



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Seamless Summer Option (SSO) Claim Instructions

1. Log into [CNPweb](#) with your unique user ID and password.
2. Click on **SNP** (School Nutrition Programs).
3. Review the SNP Message Screen and click **Next Page**.
4. Select the current Program Year.
5. The Sponsor Summary screen will appear. Click on the **Claims** tab.
6. Click the **folder icon** to the left of the applicable month. A claim will only be accessible after that month has ended.

Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2020	Sponsor Claim	0	Paid	\$8,742.48	\$ \$ +
August 2020	Sponsor Claim	0	Paid	\$20,191.13	\$ \$ +
September 2020	Sponsor Claim	0	Paid	\$26,194.04	\$ \$ +
October 2020	Sponsor Claim	0	Paid	\$24,579.59	\$ \$ +
November 2020	Claim should be entered between 12/1/2020 and 1/29/2021				+ +

7. Sites approved to operate any School Nutrition Program in the month you are submitting a claim for will be displayed. If a site is missing, check to make sure that month was checked under Months of Operation on the Site Info Sheet, which can be accessed on the Applications tab.

November 2020	Claim should be entered between 12/1/2020 and 1/29/2021	+ +
	Elementary School	\$0.00 +
	Jr/Sr High School	\$0.00 +
December 2020	Claim should be entered between 1/1/2021 and 3/1/2021	

8. All sites will be listed with a plus sign on the right side of the screen. Click on the **plus sign** to enter claim information for that site.

Please note, meal totals cannot be entered into the sponsor claim. All site level claims must be completed and those numbers will total into the sponsor claim.

### Entering SSO Claim Information

9. Sponsors will only be able to enter claim information into white fields. Any gray fields are not to be completed. If a field is gray but should be white, then that means the site info sheet needs to be updated.

10. The menu on the left side can help sponsors jump quickly to any section they need.

Top of Form

Meals / Milk Served

Eligibility Information

Summer Seamless Option

Total Reimb Meals Served

Internal Use Only

Bottom of Form

Exit Save

11. If you operated the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) anytime during the month, click [here](#) to access instructions for submitting those claims.
12. Farther down on the claim is a section titled, Summer Seamless Option Meals Served. Sponsors can only operate two meal programs under the Summer Seamless Option. So a maximum of two columns will be fillable, depending on what meal service(s) the school decided to implement. The first column is Lunch, the next is Breakfast, then Snack, and finally Supper (see picture below).
 

**12. Meals Served** - enter the total number of reimbursable meals and/or snacks that were served in the month to all students. No more than one meal per student, per meal period (lunch, breakfast, etc.) can be claimed per day.

**13. Days of Operation** - enter the total number of days that the students received meals/snacks/milks.

**14. Avg Daily Attendance** - enter the average attendance rate of all enrolled students throughout the month, not the participation rate. Do not enter a percentage.

Summer Seamless Option Meals Served	Lunch	Breakfast	Snack	Supper
12. Meals Served	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Days of Operation	<input type="text" value="0"/>			
14. Avg Daily Attendance	<input type="text" value="0"/>			

## Submitting the Site Claim

13. Once the totals have been entered, click **Save** either at the bottom of the screen or on the left side menu.

14. A Post Confirmation message will appear indicating the status of the site claim, you will see either *Error* or *Complete*.

If there is an error, click **Continue** in order to go back into the claim to view and fix the error. On the left side menu any section with errors will have a small number highlighted in red. Click on that section to be taken directly to the error message. Click **Save** once the error has been corrected. If you can't figure out what the error is, contact [SCNFinance@doe.in.gov](mailto:SCNFinance@doe.in.gov).

15. If other site claims need to be entered, repeat the steps listed above for each additional site.

16. Back on the Sponsor Claim Summary page, there are three icons to the right of the site claim.



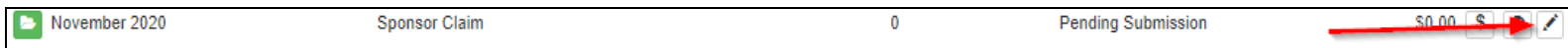
The **dollar sign** icon stands for **view recap**. This will display the claim with the total reimbursement amount figured for that site.

The **eye icon** stands for **view claim**. This allows sponsors to view the claim information as they had originally submitted it. No edits can be made in view mode.

The **pencil icon** stands for **edit claim**. If changes need to be made click on this to make those edits. The pencil icon will go away once the sponsor has been paid.

## Submitting the Claim for Payment

17. If all of the sites are entered and the status for each site claim displays *Complete*, click the pencil icon on the right side of Sponsor Claim.



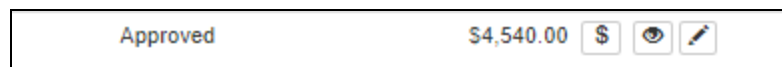
18. At this point all site claim information is totaled and displayed in the appropriate columns. Review to ensure that the information is all correct.

19. If the summary totals are correct, proceed to #23 on the claim, and check the box (pictured below). By checking this box, the sponsor indicates the claim is ready for payment and that there are records and evidence to support this claim. This is the same as confirming the claim's accuracy with a signature on a paper document.

23. ☐ The person submitting this claim for reimbursement is authorized to submit the claim on behalf of the Sponsor. By submitting this claim to the State Agency for approval, the Sponsor certifies the information on the Sponsor claim and each associated site claim is true and correct and that records are available to support the claim. The Sponsor acknowledges that failure to submit accurate claims will result in recovery of an overclaim and may result in withholding of payments, suspension or termination of the Program, and that if submission of an inaccurate claim is determined to be the result of embezzlement, willful misapplication of funds, theft, or fraudulent activity, the Sponsor may be prosecuted under applicable State and Federal statutes.

Data entry is complete and ready for State Agency approval.

20. Finally, click **Save**. A Post Confirmation box will pop up notifying the sponsor if there are any errors or if the claim went through. The final claim status should state Approved, and the grand total claim amount will be displayed on the Sponsor Claim Summary page.



21. To view a recap that shows how the reimbursement breaks down, click the dollar sign icon to the right of the Sponsor Claim.

## Reminders

- Claims can be submitted beginning the first day of the month following the claim

month. For example, the August claim can be entered starting September 1.

- Sponsors have 60 days from the last day of the claim month to file a claim in the CNPweb.
- An average processing time for a claim is about two weeks. Once processed, claims normally take seven to 10 days to be deposited in your bank.
- View the annual claims due dates under the *CNPweb Claims* tab of [this webpage](#).

**Questions about claiming?** Contact [SCNfinance@doe.in.gov](mailto:SCNfinance@doe.in.gov). Please put “claims issue” and your sponsor number in the subject line.