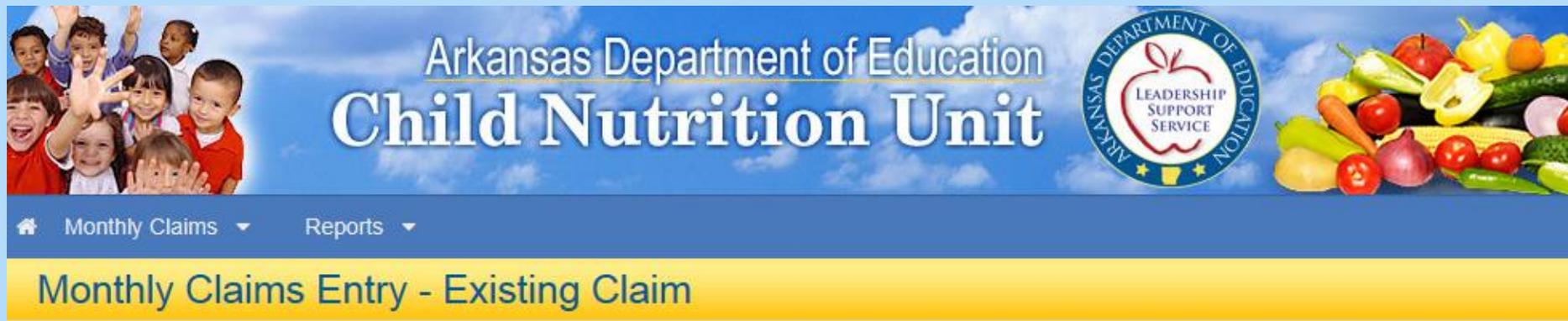
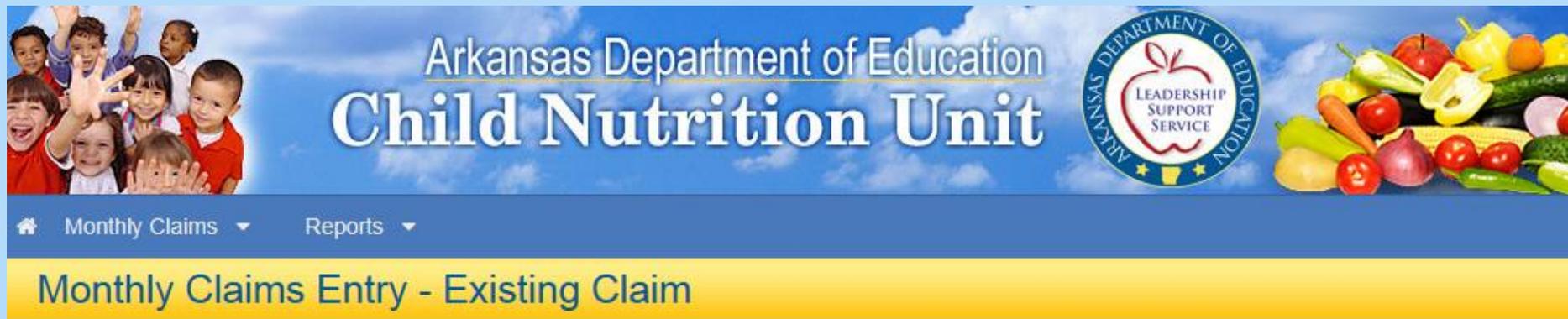


How to Complete a Claim



This information is geared towards those who create and input information into the On-line claim form, in order to receive reimbursements from the USDA and the Child Nutrition Unit of the Arkansas Department of Education. This will walk you through, step-by-step, each area of the On-line claim form. It also shows those who approve the form, items to look for that may be incorrect.



- This program works best if NO OTHER PROGRAMS OR BROWSER WINDOWS are open!
- Due to the memory capacity of this program, SAVE often. At least after inputting information in each tab.
- This program has a short “timeout”. It will be helpful if a paper copy is completed, prior to inputting data.
- During the summer months, one claim type must be submitted (regular, summer, seamless summer), before entering another claim type.
- The prior month claim must be paid (999 status) before entering the next claim.

Question 1

1. How often should you save your claim?
 - a. At the end of creating the claim
 - b. After you enter data under each tab
 - c. As often as possible
 - d. B and C



Johnny Key
Commissioner of Education
[Read Bio](#)



Search site by keyword(s)... [Search](#)

Topics A-Z [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)



State Board of Education Approves Kindergarten - Grade 12 Math Standards

Valid July 1, 2016

[Learn More](#)



Provide Feedback on the Proposed English Language Arts Standards

[Take the Survey](#)

INNOVATION IN ARKANSAS EDUCATION



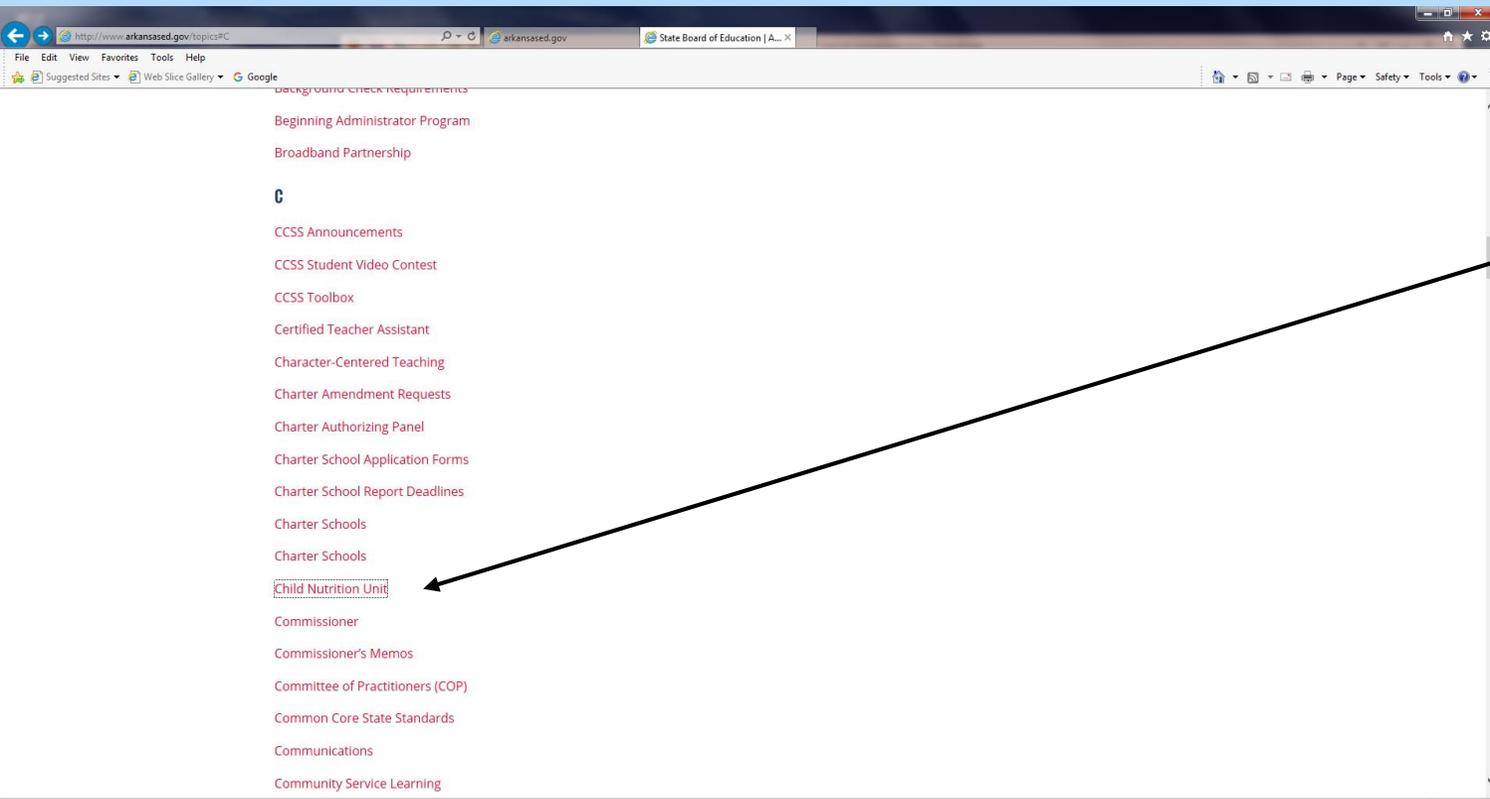
Pea Ridge Manufacturing & Business Academy

[New Video!](#)

NBCT Make-Up Orientation

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS

Click on the letter "C" on the Arkansas Department of Education website



Click on “Child Nutrition Unit”

CHILD NUTRITION UNIT

[Home Page](#) / [ADE Divisions](#) / [Fiscal and Administrative Services](#) / [Child_Nutrition_Unit](#)

The Arkansas Department of Education **Child Nutrition Unit** administers the National School Lunch Program, the School Breakfast Program, the Special Milk Program, the Afterschool Snack Program, the Seamless Summer Program and the Fresh Fruits and Vegetables Grants in the public schools in Arkansas.

According to the U.S. Department of Agriculture (USDA) regulations, the Child Nutrition Unit provides technical assistance, training, monitoring, and processes claims for reimbursement of federal funds used in the operation of local school nutrition programs. Approximately \$165 million federal dollars are disbursed to public school districts for reimbursable meals served to students.

Approximately \$2 million in state funds is paid as required state matching to each district either by payment of deliveries for USDA donated foods or as a per lunch match for the total lunches served by school districts in the previous school year.

The federal Child Nutrition Programs in Arkansas schools have a total economic impact of \$224 million on the economy of the state including local, state and federal funds.

For more information, please contact:

Suzanne Davidson, Director
Arkansas Department of Education
Division of Fiscal & Administrative Services
Child Nutrition Unit
2020 W. 3rd Street, Suite 404
Little Rock, AR 72205
Phone: 501-324-9502
Email: Suzanne.Davidson@arkansas.gov

[View Topics A-Z](#)

Child Nutrition Unit

[About Us](#)

[CN Related Commissioner's Memos](#)

[Data Requests](#)

[Direct Certification Portal](#)

[Forms](#)

[Guidance](#)

[Important Information](#)

[Nutrition News](#)

[On-Line Claim for Reimbursement](#)

[Programs](#)

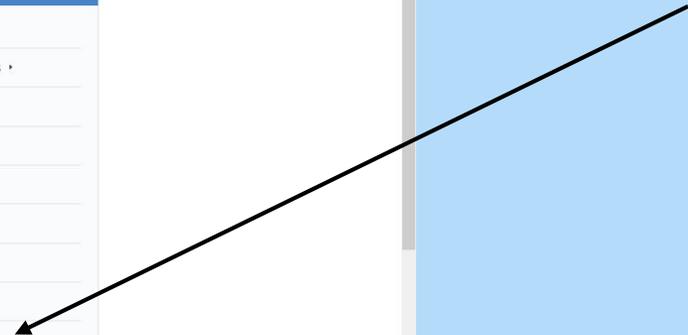
[Regulations and Policy](#)

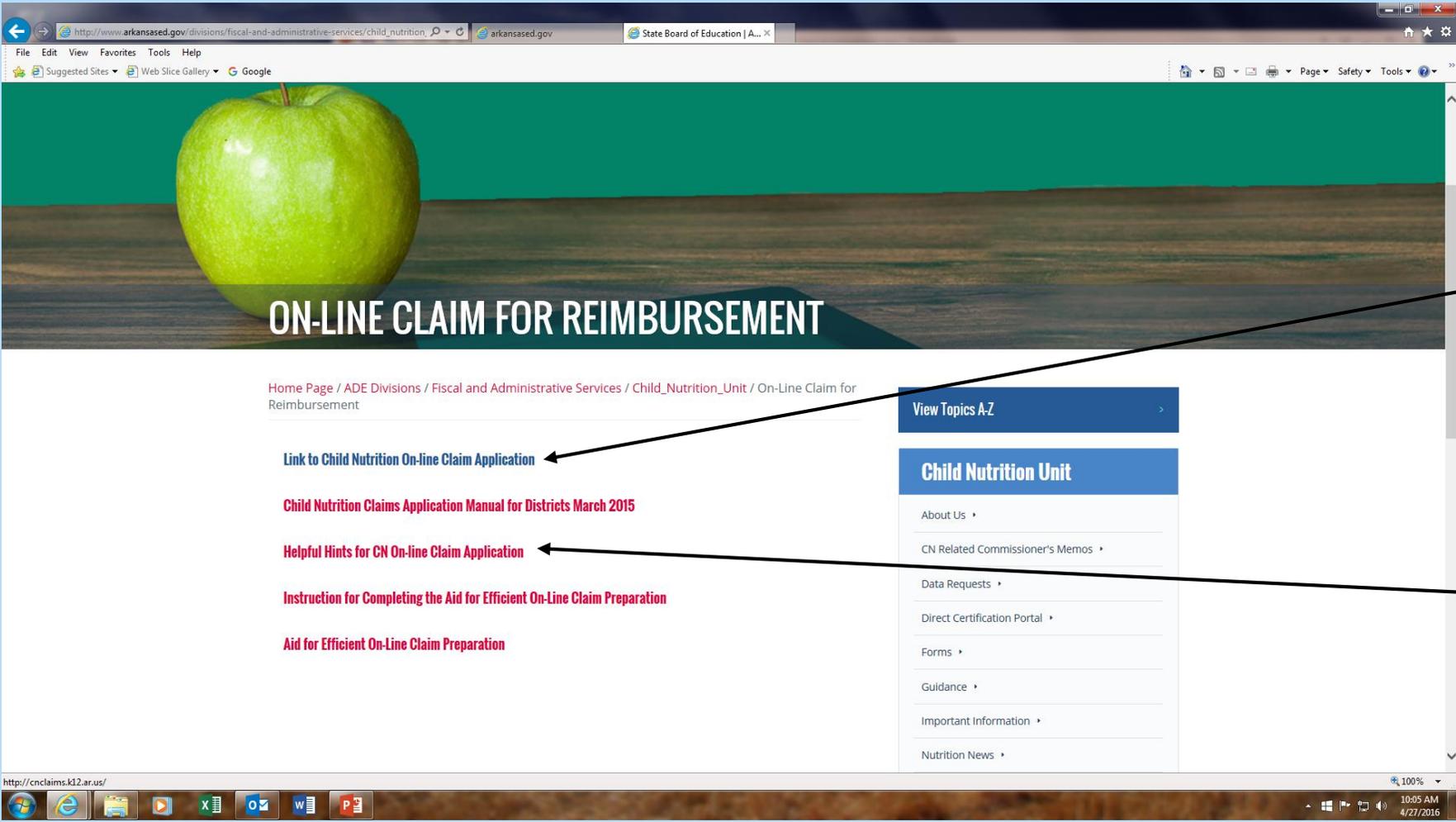
[Special Provisions](#)

[Training](#)

[USDA Non-Discrimination Statement](#)

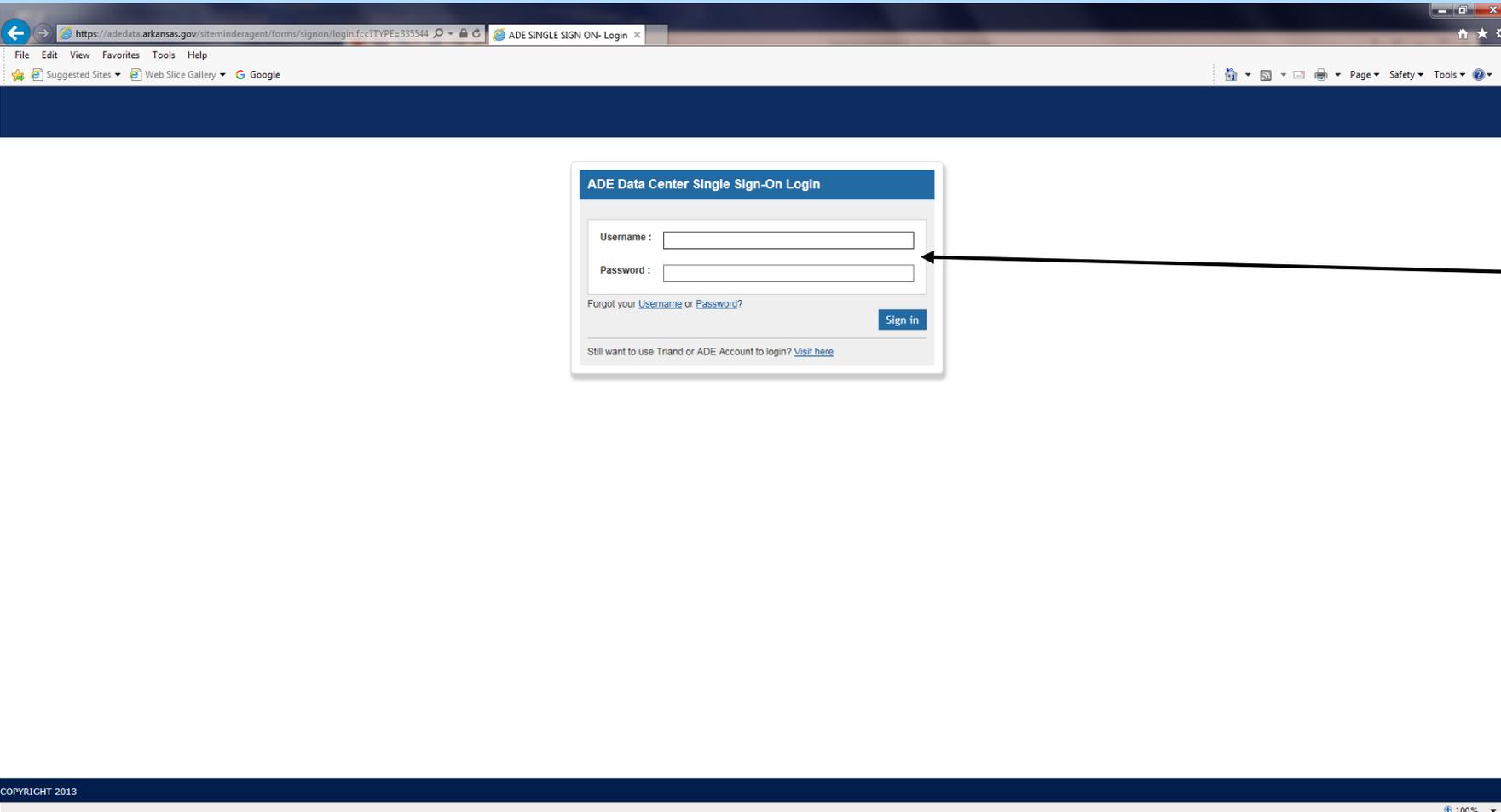
Click on "On-Line Claim for Reimbursement"





Click on “Link to Child Nutrition On-Line Claim Application”

There are hints available at the “Helpful Hints for CN On-Line Claim Application.”



Put in the username and password assigned by the School District's Group Manager or ADE Security.

Be sure to bookmark this page so it is easier to find next time.

The information following shows instructions in the green area at the bottom of each slide.



The opening page looks like a blank page with a header on it. Hover over the words

1. "Monthly Claims",
2. "Entry"

Then click on the words Monthly Claims

This will open the page to begin a new claim.

Arkansas Child Nutrition Claims Application

Arkansas Department of Education
Child Nutrition Unit

Monthly Claims | Reports

Monthly Claims

Fiscal Year: LEA: Effective Date: School Term:

- Regular
- Summer
- Seamless Summer

Search [] Reset []

LEA	Fiscal Year	District Name	Effective Date	School Term	Error Code
0000-000	2016	Royale	3/31/2016	R	999
0000-000	2016	Royale	2/29/2016	R	999
0000-000	2016	Royale	1/31/2016	R	999
0000-000	2016	Royale	12/31/2015	R	999
0000-000	2016	Royale	11/30/2015	R	999
0000-000	2016	Royale	10/31/2015	R	999
0000-000	2016	Royale	9/30/2015	R	999
0000-000	2016	Royale	8/31/2015	R	999
0000-000	2016	Royale	7/31/2015	R	999

“Fiscal Year” - Put in the fiscal year, for example, if the school year is the 2016-2017 school year, the fiscal year would be 2017

“LEA - Put in the 7 digit LEA #, this includes 3 zeros following the 4 digit school District LEA #

“School Term” - Click on the school term. If it is during the regular school year, click “Regular.”

“Effective Date” - Put in the month and year for the new claim. If the claim is for March of 2017, put in 03-2017

To go back to a claim, enter the Effective Date of that claim.

This will bring up the “ADD” button. (ONLY IF THIS MONTH AND YEAR’S CLAIM HAS NOT BEEN PREVIOUSLY ENTERED.)

Arkansas Child Nutrition Claims Application

Logged in as saraj.goldberg Sign Out

Arkansas Department of Education
Child Nutrition Unit

Arkansas Department of Education
LEADERSHIP
SUPPORT
SERVICE

Monthly Claims Reports

Monthly Claims

Fiscal Year 2016 LEA 0000-000 Effective Date 03/2016 School Term Regular Summer Seamless Summer

Search Add Reset

No record found

Click on the “ADD” button and start your claim.

This is what this section looks like in the on-line claim system.



Arkansas Department of Education
Child Nutrition Unit

Arkansas Department of Education
LEADERSHIP SUPPORT SERVICE

Monthly Claims Reports

Monthly Claims Entry - Existing Claim

0000 000	Fiscal Year	2016	Search	Print	Help				
District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567				
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0		
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012		
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No				
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny		

This is information that is gathered from the completed yearly agreement or the agreement renewal.

If information has changed, please mail/fax a letter on School District letterhead, signed by the superintendent, stating the change and we will update it in the system.

This is what this section looks like in the on-line claim system.



Arkansas Department of Education
Child Nutrition Unit

Arkansas Department of Education
LEADERSHIP SUPPORT SERVICE

Monthly Claims Reports

Monthly Claims Entry - Existing Claim

0000 000	Fiscal Year	2016	Search	Print	Help				
District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567				
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0		
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012		
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No				
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny		

1A →

1. A. Number of schools in district Number of schools reported to Arkansas Department of Education on Program Schedule A

This is what this section looks like in the on-line claim system.



Arkansas Department of Education
Child Nutrition Unit

Arkansas Department of Education
LEADERSHIP SUPPORT SERVICE

Monthly Claims Reports

Monthly Claims Entry - Existing Claim

0000 000	Fiscal Year	2016	Search	Print	Help				
District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567				
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0		
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012		
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No				
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny		

1B

B. Number of schools with Breakfast Program and Number of schools with Lunch Program And Lunch as reported to Arkansas Department of Education.

Monthly Claims Entry - Existing Claim

0000 000		Fiscal Year		2016		<input type="text" value="Search"/> <input type="button" value="Print"/> <input type="button" value="Help"/>	
District	Royale	Superintendent	Mr. Sean Connery			Phone	555-123-4567
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11
						Safety Net	Yes
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0
Provision Two	No	Charter School	No	Performance Based	Yes	Performance Based Date	12/1/2012
Community Eligibility	Yes	DUNS#	099123456	Stop Code	No		
Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny

1C

C. Schools Eligible for *Safety Net* As identified by Safety Net list on Forms page of Child Nutrition website.

This is what this section looks like in the on-line claim system.

This is what this section looks like in the on-line claim system.



Arkansas Department of Education
Child Nutrition Unit
LEADERSHIP SUPPORT SERVICE

Monthly Claims Reports

Monthly Claims Entry - Existing Claim

0000 000	Fiscal Year	2016	Search	Print	Help												
District	Royale	Superintendent	Mr. Sean Connery	Phone	555-123-4567												
No. Schools	11	Breakfast	11	Lunch	11	Severe Need Breakfast	11	Safety Net	Yes								
Federal ID	716012345	Days Served: Regular	178	Summer	0	Seamless Summer	0	Performance Based	Yes	Performance Based Date	12/1/2012						
Provision Two	No	Charter School	No	Stop Code	No	Community Eligibility	Yes	DUNS#	099123456	Effective Date	01/31/2016	School Term	R	Entry Date	02/08/2016	Prepared By	Ms. Moneypenny

1D

D. Number of *Severe Need Schools* As approved on 2016-17
Severe Need Documentation of Eligibility for each school district

CHILD NUTRITION UNIT - ARKANSAS DEPARTMENT OF EDUCATION
CLAIM FOR REIMBURSEMENT for ALL CHILD NUTRITION PROGRAMS

2015-2016	Regular <input checked="" type="checkbox"/>
School Term	Summer <input type="checkbox"/>
	Seamless Summer <input type="checkbox"/>

LEA NUMBER 0000 000 DISTRICT Royale MONTH February YEAR 2016

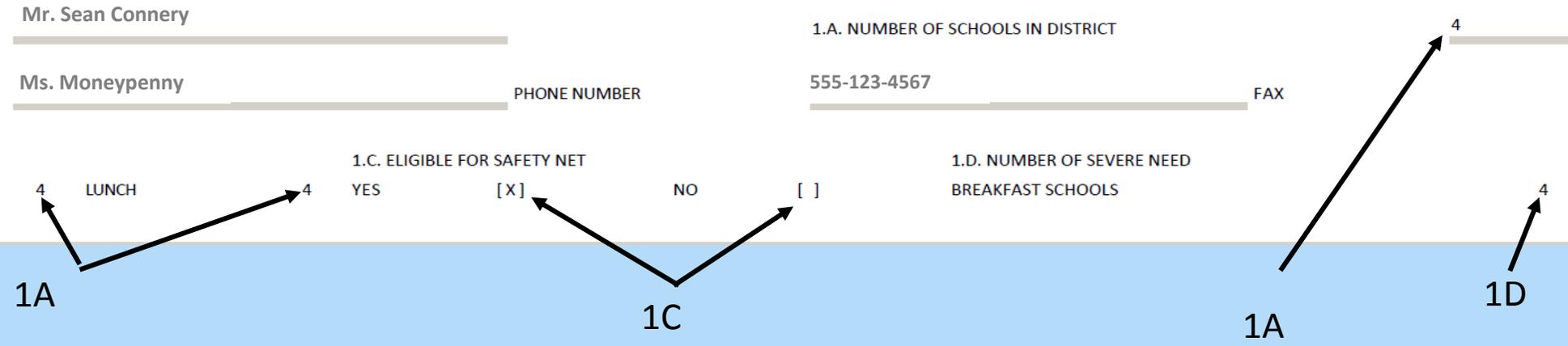
SUPERINTENDENT Mr. Sean Connery

PREPARED BY Ms. Moneypenny PHONE NUMBER 555-123-4567 FAX

1.B. NUMBER OF SCHOOLS WITH BREAKFAST 4 LUNCH 4

1.C. ELIGIBLE FOR SAFETY NET YES NO

1.D. NUMBER OF SEVERE NEED BREAKFAST SCHOOLS 4



This is what the information looks like on the paper copy of the claim.

Quarterly Financials Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	88	5579	ADA	84	5332	No. Free Eligible	5387	5387
Lunch Last QTR	ADM	88	5579	ADA	84	5332	No. Reduced Eligible	0	0
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 343,370.55

Pay Date 02/16/2016 Transaction Code 1 Errors 0

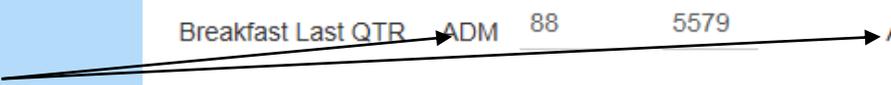
Errors Exit

Save often

First the “Quarterly” tab.
 Remember whole numbers ONLY, it is not possible to have a partial student (Always Round UP)

		Pre-K		K-12						
Breakfast Last QTR	ADM	88	5579	ADA	88	5332	No. Free Eligible	5387	5387	
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0	
								Days Served	18	18
Total Reimbursement Due District (B/L/S/M)							343,370.55			
Pay Date	02/16/2016			Transaction Code	1		Errors	0		

1E



E. ADM/ADA Most recent Average Daily Membership (ADM) and Average Daily Attendance (ADA) as reported through Arkansas School Computer Network (APSCN) for schools participating in each program.

1E

- ADM (Average Daily Membership) - How many Pre-K / K-12 students are enrolled at the schools?
- ADA (Average Daily Attendance) – What is the average number of Pre-K – K-12 students who actually attended school? (This can be found on your Cycle reports, the numbers may be the same for 1 Quarter, or 3 weeks)

Enter the numbers for Lunch and Breakfast. The ADM lunch and ADM breakfast are usually the same and the ADA lunch and ADA breakfast are also the same.

		Pre-K		K-12				1F			
		Pre-K	K-12	Pre-K	K-12			Breakfast	Lunch		
Breakfast Last QTR	ADM	88	5579	ADA	88	5332	No. Free Eligible	5387	5387		
Lunch Last QTR	ADM	88	5579	ADA	88	5332	No. Reduced Eligible	0	0		
								Days Served	18	18	
Total Reimbursement Due District (B/L/S/M)								343,370.55			
Pay Date		02/16/2016		Transaction Code		1		Errors		0	

F. Eligibles Highest number eligibles, by count of source documents (i.e.: applications and lists) on any day during the month.

1F

- No. Free Eligible – This is the number of enrolled students who are eligible to receive a free lunch.
- No. Reduced Eligible – This is the number of enrolled students who are eligible to receive a reduced price lunch.

The numbers for Breakfast and Lunch should be the same.

CEP schools should have zeros under the Reduced Eligible.

Has this been saved yet?

		Pre-K		K-12		Pr 5579		K-12			
Breakfast Last QTR	ADM	88	5579	ADA	80	5579	5332	No. Free Eligible	5387	5387	
Lunch Last QTR	ADM	88	5579	ADA	88	5332		No. Reduced Eligible	0	0	
								Days Served	18	18	
Total Reimbursement Due District (B/L/S/M)								343,370.55			
Pay Date	02/16/2016			Transaction Code	1		Errors	0			

1G →

Errors Exit

G. Days served Number of days meals are served during the month.

1G

- How many days was Breakfast served?
- How many days was Lunch served?

1E

1.E.	Breakfast	ADM Last Quarter	Pre-K	40	K-12	1253	ADA Last Quarter	Pre-K	36	K-12	1195
	Lunch	ADM Last Quarter	Pre-K	40	K-12	1253	ADA Last Quarter	Pre-K	36	K-12	1195

1.F.	FREE ELIGIBLES				BREAKFAST	771		LUNCH	771
	REDUCED ELIGIBLES				BREAKFAST	110		LUNCH	110
1.G.	DAYS SERVED				BREAKFAST	20		LUNCH	20

2. ACTUAL FUNDS AVAILABLE DURING MONTH				3. ACTUAL CASH EXPENDITURES DURING MONTH								
A. Opening Cash Balance				0.00	A. Food				30,811.16			

This is what the information looks like on the paper copy of the claim.

		Pre-K		K-12							
Breakfast Last QTR		ADM	88	5579	ADA	88	5579	No. Free Eligible	5387	Lunch	5387
Lunch Last QTR		ADM	88	5579	ADA	88	5579	No. Reduced Eligible	0		0
								Days Served	18		18
Total Reimbursement Due District (B/L/S/M)										343,370.55	
Pay Date		02/16/2016			Transaction Code		1		Errors		0

Errors

Exit

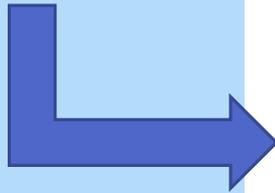
The ADM and ADA are VERY rarely the same.

If the ADA is the same number as the ADM, what is being said is every student attended school every day.

Save Often

Quarterly		Financials		Breakfast / Lunch			
Funds Available				Expenditures			
Opening Cash Balance	0.00	←	2A	3A →	Food	32480.85	
Federal Reimbursement	64478.89	←	2B	3B →	Labor	30915.47	
Student Meal Income	272.94	←	2C	3C →	Loan Repayment	7544.73	
Adult Meal Income	832.25	←	2D	3D →	Other	4668.91	
Ala Carte Meal Income	897.60	←	2E		Total Expenditures	75609.96	
Contract Meal Income	0.00	←	2F				
Loan to Program	7285.33	←	2G				
Other Cash Income	1842.95	←	2H				
Total Income	75,609.96				Closing Cash Balance	0.00	
Unpaid Items							
5 →	Food	35441.51	Labor	31000.00	Other	3300.00	Total 69741.51
6 →	Ending Food Inventory, excluding USDA Commodities				9160.20	USDA Donated Food Inventory 14494.15	
7 →	Due Fed	64975.71	Contract	0.00	Other	0.00	Total 64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							
Pay Date		Transaction Code 1			Errors 0		

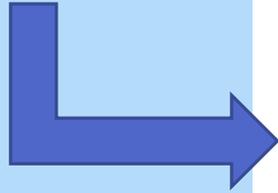
Now the “Financials” tab.



Quarterly		Financials		Breakfast / Lunch	
Funds Available				Expenditures	
Opening Cash Balance	0.00	← 2A	Food	32480.85	
Federal Reimbursement	64478.89		Labor	30915.47	
Student Meal Income	272.94		Loan Repayment	7544.73	
Adult Meal Income	832.25		Other	4668.91	
Ala Carte Meal Income	897.60		Total Expenditures	75609.96	
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96		Closing Cash Balance	0.00	
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0

2A. Opening cash balance - Same as closing cash balance on the prior month's claim.
This number is automatically put in from the previous month, it cannot be changed.

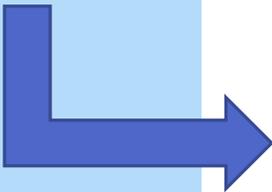
How much was actually received from ADE/CNU during the CLAIM month?



For example, in February, was December **AND** January received?

Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00		Food	32480.85	
Federal Reimbursement	64478.89	← 2B	Labor	30915.47	
Student Meal Income	272.94		Loan Repayment	7544.73	
Adult Meal Income	832.25		Other	4668.91	
Ala Carte Meal Income	897.60		Total Expenditures	75609.96	
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96		Closing Cash Balance	0.00	
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0

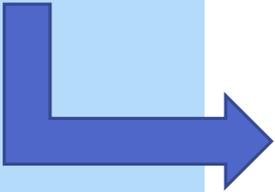
2B. Federal Reimbursement - All federal reimbursement received during the month from ADE CNU. All monies received within the month of this claim.



Quarterly		Financials		Breakfast / Lunch			
Funds Available				Expenditures			
Opening Cash Balance	0.00			Food	32480.85		
Federal Reimbursement	64478.89			Labor	30915.47		
Student Meal Income	272.94	← 2C		Loan Repayment	7544.73		
Adult Meal Income	832.25			Other	4668.91		
Ala Carte Meal Income	897.60			Total Expenditures	75609.96		
Contract Meal Income	0.00						
Loan to Program	7285.33						
Other Cash Income	1842.95						
Total Income	75,609.96			Closing Cash Balance	0.00		
Unpaid Items							
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory		14494.15	
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							
Pay Date		Transaction Code	1	Errors	0		

2C. Student meal income - All money collected during the month for student breakfasts, lunches, and snacks.

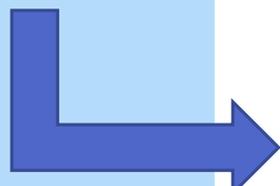
Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00	Food	32480.85		
Federal Reimbursement	64478.89	Labor	30915.47		
Student Meal Income	272.94	Loan Repayment	7544.73		
Adult Meal Income	832.25	Other	4668.91		
Ala Carte Meal Income	897.60	Total Expenditures	75609.96		
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96	Closing Cash Balance	0.00		
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0



← 2D

2D. Adult meal income - All money collected during the month for adult breakfasts, lunches, and snacks.

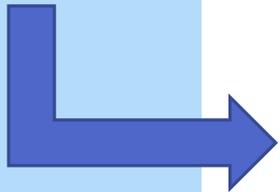
Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00	Food	32480.85		
Federal Reimbursement	64478.89	Labor	30915.47		
Student Meal Income	272.94	Loan Repayment	7544.73		
Adult Meal Income	832.25	Other	4668.91		
Ala Carte Meal Income	897.60	Total Expenditures	75609.96		
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96	Closing Cash Balance	0.00		
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0



2E

2E. A la carte income - All money collected during the month for a la carte items, including additional meal components and extra milk.

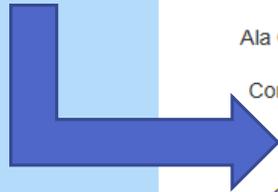
Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00	Food	32480.85		
Federal Reimbursement	64478.89	Labor	30915.47		
Student Meal Income	272.94	Loan Repayment	7544.73		
Adult Meal Income	832.25	Other	4668.91		
Ala Carte Meal Income	897.60	Total Expenditures	75609.96		
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96	Closing Cash Balance	0.00		
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0



← 2F

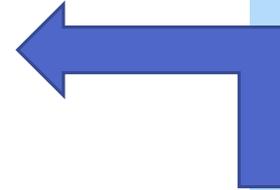
2F. Contract meal income - All money collected during the month for banquets, contract meals for Headstart, Pre-K senior citizens, and any other contracted function.

Is it usual to take out another loan to repay a loan? NO it is not.



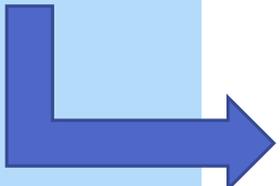
Either 2G or 3C should be zero.

Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00		Food	32480.85	
Federal Reimbursement	64478.89		Labor	30915.47	
Student Meal Income	272.94		3C → Loan Repayment	7544.73	
Adult Meal Income	832.25		Other	4668.91	
Ala Carte Meal Income	897.60		Total Expenditures	75609.96	
Contract Meal Income	0.00				
Loan to Program	7285.33	← 2G			
Other Cash Income	1842.95				
Total Income	75,609.96		Closing Cash Balance	0.00	
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0



2G. Loans to program - Designated funds transferred to program from district operating fund or any other loan source.

Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00	Food	32480.85		
Federal Reimbursement	64478.89	Labor	30915.47		
Student Meal Income	272.94	Loan Repayment	7544.73		
Adult Meal Income	832.25	Other	4668.91		
Ala Carte Meal Income	897.60	Total Expenditures	75609.96		
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96	Closing Cash Balance	0.00		
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0



← 2H

Save Often

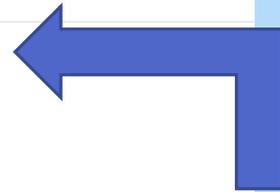
2H. Other cash income - All other income received during the month, including, but not limited to, state matching funds, interest on investments and reimbursements from DHS.

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

3A → Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00



Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15				
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71

Total Reimbursement Due District (B/L/S/M) 64,975.71

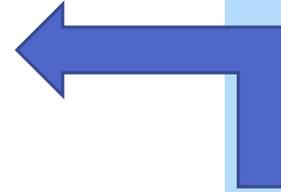
3A. Food - All food expenditures for all program areas.

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
3B → Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

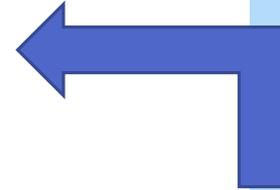
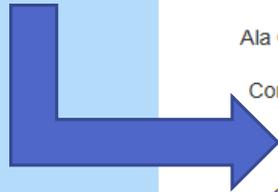


Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities				9160.20		USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							

3B. Labor - All labor expenditures for all program areas.

Is it usual to take out another loan to repay a loan? NO it is not.



Funds Available		Expenditures	
Opening Cash Balance	0.00	Food	32480.85
Federal Reimbursement	64478.89	Labor	30915.47
Student Meal Income	272.94	3C → Loan Repayment	7544.73
Adult Meal Income	832.25	Other	4668.91
Ala Carte Meal Income	897.60	Total Expenditures	75609.96
Contract Meal Income	0.00		
Loan to Program	7285.33 ← 2G		
Other Cash Income	1842.95		
Total Income	75,609.96	Closing Cash Balance	0.00

Unpaid Items			
Food	35441.51	Labor	31000.00
		Other	3300.00
		Total	69741.51
Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00
		Other	0.00
		Total	64975.71
Total Reimbursement Due District (B/L/S/M)		64,975.71	

Pay Date	Transaction Code	1	Errors	0
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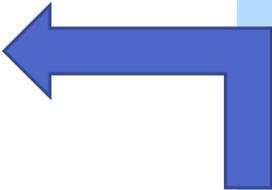
Either 2G or 3C should be zero.

Save, save, save

3C. Loan repayment - All expenditures for repayment to the district of loans to program.

Save, save, save

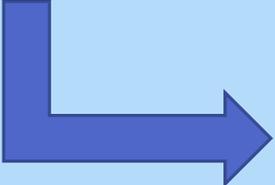
Quarterly		Financials		Breakfast / Lunch			
Funds Available				Expenditures			
Opening Cash Balance	0.00			Food	32480.85		
Federal Reimbursement	64478.89			Labor	30915.47		
Student Meal Income	272.94			Loan Repayment	7544.73		
Adult Meal Income	832.25			3D → Other	4668.91		
Ala Carte Meal Income	897.60			Total Expenditures	75609.96		
Contract Meal Income	0.00						
Loan to Program	7285.33						
Other Cash Income	1842.95						
Total Income	75,609.96			Closing Cash Balance	0.00		
Unpaid Items							
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities				9160.20		USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							
Pay Date		Transaction Code	1	Errors	0		



3D. Other expenditures - Total of all other expenditures from the child nutrition account during the month.

Save, save, save

Are any payments owed for bills? If so, this will go on line 5.



5

Quarterly		Financials		Breakfast / Lunch			
Funds Available				Expenditures			
Opening Cash Balance	0.00			Food	32480.85		
Federal Reimbursement	64478.89			Labor	30915.47		
Student Meal Income	272.94			Loan Repayment	7544.73		
Adult Meal Income	832.25			Other	4668.91		
Ala Carte Meal Income	897.60			Total Expenditures	75609.96		
Contract Meal Income	0.00						
Loan to Program	7285.33						
Other Cash Income	1842.95						
Total Income	75,609.96			Closing Cash Balance	0.00		
Unpaid Items							
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities					9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							
Pay Date		Transaction Code	1	Errors	0		

5. Amount of unpaid bills for food, labor and other purchases. This amount is rarely zero, a zero means nothing is owed to anyone.

Save, save, save

Quarterly		Financials		Breakfast / Lunch			
Funds Available				Expenditures			
Opening Cash Balance	0.00			Food	32480.85		
Federal Reimbursement	64478.89			Labor	30915.47		
Student Meal Income	272.94			Loan Repayment	7544.73		
Adult Meal Income	832.25			Other	4668.91		
Ala Carte Meal Income	897.60			Total Expenditures	75609.96		
Contract Meal Income	0.00						
Loan to Program	7285.33						
Other Cash Income	1842.95						
Total Income	75,609.96			Closing Cash Balance	0.00		
Unpaid Items							
Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities					9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71							
Pay Date		Transaction Code	1	Errors	0		

6



Can't and shouldn't be zero!!!!

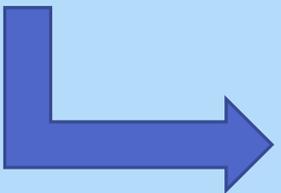
6. a. Value of inventory of all food, excluding USDA Donated Foods (commodities)
b. Value of inventory of all USDA Donated Foods (commodities) .
Be as accurate as possible, if there was an insurable accident (fire, flood, tornado), the reimbursement would be for the amounts listed here.

How much does ADE/CNU we really owe the school district?

Quarterly		Financials		Breakfast / Lunch	
Funds Available			Expenditures		
Opening Cash Balance	0.00	Food	32480.85		
Federal Reimbursement	64478.89	Labor	30915.47		
Student Meal Income	272.94	Loan Repayment	7544.73		
Adult Meal Income	832.25	Other	4668.91		
Ala Carte Meal Income	897.60	Total Expenditures	75609.96		
Contract Meal Income	0.00				
Loan to Program	7285.33				
Other Cash Income	1842.95				
Total Income	75,609.96	Closing Cash Balance	0.00		
Unpaid Items					
Food	35441.51	Labor	31000.00	Other	3300.00
				Total	69741.51
Ending Food Inventory, excluding USDA Commodities			9160.20	USDA Donated Food Inventory	14494.15
Due Fed	64975.71	Contract	0.00	Other	0.00
				Total	64975.71
Total Reimbursement Due District (B/L/S/M) 64,975.71					
Pay Date		Transaction Code	1	Errors	0

Save, save, save

Put in the total of this claim, and any other claim that has not been received for payment, as of this month.



7

7. Funds due program, including federal reimbursement claimed but not received, contract meals served but not paid, and any other funds due program, (including funds due from THIS claim for reimbursement).

2. ACTUAL FUNDS AVAILABLE DURING MONTH

A. Opening Cash Balance	0.00
B. Federal Reimbursement	49,719.61
C. Student Meal Income	6,788.82
D. Adult Meal Income	1,890.00
E. A la carte Income	0.00
F. Contract Meal Income	10,097.56
G. Loans to Program	0.00
H. Other Cash Income	366.08
I. Total	68,862.07

3. ACTUAL CASH EXPENDITURES DURING MONTH

A. Food	30,811.16
B. Labor	22,393.17
C. Loan Repayment	12,079.95
D. Other Expenditures	3,577.79
E. Total	68,862.07

4. CLOSING CASH BALANCE

0.00

5. UNPAID BILLS:	FOOD	35,119.46	LABOR	22,393.17	OTHER	0.00	TOTAL	57,512.63
6.A. ENDING FOOD INVENTORY, EXCLUDING USDA COMMODITIES:			TOTAL	10,982.69	6.B. USDA DONATED FOOD INVENTORY:		TOTAL	6,922.96
7. FUNDS DUE PROGRAM:	FED. REIMB.	56,713.94	CONTRACT	5,566.86	OTHER	419.93	TOTAL	62,700.73

This is what the information looks like on the paper copy of the claim.

Breakfast / Lunch Tab

Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement			
		Breakfast	↓ 8A	Lunch	↓ 8B		
Free	Std	938	1.6600	1557.08	213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39			
Reduced	Std	278	1.3600	378.08	27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68			
Paid	Std	16270	0.2900	4718.30	45126	0.3100	13989.06
	Severe	0	0.2900	0.00			
Total Serv	Std	17486		0.00	286003	9B	747186.19
	Severe	154333		0.00			
Total Breakfast	Std			6653.46	Performance Based	9C	17160.18
	Severe			302631.07	286003	0.0600	
Total Reimbursement	Breakfast		9A	309284.53	Lunch		764,346.37
No. of Adult Breakfasts Paid	Free	10	157		No. of Adult Lunches Paid	3468	
	Free	0			Free	300	
No. of Contract Meals; Breakfast, Lunch and Snacks						0	
		Total Reimbursement Due District (B/L/S/M)				1,079,298.38	

Whole numbers ONLY in this section, there can't be a partial student (Always Round UP)

Questions 2 and 3

2. “Loans to Program” and “Loans Repayment”, one of these can have a number but the other should be zero, or both zero.

- a. True
- b. False

3. When calculating the amount to put into line #7 “Funds Due Program: Fed. Reimb”, you should:

- a. Calculate all the months claim totals
- b. Only put in the amount still due the School District, including previous month if not yet paid
- c. Always leave this a zero since no money is due the School District
- d. Make up a number to put into this area

Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement			
		↓ 8A					
			↓ 8B				
Free	Std	938	1.6600	1557.08	213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39			
Reduced	Std	278	1.3600	378.08	27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68			
Paid	Std	16270	0.2900	4718.30	45126	0.3100	13989.06
	Severe	0	0.2900	0.00			
Total Serv	Std	17486		0.00	286003		747186.19
	Severe	154333		0.00			
Total Breakfast	Std			6653.46	Performance Based		
	Severe			302631.07	286003	0.0600	17160.18
Total Reimbursement	Breakfast			309284.53	Lunch		764,346.37
No. of Adult Breakfasts Paid				157	No. of Adult Lunches Paid		3468
	Free			0	Free		300
No. of Contract Meals; Breakfast, Lunch and Snacks							0
Total Reimbursement Due District (B/L/S/M)				1,079,298.38			

8. Enter total **breakfasts (8.A.)** and **lunches (8.B.)** served to students by category (free, reduced price, paid). The system will automatically calculate the total dollar amount for reimbursement for each line, according to the numbers put in.

Once this is saved, after putting in the breakfast and lunch numbers, the “Performance Based Reimbursement” total will tally into the “Total Reimbursement Due District.”

		Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement	
Breakfast				Lunch			
Free	Std	938	1.6600	1557.08	213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39			
Reduced	Std	278	1.3600	378.08	27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68			
Paid	Std	16270	0.2900	4718.30	45126	0.3100	13989.06
	Severe	0	0.2900	0.00			
Total Serv	Std	17486		0.00	286003	9B →	747186.19
	Severe	154333		0.00			9C
Total Breakfast	Std			6653.46	Performance Based		↓
	Severe			302631.07	286003	0.0600	17160.18
Total Reimbursement	Breakfast		9A →	309284.53	Lunch		764,346.37
No. of Adult Breakfasts Paid				157	No. of Adult Lunches Paid		3468
	Free			0	Free		300
No. of Contract Meals; Breakfast, Lunch and Snacks							0
Total Reimbursement Due District (B/L/S/M)							1,079,298.38

9. The system will automatically calculate the TOTAL (9A) for Breakfast and the TOTAL (9B) for Lunch. It will also calculate the TOTAL for Lunch Performance Based Reimbursement (9.C).

Are the adults who are eating a free breakfast or lunch, really supposed to? This should be for those working in the cafeteria for the entire shift. See Commissioner's Memo...

		Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement		
Breakfast				Lunch				
Free	Std	938	1.6600	1557.08		213095	3.0900	658463.55
	Severe	139361	1.9900	277328.39				
Reduced	Std	278	1.3600	378.08		27782	2.6900	74733.58
	Severe	14972	1.6900	25302.68				
Paid	Std	16270	0.2900	4718.30		45126	0.3100	13989.06
	Severe	0	0.2900	0.00				
Total Serv	Std	17486		0.00		286003		747186.19
	Severe	154333		0.00				
Total Breakfast	Std			6653.46		Performance Based		
	Severe			302631.07		286003	0.0600	17160.18
Total Reimbursement	Breakfast			309284.53		Lunch		764,346.37
No. of Adult Breakfasts Paid				157		No. of Adult Lunches Paid		3468
	Free			0		Free		300
No. of Contract Meals; Breakfast, Lunch and Snacks								0
Total Reimbursement Due District (B/L/S/M)								1,079,298.38

10. Enter number of breakfasts and lunches served to adults and number of contract meals served.

8.A. COMPUTATION OF BREAKFAST REIMBURSEMENT				8.B. COMPUTATION OF LUNCH REIMBURSEMENT			
BREAKFAST CATEGORY	TOTAL BREAKFASTS	RATE	REIMBURSEMENT	LUNCH CATEGORY	TOTAL LUNCHESES	RATE	REIMBURSEMENT
Free	0	1.66	0.00	Free	0		0.00
	5684	1.99	11,311.16		12338	3.09	38,124.42
	(severe need)				(safety net)		
Reduced	0	1.36	0.00	Reduced	0		0.00
Price	447	1.69	755.43	Price	1543	2.69	4,150.67
	(severe need)				(safety net)		
Paid	0	0.29	0.00	Paid	0		0.00
	497	0.29	144.13		3771	0.31	1,169.01
	(severe need)				(safety net)		
9.A. Total Brkft Reimb.	6628		12,210.72	9.B. Total Lunch Reimb.	17652		43,444.10
				Performance Based	17652	0.06	1,059.12

10. No. of Adult Breakfasts	Paid	0	No. of Adult Lunches	Paid	543
	Free	185		Free	272
No. of Contract Meals; Breakfast, Lunch and Snacks		0			

Whole numbers ONLY, can't have a partial student (Always Round UP)

This is what the information looks like on the paper copy of the claim.

If numbers are put under the Snack/Milk Enrollment tab,

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

Number of Schools with Snack		Snack Program Enrollment	
Area Eligible	1 ← 11A	Area Eligible	68 ← 11B
Free, Reduced, Paid	0	Free, Reduced, Paid	0
No. Schools with Milk	0	Total Snack	68
ASP 11C		ADM Last Qtr	
Pre-K	0	Pre-K	0
K-12	54	K-12	0
		ADA Last Qtr	
		Pre-K	0
		K-12	0
No. of Free Eligible	54 ← 11D		0
No. of Reduce Eligible	0 ← 11D		0
No. of Days Served	14 ← 11E		0
Total Reimbursement Due District (B/L/S/M)		29,339.56	

BINDING ERROR

then there must be something under the Snack/Milk Reimbursement tab

Whole numbers ONLY, there can't have a partial student (Always Round UP)

GUESS WHAT?
SAVE

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

Number of Schools with Snack

Area Eligible 1 ← 11A

Free, Reduced, Paid 0

No. Schools with Milk 0

		Snack
ASP	Pre-K	<u>0</u>
	K-12	<u>54</u>

No. of Free Eligible 54

No. of Reduce Eligible 0

No. of Days Served 14

Total Reimbursement Due District (B/L/S/M) 29,339.56

Snack Program Enrollment

Area Eligible 68

Free, Reduced, Paid 0

Total Snack 68

		Milk
ADM Last Qtr	Pre-K	<u>0</u>
	K-12	<u>0</u>
ADA Last Qtr	Pre-K	<u>0</u>
	K-12	<u>0</u>

0

0

**GUESS WHAT?
SAVE**

This is automatically put in with information from the School District's Policy and Agreement, Schedule A.

If the School District has not been approved for a Snack Program, these tabs will not be available.

11. A. Number of schools in Afterschool Snack Program - Indicate number of schools that receive Area Eligible reimbursement for Afterschool Snacks (all students free) and the number that receive NON Area Eligible (FREE, REDUCED, & PAID) reimbursement.

Number of Schools with Snack

Area Eligible	1
Free, Reduced, Paid	0

No. Schools with Milk 0

ASP		Snack
Pre-K	0	
K-12	54	

No. of Free Eligible 54

No. of Reduce Eligible 0

No. of Days Served 14

Total Reimbursement Due District (B/L/S/M) 29,339.56

Snack Program Enrollment

Area Eligible	68	← 11B
Free, Reduced, Paid	0	
Total Snack	68	

ADM Last Qtr		Milk
Pre-K	0	
K-12	0	
ADA Last Qtr		Milk
Pre-K	0	
K-12	0	

GUESS WHAT?
SAVE

11B. Enrollment in Afterschool Snack Program - Enter afterschool snack program enrollments based on method of reimbursement used to claim afterschool snacks i.e., Area Eligible or NON Area Eligible.

Number of Schools with Snack

Area Eligible	1
Free, Reduced, Paid	0
No. Schools with Milk	0
ASP	
11C	
	Pre-K
	K-12
	Snack
	0
	54
No. of Free Eligible	54
No. of Reduce Eligible	0
No. of Days Served	14

Snack Program Enrollment

Area Eligible	68
Free, Reduced, Paid	0
Total Snack	68
ADM Last Qtr	Pre-K
	K-12
ADA Last Qtr	Pre-K
	K-12
	Milk
	0
	0
	0
	0
	0
	0

Total Reimbursement Due District (B/L/S/M) 29,339.56

GUESS WHAT?
SAVE

11 C. Average Attendance - Enter Afterschool Program Average MONTHLY Attendance for claim month. To calculate add the number of students attending each day the afterschool program operated during the month and divide by the number of serving days
Afterschool Snacks were served during the month. Claims cannot exceed the program Average Attendance multiplied by the number of serving days.

GUESS WHAT?
SAVE

Quarterly		Financials		Breakfast / Lunch		Snack / Milk Enrollment		Snack / Milk Reimbursement		
Number of Schools with Snack				Snack Program Enrollment						
Area Eligible	1			Area Eligible	68					
Free, Reduced, Paid	0			Free, Reduced, Paid	0					
				Total Snack		68				
No. Schools with Milk				0						
		Snack				Milk				
ASP	Pre-K	0		ADM Last Qtr	Pre-K	0				
	K-12	54		ADA Last Qtr	Pre-K	0				
					K-12	0				
No. of Free Eligible	54						0			
No. of Reduce Eligible	0		11D				0			
No. of Days Served	14						0			
Total Reimbursement Due District (B/L/S/M)				29,339.56						

11D. No. of Eligibles - Complete ONLY for NON Area Eligible Afterschool Snack Program Schools. Number of Eligibles equals the HIGHEST number of afterschool snack eligibles (Free & Reduced price) by count of student source documents on any day during the month.

If numbers have been put in under the Snack/Milk Enrollment tab,

then there must be something under the Snack/Milk Reimbursement tab

BINDING ERROR

	Snack			Milk	
Area Free	746				
N-Area Free	0				
Total Free	746	0.8400	626.64	0	0.00
Reduced	0	0.4200	0.00		Avg Milk Cost 0.0000
Paid	0	0.0700	0.00	0	0.0000 0.00
Total Served	746		0.00	0	
Total Reimbursement			626.64		0.00
Total Reimbursement Due District (B/L/S/M)			29,339.56		

Binding Error Code - 957B Afterschool Snacks Greater than Zero But Snack Total =Zero

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

Snack				Milk			
Area Free	746						
N-Area Free	0						
Total Free	746	0.8400	626.64				
Reduced	0	0.4200	0.00				
Paid	0	0.0700	0.00				
Total Served	746		0.00				
Total Reimbursement			626.64				
Total Reimbursement Due District (B/L/S/M)			29,339.56				

12 Area Eligible

12 NON Area Eligible

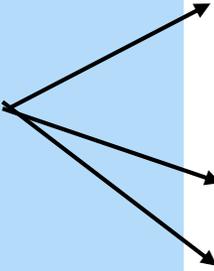
~~Avg Milk Cost 0.0000~~

12. Enter total number of Afterschool Snacks served to students by type of Program

- Area Eligible (ALL Free) or
- NON Area Eligible (Free, Reduced, or Paid). Multiply by the assigned rates and enter reimbursement amount on the claim.

		Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement
Snack		Milk				
Area Free	746					
N-Area Free	0					
Total Free	746	0.8400	626.64	0	0.00	
Reduced	0	0.4200	0.00			
Paid	0	0.0700	0.00			
Total Served	746		0.00			
Total Reimbursement			626.64			
Total Reimbursement Due District (B/L/S/M)		29,339.56				

13



13. The system will automatically calculate the total of afterschool snacks served and the total amount of reimbursement claimed for afterschool snacks.

Snack

Area Free	<u>746</u>		
N-Area Free	<u>0</u>		
Total Free	<u>746</u>	<u>0.8400</u>	<u>626.64</u>
Reduced	<u>0</u>	<u>0.4200</u>	<u>0.00</u>
Paid	<u>0</u>	<u>0.0700</u>	<u>0.00</u>
Total Served	<u>746</u>		<u>0.00</u>
Total Reimbursement			<u>626.64</u>

Milk

	<u>0</u>		<u>0.00</u>
	<u>0</u>	<u>0.0000</u>	<u>0.0000</u>
	<u>0</u>	<u>0.0000</u>	<u>0.00</u>
	<u>0</u>		<u>0.00</u>

Avg Milk Cost

Total Reimbursement Due District (B/L/S/M) 29,339.56

Disregard 14, 15, and 16, we do not have a Milk Reimbursement Program in the State of Arkansas since we serve milk at both breakfast and lunch.

Last of all, SAVE

If a number is put here,

then there must be something here

BINDING ERROR

11.A. NO. OF SCHOOLS WITH AFTERSCHOOL SNACK PROGRAMS (ASP)

* No. of schools Area Eligible	1
No. of schools Non Area Eligible	0

11.B. AFTERSCHOOL SNACK ENROLLEMENTS:

* Enrollment Area Eligible	0
Enrollment Non Area Eligible	0
Total ASP Enrollment	0

* Area Eligible Afterschool Snack Schools have 50% or more of the students enrolled eligible for free or reduced price meals. All students in these schools will receive free afterschool snacks regardless of eligibility status.

Non Area Eligible Afterschool Snack Schools have less than 50% of their students enrolled eligible for Free or Reduced price meals. Afterschool Snacks will be claimed by eligibility category (free, reduced, paid).

11.C. AFTERSCHOOL SNACK Avg Attendance PRE-K 0 K-12 0

11.D. Report for NON-AREA Eligible AFTERSCHOOL SNACK Programs ONLY

Total No. of FREE ELIGIBLES 0
Total No. of REDUCED ELIGIBLES 0

11.E. Days Served ALL Afterschool Snacks 0

14. Milk Program Data

A. Number of schools with MILK PROGRAMS	0
B. Milk ADM Last Quarter	Pre-K 0 K-12 0
Milk ADA Last Quarter	Pre-K 0 K-12 0
C. FREE ELIGIBLES	MILK 0
D. DAYS SERVED	MILK 0

12. COMPUTATION OF AFTERSCHOOL SNACK REIMBURSEMENT

AFTERSCHOOL SNACK CATEGORY	AFTERSCHOOL SNACKS TOTAL	RATE	REIMBURSEMENT
Free	0	0.84	0.00
(Area Eligible)	0	0.84	0.00
(NON Area Eligible)	0		
Reduced	0	0.42	0.00
Paid	0	0.07	0.00
13. TOTAL Reimbursement AFTERSCHOOL SNACK	0		0.00

15. COMPUTATION OF MILK PROGRAM REIMBURSEMENT

MILK CATEGORY	TOTAL MILK	RATE	REIMBURSEMENT
Free	0	0.00	0.00
Paid	0	0.00	0.00
16. TOTAL MILK Reimbursement	0		0.00

This reimbursement is only available to schools without Breakfast, Lunch, or Afterschool Snack Programs.

17. No. of Adult Afterschool Snacks

Paid	No. of Adult Milk	Paid
Free		Free

18. Total Combined Reimbursement for All District Child Nutrition Programs:

35,898.66

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.

Binding Error Code - 957B Afterschool Snacks Greater than Zero But Snack Total =Zero
This is the paper copy of this portion of the claim.

		Quarterly	Financials	Breakfast / Lunch	Snack / Milk Enrollment	Snack / Milk Reimbursement
Snack						
Area Free	746					
N-Area Free	0					
Total Free	746	0.8400	626.64	0	0.00	
Reduced	0	0.4200	0.00			
Paid	0	0.0700	0.00	0	0.00	
Total Served	746		0.00	0		
Total Reimbursement			626.64			
Milk						
				Avg Milk Cost		0.0000
				0	0.0000	0.00
				0		0.00
						0.00
Total Reimbursement Due District (B/L/S/M)		29,339.56				

18 →

18. Total Combined Reimbursement for ALL Child Nutrition Programs. The system adds lines 9A, 9B, 9C, and 13. This amount will match the voucher amount of direct deposit if the claim is correctly completed.

Quarterly Financials Breakfast / Lunch

		Pre-K	K-12		Pre-K	K-12		Breakfast	Lunch
Breakfast Last QTR	ADM	59	670	ADA	56	652	No. Free Eligible	422	422
Lunch Last QTR	ADM	59	670	ADA	56	652	No. Reduced Eligible	61	61
							Days Served	18	18

Total Reimbursement Due District (B/L/S/M) 27,056.30

Pay Date _____ Transaction Code 1 Errors 5

Save Errors Submit Exit

Always check the errors.

This tells how many errors there are within this claim.

The second to last step is to check for errors. Save, one last time, then click on the "Errors" button at the bottom of the screen.



Arkansas Department of Education Child Nutrition Unit



Monthly Claims Reports

Monthly Claims Entry - Existing Claim

35 N NUMBER SERVED FREE BREAK THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

36 N NUMBER REDUCED BREAKFASTS THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

37 N NUMBER SERVED PAID BREAK THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

38 N TOTAL SERVED BREAKFAST THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

41 N NUMBER SERVED PAID LUNCH THIS MONTH VARIES MORE THAN 10% FROM LAST MONTH

Look over all the errors and make certain the reasons for the errors are clear and corrected if needed. If it is a “B” error. The can not be submitted until the error has been corrected.

Double check the claim,
have 2 sets of eyes look
at the claim prior to
submission.



*Once the claim has
been approved, and
an error found, the
claim has to be
deleted by ADE/CNU,
and recreated by the
enter and submit
person. Then
approved again.*

Has the claim been double checked to be certain it is correct.

If the claim has been submitted, and an error is found after the submission, contact ADE/CNU to have the claim released, so corrections can be made. Please be certain to double check the claim before submitting.

18. Total Combined Reimbursement for All District Child Nutrition Programs:

49,719.61

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.

2/4/2016

Date

7CFR Parts 210.8 and 220.aa

0000sconnery

Name and Title

19.

0000sconnery

Signature

ADE FORM NO. FIN 01-00-005-Rev 10/13

The approver is agreeing to the legal paragraph listed above, beginning with "I CERTIFY that...", and should read this before agreeing to it.

19. The On-Line Claim for Reimbursement Approver should review and analyze all meal and afterschool snack counts to ensure accuracy as specified in the regulations. Please be reminded that the person who actually aggregates/calculates/prepares the claim for reimbursement CANNOT approve the on-line claim. As a matter of internal control the district Group Manager needs to assign a second party to verify the claim and supporting documentation are correct prior to submission for approval.

18. Total Combined Reimbursement for All District Child Nutrition Programs:

49,719.61

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.

2/4/2016

0000sconnery

19.

0000sconnery

Date

Name and Title

Signature

7CFR Parts 210.8 and 220.aa

ADE FORM NO. FIN 01-00-005-Rev 10/13

This is what the information looks like on the paper copy of the claim.

Question 4

4. I don't ever have to double check my claim before submitting it, it should be correct, right?

- a. True
- b. False

Funds Available

Opening Cash Balance	0.00
Federal Reimbursement	64478.89
Student Meal Income	272.94
Adult Meal Income	832.25
Ala Carte Meal Income	897.60
Contract Meal Income	0.00
Loan to Program	7285.33
Other Cash Income	1842.95
Total Income	75,609.96

Expenditures

Food	32480.85
Labor	30915.47
Loan Repayment	7544.73
Other	4668.91
Total Expenditures	75609.96
Closing Cash Balance	0.00

Unpaid Items

Food	35441.51	Labor	31000.00	Other	3300.00	Total	69741.51
Ending Food Inventory, excluding USDA Commodities	9160.20	USDA Donated Food Inventory	14494.15				
Due Fed	64975.71	Contract	0.00	Other	0.00	Total	64975.71
Total Reimbursement Due District (B/L/S/M)		64,975.71					

Pay Date 2/16/2016 Transaction Code 1 Errors 0



Tells when payment was issued

To add a new “View”, “Entry”, or “Submit” person

- View – can see claim but do nothing else
- Entry – can see the claim and enter data
- Submit – can see the claim, enter data, and submit it to the approver
 - Each person set up should be set up for **1 group** only, more will cause issues
- Talk to the Group Manager (usually the tech person), at the School District

To change your Claim Approver:

- Send the correct form to ADE Security
 - (found at <https://adedata.arkansas.gov/security/>)
 - Go to “Forms”
 - Click on “Child Nutrition District Approver”
- Send a letter on School District Letterhead to “Attention: Suzanne Davidson” explaining the change in Approver and making an addendum to the “Policy and Agreement Statement”
 - This must be signed by the Superintendent

- Mail it to:

Child Nutrition Unit

2020 West 3rd Street, Suite 404

Little Rock, AR 72205

- It can be faxed to: 501-324-9505



Hi, How may I help you?

To get help with your claims:

- Please call 501-324-9502 and ask for Saraj Goldberg or claims assistance
- Email questions to saraj.goldberg@arkansas.gov