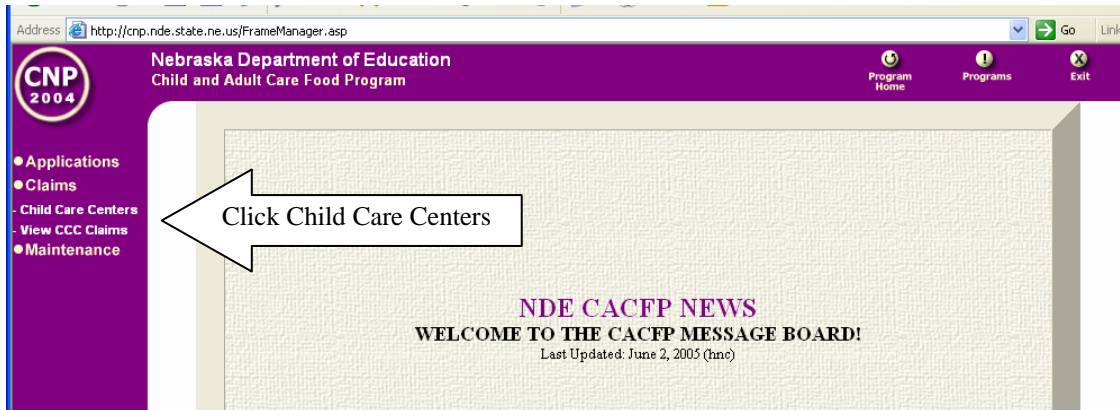


Side Bar Menu

This screen has a side bar menu. The menu shows the options available to you.

Claims

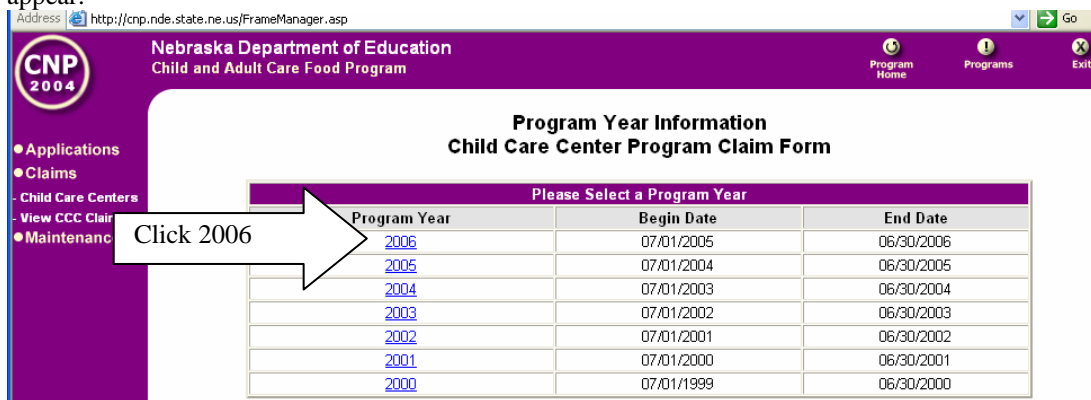
Click once on Claims and the following sidebar menu will be displayed.



Two items will appear on the sidebar menu after you click on Claims. Child care centers will have the choices listed above. Adult care centers will have the choices of “Adult Care Centers” and “View ACC Claims”.

The View option allows you to view accepted claims. You cannot enter a claim using the View option.

Click once on Child Care Centers (or Adult Care Centers for Adult Centers) and the following screen will appear.



Click on the current program year. Always check the dates on the right to be sure you are in the correct year.

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When you click on the current year, the following screen appears. In this example we are viewing the Family Service screens:

Nebraska Department of Education
Child and Adult Care Food Program

**Child & Adult Care Food Program
Child Care Center Claim Entry**

Year Claimed: 2006

Sponsor Name	Sponsor Number	Action
Family Service Association	55-1010	Select

Click Select

Click on Select under Action and the following screen appears:

Nebraska Department of Education
Child and Adult Care Food Program

**Child & Adult Care Food Program
Child Care Center Claim(s)**

Sponsor Information

Sponsor Name	Sponsor Number
Family Service Association	55-1010

Select a Claim Month
Year Claimed: 2006

Claim Month	Revision Number	Claim Status	Month to Date	
			Earned Amount	Amount Paid
Jul 2005				
Aug 2005				
Sep 2005				
Oct 2005				
Nov 2005				
Dec 2005				
Jan 2006				
Feb 2006				
Mar 2006				
Apr 2006				
May 2006				
Jun 2006				
Year-to-Date Totals			\$0.00	\$0.00

Click month

You must select the month for which you want to enter a claim.

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Click on the current month. In this example July 2005 was selected. This screen will then appear:

Click on Add Claim and the following screen appears:

All approved sites will appear. Select Add to enter a site claim. The screen on the next page will appear.

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Address: http://cnp.nde.state.ne.us/FrameManager.asp

NCP 2004 Nebraska Department of Education
Child and Adult Care Food Program

Nutrition Services
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

● Applications
● Claims
- Child Care Centers
- View CCC Claims
● Maintenance

**Child and Adult Care Food Program
Child Care Site Claim for Reimbursement**

Center Information					
Sponsor Name	Sponsor Number	Site Name	Site No.	Month Claimed	Revision No.
Family Service Association	55-1010	FS Stephen Carveth/LMEP Center	1	Jul 2005	Original

Submission Type: Original Received Date: 09/16/2005
 Authorized Signature: **Click V-select authorized signer**

Attendance Reporting	
1. Number of Days meals were provided	<input type="text" value="0"/>
2. Average Daily Attendance	<input type="text" value="0"/>

Eligibility			
Number of Free	Number of Reduced	Number of Paid	Total Eligibility
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Total Meals Served

The top row of the claim is complete. Submission type: The first claim entered each month is an Original.

You will begin by selecting the Authorized Signature. Click on the arrow key. Select your name. All claims must have an authorized signature selected.

The Review/Audit Number should be left blank.

Complete the remainder of the claim by scrolling down and filling in the blanks. If you are a for profit center, you will have more items to complete under Attendance Reporting.

The remainder of the claim must be completed. When you finish the claim click on the red Submit button.

Evening Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and payment has not been received. I further certify that claims submitted or meals served in proprietary centers are submitted for those centers having 25% or more participants receiving Title XX benefits for this claim period.

Created By: Modified By:

Click Submit

If the claim does not pass all the edit checks, you will receive error messages. Correct any errors and click on submit again.

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When your claim has been successfully entered, you will see the following screen:

The screenshot shows the 'Child Care Center Claim List' page. At the top, there is a 'Monthly Claim Form' table with the following data:

Sponsor Name	Sponsor Number	Month Claimed	Revision No.
Family Service Association	55-1010	Jul 2005	Original

Below this is a 'Claim Warning(s)' table:

Code	Description
168	Informational Warning: No prior month claim exists for this sponsor
899	The site claim has been saved. Click "Submit for Payment" below to receive reimbursement.

At the bottom, there is a 'Center Information' table with 'Rows Returned: 16':

Site No.	Site Name	Current Earned Amount	Previous Earned Amount	Errors	Action
1	FS Stephen Carveth/LMEP Center	\$118.80	\$0.00	0	Modify Delete

Since this was the first claim submitted for the fiscal year, an informational warning appears that there is no prior month claim. This is not an error that must be corrected. The second warning reminds you to submit the claim for payment.

Click on the red Submit for Payment Button at the bottom of the screen.

This close-up shows the bottom summary section of the screen. It includes a table with 'Total Earned Amounts' of \$193.20 and 'Net Earnings' of \$193.20. A red button labeled 'Submit For Payment' is visible, with an arrow pointing to it from the text 'Click Submit for Payment'.

You will then see this screen:

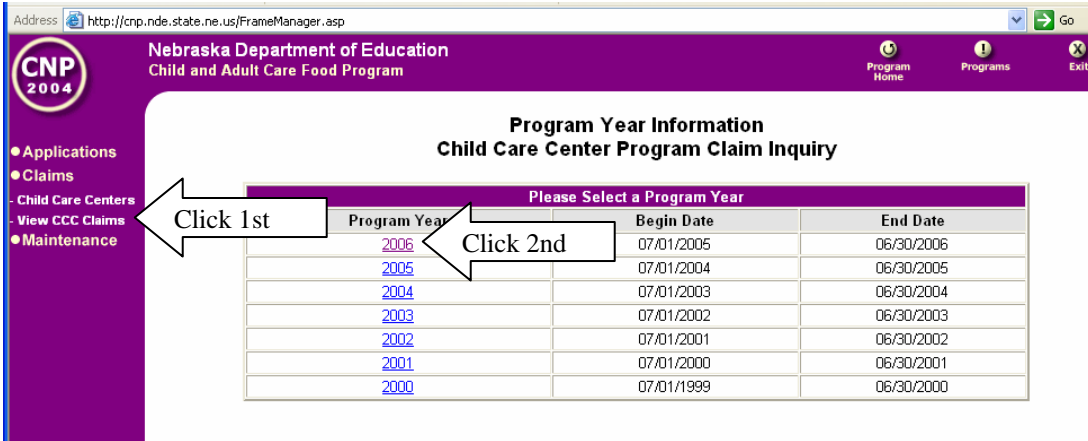
The screenshot shows the same 'Child Care Center Claim List' page after the claim has been submitted. A green message states: 'The claim has been submitted for payment.' The 'Monthly Claim Form' table remains the same. The 'Claim Warning(s)' table now only contains the informational warning (code 168). The 'Center Information' table is the same as in the previous screenshot. A callout box with an arrow points to the 'Amount Earned' column in the 'Center Information' table, which shows \$118.80.

This screen assures you the claim has been submitted and lists the amount of money you will receive.

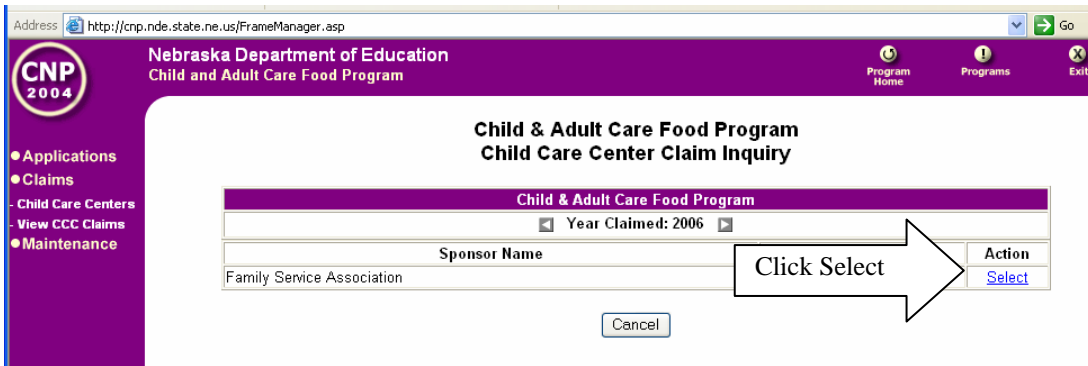
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USDA regulations require that a paper copy of the claim be on file at your center.

Click on the “View Claims” and the following screen appears.



Click on the current year (2006):



Click on Select under Action

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3.166.19.220/cnp2000/NebraskaTest/FrameManager.asp

Program Home
 Programs
 Exit

Child Care Center Claim List

View Mode Only

Monthly Claim Form			
Sponsor Name	Sponsor Number	Month Claimed	Revision No.
Family Service Association	55-1010	Jul 2005	Original

Claim Warning(s)	
Code	Description
168	Informational Warning: No prior month claim exists for this sponsor

[View Reimbursement Statement](#)

Note: The list below only includes centers with an approved application.

Center Information				Rows Returned: 16	
Site No.	Site Name	Current Earned Amount	Previous Earned Amount	Errors	Action
1	FS Stephen Carveth/LMEP Center	\$118.80	\$0.00	0	View

Click View

Click on View under Action and the claim will be on the screen.

3.166.19.220/cnp2000/NebraskaTest/FrameManager.asp

Program Home
 Programs
 Exit

Nutrition Services
Nebraska Department of Education
301 Centennial Mall South
P. O. Box 94987
Lincoln, NE 68509-4987

Child and Adult Care Food Program Child Care Site Claim for Reimbursement

View Mode Only

Center Information					
Sponsor Name	Sponsor Number	Site Name	Site No.	Month Claimed	Revision No.
Family Service Association	55-1010	FS Stephen Carveth/LMEP Center	1	Jul 2005	Original

Submission Type:	Original	Received Date:	07/13/2005
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Print the claim and file it with the CACFP records for the month. Repeat this process for each site.

If you have multiple sites, you must submit a claim for each site.

If you have any questions, please call 800-731-2233 or 471-2488 in Lincoln.