

# WDE Child Nutrition Programs Website

<https://portals.edu.wyoming.gov/cnp/>

National School Lunch Program  
School Breakfast Program  
Afterschool Care Program

## Claiming



March 2012

# NSLP Claiming Instructions

**Child Nutrition Program**

Wyoming Department of Education

**Returning Users: Log On**

User ID:  
twalling

Password:  
••••••••

**Log On**

*Welcome to the Wyoming Nutrition Programs Online System. We hope you enjoy this online experience!*

Last Updated: 3/1/2012

Having trouble logging in? Contact Crystal Kime at 307-777-5804 to learn your user name or have your password reset.

If you have problems with this site, please contact anyone in the Nutrition Programs section or call Crystal Kime at 307-777-5804 to be routed to the correct consultant.

CNP Xpress™

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Type in your User ID and Password, then hit the Log On button.



On the 'Programs' page, click on the blue School Nutrition Programs buttons.

# School Nutrition Programs



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## Welcome to the School Nutrition Programs

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*Welcome to the new on line claiming and agreement program.*

Last Updated: 3/2/2012

For more information please visit the WDE website Nutrition Programs page at: [Nutrition Programs](#)

Please remember that claims are still due by the 10th of each month. If you have claiming questions please call Susan Benning at 307-777-6280. Programmatic questions can be directed to Terry Walling at 307-777-6270.

At the 'Welcome to the School Nutrition Programs' page, click on the Claims button in the tool bar at the top of the index card.

# School Nutrition Programs



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Applications
**Claims**
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Claims >
School Year: 2011 - 2012

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Next, click on the words Claim-SNP

### School Nutrition Programs


 Wyoming Department of Education

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Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

#### 2011 - 2012 SNP Claim Year Summary

0202000 Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011					\$0.00
Aug 2011					\$0.00
Sep 2011	0	Processed	10/10/2011	03/05/2012	\$17,581.90
Oct 2011	0	Processed	11/10/2011	03/05/2012	\$16,040.21
Nov 2011	0	Processed	01/14/2012	02/29/2012	\$14,948.75
Dec 2011	0	Processed	01/12/2012	02/29/2012	\$11,795.26
Jan 2012					\$0.00
Feb 2012					\$0.00
Mar 2012					\$0.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
<b>Year to Date Totals</b>					<b>\$60,366.12</b>

Then, you will click on the date that corresponds with the claim you will enter. Notice that your school district's or organization's name should be in the space under the tool bar.

### School Nutrition Programs


 Wyoming Department of Education

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Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

#### 2011 - 2012 SNP Claim Month Details

0202000 Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

**Claim Month: January 2012**

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<b>There are no claims for this month.</b>						
<b>Total Earned</b>					\$0.00	

Click on the red button.

# School Nutrition Programs



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Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2011 - 2012

DELETE

## 2011 - 2012 SNP Claim Site List

0202000 Status: Active  
**Big Horn CSD #2**  
502 Hampshire Ave.  
Lovell, WY 82431

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2012	0				

Actions	Site #	Site Name	Errors	Status
Add	0001	Lovell Elementary		
Add	0002	Lovell Middle School		
Add	0003	Lovell High School		



< Back Continue

Upload Claim Data

DELETE

Click on the school you want to enter the claim for.

## School Nutrition Programs



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[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Claims > Claim Year at a Glance - SNP >
School Year: 2011 - 2012

[VIEW](#) | [MODIFY](#) | [DELETE](#)

### 2011 - 2012 SNP Site Claim Report

0202000 Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

0001 Status: Active  
**LOVELL ELEMENTARY**  
 520 Shoshone  
 Lovell, WY 82431

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0				

#### School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:

G2. Number of Children Approved for Reduced Price Meals:

G3. Number of Enrolled Children:

#### National School Lunch Program

L1. Authorized Sites Participating:

L2. Total Monthly Attendance:

L3. Number Operating Days:

L4. Reimbursable Lunches Served

a. Free Lunches Served:

b. Reduced Price Lunches Served:

c. Paid Lunches Served:

d. Total Lunches Served (a + b + c):

#### School Breakfast Program (Severe Need Reimbursement)

N1. Authorized Sites Participating:

N2. Total Monthly Attendance:

N3. Number Operating Days:

N4. Reimbursable Breakfasts Served

a. Free Breakfasts Served:

b. Reduced Price Breakfasts Served:

c. Paid Breakfasts Served:

d. Total Breakfasts Served (a + b + c):

#### Afterschool Care Program (Non-Area Eligible)

A1. Number of Children Approved for Free Snacks:

A2. Number of Children Approved for Reduced Snacks:

A3. Number of Enrolled Children:

A4. Authorized Sites Participating:

A5. Total Monthly Attendance:

A6. Number Operating Days:

A7. Reimbursable Snacks Served

a. Free Snacks Served:

b. Reduced Price Snacks Served:

c. Paid Snacks Served:

d. Total Snacks Served (a + b + c):

Created By: TestUser11 on: 3/6/2012 7:23:29 AM Modified By: TestUser11 on: 3/6/2012 7:23:29 AM

Save
Cancel

[VIEW](#) | [MODIFY](#) | [DELETE](#)

In the space under the tool bar, the name of the school should be listed beside the name of the school district or organization. This is the section you will enter your claim information

## School Nutrition Programs


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Applications | Claims | Compliance | Reports | Security | Search
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Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

VIEW | MODIFY | DELETE

### 2011 - 2012 SNP Site Claim Report

0202000 Status: Active <b>Big Horn CSD #2</b> 502 Hampshire Ave. Lovell, WY 82431	0001 Status: Active <b>LOVELL ELEMENTARY</b> 520 Shoshone Lovell, WY 82431
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Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0	03/06/2012	03/06/2012		Other - No Fiscal Action

#### School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	<input type="text" value="100"/>
G2. Number of Children Approved for Reduced Price Meals:	<input type="text" value="25"/>
G3. Number of Enrolled Children:	<input type="text" value="225"/>

#### National School Lunch Program

L1. Authorized Sites Participating:	<input type="text" value="1"/>
L2. Total Monthly Attendance:	<input type="text" value="200"/>
L3. Number Operating Days:	<input type="text" value="20"/>
L4. Reimbursable Lunches Served	
a. Free Lunches Served:	<input type="text" value="75"/>
b. Reduced Price Lunches Served:	<input type="text" value="20"/>
c. Paid Lunches Served:	<input type="text" value="105"/>
d. Total Lunches Served (a + b + c):	<input type="text" value="200"/>

In line G1, enter the number of children approved for free meals. In the example it is 100 children.

G2, enter the number of children approved for reduced meals. Example = 25

G3, enter the total number of students enrolled at serving site or school. This would be the highest number of enrolled students at any time during the month.

L1, this amount will always be 1.

L2, enter what the total attendance was for the month you are claiming.

L3, enter the number of days you served for the month you are claiming.

L4a, enter the number of free lunches you served during the month,

L4b, enter the number of reduced lunches you served during the month.

L4c, enter the number of paid lunches your served during the month.

L4d, the total will automatically be displayed.

Line L4d and line L2, should be the same number. If it is not, you will get an error message later in the program.

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**School Breakfast Program (Severe Need Reimbursement)**

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N1. Authorized Sites Participating:	<input type="text" value="0"/>
N2. Total Monthly Attendance:	<input type="text" value="0"/>
N3. Number Operating Days:	<input type="text" value="0"/>
N4. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	<input type="text"/>
b. Reduced Price Breakfasts Served:	<input type="text"/>
c. Paid Breakfasts Served:	<input type="text"/>
d. Total Breakfasts Served (a + b + c):	<input type="text"/>

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**Afterschool Care Program (Non-Area Eligible)**

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A1. Number of Children Approved for Free Snacks:	<input type="text" value="0"/>
A2. Number of Children Approved for Reduced Snacks:	<input type="text" value="0"/>
A3. Number of Enrolled Children:	<input type="text" value="0"/>
A4. Authorized Sites Participating:	<input type="text" value="0"/>
A5. Total Monthly Attendance:	<input type="text" value="0"/>
A6. Number Operating Days:	<input type="text" value="0"/>
A7. Reimbursable Snacks Served	
a. Free Snacks Served:	<input type="text" value="0"/>
b. Reduced Price Snacks Served:	<input type="text" value="0"/>
c. Paid Snacks Served:	<input type="text" value="0"/>
d. Total Snacks Served (a + b + c):	<input type="text" value="0"/>

---

Created By: TestUser11 on: 3/9/2012 2:39:55 PM    Modified By: TestUser11 on: 3/9/2012 2:39:55 PM



VIEW | **MODIFY** | DELETE

If you claim for breakfast and afterschool care, you will enter the appropriate information in lines N1-A7c. If your district or a specific school is not in these programs, they will not appear after the lunch section.

Click on the red Save button.

At this point if you have any Errors, the next page will tell you. Click on the back button and you will return to this page with a list of the errors and what is incorrect.

# School Nutrition Programs



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Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2011 - 2012

DELETE

## 2011 - 2012 SNP Claim Site List

0202000 Status: Active  
**Big Horn CSD #2**  
502 Hampshire Ave.  
Lovell, WY 82431

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0				

Actions	Site #	Site Name	Errors	Status
<a href="#">View</a>   <a href="#">Modify</a>	0001	Lovell Elementary		Validated
<a href="#">Add</a>	0002	Lovell Middle School		
<a href="#">Add</a>	0003	Lovell High School		

< Back

Continue

Upload Claim Data

DELETE

Repeat the process for your remaining schools.

When all schools are completed, click on the red Continue button.

## School Nutrition Programs



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Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

### School Nutrition Programs Claim Month Details for August 2011

0202000    Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0	03/06/2012			Other - No Fiscal Action

#### Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
<b>National School Lunch Program</b>			
Free	75	2.7700	207.75
Reduced	20	2.3700	47.40
Paid	105	0.2600	27.30
<b>Total</b>	<b>200</b>		<b>282.45</b>
<b>Claim Reimbursement Total</b>			<b>282.45</b>

#### Certification

I certify that to the best of my knowledge, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

< Back
Submit For Payment

At this page, review your information for correct totals. If you notice incorrect information, click the <Back button. (blue arrow)

If you would like to print this page, do so now.

Click on the Certification box. (yellow arrow)

## School Nutrition Programs



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Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

### School Nutrition Programs Claim Month Details for January 2012

0202000 Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2012	0	03/05/2012	03/05/2012		Original

Confirmation Number: **ADAHHA**  
 Thank you for your **January 2012** Claim Submission.



Click on Finish

## School Nutrition Programs



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Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2011 - 2012

### 2011 - 2012 SNP Claim Month Details

0202000 Status: Active  
**Big Horn CSD #2**  
 502 Hampshire Ave.  
 Lovell, WY 82431

**Claim Month: August 2011**

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Summary</a>	0	03/06/2012	03/06/2012		\$0.00	Accepted
<b>Total Earned</b>					\$0.00	

You are now done with that month's claims. Here, you can view your claim, make a modification or view a summary.

Pat yourself on the back – good job!