

MEMORANDUM

TO: Authorized Representatives of Child Nutrition Programs (CNP)
FROM: Child Nutrition Programs
DATE: October 2021
SUBJECT: Important CNP Reports for October 2021

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 SSO claim for reimbursement. Save the claim and ***CERTIFY***. It will then be processed for payment through the CNP office.

YOUR OCTOBER CLAIM MUST BE CERTIFIED 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 SSO claims, the following processing schedule will be used by the CNP office:

CLAIMS SUBMITTED BY 3 PM

Tuesday, November 2, 2021
Tuesday, November 9, 2021
Tuesday, November 16, 2021
Monday, November 22, 2021

WILL BE PROCESSED ON

Friday, November 5, 2021
Friday, November 12, 2021
Friday, November 19, 2021
Friday, December 3, 2021

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The **LAST TIME** to certify the October SSO claim will be at 3:00 p.m. on **MONDAY, NOVEMBER 22**, as the Child Nutrition office must have all eligibility information for October to the Title Programs office by **DECEMBER 3, 2021**.

STEP #2: Once the October SSO claim has been certified, 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 paper copy to what was entered into CARS, they must match.

MONDAY, DECEMBER 1, 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

Please register for the Low-Income Report Zoom scheduled for October 28, 2021 at 1:00 p.m. to see how the October claim and Low-Income Report will work.

https://us06web.zoom.us/meeting/register/tZUod-2h pz0uHtcvEQDxx7sE_JSFKFI4aLWf

Please contact our office at 405-521-3327 if you have any questions. Thank you.