

# Child Nutrition Programs NSLP & SBP

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## How to Submit NSLP Claims



OKLAHOMA  
Education

# <https://cnp.sde.ok.gov/oknslp/>



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## OKLAHOMA STATE DEPARTMENT OF EDUCATION

Welcome

2/7/2023, 10:42

### Child Nutrition Programs - Claims System



#### Please Enter User Name and Password to Access the System

This is a government computer system and is the property of the Oklahoma State Department of Education. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, State Department of Education, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception

# How to submit NSLP Claims

## How to submit an NSLP Claim


**Step 1:** Please select the applicable claim that will be submitted for reimbursement.

### Staff Quick-Picks

Jul - 2022	Aug - 2022	Sep - 2022	Oct - 2022	Nov - 2022	Dec - 2022
Jan - 2023	Feb - 2023	Mar - 2023	Apr - 2023	May - 2023	Jun - 2023

**Step 2:** Please click the Select button. After doing this, the district's school sites will appear under the View Claim Summary button.

### SFA Parent Claim for Month and Year Requested

Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit Date</u>	<u>Status</u>	<u>Claim Lock</u>	<u>Revised Claim</u>	<u>Processing Status</u>
 Select	Revise	9	2022		Incomplete	Unlocked	Original	Not Started


Select the latest revision to enter a revised claim

# Choosing the site and program


**Step 3:** Please select the applicable site that will be submitting a claim for reimbursement.

[View Claim Summary](#)




Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit
 Select		ES (105)		\$0.00	
Select		HS (715)		\$0.00	
Select		MOBILE SITE (M01)		\$0.00	
1					

**Step 4:** Please choose NSLP found in the Site claim Data droplist.

Site Claim Data
<div> <div>SELECT CLAIM TYPE ▾</div> <div> <div>SELECT CLAIM TYPE</div> <div>NSLP</div> <div>FFVP</div> <div>SSO</div> </div> </div> 

Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Certified Site Date
	SAYRE ES (105)	Complete	Unlocked	\$19,581.56	02/02/2023
	SAYRE MS (505)	Complete	Unlocked	\$7,231.12	02/02/2023
	SAYRE HS (705)	Complete	Unlocked	\$1,581.71	02/02/2023



# Entering site claim data

NSLP Site Data	
<u>General Information</u>	
SAYRE ES (105) (05I031105)	Revision: Original
Number of Days In Operation 21	Number of Children Enrolled 355
<input type="checkbox"/> This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students).	
<input type="checkbox"/> This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).	
<u>Number of Enrolled Students On Site</u>	
Free 197	Reduced 50
Paid 108	
<u>Average Daily Participation</u>	
Breakfast 117	Lunch 224
<b>Note:</b> Average Daily Participation will be automatically computed by the System.	
<u>Adult and Contract Meals</u>	
Adult Lunches 318	Contract Lunches 336
Adult Snacks 0	Contract Snacks 0
Adult Breakfast 0	Contract Breakfast 0
Adult SNB 18	Contract SNB 354
<u>Provision 2 - Ineligible</u>	
<u>Provision 3 - Ineligible</u>	
<u>Community Eligibility Provision - Ineligible</u>	

# Entering site claim data cont'd

## Breakfast - Ineligible

## Severe Need Breakfast (SNB)

Type	Meals	Rate	Reimbursement
Free	1814	\$2.67	\$4,843.38
Reduced	253	\$2.37	\$599.61
Paid	373	\$0.50	\$186.50
Total	2440		\$5,629.49

**Note:** Severe Need Breakfasts Served - Do not include Regular Breakfast sites.

## Breakfast Sub-Totals

Total Breakfast Reimbursement:	\$5,629.49
Total Adjustments:	\$0.00
Warrant Amount:	\$5,629.49

## Lunch

Type	Meals	Rate	Reimbursement
Free	3031	\$4.35	13184.85
Reduced	547	\$3.95	2160.65
Paid	1118	\$0.79	883.22
Performance Incentive	4696	0.08	375.68
Total	4696		\$16,604.40

**Note:** Performance Incentive will be automatically computed by the System.

# Entering site claim data cont'd

## After School Snack Program (ASSP)

Over 50%

Meals	Rate	Reimbursement
0	\$1.08	\$0.00
Total Meals	0	Reimbursement \$0.00

## Lunch / Snack Sub-Totals

Total Lunch/Snack Reimbursement:	\$16,604.40
Total Adjustments:	\$0.00
Warrant Amount:	\$16,604.40

## Special Milk - Ineligible

## Site Summary Total

\$22,233.89

☐ Zero Dollar Claim (SDE Only)

Save NSLP Site Claim

Certify NSLP Site Claim

Uncertify Site Claim

Site Claim Certified By: JENNI EASTER    Certified On: 10/4/2022 11:50:22 AM  
SFA Claim Submitted By: BECKY GRAY    Submitted On: 1/20/2023

# Completing the claim

NOTE: This claim has NOT been submitted. Please ensure all applicable sites are certified (see Certified Site Date column). Then, click on the “View Claim Summary” button to submit your claim.

Please check with your finance department on a bi-weekly basis that the claim has been deposited into your district’s account.

[Click Here to SUBMIT Official Monthly Claim - View Claim Summary](#)

## Claim Management

SFA Claim Submitted by: [REDACTED] on 12/13/2022

Submit

Print Disbursement

Claims

Print Claim Summary

Use 60 Day Exception

Process Claims

Print Site Summary

Override 60 Day Exception

Unsubmit SFA Claim

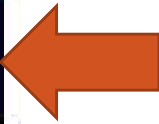


# Helpful Hint #1

SFA Claim for Month and Year Requested

Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit Date</u>	<u>Status</u>	<u>Claim Lock</u>	<u>Revised Claim</u>	<u>Processing Status</u>
Select	Revise	2	2023		Incomplete	Unlocked	Original	Not Started

Select the latest revision to enter a revised claim



# Helpful Hint #2

**Tip 2:** If you see To Be Processed under the Processing Status, then, yes, the Child Nutrition State Office has received the claim. In general, claims are processed every Tuesday noon time and deposits are made to district's account the following Friday. Claims are not paid the last full week of each month.

SFA Parent Claim for Month and Year Requested

Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit Date</u>	<u>Status</u>	<u>Claim Lock</u>	<u>Revised Claim</u>	<u>Processing Status</u>
Select	Revise	9	2022	09/09/2022	Certified	Unlocked	Original	To Be Processed



# Helpful Hint #3

**Tip 3:** If you see Pending Send To Mainframe under the Processing Status, then the claim is in the process of being paid and waiting approval. A claim cannot be revised during this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit Date</u>	<u>Status</u>	<u>Claim Lock</u>	<u>Revised Claim</u>	<u>Processing Status</u>
Select	Revise	9	2022	09/09/2022	Certified	Unlocked	Original	Pending Send To Mainframe



Select the latest revision to enter a revised claim

# Helpful Hint #4 and #5

**Tip 4:** If you see Sent to Treasurer under the Processing Status, then the claim is approved and is in the process of being deposited. A claim cannot be revised during this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
Select	Revise	9	2022	09/09/2022	Certified	Unlocked	Original	Sent to Treasurer



Select the latest revision to enter a revised claim

**Tip 5:** If you see Finished under the Processing Status, then the Child Nutrition State Office has deposited this reimbursement into your district's account. A claim can be revised after this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
Select	Revise	9	2022	09/09/2022	Approved	Unlocked	Original	Finished



Select the latest revision to enter a revised claim



# 60 Day Rule

## Claim Due Dates:

- Claims are due no later than 60 days following the last day of the full month and covered by the claim date based on the number of days in February.

Based on 28 days in February	Based on 29 days in February
January claim – deadline is April 1	January claim – deadline is March 31
February claim – deadline is April 29	February claim – deadline is April 29
March – deadline is May 30	March claim – deadline is May 30
April claim -deadline is June 29	April claim – deadline is June 29
May claim – deadline is July 30	May claim – deadline is July 30
June claim – deadline is August 29	June claim – deadline is August 30
July claim - deadline is September 29	July claim – deadline is September 29
August claim – deadline is October 30	August claim – deadline is October 30
September claim – deadline is November 29	September claim – deadline is November 29
October claim – deadline is December 30	October claim – deadline is December 30
November claim – deadline is January 29	November claim – deadline is January 29
December claim – deadline is March 1	December claim – deadline is February 29

NOTE: the January and December claims are the only two months that are affected by the number of days in February.

# One-time Exceptions

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USDA regulations allow ONE (1) claim to be late in a 36-month period to be paid

More than one late claim in a 36-month period is not allowed, regulations state:

*Federal regulations state that our office may grant a one-time exception to this rule. However, once an SFA uses its one-time exception that institution may not be reimbursed for any future claims submitted past the 60-day deadline for a period of thirty-six (36) months from the last day of the month covered by the claim. Only those which demonstrate to the State agencies satisfaction that noncompliance was due to circumstances beyond the control of the institution/SFA. Such situations would include, but are not limited to, a natural disaster, fire, flood, vandalism of records, and serious illness or injury of the person responsible for submitting the report.*

# Things to Check!

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- CHECK CARS TO MAKE SURE YOU HAVE SUBMITTED THE CLAIM
- IF YOU ARE NOT SURE CALL OUR OFFICE SO WE CAN CHECK IT FOR YOU
- PROVIDE A COPY OF YOUR MONTHLY CLAIM TO YOUR FINANCE PERSON
- CHECK WITH YOUR FINANCE PERSON AT THE DISTRICT TO SEE THAT YOUR MONTHLY CLAIM HAS BEEN DEPOSITED
- CHECK PAYMENT NOTICES/BANK STATEMENTS

# YouTube Link

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<https://youtu.be/5e7IWX03Kvk>



# QUESTIONS?

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