Seamless Summer Option (SSO)
Claiming Instructions
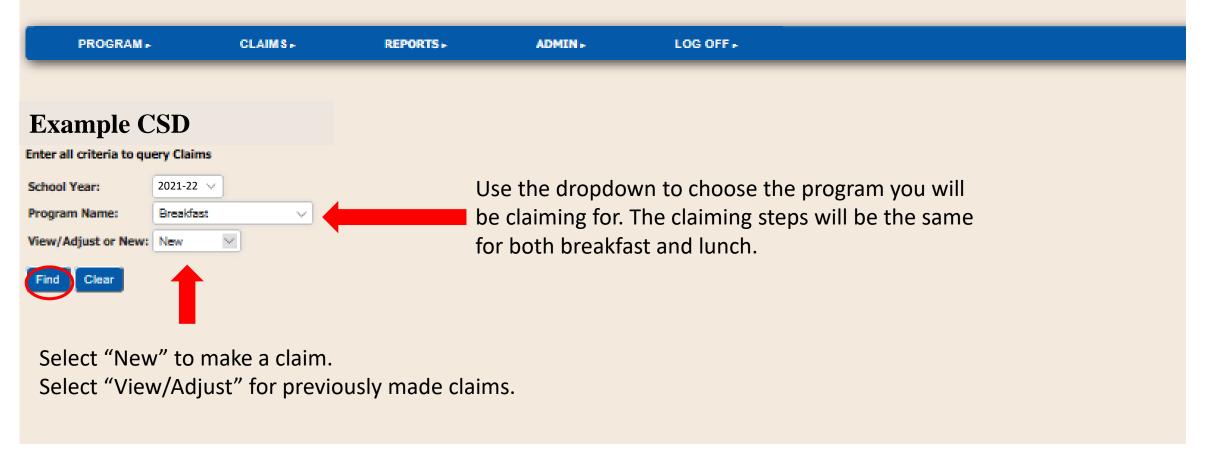
To begin claiming meals, SFA's will log into CNMS and follow the usual steps to file a new claim for breakfast or lunch.

Child Nutrition Management System

PROGRAM ▸   CLAIMS ▸   REPORTS ▸   ADMIN ▸   LOG OFF ▸

Example CSD

Enter all criteria to query Claims

School Year: 2021-22 ⌄

Program Name: Breakfast   ⌄   ⬅

View/Adjust or New: New   ⌄

Find   Clear

Use the dropdown to choose the program you will be claiming for. The claiming steps will be the same for both breakfast and lunch.

Select "New" to make a claim.
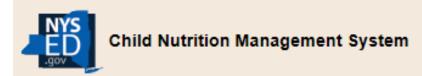Select "View/Adjust" for previously made claims.

Select Find when information has been entered.

Select 'New' for the RA you are creating the claim for.

If an SFA has multiple RA locations, they will each be listed here, and the claim information will need to be entered for each of these individually.

This can be done by repeating the upcoming steps for each RA being claimed.

Child Nutrition Management System

PROGRAM ▸   CLAIMS ▸   REPORTS ▸   ADMIN ▸   LOG OFF ▸

**Example CSD
000000000000**

Select a Claim Period for the 2021-22 Breakfast Program

Example High School
000000000000

● September   February
○ October   March
   November   April
   December   May :
   January   June

* Indicates that the claim is under a lockdown period. Click here for more information

The following periods are outside the program operating dates:

  • July
  • August

Return

Select the claim month
Only the months available to claim for will have the option to select.

Claiming SSO for RAs that normally claim under Standard Counting and Claiming

Closed Enrolled Site

Open Site

- For Closed Enrolled sites, enter the enrollment number into the Program Enrollment box.

  - Enter the Days of Service for the month being claimed.

- Under SSO all meals will be free: Enter the total number of meals being claimed into the Free Meals box, and the Total Meals box.

- For Open sites, leave the Program Enrollment box blank. This will be calculated based on Free Meals served divided by Days of Service.

  - Enter the Days of Service for the month being claimed.

- Under SSO all meals will be free: Enter the total number of meals being claimed into the Free Meals box, and the Total Meals box.

Claiming SSO for RAs that normally claim under Community Eligibility Provision or Provision 2

Closed Enrollment Site

- For <u>Closed Enrolled sites</u>, enter the enrollment number into the Program Enrollment box.

  - Enter the Days of Service for the month being claimed.

- Under SSO and CEP all meals will be free: Enter the total number of meals being claimed into the Total Meals box.

Open Site

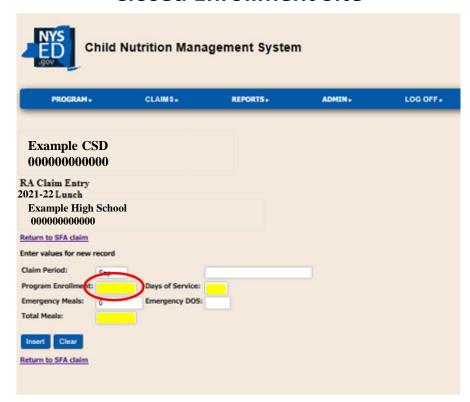- For <u>Open site</u>, leave the Program Enrollment box blank. This will be calculated based on Free Meals served divided by Days of Service.

  - Enter the Days of Service for the month being claimed.

- Under SSO and CEP all meals will be free: Enter the total number of meals being claimed into the Total Meals box.

Once all the information has been entered into the system, the claim can be submitted.

Child Nutrition Management System
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Choose Edit if changes need to be made to the claim after information has been entered.

Example CSD
000000000000
September 2021 Breakfast

Submit Claim

Date of claim submission will display in this space when claim has been submitted.

The empty box shows this claim has not yet been submitted.

RA Claims

Recipients		Included Below						Additional Information	
Name	LEA Code	Free	Reduced	Paid	Emergency	Total		Hold Info	Prov. Info
Example High School	000000000000	2612	0	0	0	2612	Edit		

SFA Claim Roll-up

To modify, select an RA above. The changes made to the RA will then be incorporated in the SFA roll-up claim below.

Claim Month	Sep		
Entered	10/28/21	Status	WORKING
Enrollment	764	Days of Service	18
Free Elig	0	Reduced Elig	0
Free Meals	2612	Reduced Meals	0
Paid Meals	0	Emergency DOS	0
Emergency Meals	0	Total Meals	2612
Submitted			

Ensure number and information for claim are correct.

SFA Claim History

Claim	Created	Free	Reduced	Paid	Emergency	Total	Status	Submitted
Orig	28-OCT-21	2612	0	0	0	2612	WORKING	
Total	28-OCT-21	2612	0	0	0	2612	WORKING	

Back to 2020-21 Breakfast claims   Back to 2020-21 Annual Detail

Remember: Adult meals cannot be claimed for reimbursement.

Once all the information has been entered into the system for each RA, the claim can be submitted. Choose Submit Claim to submit the information for monthly reimbursement.

Choose **Payment Info** to view the information on the payment for the monthly claim that was submitted. This will come up in a separate window as seen below.

NYSED.gov — **Child Nutrition Management System**

PROGRAM ▸   CLAIMS ▸   REPORTS ▸   ADMIN ▸   LOG OFF ▸

Example CSD
000000000000
September 2021 Breakfast

[Payment Info]

RA Claims

Recipients		Included Below					Additional Information	
Name	LEA Code	Free	Reduced	Paid	Emergency	Total	Hold Info	Prov. Info
Example High School 000000000000		2612	0	0	0	2612	View	

SFA Claim Roll-up

To modify, select an RA above. The changes made to the RA will then be incorporated in the SFA roll-up claim below.

Success!
Row updated

Claim Month	Sep		
Entered	10/28/21	Status	SUBMIT
Enrollment	764	Days of Service	18
Free Elig	0	Reduced Elig	0
Free Meals	2612	Reduced Meals	0
Paid Meals	0	Emergency DOS	0
Emergency Meals	0	Total Meals	2612
Submitted	10/28/21		

SFA Claim History

Claim	Created	Free	Reduced	Paid	Emergency	Total	Status	Submitted
Orig	28-OCT-20	2612	0	0	0	2612	SUBMIT	28-OCT-20
Total	28-OCT-20	2612	0	0	0	2612	SUBMIT	28-OCT-20

[Back to 2020-21 Breakfast claims] [Back to 2020-21 Annual Detail]

Look for the green Success! and Submitted date on the screen after submitting to know the claim has gone through successfully.

2021-22 Breakfast Claim
Example CSD

Payment Information

Invoice Number	Entry Date	Invoice Description	Transaction Amount	Payment Amount	Amount Paid	Balance	Check Number	Voucher Number	Process Date	Posted Date	Paid Date	Status
Sep20-2338591-FBR	10/28/20	Federal Breakfast	$5903	$5903		$0						Hold
Sep20-2338592-SBR	10/28/20	State Breakfast	$265	$265		$0						Hold

[Close Window]

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Please contact your Child Nutrition Representative if you have any questions.

http://www.cn.nysed.gov/contact

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