# School Nutrition Program Claim for Reimbursement InstructionsFebruary 2024

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Nutrition Fiscal Services

Fiscal and Administrative Services Division

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## Introduction

The School Nutrition Program is a federally assisted meal program operating in nearly 100,000 public and nonprofit private schools and residential child care institutions throughout the United States. Through this program, nutritionally balanced low cost or free meals are served to more than 30 million children daily. The School Nutrition Program consists of the following program types: National School Lunch, School Breakfast, Special Milk, Meal Supplements, Seamless Summer Option, and the Fresh Fruit and Vegetable program. California also offers the State Meal Program. The School Nutrition Program and the State Meal Program are administered by the CDE.

Once approved to participate in these programs, each school food authority (SFA) must submit a monthly claim for reimbursement to receive payment for meals served. Instructions and sample worksheets are provided in this publication to assist the claim preparer. After the CDE reviews and approves the claim, the CDE requests payment from the State Controller's Office, who is responsible for issuing payment. SFAs typically receive reimbursement within four to six weeks after submitting the reimbursement claim form. Claim preparers who have questions related to claim completion or payments may contact NFS by calling 1-800-952-5609 and selecting option 1 or go to the NFS analyst directory on the CDE website at: <http://www.cde.ca.gov/fg/aa/nt/>.

For specific details related to allowable operating and administrative costs, program income, and meals please refer to the School Nutrition Program’s Guidance Manual at:<http://www.cde.ca.gov/ls/nu/sn/mgmb.asp>,or contact the field consultant assigned to your agency at 916-323-4558.

## Terminology and Definitions

**Actual Data** -The reportable data for which the SFA has supporting documentation at the time of claim submission. All data reported on the claim for reimbursement must be actual data.

**Adjusted Claim** - A revised claim for reimbursement that the SFA submits subsequent to the submission of the SFA’s original claim. Claims submitted subsequent to the submission of the original claim that are a result of an audit or administrative review are excluded from this category (see "audited claim").

**Administrative Review** -Federal regulations require that each SFA be reviewed at least once every three years to determine the SFA’s compliance with performance and regulatory standards. This review is administered by the Field Services Unit of the Nutrition Services Division.

**Area Eligible** -A site in which at least 50 percent of the enrolled children are approved to receive free or reduced-price meals or a site that is located in the attendance area of a school in which at least 50 percent of the enrolled children are approved to receive free or reduced-price meals.

**Audited Claim** - Corrections or changes made to a previously submitted claim as a result of the findings of an audit. These claim adjustments are entered by CNFS staff and are considered final.

**Claim for Reimbursement** - A request for reimbursement submitted by an SFA to the CDE for payment of reimbursable meals served

**Claim Month** - The corresponding month during which meals were served and for which the SFA is claiming reimbursement.

**Claim Submission Deadline** - The final date a claim may be accepted for consideration of payment is the sixtieth (60th) day following the last day of the claim month. The deadline is extended to the next business day when the 60th day is on a weekend or on a Federal holiday.

**CNIPS (Child Nutrition Information and Payment System)** - The CDE's Web-based system for administering the federal and state nutrition programs, including the School Nutrition Program, Food Distribution, Child and Adult Care Food, and Summer Food Service programs.

**FASD (Fiscal and Administrative Services Division)** - A division of the CDE that provides accounting, budgeting, contracting, fiscal, and support services.

**NFS (Nutrition Fiscal Services)** - The unit at the CDE responsible for processing Nutrition claims for reimbursement. The CNFS unit operates independent of the Nutrition Services Division.

**NSD (Nutrition Services Division)** - The division in the CDE that administers the United States Department of Agriculture (USDA) Food and Nutrition Service’s (FNS) Child Nutrition Programs and the Food Distribution Program in California.

**Non-area Eligible** -A site which does not meet the area eligible criteria.

**Original Claim** - The first claim for reimbursement submitted by a sponsor to the CDE for a particular month.

**(RCCI) Residential Child Care Institution** - Institutions including, but not limited to, homes for the mentally, emotionally, or physically impaired and unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused and runaway children; long-term-care facilities for chronically ill children; and juvenile detention centers.

**(SFA) School Food Authority** - An agency or district that is approved for and participating in the child nutrition programs.

**Site Change Request** - A request submitted through the CNIPS to the NSD to change program participation or site information.

**(SSO) Seamless Summer Option -** An alternative program to the Summer Food Service Program (SFSP) that was developed to simplify the process by which School Nutrition Program sponsors can provide meals to children when school is not in session.

**State Agency** - The state educational agency designated by the Governor or other appropriate executive or legislative authority of the state and approved by the USDA to administer nutrition programs in the state. The CDE is the state agency that administers nutrition programs for California.

**USDA (United States Department of Agriculture)** - A government agency that works with the CDE to increase food security and reduce hunger by providing children and low-income people with access to food, a healthy diet, and nutrition education.

## Claim Submission Deadline Policy

To be eligible for reimbursement, a claim preparer for each SFA must submit a monthly claim for reimbursement that provides data in sufficient detail to justify the reimbursement claimed. The data must include, at a minimum, the number of free meals, reduced-priced meals, and paid meals served; and an authorized agent or district official of the SFA must certify and submit the claim in the CNIPS.

All claims submitted must be certified by the authorized official to be considered a valid claim.

All original and upward adjusted claims resulting in a payment must be submitted by the sixtieth (60th) day following the last day of the month claimed to be considered for payment. The deadline is extended to the next business day when the 60th day is on a weekend or on a Federal holiday. Claims submitted after the deadline cannot be processed, except as described in the section below, under, "Late Claims.”

Claims that are corrected must be re-certified and submitted after the correction is made and the claim is saved.

Claim Submission Deadlines for SNP can be found on the following CDE web page:
<https://www.cde.ca.gov/fg/aa/nt/snpdeadline.asp>

## Late Claims

There are two types of adjusted claims that can be accepted after the claim submission deadline:

1. Claims containing changes to meal or eligibility data that result in no increase in reimbursement.

2. Downward adjusted claims. An adjusted claim must be submitted to correct an error that resulted in the sponsor being overpaid.

Upward adjusted claims that are submitted after the claim submission deadline and result in an increase in reimbursement cannot be processed. Upward adjusted claims submitted after the deadline will automatically be rejected for payment in the CNIPS and will not be processed unless the reasons for a late submission meet one or more of the criteria described at the following CDE web page:

[https://www.cde.ca.gov/fg/aa/nt/snplateclms.asp](https://www.cde.ca.gov/fg/aa/nt/snplateclms.asp%22%20%5Co%20%22SNP%20late%20claims%20web%20page)

## Part I Claiming Instructions for the School Nutrition Program & Seamless Summer Option

These instructions were prepared for and are directed to SFA’s claim preparers to help complete claims for reimbursement for the National School Lunch Program (NSLP), School Breakfast Program (SBP), Afterschool Meal Supplements (AMS), Special Milk Program (SMP), and Seamless Summer Option (SSO) programs. For the NSLP and SBP, these instructions also contain explanations for completing claims for sites using Provision 2 or the Community Eligibility Provision.

Enter program information for one claim monthonly*.* This information should include information about the activities during one calendar month, with the exception of the months of August, September, May, and June. For these periods, you may include up to 10 operating days from the month of August on the September claim or up to 10 operating days from the month of June on the May claim.

This information **DOES NOT APPLY** to SSO claims. SSO sponsors are **not** allowed to combine claim months.

An error or omission on any of the following items may cause the claim to be rejected, resulting in delays in processing the SFA’s claim and the receipt of reimbursement.

### Monthly Reporting Through the CNIPS Website

#### A. Logging on to the CNIPS website

**Step 1.** You can access CNIPS from any computer connected to the Internet by opening your Internet browser and entering the URL (shown below) in the address line:

[https://www.cnips.ca.gov/](https://www.cnips.ca.gov/%22%20%5Co%20%22CNIPS%20Homepage)

**TIP:** You can add this URL to your browser’s “Favorites” list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

##### Figure 1: CNIPS Home Page log on



**Step 2.** In the Log On section (Fig. 1) enter your **User ID** and **Password**. (User ID and Password are case-sensitive, so be sure to use upper- and lower- case letters if necessary)

**Step 3.** Select Log On

**Note:** If you do not have a User ID and Password, contact your SNP County Specialist. The SNP County Specialist list is available in the CNIPS Download Forms section, Caseload SNP or call 1-800-952-5609, option 2.

#### B. Creating a Monthly Claim in CNIPS

**Step 1** Verify that the school year is correct for the claim you wish to create. To change the school year, select the year link in the CNIPS main menu bar and choose the appropriate school year. (Fig. 2)

**Note:** The current school year is the default if no other school year has been selected.

##### Figure 2: Select School Year



**Step 2** Select the **Claims** link in the menu bar at the top of the CNIPS website page. (Fig. 3)

##### Figure 3: Selecting Claims



**Step 3** Select **Claim Entry** located under Item. (Fig. 4)

##### Figure 4: Selecting Claim Entry



The **Claim Entry** function is used to enter, modify, and view claims for the School Nutrition Programs or State Meal Program. In order to create a claim for a given month, an application must be in effect for the period and the month must be identified as an operating month in the SFA’s site application(s).

**Step 4** Select month being claimed in the **Claim Year Summary** page. (Fig. 5)

##### Figure 5: Claim Year Summary Page



After selecting **Claim Entry** from the Claims menu, the SNP **Claim Year Summary** for the selected year displays. This screen summarizes the Earned Amounts (the current value of the claim) and the claim status, by month. Once the CDE has received the claim, the Date Received displays in the respective column. Once the CDE has processed the claim, the Date Processed appears in the respective column. The number in the Adjustment Number column refers to the number of times the original claim has been modified (Modified claims must be re-processed by the CDE). Clicking a claim month will take you to the [Year] SNP Claim Month Details screen

**Step 5** Select the **Add Original Claim** button. (Fig. 6)

##### Figure 6: Select Add Original Claim



Claims can be added for any eligible month in the school year, as long as an application is in effect for that period. Once a claim has been completed and submitted without error, the CDE can process the claim and batch the claim for payment.

**WARNING**:  An original claim cannot be submitted if the received date is more than 60-days since the last day of claim month/year.

**Step 6** Select the **Add** link under Actions next to the site you wish to create the claim for. (Fig. 7)

##### Figure 7: Select Add link for Site Level Claim



#### C. Creating an Adjusted Monthly Claim

**Step 1** Follow steps 1 through 4 from above (Creating a Monthly Claim in CNIPS)

**Step 2** Select the **Add Revision** button. (Fig 8)

##### Figure 8: Select Add Revision



**Note***:* An adjusted claim for reimbursement completely replaces all the previously submitted data for the same claiming period. Therefore, when submitting an adjustment, the sponsor must report all data whether there has been a change or not.

**WARNING**:  An original claim or upward adjusted claim cannot be submitted if the received date is more than 60-days since the last day of claim month/year.

#### D. Certifying & Submitting a Monthly Claim

In order to successfully submit your claim, an authorized official must check the Certification box and click the **Submit For Payment** button. When successfully submitted, the claim status will change to Accepted. (Fig. 9)

##### Figure 9: Certify & Submit Monthly Claim





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#### E. Upload Claim Data Option

Importing claim information from your Point of Sale (POS) system into the CNIPS is fast and easy. Importing the file saves the time and effort of keying in your claim data manually. The CNIPS can accept your agency’s site-specific data and aggregate it for claiming purposes. To import claim information into the CNIPS, your claim file must be formatted as fixed width **ASCII** text. Some SFAs may need to work with their POS vendor to develop a method of creating this file.

To import claim data in the CNIPS, follow these five simple steps:

1. Create your claim file and save it; you can give the file any name that meets your needs.
2. Log into the CNIPS and access the Claim Month Details screen for the selected claim month.
3. Select the Upload Data button on the CNIPS screen to upload the file.
4. When the File Open dialog box appears, navigate to the location where you save your claim files, and select the file you want to import.
5. Select the Import button and the CNIPS will import and save your claim data.

After the file has been imported, the CNIPS will display a results screen that will advise you if any records need to be corrected. If there are errors in the data, you can either correct them manually in the CNIPS (just like you would with a claim you entered manually); or you can correct the errors in the POS system and re-import the entire corrected file. The file can be imported as many times as necessary. Until the claim is accepted, each new imported file will completely replace the prior claim information with the new claim information. Once the imported claim for the month is approved, subsequent imported files for the same month will result in the creation of a revised claim.

##### Figure 10: Upload Data button



###### To Upload Data

**TIP**:  Only text (.txt) files can be uploaded.

1. From the Claims menu, click **Claim Entry**.
The [Year] SNP Claim Summary screen displays.
2. Click the desired Claim Month.
The [Year] SNP Claim Month Details screen displays.
3. Click **Upload Data**. (Fig. 10)
The SNP Claim Upload screen is displayed.
4. Click **Browse**.
The Choose file dialog box opens.
5. Navigate to the location of the file you wish to upload in the dialog box.
Click the file to select it.
6. Click **Open**.
The path of the file is displayed in the Select File text box.
7. Click **Upload**.
Once file has been uploaded without errors, a confirmation displays.
8. Click **Finish** to return to the [Year] SNP Claim Month Details screen.

 For more information regarding uploading claim data, please see the SNP File Layout Specification at <https://www.cde.ca.gov/ls/nu/cn/documents/snppos.doc> located on the California Department of Education website.

#### F. Claiming Information for School Nutrition Program Claims

##### National School Lunch Program and School Breakfast Program

###### Figure 11: Claim Page Title



###### Figure 12: Lunch Eligibility



I**tems (L1, B1, N1) Student Eligibility and Enrollment**

1. **Number of Children Approved to Receive Free Meals:** Enter the number of children with an approved eligibility application for free meals on file. An actual count must be conducted each month. Residential Child Care Institutions (RCCI’s) that have other documentation of eligibility should report the total number children eligible to receive free meals who participated during the month. (Fig. 12)
2. **Number of Children Approved to Receive Reduced-Price Meals:** Enter the number of children with an approved eligibility application for reduced-price meals on file. An actual count must be conducted each month. RCCI’s that have other documentation of eligibility should report the total number of children eligible to receive reduced-price meals who participated during the month. (Fig. 12)
3. **Number of Children Receiving Paid Meals:** No entry on this item. This figure is automatically calculated as the difference between the total enrollment and the free and reduced-price eligibility. (Fig. 12)
4. **Number of Enrolled Children at this Site:** Enter the total number of children enrolled at this participating site. RCCI sponsors should report the total number of eligible children who were served a lunch or a breakfast during the month reported on the claim. (Fig. 12)

###### Figure 13: Number of Operating Days



Items (L2, B2, N2) Number of Operating **Days**

Enter the number of days in the claim monthwhen reimbursable meals were served at this authorized site. (Fig. 13)

###### Figure 14: Lunches Served



Items (L3, B3, N3) Reimbursable Lunches/Breakfasts Served

1. **Free Meals Served:** Enter the number of meals served to children eligible for free meals during the claim month. (Fig. 14)
2. **Reduced-Price Meals Served:** Enter the number of meals served to children eligible for reduced price meals during the claim month. (Fig.14)
3. **Paid Meals Served:** Enter the number of meals served to children who pay full price for meals during the claim month. (Fig. 14)
4. **Total Meals Served:** This field will automatically calculate based on the meal served data from above. (Fig. 14)

**Note*:*** Meals reported on the Claim for Reimbursement must be reported on the basis of daily counts, taken at the point of service. Each meal count must identify the number of free, reduced price and paid reimbursable meals served. The sponsor must have documentation of reimbursable meals from the point of service, accurate meal counts, and collection procedures.

 Meal count edit checks must be performed for each participating site’s daily meal counts to ensure the accuracy of meals that are reported on the sponsor’s reimbursement claim. Refer to the Code of Federal Regulations (CFR) Section 210.8.

 Meals consumed by student employees must be claimed in accordance with the student’s eligibility category. **Do not** include meals served to adults.

##### After School Meal Supplements (Snacks)

**Area Eligible** indicates any site in which at least 50 percent of the enrolled children are approved for free or reduced-price meals. In addition, if a site is located in the attendance area of a school in which at least 50 percent of the enrolled children are approved for free or reduced-price meals, the site may report all eligibility and supplements as free.

###### Figure 15: Afterschool Meal Supplements Area Eligible (Claim)



Item S1. Number of Children Approved for Free Supplements

Enter the number of children with an approved eligibility application for free meals on file. An actual count must be conducted each month. Any site that has been designated in the CNIPS site application as Area Eligible may report all children in the Meal Supplement Program as eligible for free supplements. In addition, any site that is located in the attendance area of a school in which at least 50 percent of the enrolled children are approved for free or reduced-price meals may report all the children in the Meal Supplements Program as eligible for free supplements. All the supplements served that meet these requirements may be reported as free. (Fig. 15)

Item S2. Enrollment

Enter the total number of children enrolled at this participating site. (Fig. 15)

Item S3. Number of Operating Days

Enter the number of days in the claim monthwhen reimbursable supplements were served at the site. (Fig. 15)

Item S4a. Free Snacks Served

Enter the number of supplements served to children eligible for free supplements during the claim month. (Fig. 15)

**Non-Area Eligible**indicates a site that does not meet the area eligible criteria and must collect eligibility applications for each child. The approved eligibility of each child must be reported by eligibility type in lines S1 and S2. The meals served to these children must be reported by eligibility type in lines S5a and S5b.

###### Figure 16: Afterschool Meal Supplements Non-Area Eligible (Claim)



Item S1. Number of Children Approved for Free Supplements

Enter the number of children with an approved eligibility application for free meals on file. An actual count must be conducted each month. Any site that has been designated in the CNIPS site application as Area Eligible may report all children in the Meal Supplement Program as eligible for free supplements. In addition, any site that is located in the attendance area of a school in which at least 50 percent of the enrolled children are approved for free or reduced-price meals may report all children in the Meal Supplements Program as eligible for free supplements. All supplements served that meet these requirements may be reported as free.

Item S2. Number of Children Approved for Reduced-Price Supplements

Enter the number of children from the enrollment reported in item S3, with an approved eligibility application for reduced-price meals on file. An actual count must be conducted each month.

Item S3. Enrollment

Enter the total number of children enrolled at this participating site.

Item S4. Number of Operating Days

Enter the number of days in the claim monthwhen reimbursable supplements were served at the site.

Item S5a. Free Snacks Served

Enter the number of supplements served to children eligible for free supplements during the claim month. (Fig. 16)

Item S5b. Reduced-Price Snacks Served

Enter the number of supplements served to children eligible for reduced-price supplements during the claim month. (Fig. 16)

Item S5c. Paid Snacks Served

Enter the number of supplements served to children who pay full price for supplements during the claim month. (Fig. 16)

Item S5d. Total Snacks Served

This item will automatically calculate based on the data entered above. (Fig. 16)

**Note:**  Meal supplements reported on the claim for reimbursement must be reported on the basis of daily counts taken at the point of service. These counts must identify the number of free, reduced-price, and paid reimbursable meals served. Area eligible sites may report all supplements as free.

The sponsor must have documentation of reimbursable supplements from the point of service, accurate meal counts, and collection procedures. Meal count edit checks must be performed for each participating site's daily meal counts to ensure the accuracy of meals that are reported on the sponsor’s reimbursement claim.

 Supplements consumed by student employees must be claimed in accordance with the student's eligibility category. **Do not**include supplements served to adults.

#### G. Additional information for Claim Preparers:

##### To view a claim

1. From the Claims menu, click **Claim Entry**.
The [Year] SNP Claim Summary screen displays.
2. Click the desired Claim Month.
The [Year] SNP Claim Month Details screen displays.
3. Under Claim Items, click Claim to the left of the claim you wish to view.
The SNP Claim Site List screen displays.
4. Under Actions, click View to the left of the claim site you wish to view.
The SNP Site Claim Report screen displays.

##### To view a claim summary

You can view your claim information by selecting the Summary link. This screen will display the meals claimed, reimbursement rates, and the calculated amount. The Claim Summary allows you to view a summary of the month’s claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the Claims menu, click **Claim Entry**.
The [Year] SNP Claim Summary screen displays.
2. Click the desired Claim Month.
The [Year] SNP Claim Month Details screen displays.
3. Under Claim Items, click **Summary** to the left of the claim summary you wish to view. The SNP Claim for Reimbursement Summary screen displays.

#####

##### Claim Status Descriptions

**Not Eligible**. Site has an application for the program year but an application condition is preventing this site from being eligible to claim for the selected month. Examples include the site is not operating for the selected month or the application is not yet approved. This status appears on the Site Claim List screen only.

**Incomplete.** Claim has been created via the Add Original or Add Revision button, but the Save button was never selected. **A claim in this status requires action on the part of your agency before it can be accepted.**

**Pending.** The claim has been saved, but has not been submitted and validated. This status also occurs when the claim was re-saved after a submit attempt. **A claim in this status still needs to be certified and submitted by your agency before it can be accepted.**

**Error.** A Monthly claim has been submitted and one or more site claims have an error. **A claim in this status requires action on the part of your agency before it can be accepted.**

**Validated.** The status of Validated is used to distinguish site level report records that are error-free. This status appears on the Site Claim List screen only. **A claim in this status still needs to be certified and submitted by your agency before it can be accepted.**

**Accepted.** Claim has been submitted and is ready to be processed.

**Processed.** Claim has been processed for payment

##### To delete a claim at the sponsor level

1. From the Claims menu, click **Claim Entry.**
The [Year] SNP Claim Year Summary screen displays.
2. Click the desired Claim Month.
The [Year] SNP Claim Month Details screen displays.
3. Under Claim Items, click **Claim** to the left of the claim you wish to delete.
4. Click **Delete** in the Edit menu in the upper-right corner.
5. Click **Delete.**
A confirmation screen displays.
6. Click **Finish**.

**WARNING**:  Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

##### To delete a claim at the site level

1. From the Claims menu, click **Claim Entry.**
The [Year] Claim Year Summary screen displays.
2. Click the desired Claim Month.
The [Year] Claim Month Details screen displays.
3. Under Claim Items, click **Claim** to the left of the claim you wish to delete.
4. Under Actions, click **Delete** for the corresponding site name.
5. Click **Delete** in the Edit menu in the upper-right corner.
6. Click **Delete.**
A confirmation screen displays.
7. Click **Finish**.

**WARNING**:  Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

#### H. Claiming Instructions for Special Milk Claims

The following instructions were prepared for SFAs that participate **only** in the Special Milk Program. Enter program information for only one claim monthin Items **M1** through **M6**. This information should cover activities during one calendar month, with the exception of the beginning and the end of the school year. For these periods, you may include up to ten operating days from the month of August on the September claim or up to ten operating days from the month of June on the May claim.

##### Figure 17: Special Milk (Claim)



###### Item M1. Children Approved to Receive Free Milk

Enter the number of children enrolled with approved applications on file for free milk. An actual count should be made each month. (Fig. 17)

###### Item M2. Number of 1/2 Pint Fluid Milk Purchased

Enter the number of ½ pints of milk purchased during the month (Special Milk Program Participants Only). Convert ½ quarts and bulk milk to ½ pints. (Fig. 17)

###### Item M3. Total Cost of Fluid Milk Purchased This Month)

Enter the cost of milk reported in item M2. (Fig. 17)

##### Figure 18: Special Milk Enrollment and Operating Days



###### Item M4. Enrollment

Enter the total enrollment for this site. For any year-round sites that did not serve milk for the full month, include the active enrollment on the last operating day of the month. (Fig. 18)

###### Item M5. Number of Operating Days

Enter the number of days in the calendar month reimbursable milk was served at this site. (Fig. 18)

##### Figure 19: Special Milk Served



###### Item M6a. Free Milk Served

Enter the number of free milks served to eligible children in the program during the month. (Fig. 19)

###### Item M6b. Paid Milk Served

Enter the number of paid milks served to children in each program during the month. Do not include milk served to adults. (Fig. 19)

###### Item M6c. Total Milk Served

This item will automatically calculate based on the data entered above. (Fig. 19)

#### I. Combining and Un-combining SNP and Special Milk Claims

**ATTENTION SEAMLESS SUMMER OPTION (SSO) CLAIMS:** This information **DOES NOT APPLY** to SSO claims. SSO claim months cannot be combined.

Both the May and September SNP claim forms in the CNIPS contain checkboxes to indicate if the claim is a combined claim. The check box is located at the top of the SNP Claim Site List screen. If the SFA submits a combined May/June claim, it will now be able to submit the Annual Year-end Revenue and Cost information in the CNIPS on this claim. Previously, this information could only be submitted on the June claim.

##### Figure 20: Combine Save button



###### Combining August and September Claims

SFAs should follow the procedures below to submit a September claim containing August meal counts (10 days or less):

* Select **Claims** on the blue menu bar and then select **Claim Entry**
* On the Claim Year Summary screen, select **September**, and add original claim
* Select the box where it indicates **Combine month with\*: August**
* Select **Combine Save**
* Enter your claim data for August and September on the September claim
* Check the Certification box and select the **Submit For Payment** button to complete the claim submission process

###### Un-combining August and September Claims

Follow the procedures below to **un-combine** a processed combined claim in the CNIPS:

* Select **Claims** on the blue menu bar and then select **Claim Entry**
* On the Claim Year Summary screen, select **September**,
* Select the **Add Revision** button to create an adjusted claim.
* Uncheck the box where it indicates **Combine month with\*: August**
* Select **Combine Save**
* Select **Revise** to adjust meal counts. Enter your claim data corrections for September on your uncombined claim.
* Select **Save, Finish,** then Certify and Submit your uncombined claim

Claim preparers will now be able to create a new August claim.

Follow the procedures below to **un-combine** a combined claim that has not been processed yet and still has a status as “Accepted”:

* Select **Claims** on the blue menu bar and then select **Claim Entry**
* On the Claim Year Summary screen, select **September**
* Select **Claim** under Claim Items
* Uncheck the box where it indicates **Combine month with\*: August**
* Select **Combine Save**
* Select **Modify** to adjust meal counts. Enter your claim data corrections for September on your uncombined claim.
* Select **Save, Finish,** then Certify and Submit your uncombined claim.

Claim preparers will now be able to create a new August claim.

**Please note the resulting August claim is still subject to the 60-day claim rule: claims resulting in payment to the SFA must be submitted within 60days following the last day of the claim month.**

###### Combining May and June Claims

Follow the procedures below to submit a May claim containing June meal counts (10 days or less):

* Select **Claims** on the blue menu bar and then select **Claims Entry**
* On the Claim Year Summary screen, select **May**, and add original claim
* Select the box where it indicates **Combine month with\*: June**
* Select **Combine Save**
* Enter your claim data for May and June on your May claim
* Check the Certification box and select the **Submit For Payment** button to complete the claim submission process.

###### Un-combining May and June Claims

Follow the procedures below to **un-combine** a processed combined claim in the CNIPS:

* Select **Claims** on the blue menu bar and then select **Claims Entry**
* On the Claim Year Summary screen, select **May**
* Select the **Add Revision** button to create an adjusted claim.
* Uncheck the box where it indicates **Combine month with\*: June**
* Select **Combine Save**
* Select **Revise** to adjust meal counts. Enter your claim data corrections for May on your uncombined claim.
* Select **Save, Finish,** then Certify and Submit your uncombined claim.

Claim preparers will now be able to create a new June claim.

####

#### J. Claiming Instructions for Provision 2 Claims

Because Provision 2 claims in non-base years use base year information to produce claiming percentages, the only fields for which SFAs need to provide data are the count of Enrolled Children, Operating Days, and Total Lunches Served and/or Total Breakfasts Served. The CNIPS will apply the base year percentages to the enrollment and meal count field to determine the number of meals served that will be reimbursed at the free, reduced-price, and paid rates. The CNIPS also displays the percentages for eligibility and meal counts adjacent to each applicable field.

However, for Provision 2 sites that are approved for After School Meal Supplements (Snacks) Non Area Eligible, CNIPS does not display the percentages for Free, Reduced, and Paid eligibility or meal counts.

To determine how many snacks to claim by each category during the non-base years, the USDA requires non-area/site eligible sites to apply the free, reduced-price, and paid base year claiming percentages **established for lunch** to their total monthly snack count.

##### Figure 21: Provision 2 (Claim)



##### Figure 22: Provision 2 Lunch Eligibility Entry



###### Items (L1, B1, N1) Student Eligibility and Enrollment

**d. Number of Enrolled Children at this Site**: Enter the total number of children enrolled at this participating site on Line 1d. (Fig. 22)

##### Figure 23: Number of Operating Days



###### Items (L2, B2, N2) Number of Operating Days

Enter the number of days in the claim monthwhen reimbursable meals were served at this authorized site. (Fig. 23)

##### Figure 24: Provision 2 Lunch Served claim entry



###### Items (L3, B3, N3) Reimbursable lunches/breakfasts served

 **d. Total Meals Served**: Enter the total number of meals served to all children at this site on item d. Total Lunches Served (a+b+c) (Fig. 24)

#### **K**. **Claiming Instructions for Community Eligibility Provision (CEP) Claims**

If the Sponsor is interested in participating in the CEP, the CEP Schedule must be completed. This item is automatically added to the Application Packet screen when the Sponsor answers “Yes” to the “Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?” question under the Eligibility Information section of the Sponsor Application.

##### Figure 25: Sponsor Application A55.



Similar to Provision 2 claims, SFAs need only provide the number of Enrolled Children, Operating Days, Total Lunches Served and/or Total Breakfasts Served. The number of children approved for free meals are calculated using the Identified Student Percentage (ISP) multiplied by a factor of USDA authorized factor of 1.6 (may be updated for future school years). The number of children receiving paid meals is calculated using the remaining percentage of total children (i.e. 100% minus Free Percent). The free and paid lunches/breakfasts served are also calculated using the same percentages. The percentages are displayed for eligibility and meal counts.

1. The ISP is multiplied by 1.6 which will equal the percentage of the **Total Meals Served** being reimbursed at the Federal **Free** rate
2. ***Formula:*** ISP X 1.6% = **% of Total Meals Served** being reimbursed at the Federal **Free** rate
3. The remaining percentage of **Total Meals Served** will be reimbursed at the Federal **Paid** rate.
	1. ***Example:*** ISP of 60% X 1.6%= 96% reimbursed at the **Free** Rate and the remaining 4% will be reimbursed at the **Paid** rate.

##### Figure 26: CEP Percentages on Claim



##### Figure 27: CEP Eligibility and Enrollment



###### Items (L1, B1, N1) Student Eligibility and Enrollment

**d. Number of Enrolled Children at this Site**: Enter the total number of children enrolled at this participating site on Line 1d. (Fig.27)

##### Figure 28: Number of Operating Days



###### Items (L2, B2, N2) Number of Operating Days

Enter the number of days in the claim monthwhen reimbursable meals were served at this authorized site. (Fig. 28)

##### Figure 29: CEP Lunches Served



###### Items (L3, B3, N3) Reimbursable lunches/breakfasts served

 **d. Total Meals Served**: Enter the total number of meals served to all children at this site on item d. Total Lunches Served (a+b+c) (Fig. 29)

#### L. Claiming Instructions for the Seamless Summer Option (SSO) Claims

This section was prepared for and is directed to SFA’s claim preparers to help complete claims for reimbursement for the SSO. Enter program information for only one claim month in items SSL1 – SSL5, SSB1 – SSB4, and SSN1 – SSN4. This information should cover activities during one calendar month.

##### Seamless Summer Option General Information

###### Figure 30: SSO General Information (Claim)



Item SSG1. Number of Children Receiving Free Meals

Enter the number of children that are receiving free breakfasts and lunches or suppers. An actual count should be made each month. Please ensure the total on this item (SSG1) is equivalent to the enrollment number for the site claim. (Fig. 30)

##### National School Lunch/Suppers & School Breakfast Program

###### Figure 31: National School Lunch/Suppers & School Breakfast (Claim)



Items (SSL1, SSB1, SSN1) Authorized Sites Participating

Enter the number of authorized sites operating National School Lunch/Supper or Breakfast Program during the month. This number may not exceed the number of sites initially authorized to participate in the SSO. Changing the number of sites must be approved by submitting a Site Change Request within CNIPS prior to claiming reimbursement. If SSO claims are being submitted at the site level, enter the number one (1). (Fig. 31)

Items (SSL2, SSB2, SSN2) Enrollment

For open sites, enter the highest number of children who received a meal on any given day for the month. For closed sites, enter the site’s total enrollment. This total should be equivalent to the number of children reported in item SSG1: Number of Children Approved to Receive Free Meals. Line SSL2 (lunch/supper) should include enrollment for lunch plus enrollment for supper for eligible sites. (Fig. 31)

Items (SSL3, SSB3, SSN3) Number of Operating Days

Enter the number of days in the claim month when reimbursable meals were served at the site. (Fig. 31)

###### Figure 32: Seamless Summer Free Lunches/Suppers Served



Items (SSL4, SSL5, SSB4, SSN4) Free Meals Served

Enter the number of free meals served to children in each program during the month. An individual site may not claim both lunch and supper meals on the same day, with the exception of migrant sites and camps, which are authorized to serve any combination of three meals on the same day. For both residential and nonresidential camps, only the meals served to income-eligible children (on the basis of free or reduced-price applications) may be claimed. (Fig. 32)

Items (SSL6, SSB5, SSN5) Total Meals Served

This line item will automatically calculate based on the data entered above. (Fig. 32)

##### After School Meal Supplements

###### Figure 33: After School Meal Supplements (Claim)



Item SSS1. Authorized Sites Participating

Enter the number of authorized sites operating the After-School Meal Supplements Program during the month. This number may not exceed the number of sites initially authorized to participate in the SSO. Changing the number of sites must be approved by submitting a Site Change Request within CNIPS prior to claiming reimbursement. If SSO claims are being submitted at the site level, enter the number one (1) (Fig. 33)

Item SSS2. Enrollment

Enter the total number of children participating at each site. This total should be equivalent to the number of children reported in item SSG1. (Fig. 33)

Item SSS3. Number of Operating Days

Enter the number of days in the claim month when reimbursable meals were served at the site. (Fig. 33)

 Items (SSS4, SSS5) Free Supplements Served

Enter the number of free supplements served to children during the month. (Fig. 33)

Item SSS6. Total Supplements Served

This line item will automatically calculate based on the data entered above. (Fig. 33)

## Part II Revenue & Cost

**Note**: The instructions contained herein apply specifically to the Year End Revenue and Cost form, submitted with the last claim month of the school year. These instructions do not necessarily correspond to the treatment of revenues and expenditures for the non-profit school food service account.

To access the Revenue & Cost portion of the claim select the **Costs** link under Claim Items. (Fig. 34)

### Figure 34: Select Costs link (Last operating claim month)



### Figure 35: Part II Revenue, on Claim Cost Details (Last claim month only)



This information is to be completed on the last operating monthly claim by Charter Schools, Private Schools, and Residential Child Care Institutions (RCCI’s) only. Public School Districts and County Office of Education sponsors are no longer required to complete this Annual Year End Revenue and Cost Report. Yearly revenue totals for the SSO program must be included in the revenue totals reported on the June School Nutrition claim form. This data should consist of all revenue and costs associated with the School Nutrition Program from July 1 through June 30.

For specific details related to allowable operating and administrative cost, program incomes, and meals, please contact your NSD Field Services Unit Consultant by phone at (916) 323-4558. Further information on reporting revenue and costs can be found at the following CDE web page:

[https://www.cde.ca.gov/fg/aa/nt/snprevandcost.asp](https://www.cde.ca.gov/fg/aa/nt/snprevandcost.asp%22%20%5Co%20%22SNP%20Revenue%20and%20Cost%20web%20page)

Revenue is reported annually in line items 1 through 36 according to the program in which the revenue was earned. Revenue may be reported by using one of the following two accounting methods:

* **Cash** ‑ Actual receipts during the year, or
* **Accrual -** All anticipated revenue earned during the year

**If enrollment is 2,500 children or more, revenue must be reported on an accrual basis.** Exceptions to reporting accrued revenue are noted below.

#### Items (1, 7, 13, 19, 25) Daily Sales (Actual Receipts)

For all SFAs, this item should be reported on a cash basis. In each of the appropriate items report actual cash received from children during the year for meals served under the National School Lunch, Basic Breakfast, Breakfast, and Meal Supplements programs.

**On line Item 25** report actual cash received during the year from all other daily sales, such as a la carte sales, snack bar sales (including milk), and adult sales.

**Note*:***If the cost of meals or a la carte food is included in a tuition fee andno separate charge is made to the children, then these items would be left blank.

#### Items (2, 8, 14, 20, 26) Federal Reimbursement

On the appropriate lines report the SFA’s federal reimbursement for the National School Lunch, Basic Breakfast, Severe Need Breakfast, or Meal Supplements programs. Include cash-in-lieu of commodities, if any. The SSO reimbursement should be included under the appropriate meal type. The SSO supper reimbursement should be reported under “National School Lunch.”

* **Cash SFAs:** Enter the federal reimbursement received during the year. Warrants for the federal reimbursement are identified as Federal Trust Fund. The remittance advice, which accompanies the warrant, will identify the portions of the total reimbursement to be reported under each program.
* **Accrual SFAs:** Enter the federal reimbursement earned during the year.

#### Items (3, 9, 15, 21, 27) State Reimbursement

Enter the basic state reimbursement for the National School Lunch, Basic Breakfast, or Severe Need Breakfast programs. The SSO reimbursement should be included under the appropriate meal type. The SSO supper reimbursement should be reported under “National School Lunch.” In addition, include state reimbursement for eligible meals served in schools that are participating in the State Meal Program under the mandate of EducationCode Section 49550*.*

* **Cash SFAs:** Report the state reimbursement received during the year on the appropriate line item. Warrants for the state reimbursement will be identified as General Fund. State meal reimbursement is paid on a monthly basis. Cash sponsors need to allocate, on a participation percentage basis, the amount of the warrant among the National School Lunch, Basic Breakfast, and Severe Need Breakfast programs if the sponsor participates in more than just the National School Lunch Program. Do not forget to include the SSO reimbursement under the appropriate meal type.
* **Accrual SFAs:** Enter state reimbursement earned during the year.

#### Items (4, 10, 16, 22, 28) Needy Meal Tax/Revenue Add On

This item will reflect funds transferred into the cafeteria account or funds from general funds that were previously known as the Meals for Needy Pupils Permissive Override Tax (Schedule G of the Revenue Limit Data Sheets and Schedules for Kindergarten through Grade Twelve School Districts). This transfer of funds should be performed on the basis of a documented bidding procedure. The amount will be reported on line items 4, 10, 16, 22, and 28, on the basis of the programs that the sponsor’s district chooses to subsidize.

#### Items (5, 11, 17, 23, 29) Other

Report all the other revenue for the year from sources not identified in the above columns. Examples of other revenue are as follows:

* Cash donations
* Interest
* Rebates (money received from the vendor after costs have been reported)
* Percentage from vendors who operate their own machines

Revenue from these sources should be allocated to the various programs by percent of participation in each program or percent of daily sales in each program.

Revenue from banquets, contract sales, sale of food or supplies to organizations, and so forth, should be reported on line item 29 (Miscellaneous Food Services).

#### Items (6, 12, 18, 24, 30, 31-36) Totals

These line items will automatically calculate based on the data entered above.

## Part III Cost Incurred

### Figure 36: Part III Cost Incurred

**

Part III is to be completed on the last operating monthly claim. Yearly cost totals for the SSO program must be included in the cost totals reported on the Revenue and Cost section on theClaim Cost Details form. Costs are reported annually in line items 37 through 39. When completing the cost section, adhere to the following guidelines:

* Costs must reflect charges incurred by the food service operation regardless of the source of payment.
* Costs must be reported as they are incurred, not as they are paid.
* Costs for providing contract sales and adult meals cannot be included under the cost areas unless cash is received for those sales and is reported as revenue in line item 25.
* Costs for supper cannot be reported under any of the cost areas unless served at an SSO site.
* Costs for RCCIs must be allocated according to the costing methods described on the web page listed below.

SFAs that provide support to the food service programs through the General Fund may allocate their support costs and include them in their reported costs.

Further information on allocating costs and cost allocation methods can be found at the following CDE web page:

<https://www.cde.ca.gov/fg/aa/nt/snpallocrcci.asp>

#### Item 37. Food

Enter the total cost of purchased food during the year for which the sponsor is reporting. The SFA must have invoices showing dates and actual costs. Allowable food costs include these listed below:

* All edible items of purchased food for meals and milk. Do not include costs for supper unless it was served at an SSO site. Include the cost of contract food items or adult meals only if revenue for those items was reported on line item 25.
* The costs for processing (e.g., canning, freezing, baking by commercial company), distributing, transporting, storing, or handling any purchased food, and the transportation and handling costs for USDA-donated commodities received during the year. Do not include the fair market value of donated food.
* The contract prices for reimbursable meals and milk for those SFAs that contract for the receipt of breakfasts, lunches, supplements, and milk (and suppers served at SSO sites).

SFAs must use the inventory method for computing the cost of food used.

SFAs that receive meals from another agency or private company must report the contract price as food cost.

#### Item 38. Labor

Enter costs for all wages and employee benefits for labor dedicated to the food service program (direct) and labor allocated to the food service program (support). Labor costs are those costs generated as a result of a service provided by someone employed by the sponsor. **Include costs incurred (both paid and unpaid) during the year for which the sponsor is reporting.** Include payroll deductions for social security, withholding tax, employee insurance, retirement, and employee benefits. Do not include the value of donated labor.

#### Item 39. Other

Enter the cost of supplies during the year. Cost is derived by using the inventory method (beginning inventory plus purchases minus ending inventory). Supplies are those nonfood items that cost less than $500 or have a useful life of less than one year. Enter the cost of purchased services during the year (both paid and unpaid). A purchased service is a cost generated as a result of a service provided by a person or agency outside of the SFA’s agency. In addition, include other costs dedicated to food services and costs allocated to food services (such as rental of equipment, repairs, training, travel expenses, audits, laundry, mileage, utilities, fire insurance, and so forth) regardless of the source of payment within the agency.

Equipment costs reported as a part of operating costs must be determined by a depreciation schedule.

Include the cost of office space in public buildings (which includes such items as maintenance, custodial services, and utilities) or the cost of rent by contractual agreements other than rental‑purchase agreements or leases with an option to purchase.

Enter any other applicable costs that were not included as food or labor.

**Do not report as a cost the following items:**

* Any money transferred into an equipment replacement fund
* Actual cash expenditures for equipment (cost must be calculated by using depreciation method)
* The portion of costs allocated to supper (except for Residential Child Care Institutions (RCCIs) or suppers served at an SSO site)

### Edit Checks and Annual Attendance Factor

#### Daily Meal Count Edit Checks

Prior to filing a monthly Claim for Reimbursement, all sponsors must perform daily meal count “edit checks” by multiplying an annual attendance factor by the number of children enrolled at each school.

The attendance factor is a percentage developed no less than once each school year, which accounts for the difference between enrollment and attendance. (It is the average percentage of enrolled students typically attending school on a given day.)

To perform daily meal count edit checks, sponsors must:

* Multiply the number of enrolled children approved in each meal category (free, reduced-price, and paid) by the annual attendance factor
* Compare these numbers, known as attendance adjusted eligible figures, to the daily counts of free, reduced–price, and paid meals served
* Document your calculations on an edit check form (samples available from the CDE)
* Provide a written justification on the edit check form next to the date where any category count exceeds the attendance-adjusted number. (Sample justification could be meal participation increased due to a special promotion or it was “pizza day”.)

####

#### Monthly Edit Check

Meal counts on a Claim for Reimbursement must also not exceed the number of children approved in any eligibility category multiplied by the number of operating days within any given month.

#### Annual Attendance Factor

The USDA Annual Attendance Factor rate for School Year 2011–12 was 93.8 percent. This information is located on the following CDE web page: <https://www.cde.ca.gov/ls/nu/sn/mbusdasnp192011.asp>

Sponsors may use the USDA Attendance Factor from 2011–12 or develop their own factor(s) using district data.

To develop your district or agency’s site or agency-wide Attendance Factor, determine your student population rate of attendance each month or each year. To do this, calculate the percentage of average attendance by dividing the average number of students who attended school each month or each year by the average number of students enrolled in school each month or each year (but do not include excused absences in the average attendance figure). This process will give you an actual Attendance Factor by month or by year.

SFAs must keep records to demonstrate how they calculated their Attendance Factor(s) for use in future compliance reviews.

* Sponsors may determine an agency-wide attendance factor or site-specific attendance factor
* RCCIs with no day students should use 100 percent for their attendance factor
* RCCIs with day students should use the national attendance factor or calculate an actual site or agency-wide attendance factor

### Depreciation of Nonexpendable Food Service Equipment

Depreciation of equipment is an allowable direct cost for school food service programs that must be reported on the last operating claim month– School Nutrition Program, Part III – Cost Incurred, Item 39 (Other). Do not report the full cost of equipment as a cost incurred; instead report the depreciated value over the life of the asset. Claim preparers are expected to use generally accepted accounting principles, such as those discussed in the California School Accounting Manual, when calculating depreciation values.

The Nonexpendable Equipment Depreciation Schedule, which can be used to track the depreciation of equipment annually, can be found at the following CDE web page:

[https://www.cde.ca.gov/fg/aa/nt/snpequipdepr.asp](https://www.cde.ca.gov/fg/aa/nt/snpequipdepr.asp%22%20%5Co%20%22Depreciation%20of%20Food%20Service%20Equipment%20web%20page)

When maintaining this schedule, the claim preparers should adhere to the following guidelines:

* Report annual depreciation for nonexpendable equipment with a cost of $5,000 or more. You may exercise the option to include items of lesser cost when it is deemed desirable to exert an accounting control. For items that are used as a set, such as a table and chairs, cost should be based on the total cost of the set rather than the individual cost of each piece.

***Note*:** Nonexpendable equipment with an acquisition cost of more than $500 must be inventoried to conform to Education Code Section 35168*,* but nonexpendable equipment with an acquisition cost of $5,000 or more must be *depreciated.*

* All records for the full depreciation period shall be retained for three years after the end of the federal fiscal year during which an equipment item is fully depreciated.
* The schedule should reflect nonexpendable equipment with a value of $5,000 or more currently in use by the food service sponsor, including all nonexpendable equipment that is less than 12 years old, all heavy-duty vehicles that are six years old or less, and all medium-duty vehicles that are four years old or less. All nonexpendable food preparation and serving equipment is considered to have a useful life of 12 years.
* Depreciation should be calculated on an annual basis by using the depreciation rates.
* An addition of equipment items or vehicles to the schedule should be made only at the time of acquisition and installation or on the return to full use of items in storage. While equipment is in storage, it should not be depreciated. The actual delivered‑in‑place cost should be reflected in depreciation, regardless of funding.