**Claim Instructions in CDE OSN’s New Claim System**

* At <https://cde.cnpus.com/codoe/Splash.aspx> log into the system with your username and password.
* Click on Claims on the top blue menu tab.
	+ (Note: If you then click on Claim Rates, this will show you the rates for 2012-2013)
* Click on Claim – SNP
* Click on the month for which you want to file a claim
	+ Click on the red button Add Original Claim
* Next to the school for which you want to file a claim, click on Add
	+ Lunch
		- Like the old claim system, the new system asks for the number of students approved for free meals, the number of students approved for reduced meals, and the number of enrolled children; however, unlike the old system, in the new system, these questions are combined for breakfast and lunch—so they no longer need to be entered twice
		- Enter number of operating days
		- Enter total numbers of free, reduced, and paid lunches served; the system will then total this for you
	+ PK-2 (Schools with grades PK-2 will have this section appear on their claim)
		- Enter the Number of Participants Approved for Reduced Price Lunch Meals in Grades PK-2 Only (Note: This should be a subset of your total reduced students in the school)
		- Enter the number of lunch meals served during the month to the PK-2 reduced students
	+ Breakfast (Note: If the school is approved for Severe Need, “Severe Need Reimbursement” will appear next to “Breakfast;” this designation can be double-checked against the site application)
		- Like the old claim system, the new system asks for the number of students approved for free meals, the number of students approved for reduced meals, and the number of enrolled children; however, unlike the old system, in the new system, these questions are combined for breakfast and lunch—so they no longer need to be entered twice
		- Enter total numbers of free, reduced, and paid breakfasts served; the system will then total this for you
	+ Afterschool Care Snack Program (ACSP) (Area Eligible)
		- Enter the Number of Children Approved for Free Snacks (this should be the highest number of enrolled students for the month for the ACSP)
		- Enter number of operating days
		- Enter the number of Free Snacks Served (this should be all reimbursable snacks served)
	+ Afterschool Care Snack Program (ACSP) (Non-Area Eligible)
		- Enter the Number of Children Approved for Free Snacks, the Number of Children Approved for Reduced Snacks, and the Number of Enrolled Children (i.e., the highest number of enrolled students for the month for the ACSP)
		- Enter number of operating days
		- Enter the number of reimbursable snacks served (the numbers of free, reduced, and paid snacks should be in each of the next three boxes); the system will then total this for you
	+ Special Milk Program (SMP) (Pricing with Free Option)
		- Enter the monthly total number of fluid milk ½ pints purchased for the SMP
		- Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
		- For operating days, enter the number of days in the claiming month that milk is being served in the SMP
		- Enter the number of reimbursable milks served for this claiming month on the appropriate lines: Free Milk Paid Milk
		- The system will then total the number of milks for you
	+ Special Milk Program (SMP) (Pricing without Free Option)
		- Enter the monthly total number of fluid milk ½ pints purchased for the SMP
		- Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
		- For operating days, enter the number of days in the claiming month milk is being served in the SMP
		- Enter the number of reimbursable milks served for this claiming month on the Paid Milk Served line (an error will trigger if you enter a number in the free milks box)
		- The system will then total the number of milks for you
	+ Special Milk (SMP) (Non-pricing; no cost to children)
		- Enter the monthly total number of fluid milk ½ pints purchased for the SMP
		- Enter the monthly total cost of fluid milk ½ pints purchased for the SMP
		- For operating days, enter the number of days in the claiming month milk is being served in the SMP
		- Enter the number of reimbursable milks served for this claiming month on the Free Milk Served line (an error will trigger if you enter a number in the paid milks box)
		- The system will then total the number of milks for you
* Repeat these steps until you have all of the claims entered for all of your sites
* Warnings: It is possible that warnings will pop up; please review these to ensure your claim is correct; claims can be submitted with warnings
* Errors: It is possible that errors will pop up; please review these to ensure your claim is correct; claims cannot be submitted with errors
* Once your screen shows “Validated” for all of your claims, click on Continue



* The next screen will give you the opportunity to review the consolidated claim for your district. Please check this to ensure accuracy
	+ Note that this screen adds in the additional $0.30 in state Start Smart funds for each reduced breakfast
	+ If a district has been certified for the additional 6 cents, this amount for each lunch meal will also be added in on this screen
* Click on the Certification box
* Click on the red Submit for Payment button
* A page will come up thanking you for submitting your claim
* Click Finished
* The Claim Year Summary Screen under Claim Status will show “Accepted,” and the Date Received column will be populated for the month



* CDE typically pays claims twice per month—once in the first two weeks of the month and once in the last two weeks of the month. To expedite the receipt of payment, please try to submit your claim as early as possible after the claim month is over.