Nebraska Department of Education (NDE)

CNP (.NET)

SNP Site Claims

Point of Sale (POS) File Specifications

Final V1.0

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State of Nebraska

Department of Education

Submitted by:

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Document Revision History

Version	Status	Date	Change Description	Updated By
V01	Draft	01/02/2014	Final Specifications	Simona Handley Colyar Consulting Group
V1.0	Final	01/22/2014	Update Provision data for export file	Charlotte Grier Colyar Consulting Group

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1. Point of Sale (POS) Interface

School Nutrition Program (SNP) site claim data may be either manually entered into CNP via the SNP Claims module or imported via a file in a designated, pre-defined file format. Since some Sponsors maintain meal administrative systems that automatically capture point of sale (POS) data for meals served and generate reimbursement claims by site, CNP provides the ability for authorized users to import a POS file in a defined file format. Once the file is imported into CNP, claim validation and error checking will function in the same manner as if the site data was manually entered into CNP and the user had selected the Save button.

This option is available only for the School Nutrition Program (SNP), which includes the following:

- National School Lunch Program (NSLP).

- School Breakfast Program (SBP).

- Afterschool Care Program (ASCP).

- Special Milk Program (SMP).

1.1 Interface Characteristics

The following table identifies the characteristics of this interface:

Table 1: POS Systems – Interface Characteristics

Category	Characteristic
Purpose of Interface(s)	To upload a Sponsor's SNP site-level claim data
Type of Interface(s)	Batch
Initial Frequency Setting	On-demand initiated by Sponsor user
Interface Direction	Import into CNP
Import Method	Via YYYY-YYYY SNP Claim Site List screen within the CNIPS SNP Claims module (see Section 2)
Acceptable File Formats	ASCII Fixed Width per specification in this document
SCN Contact for Interface Development Questions	▪ **Eva Shepherd** ▪ eva.shepherd@nebraska.gov
SCN Contact for Production Questions	▪ **Lori Adams** ▪ **(402) 471-2637**

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1.2   Constraints

The import process relies on the creation of an interface file that is a fixed width ASCII text file and contains site-level claim reporting information from a Sponsor's point of sale (POS) system. The file must be formatted according to the layout specified in the CNP SNP POS File Layout specifications. Sponsors will need to develop a method of creating this file, which may require working with their POS vendor.

1.3   Process Overview

Creating the CNP SNP Claims POS File

When a Sponsor is ready to import site claim data into CNP for a specific month, they will initially execute an external process from their POS system to create the "import" file. This file can be saved on the Sponsor's local computer hard drive, network directory, or in any location desired by the user. The name of the file is not relevant to CNP, therefore the Sponsor can choose their own naming standard for the file. It is recommended that the Sponsor includes the claim month (e.g., Jan2014) in the file name.

Importing the SNP Claims POS File into CNP

Once the file is created, the user will log into CNP to execute the import process. The interface process is initiated by a user with the appropriate CNP security to load the file. The intent is for the Sponsor user to conduct the upload process using the NDE-granted CNP security rights and access to the SNP Claims POS file.

To upload the file into CNP, the Sponsor will click on a button on the CNP SNP Claim Site List screen (see Section 2). CNP will present the user with a "File Open" dialog box and the user will navigate to and select the "import" file from the location where the user saved the file. After selecting the file, the user will click on an "import" link. CNP will import the file and save the data. Uploaded files will be validated to ensure that Sponsors can only upload data for their sites.

Data Validation

After the file has been imported, CNP will display a results screen so the user understands which, if any, records needs to be corrected. If there are errors in the data, the user can either correct them manually in CNP or correct the errors in the POS system and re-upload the corrected file. The file can be uploaded as many times as the Sponsor would like; however, <u>CNP will overlay any existing data</u> with new data. Repetitive uploads will always overlay existing data until the claim is paid. After the claim for the month being uploaded is paid, subsequent uploads for the same month will result in the creation of a revised claim.

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1.4   File Layout

Appendix A defines the file format for the CNP SNP Claims POS file. Please note the following:

- N = Numeric
  Example: Numeric data that is represented with two digits and no decimal places will be shown in this document as N(2,0).

- C = Character
  Example: Character data that fills a field that is 64 spaces wide will be shown in this document as C(64).

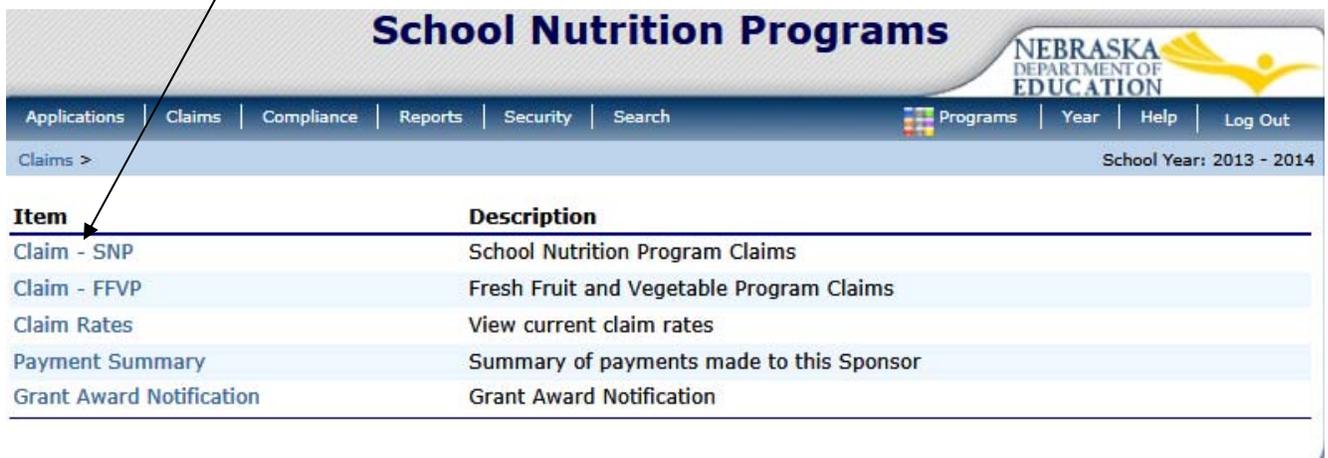# 2.   Accessing SNP Site Claim POS Option within CNP

The following screens identify the steps required to upload SNP site claims data.

Step 1: Access the SNP Claims Sub-module

Once an authorized user has logged into the SNP module, access to the claims component for SNP Claims is via "Claims" on the Menu Bar.

Step 2: Select "Claim – SNP"

Step 3: On the SNP Claim Year Summary screen, select Claim Month for the file to be uploaded

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011					$0.00
Aug 2011	0	Processed	09/02/2011	09/06/2011	$6,492.33
Sep 2011	0	Processed	10/11/2011	10/11/2011	$17,267.03
Oct 2011	0	Processed	11/02/2011	11/16/2011	$16,244.34
Nov 2011	0	Processed	12/02/2011	12/08/2011	$13,301.31
Dec 2011	0	Processed	01/03/2012	01/04/2012	$8,449.75
Jan 2012					$0.00
Feb 2012					$0.00
Mar 2012					$0.00

Step 4: On the SNP Claim Month Details screen, select the "Add Original Claim" button

Claim Month: January 2012

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
				Total Earned	$0.00	

< Back   Add Original Claim

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Step 5a: Select the "Upload Claim Data" button

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2012	0				

Internal Use Only

Actions	Site #	Site Name		Errors	Status
Add	0001	ZAVALLA H S			
Add	0101	ZAVALLA EL			

< Back   Continue   Upload Claim Data

Step 5b: Select the POS claim file to be uploaded (use the Browse button to locate the file)

To Upload a file:
1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: [   ] Browse...

Step 5c: Select the "Upload" button

To Upload a file:
1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File: [   ] Browse...

Upload   Cancel

Appendix A

3.   CNP SNP Point of Sale (POS) File Format Specifications

Notes:

- Each row in the POS file is a site claim for a respective claim month; multiple sites (i.e., multiple records) are included in a single POS file.

- Fields related to each meal type are grouped and identified as follows:

    o   "L" fields = National School Lunch Program

    o   "B" fields = School Breakfast Program (Regular)

    o   "N" fields = School Breakfast Program (Severe Need)

    o   "AN" fields = Afterschool Care Program (Non-Area Eligible)

    o   "AE" fields = Afterschool Care Program (Area Eligible)

    o   "M" fields = Special Milk

- If a site is claiming for a specific meal type (ex. Lunch), ensure that all related fields are completed correctly (e.g., "L" fields)

- A single POS file may contain regular sites as well as Provision 2 and CEP sites; a site cannot be a Provision 2 and a CEP site

- If you are entering data for a Provision 2 or CEP site, please read each field's instructions carefully

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
1	1	3	Upload Form ID	3	N(3,0)	Y	Value = **709** for every record
2	4	9	Serial Number	6	N(6,0)	Y	Sequential Record Number (1, 2, 3, etc.)
3	10	17	Process Date	8	N(8,0)	N	MMDDYYYY - Date the Sponsor processed the data. This is for informational purposes only for the sponsor and is not used by the system and is not validated
4	18	23	Blank	6	C(6)	N	Leave Blank
5	24	87	Sponsor Name	64	C(64)	Y	Name of Sponsor (Truncate names longer than 64 characters)
6	88	103	Agreement Number	16	C(16)	Y	Sponsor agreement number Do not include dashes;
7	104	167	Site Name	64	C(64)	Y	Name of Site (Truncate names longer than 64 characters)
8	168	183	Site ID/Nbr	16	C(16)	Y	Site ID/Nbr Do not include dashes;
9	184	185	Claim Month	2	N(2,0)	Y	Enter the month the claim is being submitted for: Calendar month number (01, 02, …. 11, 12)
10	186	189	Claim Year	4	N(4,0)	Y	Enter the year the claim is being submitted for:

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
11	190	196	G1 - Number of Children Approved for Free Meals	7	N(7,0)	N	**SNP General Information** If site is not claiming Lunch or Breakfast for this claim month, leave blank
12	197	203	G2 - Number of Children Approved for Reduced Price Meals	7	N(7,0)	N	**SNP General Information** If site is not claiming Lunch or Breakfast for this claim month, leave blank
13	204	210	G3 - Number of Children Approved for Paid Price Meals	7	N(7,0)	N	**SNP General Information** If site is not claiming Lunch or Breakfast for this claim month, leave blank
14	211	217	Blank	7	N(7,0)	N	Leave Blank
15	218	224	Blank	7	N(7,0)	N	Leave Blank
16	225	231	Blank	7	N(7,0)	N	Leave Blank
17	232	238	Blank	7	N(7,0)	N	Leave Blank
18	239	245	L2 - Average DailyAttendance	7	N(7,0)	N	**National School Lunch Program** If site is not claiming this program for this claim month, leave blank
19	246	252	Blank	7	N(7,0)	N	Leave Blank
20	253	254	L1 - Number Operating Days	2	N(2,0)	N	**National School Lunch Program** If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
21	255	261	L4a - Free Reimbursable Lunches Served	7	N(7,0)	N	**National School Lunch Program** If site is not claiming this program for this claim month, leave blank
22	262	268	L4b - Reduced Price Reimbursable Lunches Served	7	N(7,0)	N	**National School Lunch Program** If site is not claiming this program for this claim month, leave blank
23	269	275	L4c - Paid Reimbursable Lunches Served	7	N(7,0)	N	**National School Lunch Program** If site is not claiming this program for this claim month, leave blank
24	276	282	L4d- Total Lunches Served (a + b + c)	7	N(7,0)	N	**National School Lunch Program** Enter sum of L4a+L4b+L4c If site is not claiming this program for this claim month, leave blank
25	283	289	Blank	7	N(7,0)	N	Leave Blank
26	290	296	Blank	7	N(7,0)	N	Leave Blank
27	297	303	B2 - Average DailyAttendance	7	N(7,0)	N	**School Breakfast Program (Regular Reimbursement)** If site is not claiming this program for this claim month, leave blank
28	304	310	Blank	7	N(7,0)	N	Leave Blank
29	311	312	B1 - Number Operating Days	2	N(2,0)	N	**School Breakfast Program (Regular Reimbursement)** If site is not claiming this program for this claim month, leave blank

Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
30	313	319	B4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Regular Reimbursement)** If site is not claiming this program for this claim month, leave blank
31	320	326	B4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Regular Reimbursement)** If site is not claiming this program for this claim month, leave blank
32	327	333	B4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Regular Reimbursement)** If site is not claiming this program for this claim month, leave blank
33	334	340	B4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Regular Reimbursement)** Enter sum of B4a+B4b+B4c If site is not claiming this program for this claim month, leave blank
34	341	347	Blank	7	N(7,0)	N	Leave Blank
35	348	354	Blank	7	N(7,0)	N	Leave Blank
36	355	361	N2 - Average DailyAttendance	7	N(7,0)	N	**School Breakfast Program (Severe Need Reimbursement)** If site is not claiming this program for this claim month, leave blank
37	362	368	Blank	7	N(7,0)	N	Leave Blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
38	369	370	N1 - Number Operating Days	2	N(2,0)	N	**School Breakfast Program (Severe Need Reimbursement)** If site is not claiming this program for this claim month, leave blank
39	371	377	N4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Severe Need Reimbursement)** If site is not claiming this program for this claim month, leave blank
40	378	384	N4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Severe Need Reimbursement)** If site is not claiming this program for this claim month, leave blank
41	385	391	N4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Severe Need Reimbursement)** If site is not claiming this program for this claim month, leave blank
42	392	398	N4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	**School Breakfast Program (Severe Need Reimbursement)** Enter sum of N4a+N4b+N4c If site is not claiming this program for this claim month, leave blank
43	399	405	A1 - Number of Children Approved for Free Snacks (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
44	406	412	A2 - Number of Children Approved for Reduced Snacks (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
45	413	419	A3 - Number of Children Approved for Paid Snacks (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
46	420	426	Blank	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
47	427	433	Blank	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank If site is claiming for this program for this claim month, enter "1"
48	434	440	Blank	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
49	441	447	A6 - Average Daily Attendance (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
50	448	449	A5 - Number Operating Days (Non-Area Eligible)	2	N(2,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
51	450	456	A7a - Free Snacks Served (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
52	457	463	A7b - Reduced Snacks Served (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
53	464	470	A7c - Paid Snacks Served (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** If site is not claiming this program for this claim month, leave blank
54	471	477	A7d - Total Snacks Served (Non-Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Non Area Eligible)** Enter sum of A7a+A4b+A7c If site is not claiming this program for this claim month, leave blank
55	478	484	A1 - Number of Children Approved for Free Snacks (Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Area Eligible)** If site is not claiming this program for this claim month, leave blank
56	485	491	Blank	7	N(7,0)	N	Leave Blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
57	492	498	Blank	7	N(7,0)	N	Leave Blank
58	499	505	Blank	7	N(7,0)	N	Leave Blank
59	506	512	A3 - Average Daily Attendance (Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Area Eligible)** If site is not claiming this program for this claim month, leave blank
60	513	514	A2 - Number Operating Days (Area Eligible)	2	N(2,0)	N	**Afterschool Care Program (Area Eligible)** If site is not claiming this program for this claim month, leave blank
61	515	521	A4a - Free Snacks Served (Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Area Eligible)** If site is not claiming this program for this claim month, leave blank
62	522	528	A4d - Total Snacks Served (Area Eligible)	7	N(7,0)	N	**Afterschool Care Program (Area Eligible)** Enter value in A4a If site is not claiming this program for this claim month, leave blank
63	529	535	Blank	7	N(7,0)	N	Leave Blank
64	536	542	M5 -Average Cost per Half Pint Purchased	7	N(7,2)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank If site is claiming for this month, the total cost must include a decimal point

Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
65	543	549	Blank	7	N(7,2)	N	Leave Blank
66	550	556	Blank	7	N(7,0)	N	Leave Blank
67	557	563	Blank	7	N(7,0)	N	Leave Blank
68	564	570	M2 - Average Daily Attendance	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
69	571	577	M4a - Number of Free Eligible Children	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
70	578	584	M4b - Number of Paid Eligible Children	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
71	585	591	Blank	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
72	592	593	M1 - Number Operating Days	2	N(2,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
73	594	600	M3a - Free Milk Served	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank

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Field Seq.	Position From	Position To	Description	Field Size	Field Type	Required	Notes
74	601	607	M3b - Paid Milk Served	7	N(7,0)	N	**Special Milk Program** If site is not claiming this program for this claim month, leave blank
75	608	614	M3c - Total Milk Served	7	N(7,0)	N	**Special Milk Program** Enter sum of M3a+M3b If site is not claiming this program for this claim month, leave blank
76	615	622	Provision Type - Lunch	8	C(8)	N	If the site does NOT participate in a provisional program for Lunch, leave blank If the site participates in Provision 2 for Lunch, enter "PROV2" If the site participates in CEO for Lunch, enter "CEO"
77	623	630	Provision Type - Breakfast	8	C(8)	N	If the site does NOT participate in a provisional program for Breakfast leave blank If the site participates in Provision 2 for Breakfast, enter "PROV2" If the site participates in CEO for Breakfast, enter "CEO"

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