

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

**SINGLE-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 of your facility name and number. 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 on “Search.” This will bring up a Claims Grid listing for the month to be submitted and the status of that claim. In the Claims Grid, click on “Select.” This will bring up the screen to begin input of your data for the claim. **DO NOT CLICK ADJUST!** This action will cause issues that can be solved only by calling the State Agency.
3. The information requested on the Claim is in the same order as the paper claims you are accustomed to submitting, that of “Number of Operating Days,” “Participation Data,” and “Totals Meals Counts.” **Only** the column of boxes for meals which 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 all data has been entered, click on “Calculate.” This will automatically calculate the claim total. Click on “Save.” A box will appear mid-screen stating, “Please remember to submit your claims from the Claim Summary page.” Click “OK.”
5. On this screen you will complete the submission of your claim. Click on “View Claim Summary.” This will once again bring up your claim data including the total reimbursement for the 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.”
6. Congratulations! You have successfully submitted your claim!