

OKLAHOMA STATE DEPARTMENT OF EDUCATION  
CHILD AND ADULT CARE FOOD PROGRAMS  
ELECTRONIC SYSTEM FOR APPLICATION AND CLAIMS SUBMISSION

## MULTI-SITED INSTITUTIONS

### HOW TO FILE CLAIMS

1. Log in to CACFP Web site at: <https://cnp.sde.ok.gov/CACFP>. Click on “Enter Claims,” which appears at the top of the gold side menu. At this point you will be required to log in again. Enter your agreement number and click on “Find Facility.” Click “Select” to the left of your agreement number. This will change the color of the background to your facility name and numbers as it brings you to the grid. Click “Enter Claims” directly below the “Select” button.
2. From this “Claims Entry” page, using the drop-down menu, select the MONTH of the claim you want to enter. Type in the current year in the full four-digit format. Click “Search.” (Should there be a message appear saying “No claims entered for this month,” click “Verify Eligibility.”) This will bring up a Claim Grid listing for the month to be submitted and the status of that claim. From the Claim Grid, click “Select.” **DO NOT CLICK ON “ADJUST”!** This action will cause issues that can be solved only by calling the State Agency.
3. This will bring up a second Claim Grid showing each of your entities’ approved sites. Click on “Select” for one site at a time and begin to enter claim data for the month. When clicking “Select” to the left of the first site, there will be a change of color to the background for that site whose claim data you are about to enter. Once the color has changed, scroll down the page and begin entering data **FOR THAT PARTICULAR SITE**. **Only** the column of boxes for meals you have been approved to serve will be **UN-shaded**, allowing you to input data. Click on each box before entering the numbers rather than using the TAB button. There **MUST** be a number in **All** boxes; therefore, use “0” rather than leave the box blank in appropriate columns.
4. When site data has been entered, click “Calculate.” This will automatically calculate the total for **THIS SITE**. Click “Save.” A box will appear mid-screen stating, “Please remember to submit your claims from the Claim Summary page.” Click “OK.” This will take you back to the Claim Grid showing each of your entities’ approved sites. You will now see the claim total for the site just entered and saved. **Repeat steps 3 and 4 for each of the sites for which you are approved.**
5. Once claim data for **ALL sites** have been entered and “Saved,” as in all previous steps, a box will appear mid-screen stating, “Please remember to submit your claims from the Claim Summary page.” Click “OK.”
6. You will be brought to a screen to complete the **final step** in submission of your claim. Click on “View Claim Summary.” This will once again bring up your claim data including the total reimbursement for the entire multi-sited claim. Scroll to the bottom to “Date Signed” and enter the date claim is completed in the “00/00/0000” format. Click “Certify.” A box should appear in mid-screen that says “Claim Submitted.”
7. Congratulations! You have successfully submitted your claim!