



OKLAHOMA STATE DEPARTMENT *of* EDUCATION
OFFICE *of* CHILD NUTRITION PROGRAMS

MEMORANDUM

TO: Authorized Representatives of Child Nutrition Programs (CNP)
FROM: Child Nutrition Programs
DATE: October 2023
SUBJECT: Important CNP Reports for October 2023

As you are aware, October is a very important reporting month for the CNP. It is crucial for your school district to submit its claim for reimbursement and Low-Income Report so that funding from other sources may be calculated correctly and in a timely manner. ***BOTH REPORTS MUST BE SUBMITTED AFTER OCTOBER 31.*** Please follow the instructions below for submission of your October reports:

STEP #1: As soon as possible ***AFTER OCTOBER 31***, log on to the CNP Claims Application and Review System (CARS) and enter your October NSLP claim for reimbursement. ***Save and CERTIFY each site claim and then SUBMIT using the View Claim Summary button.*** It will then be processed for payment through the CNP office.

YOUR OCTOBER CLAIM MUST BE SUBMITTED BEFORE YOU WILL BE ALLOWED ACCESS TO THE LOW-INCOME REPORT. In order to give districts as much time as possible to certify their October NSLP claims, the following processing schedule will be used by the CNP office:

CLAIMS SUBMITTED BY 12 PM

Tuesday, November 7, 2023
Tuesday, November 14, 2023
Monday, November 20, 2023
Monday, November 27, 2023

WILL BE PROCESSED ON

Monday, November 13, 2023
Friday, November 17, 2023
Friday, November 24, 2023
Friday, December 1, 2023

The ***LAST TIME*** to submit the October NSLP claim will be at 12:00 p.m. on ***MONDAY, NOVEMBER 27***, as the Child Nutrition office must have all eligibility information for October to the Title Programs office by ***DECEMBER 5, 2023***.

Authorized Representatives of Child Nutrition Programs

Page 2

October 2023

STEP #2: Once the October NSLP claim has been certified and submitted, log on to the CNP CARS System. You will see the Low-Income Report toward the bottom of your checklist. Click on the instructions under the Low-Income Report to read how to correctly complete and certify this report. As you select each site, you will enter specific information for that site and save it. Once a site's information has been saved, edits may be done by clicking on the "edit" button next to the site's name. Be sure to note that the column requesting enrollment information includes students from **5- to 17-years-old ONLY**. This is **NOT** intended to be your **TOTAL ENROLLMENT per site!** Also note that the number of free-eligibles and reduced-eligibles should be the **HIGHEST** number of free and reduced-price students you have at each site for the entire month of October. We will compare the signed paper copy to what was entered into CARS, they must match. The signed paper copy must be from the CARS system not the automated one from your lunch system.

MONDAY, DECEMBER 4, IS THE LAST DAY CHANGES TO THE LOW-INCOME REPORT WILL BE ACCEPTED. ALL REPORTS MUST BE CERTIFIED BY THIS DATE!

STEP #3: Once the Low-Income Report has been certified, you **MUST** print a copy of the report, have the **superintendent** sign and date it, and either fax to 405-521-2239, or mail it to the address below or email to NSLP@sde.ok.gov

Oklahoma State Department of Education
Child Nutrition Programs, Room 310
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

There will be a Low-Income Report training on Monday, October 23, 2023, at 1:30pm, please see the link below to register.

Register in advance for this meeting using the link below:

<https://www.zoomgov.com/meeting/register/vJItfu2oqjkiGFvj0boRbQsy8tohVbp1ykI>

Please contact the Child Nutrition office at 405-521-3327 if you have any questions.