

Child Nutrition Claims Application District User Manual



Arkansas Department of Education Child Nutrition Unit Claims Web Application District User Manual

March 2015



Child Nutrition Claims Application District User Manual

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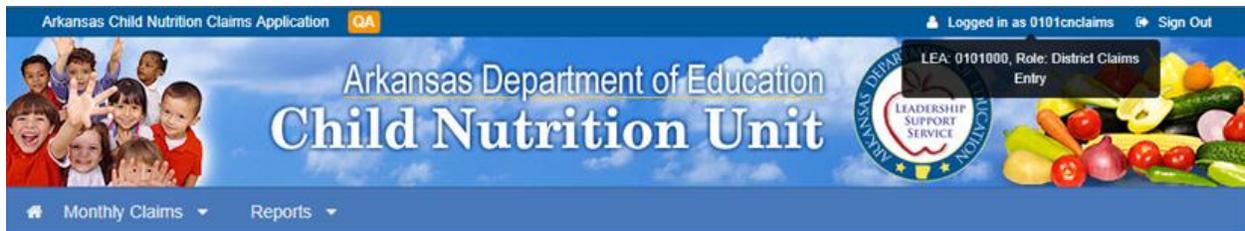
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CN Claims Application Navigation Tips

- Click HOME icon  to return to MAIN MENU
- User Access Group will determine the options to be displayed in the Menus
 - Child Nutrition Viewer – View Claims; Print reports
 - Child Nutrition Claims Entry – View and Enter claims; Print reports
 - Child Nutrition Submitter – View, Enter and Submit claims; Print reports
 - Child Nutrition Approver – View and Approve claims; Print reports
- Hover over the Sub-Menu Item to view other related options.
- Print a screenshot – Right Click/select Print
- Print Preview a screenshot – Right Click/select Print Preview
- Buttons
 - SEARCH –
 - Retrieves data based on the criteria entered, if not found, the system displays “ADD” button to enter a new record
 - Click the Search button in the Data entry screen for a new search
 -  icon is use to show First, Previous,Next, or Last record
 - RESET – clears all Search criteria fields
 - SAVE – saves data in all tabs of the screen (disabled if payments are being processed)
 - DELETE – deletes data in all tabs of the screen (disabled if payments are being processed)
 - PRINT – generates and saves PDF to report queue OR displays report on screen
 - SUBMIT – Submits Claim for Approval (disabled if payments are being processed)
 - APPROVE – Approves Claim for processing (disabled if payments are being processed)

MAIN MENU



-Hovering over the Top Right “Logged in” area identifies the following:

- User Login Name
- LEA number
- User Role (i.e District Claims Entry)

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IF Payments are being processed by Child Nutrition, normally on Friday, users will not be able to sign in. The message below is displayed:



Payments are being Processed.... Please Sign Out and Try Again Later

MONTHLY CLAIMS

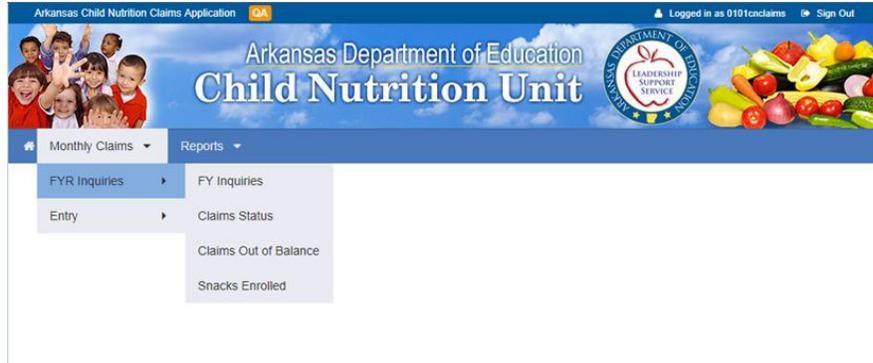


The *Monthly Claims* sub-menu consists of the following Options:

FYR Inquiries

Note: School District personnel will have access to assigned LEA information only.

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FY Inquiries

LEA	Fiscal Year	County	District Name	Effective Date	School Term
0101-000	2013	Arkansas	Dewitt	6/30/2013	R
0101-000	2013	Arkansas	Dewitt	5/31/2013	R
0101-000	2013	Arkansas	Dewitt	4/30/2013	R
0101-000	2013	Arkansas	Dewitt	3/31/2013	R
0101-000	2013	Arkansas	Dewitt	2/28/2013	R
0101-000	2013	Arkansas	Dewitt	1/31/2013	R
0101-000	2013	Arkansas	Dewitt	12/31/2012	R
0101-000	2013	Arkansas	Dewitt	11/30/2012	R
0101-000	2013	Arkansas	Dewitt	10/31/2012	R
0101-000	2013	Arkansas	Dewitt	9/30/2012	R

Enter Search Criteria, click SEARCH and select the desired record to view

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Arkansas Child Nutrition Claims Application Dev Logged In as Username [Sign Out](#)




Arkansas Department of Education Child Nutrition Unit

[Home](#) [Monthly Claims](#) [Reports](#)

Monthly Claims (Breakfast, Lunch, Snack, Milk) - Inquiries

LEA 0101-000 Fiscal Year 2013

Superintendent Gary Wayman District Dewitt County Arkansas

Address Po Box 700 City Dewitt

State AR Zip 720420000 Phone (870) 946-3576

FSD Name Sharon Duncan FSD Address 422 West First FSD City Dewitt

FSD State AR FSD Zip 720420000 FSD Phone (870) 946-4651

Stop Code No Stop Date _____ DUNS # 092924224 Community Eligibility Yes

Consult Area SE Last Oct. Enrollment 1295 Safety Net Yes Pre-K Enrollment 13 School Type 1

No. Schools 4 No. Schools in Net 0 No. Serving Sites 4 Severe Need Breakfast School 4

Provision Two No Charter School No Performance Based No Performance Based Date _____

Federal ID 716021322 Days Served: Regular 9 Summer 12 Seamless Summer 0

Effective Date 05/31/2013 School Term R Entry Date 09/12/2013 Prepared By whatup

Financial [Breakfast Lunch](#) [Milk Snack](#)

Funds Available		Expenditures	
Opening Cash Balance	18022.16	Food	51566.51
Federal Reimbursement	70000.00	Labor	25130.35
Student Meal Income	5800.00	Loan Repayment	100.00
Adult Meal Income	1254.50	Other	3648.73
Ala Carte Meal Income	100.00	Total Expenditures	80445.59
Contract Meal Income	1700.00		
Loan to Program	12984.17		
Other Cash Income	454.41		
Total Income	110315.24	Closing Cash Balance	0.00

Unpaid Items

Food	23731.16	Labor	22749.38	Other	0.00	Total	46480.54
Ending Food Inventory, excluding USDA Commodities					3390.47	USDA Donated Food Inventory	3390.47
Due Fed	46803.01	Contract	5199.60	Other	369.95	Total	52372.56

Total Reimbursement Due District (B/L/S/M): 46926.48

- Click "Breakfast Lunch" tab to view Breakfast/Lunch information

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- Click “Milk Snack” tab to view Milk/Snack information (if data exists)
- Click “Print” button to print all information

Claims Status

Note: School District personnel will have access to assigned LEA information only.

Monthly Claims Reports

Claims Status

Fiscal Year Effective Date Claims

Entered
Not Entered
Submitted
Approved
Processed

Search Reset

Enter Search Criteria

- Fiscal Year
- Effective Date
- Status Type
 - Claims Entered - LEA information is displayed if the Claim has been *Entered* for the desired *Fiscal Year* and *EffectiveDate*, but NOT Submitted

Arkansas Child Nutrition Claims Application Dev Logged in as Username Sign Out

Arkansas Department of Education
Child Nutrition Unit
Arkansas Department of Education
Leadership Support Service

Monthly Claims Reports

Claims Status

Fiscal Year 2013 Effective Date 06/2013 Claims Entered

Entered
Not Entered
Submitted
Approved
Processed

Search Reset

Claims Entered Fiscal Year: 2013 Effective Date: 6/30/2013

LEA	County	District Name	Phone
0101-000	Arkansas	Dewitt	(870) 946-3576

Showing 1 to 1 of 1

< Previous 1 Next >

- Not Entered -- LEA information is displayed if the Claim has NOT been *Entered* for the desired *Fiscal Year* and *EffectiveDate*

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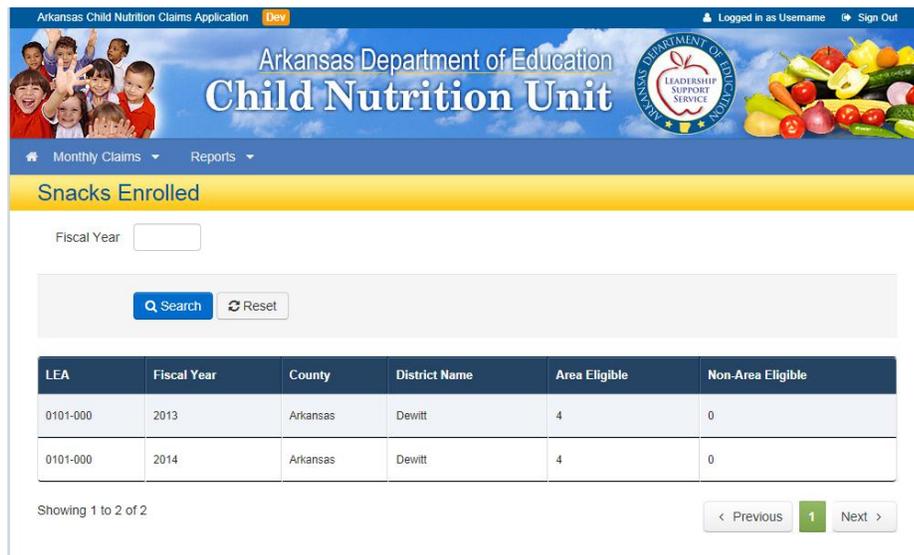
- Submitted - - LEA information is displayed if the Claim has been *Submitted* for the desired *Fiscal Year* and *EffectiveDate*
- Approved - - LEA information is displayed if the Claim has been *Approved* for processing for the desired *Fiscal Year* and *EffectiveDate*
- Processed - LEA information with *Payment Date* is displayed if the Claim has been *Processed* for the desired *Fiscal Year* and *EffectiveDate*

Claims Out of Balance

- - LEA information is displayed if the Claim is Out of Balance (may have following issues)
 - Binding errors
 - Negative Closing balance
 - Stop Code/Date indicating claims cannot be paid (found on Monthly Claims Screen), contact Child Nutrition

Snacks Enrolled

- Enter Search criteria for Fiscal Year



The screenshot shows the 'Snacks Enrolled' page in the Arkansas Child Nutrition Claims Application. The page header includes the Arkansas Department of Education logo and 'Child Nutrition Unit'. Below the header, there is a search bar with a 'Fiscal Year' dropdown menu, a 'Search' button, and a 'Reset' button. The search results are displayed in a table with the following data:

LEA	Fiscal Year	County	District Name	Area Eligible	Non-Area Eligible
0101-000	2013	Arkansas	Dewitt	4	0
0101-000	2014	Arkansas	Dewitt	4	0

At the bottom of the table, it says 'Showing 1 to 2 of 2' and there are navigation buttons for '< Previous', '1', and 'Next >'.

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Entry



Monthly Claims

While Payments are being processed by Child Nutrition, normally on Friday, users will not be able to SAVE, DELETE, SUBMIT or APPROVE a claim. A user will receive the message below and the request will NOT be completed:



Payments are being Processed.... Please Sign Out and Try Again Later

Note: School District personnel will have access to assigned LEA information only.

Child Nutrition Claims Application District User Manual

Monthly Claims

Fiscal Year LEA Effective Date School Term

Regular
Summer
Seamless Summer

LEA	Fiscal Year	District Name	Effective Date	School Term	Error Code
0101-000	2013	Dewitt	6/30/2013	R	0
0101-000	2013	Dewitt	5/31/2013	R	999
0101-000	2013	Dewitt	4/30/2013	R	999
0101-000	2013	Dewitt	3/31/2013	R	999
0101-000	2013	Dewitt	2/28/2013	R	999
0101-000	2013	Dewitt	1/31/2013	R	999
0101-000	2013	Dewitt	12/31/2012	R	999
0101-000	2013	Dewitt	11/30/2012	R	999
0101-000	2013	Dewitt	10/31/2012	R	999
0101-000	2013	Dewitt	9/30/2012	R	999

Showing 1 to 10 of 36

< Previous 1 2 3 4 Next >

Error Code Column indicates the status of the claim

- 0 - Claim has been ENTERED
- 777 – Claim has been SUBMITTED
- 888 – Claim has been APPROVED
- 999 – Claim has been PROCESSED

Enter Search Criteria-combination of LEA/FiscalYear/EffectiveDate/SchoolTerm):

- Combination of LEA/FiscalYear/EffectiveDate/SchoolTerm
- If user enters a value in ALL fields, clicks SEARCH and a record is NOT found, the **ADD** button will show in order to create a new Monthly Claim record.

Monthly Claims

Fiscal Year LEA Effective Date School Term

Regular
Summer
Seamless Summer

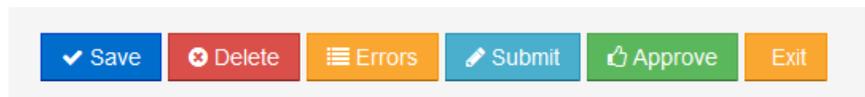
No record found

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If Previous Claim was NOT processed (Error Code is not equal to 999), the message below is shown:

“Existing previous claim has not been processed, claim cannot be added”

- Click tabs to enter data for the following:
 - Quarterly Information
 - Financials (USDA Donated Food Inventory amount is required in order to SUBMIT a claim)
 - Breakfast/Lunch
 - Snack/Milk Enrollment and Snack/Milk Reimbursement
- Based on the user role, one or More of the buttons below are shown



- Click *Save* button to save the data entered
- Error Code is set to 0
- Clicks *ERRORS* button to check and display errors received from data entry.

Monthly Claims Entry - Existing Claim

108 B All Breakfast Schools Are Severe Need But Std. Break. Total Served > 0
109 B All Breakfast Schools Are Severe Need But Std. Break. Served Free > 0
301 B Number Served Free For Breakfast Was Greater Than Number Eligible
956 B Closing Balance Cannot Be Negative

LEA 0101-000 Fiscal Year 2013 Search Print Help

District Dewitt Superintendent Gary Wayman Phone (870) 946-3576

No. Schools 4 Breakfast 4 Lunch 4 Severe Need Breakfast 4 Safety Net Yes

Federal ID 716021322 Days Served: Regular 9 Summer 12 Seamless Summer 0

Provision Two No Charter School No Performance Based No Performance Based Date

Community Eligibility No DUNS# 092924224 Stop Code No

Effective Date 06/30/2013 School Term R Entry Date 09/20/2013 Prepared By hb

Quarterly **Financials** Breakfast / Lunch Snack / Milk Enrollment Snack / Milk Reimbursement

Breakfast Last QTR	ADM	Pre-K 0	K-12 0	ADA	Pre-K 0	K-12 0	No. Free Eligible	Breakfast 0	Lunch 0	
Lunch Last QTR	ADM	0	0	ADA	0	0	No. Reduced Eligible	0	0	
								Days Served	0	0

Total Reimbursement Due District (B/L/S/M) 1.55

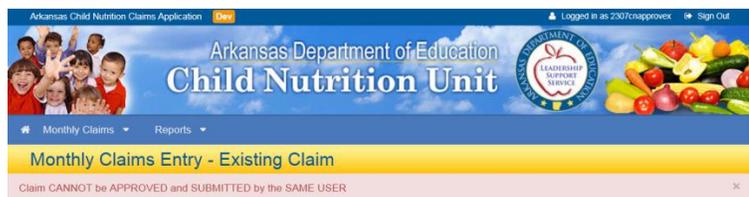
Pay Date Transaction Code 1 Errors 4

Save Delete Errors Exit

- Errors will be listed at the top of the screen.
- Tabs shown in **RED** indicate errors were found.

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- Click on an error message to position the cursor on the field that generated the error.
 - The number of errors will be shown at the bottom: “Errors”
 - Make corrections and repeat clicking the ERRORS button, until all are resolved.
 - Clicking the “x” in the top corner of the error message area will close the error message section
- Click Help ( Help) to display instructions for completing a claim in a new tab
 - Click *Submit* button to submit claim for approval.
 - If Binding errors exist, the claim will NOT SUBMIT. (Only *District Submitter* User Groups will be able to submit the claim)
 - If USDA Donated Food Inventory has not been entered, the message **“USDA Donated food inventory is negative or zero, Claim can NOT be submitted “** is displayed
 - Error Code is set to 777
 - Once SUBMITTED, the claim CANNOT be modified
 - *District Approver* Users will be prompted to sign-off on the claim
 - Click *Approve* button for approval to process the claim.
 - If the SUBMITTER and APPROVER are the same user, the message below is displayed:



In order to Approve the claim, the District has 2 options.

1. Request a change for the APPROVER user and try again
 2. If the APPROVER user is correct,
 - Assign another user as the SUBMITTER
 - Contact Child Nutrition and ask for the claim to be RELEASED
 - CN TECH or CN ADMIN user has to RELEASE the claim
 - The NEW SUBMITTER can Submit the claim
 - The APPROVER can Approve the claim
- Approver will be prompted for electronic signature sign-off (the paragraph shown is found at the bottom of the Claim Form)

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Are you sure you want to APPROVE this record?

I CERTIFY that to the best of my knowledge and belief, this claim is true and correct in all aspects and that records (supporting documentation) are available to support this claim. I understand that all supporting documents for this Claim For Reimbursement are subject to review and/or audit by State/Federal Agency officials. I also understand that this information is being given in connection with the receipt of Federal United States Department of Agriculture Funds. Further, I fully understand that I may be prosecuted under applicable provisions of the Criminal Code of the United States for knowingly or willfully making a False Statement, Filing a False Report(s) and/or Filing a False Claim(s) For Reimbursement and if convicted may be fined up to \$250,000 or imprisoned up to five (5) years, or both, pursuant to 18 U.S.C. 1001 (False Statements), 18 U.S.C. 287 (False Claim(s)). I understand that I may be prosecuted under other applicable provisions of the Criminal and Civil Code of the United States and applicable laws of the Arkansas Criminal Code Annotated.

- Click NO to cancel approval (returns to Claims screen)
- Click YES to approve by electronic signature and a *“Successfully approved”* message is displayed



(Claim can be printed showing signature sign-off. Any processed claims prior to the signature sign-off requirement will show the Superintendent as the Approver)

- Error Code is set to 888
- If Payments are being processed, the message below is displayed and the claim will NOT be Approved



- NOTE:
 - SUBMIT and APPROVE creates a claim tracking record with a time stamp, therefore, the records cannot have the same time (i.e. 8:15am and 8:16am will suffice)
 - Contact the Child Nutrition (CN) if changes to a claim need to be done for a SUBMITTED claim. The **CN TECH** user can RELEASE the SUBMITTED claim in order for the user to make changes.

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- If a SUBMITTED claim has been released more than twice, THE **CN ADMIN** user will have to RELEASE the claim.
- THE **CN TECH** user will need the following information for Releasing a Submitted Claim:
 - *Requestor*: Valid User Login requesting the change
 - *Reason*: Description of the reason for the RELEASE

REPORTS

The Reports menu contains the sub-menu below:



Financial Operations & Status

YTD Financial Report

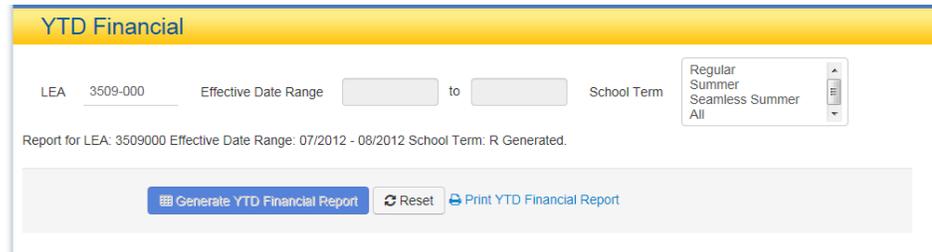
A screenshot of the 'YTD Financial' report generation interface. It features a yellow header with the text 'YTD Financial'. Below the header, there are input fields for 'LEA' (set to '3509-000'), 'Effective Date Range' (empty), and 'School Term' (set to 'Regular'). A dropdown menu for 'School Term' is open, showing options: 'Regular', 'Summer', 'Seamless Summer', and 'All'. At the bottom, there are two buttons: 'Generate YTD Financial Report' and 'Reset'.

- Enter Effective Date Range and School Term

A screenshot of the 'YTD Financial' report generation interface, similar to the previous one but with the 'Effective Date Range' field filled with '07/2012' to '08/2012' and the 'School Term' dropdown menu set to 'Regular'. The 'Generate YTD Financial Report' and 'Reset' buttons are still present at the bottom.

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- Click Generate YTD Financial Report



YTD Financial

LEA: 3509-000 Effective Date Range: [] to [] School Term: [Regular, Summer, Seamless Summer, All]

Report for LEA: 3509000 Effective Date Range: 07/2012 - 08/2012 School Term: R Generated.

[Generate YTD Financial Report] [Reset] [Print YTD Financial Report]

- Click [Print YTD Financial Report](#) link to view report
- Each report displays the PDF task bar at the bottom of the page



- User can Save, Print, Page Up/Down, Enter Page Number, or Zoom

FIELD DESCRIPTIONS

School District Master Information

- **LEA** - 7 digits
- **Fiscal Year** – 4 digits
- **DISTRICT NAME** -
- **SUPERINTENDENT** -
- **COUNTY NAME** -
- **SUPERINTENDENT PHONE** -
- **Federal ID** – 9 digits
- **DUNS Number** – 9 digits
- **Days Served for Regular, Summer and Seamless Summer** – required if program exists
- **STOP CODE** - defaults to 'No', Claims can be paid
If 'Yes', Claims cannot be paid
- **EFFECTIVE DATE** -
 1. Date is generated as *mm/yyyy* format (i.e.07/2013)
 2. It must be within the current or previous school fiscal year.
- **SAFETY NET** -
Defaults to 'No'. Used to determine what rates to use for lunch on claims.
- **NO. SCHOOLS** -
 1. Number of Schools in the district.
 2. Must be greater than zero.
- **NO. SEVERE NEED BREAKFAST SCHOOLS**
Number of schools that are in the severe need breakfast program.
- **NO. SCHOOLS – BREAKFAST**
Number of schools that serve breakfast.
- **NO. SCHOOLS – LUNCH**
Number of schools that serve lunch.

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- **NO. SCHOOLS – MILK**
Number of schools that serve milk.
- **NO. SCHOOLS SNACK – AREA ELIG**
Number of schools that are in the snack program that have 50% or more of their students enrolled eligible for free or reduced price meals.
- **NO. SCHOOLS SNACK – OTHER**
Number of schools that are enrolled in the snack program that are NOT area eligible.
- **SNACK PROGRAM ENROLLMENT – AREA ELIG**
 1. Number of students that participated in the snack program that were area eligible.
 2. The field *NO. SNACK SCHOOL (AE)* must be greater than zero before any entry can be made in this field.
- **SNACK PROGRAM ENROLLMENT – OTHER**
 1. Number of students that participated in the snack program that were not area eligible.
 2. The field *NO. SNACK SCHOOL (OTH)* must be greater than zero before any entry can be made in this field.
- **SNACK PROGRAM ENROLLMENT – TOTAL**
The combined total of area eligible and other enrolled in the snack program.
- **Provision Two**
Defaults to 'No'. Indicates if School District is a Provision Two school.
- **Charter School**
Defaults to 'No'. Indicates if School District is a Charter school.
- **Community Eligibility**
Defaults to 'No'. Indicates if School District is Community Eligible.
- **Performance Based**
Defaults to 'No'. Indicates if School District is eligible for Performance Based Payment.
- **Performance Based Date**
Required if *Performance Based is 'Yes'*. Indicates date School District became eligible for Performance Based program.

Error Messages

- **ERROR CODE – Required**
Must be numeric and between 1-999.
- **Error Type**
Error type is supplied by the system based on the error received.
 - (B)inding errors must be resolved before user can SUBMIT the claim
 - (N)onBinding errors are informational. Claims can be SUBMITTED with this type of error(s).
- **ERROR MESSAGE**
Description of the error found while entering a claim.

Monthly Claims

- **Lea: 7-digits -Required**

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- **Effective Date**
Effective Date of Claim
- **School Term** - Required
'R' - Regular 'S' - Summer 'SS' - Seamless Summer
- **District**
The name of the School District.
- **Superintendent**
The School District Superintendent's name.
- **District Phone Number**
The School District Telephone number.
- **No. Schools In District**
The number of schools in the district.
- **No. Schools With Breakfast**
The number of schools in the school district with Breakfast program.
- **No. Schools With Lunch**
The number of schools in the school district with Lunch program.
- **Entry Date**
Entry date of the claim (defaults to System Date)
- **Prepared By**
The name of the person who prepared the original monthly claim.
- **Eligible For Safety Net**
Specifies the school district's eligibility for the Safety Net Program.
- **Federal ID**
Federal ID assigned to School District
- **Severe Need Breakfast**
The number of schools enrolled in the Severe Need Program.
- **No. Free Eligible Breakfast**
Number of Students that are eligible for free breakfasts (changes on a claim-by-claim basis)
- **No. Free Eligible Lunch**
Number of students that are eligible for free lunches (changes on a claim-by-claim basis)
- **No. Reduced Eligible Breakfast**
Number of Students that are eligible for breakfasts at a reduced price (changes on a claim-by-claim basis)
- **No. Reduced Eligible Lunch**
Number of students that are eligible for lunches at a reduced price (changes on a claim-by-claim basis)
- **Days Served Breakfast**
The number of days breakfast is served (changes on a claim-by-claim basis)
Maximum Number of Days in a month is **23**.
- **Days Served Lunch**
The number of days lunch is served (changes on a claim-by-claim basis)

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Maximum Number of Days in a month is **23**.

- **Breakfast ADM: PRE-K**

The Average Daily Membership (ADM) PRE-K for breakfast in last quarter for Pre-School schools in the breakfast program (changes on a claim-by-claim basis)

- **Breakfast ADM: K-12**

The Average Daily Membership (ADM) K-12 for breakfast in last quarter for Kindergarten through 12th grades (changes on a claim-by-claim basis).

- **Breakfast ADA: Pre-K**

The Average Daily Attendance (ADA) PRE-K for breakfast in last quarter for Pre-school schools enrolled in the programs (changes on a claim-by-claim basis)

- **Breakfast ADA: K-12**

The Average Daily Attendance (ADA) PRE-K for breakfast in last quarter for Kindergarten through 12th grades enrolled in the programs (changes on a claim-by-claim basis).

Validations

- If the number of days breakfast served is reported and the ADA for breakfast is greater than the ADM for breakfast a non-binding error (126) is generated.
- If the number of days breakfast served is reported and the breakfast ADA is 0 then a non-binding error (129) is generated.
- If the ADA for K-12 breakfast is greater than the ADM for K-12 breakfast a non-binding error (307) is generated.

- **Lunch ADM: PRE-K**

The Average Daily Membership (ADM) PRE-K for lunch in last quarter for Pre-School schools in the breakfast program (changes on a claim-by-claim basis).

- **Lunch ADM: K-12**

The Average Daily Membership (ADM) K-12 for lunch in last quarter for Kindergarten through 12th grades (changes on a claim-by-claim basis)

Validations

- If the Total lunch Eligible is greater than the Lunch ADM a non-binding error (119) is generated.
- If the number of days lunch served is greater than 0 and lunch ADM is 0 a non-binding error (130) is generated.
 - If the breakfast ADM is greater than the lunch ADM then a non-binding error (122) is generated.
 - If the number of school with breakfast equals the number of school with lunch in the school district but the breakfast ADM differs from the lunch ADM a non-binding error (120) is generated.

- **Lunch ADA: Pre-K**

The Average Daily Attendance (ADA) PRE-K for lunch in last quarter for Pre-school schools enrolled in the programs (changes on a claim-by-claim basis)

Validations

- If the lunch ADA PRE-K is greater than the lunch ADM PRE-K a non-binding error (310) is generated.

- **Lunch ADA: K-12**

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The Average Daily Attendance (ADA) PRE-K for lunch in last quarter for Kindergarten through 12th grades enrolled in the programs (changes on a claim-by-claim basis)

Validations

- If the number of schools with breakfast program equals the number of schools with lunch program in the school master table, and the ADA for breakfast differs from the ADA for lunch then a non-binding error (121) is generated.
- If the ADA for breakfast is greater than the ADA for lunch then a non-binding error (123) is generated.
- If number of days lunch served is greater than 0 and the ADA for lunch is greater than or equal to the ADM for lunch, then a non-binding error (127) is generated.
- If number of days lunch served is reported and ADA for lunch is 0 then a non-binding error (131) is generated.
- If the free eligible for lunch is greater than the ADA for lunch then a non-binding error (135) is generated.
- If the lunch ADA K-12 is greater than the Breakfast ADM K-12 then a non-binding error (311) is generated.

- **Transaction Code**

The status of the claim. Code '01' means that record is ready to be processed

- **Errors**

Displays the number of errors that have occurred during entry.

- **ErrorCode**

0 means that the claim can be modified as needed before submission

'777' means that the claim has been submitted for approval and cannot be modified.

'888' means that the claim has been approved for processing and cannot be modified.

'999' means that the claim has been processed and cannot be modified.

- **Opening Cash Balance**

The closing balance from the Previous month.

Changes or corrections can only be done through the Adjustment Claim of prior months Financial information.

If LEA is a new School District for the Fiscal Year, the system will allow user to enter the Opening Balance.

- **Federal Reimbursement**

Money reimbursed from the Federal Government for Meals Program.

- **Student Meal Income**

Money from Meals sold to Students.

- **Adult Meal Income**

Money from the sale of Adult Meals.

- **A La Carte Income**

Money from A La Carte Meals sold.

- **Contract Meal Income**

Money from the sale of Contract Meals.

- **Loans to Program**

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Money Loaned to the Meals Program.

- **Other Cash Income**
Any other type of Cash Income.
- **Total funds**
 1. This is calculated SUM of opening cash balance, federal reimbursement, student meal income, adult meal income, a la carte income, contract meal income, loans to program, other cash income (display only)
- **Food Expenses**
Funds spent on Food Items.
- **Labor Expenses**
Funds spent for Labor.
- **Loan Repayment**
Funds spent to Re-pay prior Loans to the Program.
- **Other Expenses**
Funds spent on Misc. Items and any other Expenses.
- **Total Expenses**
Total Funds spent calculated by the system as the sum of food expenses, labor expenses, loan repayment, other expenses (display only)
- **Closing Cash Balance:**
Calculated amount (Total Income minus Total expenses)
- **Unpaid food**
Amount of Unpaid Food bills.
- **Unpaid Labor**
Amount of Labor not Paid yet.
- **Unpaid Other**
Amount of 'Other' Unpaid bills.
- **Unpaid total**
Amount of Total unpaid bills calculated by the system as the sum of unpaid food, unpaid labor, unpaid other.
- **Ending Food Inventory**
Value of Food Inventory.
- **USDA Donated Food Inventory**
Required in order for claim to be submitted
- **Funds Due Federal**
Funds Due the program from the Federal Govt.
- **Funds Due Contract**
Amount of Funds owed the program from Contract Meals.
- **Funds Due Other**
Amount of Funds Due from Other income.
- **Funds Due Total**
Total Amount due the program calculated by the system as the sum of funds due federal, funds due contract, funds due other.
- **Breakfast Free Standard**

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The number of free breakfast standard meals for the claim.

- **Breakfast Free Standard Reimbursement**

The reimbursement amount for free standard breakfast.

Calculated (Free standard Breakfast meals * rate for Free standard Breakfast)

- **Breakfast Free Severe**

The number of free breakfast severe meals for the claim.

- **Breakfast Free Severe Reimbursement**

The reimbursement amount for free severe breakfast.

Calculated (Free Severe Breakfast meals * the rate for Free Severe Breakfast)

- **Breakfast Reduced Standard**

The number of Reduced breakfast standard meals for the claim.

- **Breakfast Reduced Standard Reimbursement**

The reimbursement amount for reduced standard breakfast.

Calculated as the number of reduced standard breakfast meals * rate for reduced standard breakfast.

- **Breakfast Reduced Severe**

The number of Reduced breakfast severe meals for the claim.

- **Validations**

If all schools are standard breakfast schools and reduced severe need breakfast meals are reported a **binding** error (316) is generated.

- **Breakfast Reduced Severe Reimbursement**

The reimbursement amount for reduced severe need breakfast.

Calculated as the number of reduced severe need breakfast meals * the reduced severe need breakfast rate.

- **Breakfast Paid Standard**

The number of paid standard breakfast meals.

- **Breakfast Paid Standard Reimbursement**

Calculated as the number of paid standard breakfast meals * the rate for paid standard breakfast.

- **Breakfast Paid Severe**

The number of paid standard breakfast meals.

- **Breakfast Paid Severe Reimbursement**

Calculated as the number of paid severe breakfast meals * the rate for paid severe breakfast.

- **Breakfast Total Served Standard**

The total of the free, reduced and paid served standard breakfast calculated by the system

- **Breakfast Total Served Standard Reimbursement**

The reimbursement amount for the total served standard breakfast.

- This field is always 0.

- **Breakfast Total Served Severe**

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The total of the free, reduced and paid served severe need breakfast.

- Calculated by the system
- **Total Breakfast Standard Reimbursement**
Sum of the standard free, reduced, paid and total served breakfast reimbursements calculated by the system.
- **Total Breakfast Severe Reimbursement**
Sum of the severe need free, reduced, paid and total served breakfast reimbursements calculated by the system.
- **Total Reimbursement Breakfast**
Sum of the total breakfast standard reimbursement and total breakfast severe need Reimbursement calculated by the system.
 - **Breakfast Validations**
 1. If all breakfast schools are severe need and total served standard breakfast is reported a binding error (108) is generated
 2. If the total served standard breakfast is less than the sum of the standard free and reduced breakfast meals, then a binding error (312) is generated.
 3. If number of days standard breakfast served is reported and the total served standard breakfast is 0 a non-binding error (318) is generated.
 4. If all breakfast schools are standard and total served severe need breakfast is reported a binding error (317) is generated.
 5. If the total served severe need breakfast is less than the sum of the severe need free and reduced breakfast meals then a binding error (313) is generated.

Other Validations

1. If the number served free breakfast this month varies from the prior month's by more than 10% then a non-binding error (35) is generated.
2. If the number served reduced breakfast this month varies from the prior month's by more than 10% then a non-binding error (36) is generated.
3. If the number served paid breakfast this month varies from the prior month's by more than 10% then a non-binding error (37) is generated.
4. If the total served breakfast this month varies from the prior month's by more than 10% then a non-binding error (38) is generated.
5. If breakfast meals are reported while the number of days breakfast served is 0 a binding error (321) is generated.

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All Lunch fields can be either standard or Safety net depending on the Safety Net flag in the School Master. The rate will be the only difference seen on the screen for safety net or standard lunches.

- **Lunch Free**
The number of free Lunch standard meals for the claim.
- **Lunch Free Reimbursement**
The reimbursement amount for free standard lunch calculated by multiplying the number of free standard lunch meals by the rate for free standard lunch.
Safety Net rate is used if it is a safety net school .
- **Lunch Reduced**
The number of Reduced lunch standard meals for the claim.
- **Lunch Free Reimbursement**
The reimbursement amount for reduced standard lunch calculated by multiplying the number of reduced standard lunch meals by the rate for reduced standard lunch.
Safety Net rate used if safety net school
- **Lunch Paid**
The number of Paid lunches standard meals for the claim.
- **Lunch Paid Reimbursement**
The reimbursement amount for paid standard lunch calculated by multiplying the number of paid standard lunch meals by the rate for paid standard lunch.
Safety Net rate used if safety net school
- **Lunch Total Served**
The total of the free, reduced and paid served lunch calculated by the system.
- **Lunch Total Served Reimbursement**
This is always 0.
- **Performance Based Lunch Total**
If school is Performance Based, the system populates this field with the Lunch Total Served
- **Performance Based Total Reimbursement**
If school is Performance Based, the system calculates the reimbursement amount by multiplying the Performance Based Rate * Performance Based Lunch Total
- **Total Reimbursement Lunch**
Sum of the free, reduced, paid, and total lunch served reimbursements.
If school is Performance Based, it is included in this total.
- **TOTAL REIMBURSEMENT DUE DISTRICT**
Sum of the total reimbursement of breakfast, lunch, milk, snack, and Performance Based.

Validations for Lunch

1. If the total served lunch is less than the sum of the free and reduced lunch meals, then a binding error (314) is generated.
2. If the number served free lunch this month varies more than 10% from prior month's then a non-binding error (39) is generated.
3. If the number served reduced lunch this month varies more than 10% from prior month's then a non-binding error (40) is generated.

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4. If the number served paid lunch this month varies more than 10% from prior month's then a non-binding error (41) is generated.
 5. If the number total served lunch this month varies more than 10% from prior month's then a non-binding error (42) is generated.
 6. If the number of days lunch served is 0 and the total served lunch is reported a binding error (322) is generated.
- **No. ADULT Breakfast Free**
The number of adult breakfast free.

 - **No. ADULT Breakfast Paid**
The number of adult breakfast paid.
Validations
If the breakfast program is not available but the adult breakfast is reported then a **binding** error (308) is generated.

 - **No. ADULT Lunch Free**
The number of adult lunch free.

 - **No. ADULT Lunch Paid**
The number of adult lunch paid. It must be entered.
Validations
If the lunch program is not available but the adult lunch is reported then a **binding** error (309) is generated.

 - **No. Contract. Meals for Breakfast and Lunch**
The number of meals contracted.

 - **No. Schools With Snack Area Eligible.**
This is the number of schools in the district with snack area eligible (display only)

 - **No. Schools With Snack Free, Reduced, Paid**
This is the number of schools in the district with free, reduced, and paid snack (display only)

 - **Snack Program Enrollments Area Eligible**
This is the snack program enrollment for area eligible.

 - **Snack Program Enrollments Free, Reduced, Paid**
This is the snack program enrollment for free, reduced and paid.

 - **Snack Program Enrollments Total Snack**
This is the total snack program enrollment (display only).

 - **Milk ADM PRE-K**
The Average Daily Membership (ADM) PRE-K for Milk in last quarter. It changes on a claim-by-claim basis.

 - **Milk ADM K-12**
The Average Daily Membership (ADM) K-12 for Milk in last

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quarter. It changes on a claim-by-claim basis.

- **Milk ADA PRE-K**

The Average Daily Attendance (ADA) PRE-K for Milk in last quarter. It changes on a claim-by-claim basis.

- **Milk ADA K-12**

The Average Daily Attendance (ADA) PRE-K for Milk in last quarter. It changes on a claim-by-claim basis.

- **Snack ADM PRE-K**

The Average Daily Membership (ADM) PRE-K for Snack in last quarter. It changes on a claim-by-claim basis.

- **Snack ADM K-12**

The Average Daily Membership (ADM) K-12 for Snack in last quarter. It changes on a claim-by-claim basis.

- **Snack ADA PRE-K**

The Average Daily Attendance (ADA) PRE-K for Snack in last quarter. It changes on a claim-by-claim basis.

- **Snack ADA K-12**

The Average Daily Attendance (ADA) K-12 for Snack in last quarter. It changes on a claim-by-claim basis.

- **No. Free Eligible Milk**

It is a numeric field that denotes the number of free eligible Milk for the claim. It is a field that changes on a claim-by-claim basis

- **No. Free Eligible Snack**

It is a numeric field that denotes the number of free eligible Snack for the claim. It is a field that changes on a claim-by-claim basis

- **No. Red. Eligible Milk**

It is a numeric field that denotes the number of reduced eligible Milk for the claim. It is a field that changes on a claim-by-claim basis

- **No. Red. Eligible Snack**

It is a numeric field that denotes the number of reduced eligible Snack for the claim. It is a field that changes on a claim-by-claim basis.

- **Days Served Milk**

The number of days Milk is served. It changes on a claim-by-claim basis.

Validations

- If the number of schools with milk program in the school district master is 0 and the number of days milk served greater than 0 then a non-binding error (104) is generated.

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- If the number of days milk served is greater than 23 a non-binding error (701) is generated.
- **Days Served Snack**

The number of days Snack is served. It changes on a claim-by-claim basis.

Validations

 - If the number of schools with Snack program in the school district master is 0 and the number of days snack served greater than 0 then a non-binding error (107) is generated.
 - If the number of days snack served is greater than 23 a non-binding error (702) is generated.
- **Snack Area Free**

The number of area snack free.
- **Snack N-Area Free**

The number of non-area free snack.
- **Snack Total Free**

The total snack free calculated as the sum of **Snack Area Free** and **Snack N-Area Free**.
(display only)
- **Snack Total Free Reimbursement**

The total free snack reimbursement calculated by multiplying the number of free snack meals * free snack rate (display only)
- **Snack Reduced**

The number of reduced snack meals.
- **Snack Reduced Reimbursement**

The reduced snack reimbursement calculated by multiplying the number of reduced snack meals * reduced snack rate (display only)
- **Snack Paid**

The number of Paid snack meals.
- **Snack Paid Reimbursement**

The paid snack reimbursement calculated by multiplying the number of paid snack meals * paid snack rate.
- **Snack Total Served**

The total number of free, reduced and paid snack meals calculated by the system.
(display only)
- **Snack Total Served Reimbursement**

This is always 0.
- **Snack Total Reimbursement**

This is the total of the free, reduced, paid, and total served reimbursements.

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- **Milk Total Free**
The total milk free.
- **Avg. Milk Cost**
The free milk rate.
- **Milk Total Free Reimbursement**
The total free Milk reimbursement. It is the product of the number of free milk meals * free milk rate (display only)
- **Milk Paid**
The number of Paid milk meals.
- **Snack Reduced Reimbursement**
The reduced snack reimbursement. It is the product of the number of reduced snack meals * reduced snack rate(display only)
- **Snack Paid**
The number of Paid snack meals.
- **Snack Paid Reimbursement**
The paid snack reimbursement. It is the product of the number of paid snack meals * paid snack rate.
- **Snack Total Served**
The total number of free, reduced and paid snack meals calculated by the system.
(display only)
- **Snack Total Reimbursement**
This is the total of the free, paid, and total served reimbursements.