



RHODE
ISLAND

Meal Counting and Claiming

August 15, 2023

This institution is an equal opportunity employer.

Meal Counting

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Meal Counting Overview

SFAs must have a meal counting and claiming system that accurately counts, records, consolidates, and reports the number of reimbursable meals claimed, by category (i.e., free, reduced-price, or paid).

In order to maintain compliance, a good meal counting system should:

- Provide accurate counts of reimbursable meals, by category
- Consolidate meal counts accurately
- Yield an accurate claim for reimbursement



Types of Meal Counting Systems

Meal counting systems can be manual, electronic, or a combination of the two. Regardless of the type, they must prevent overt identification of meal benefits.

Manual System

- Paper roster with student names only
- Counts transferred to spreadsheet to track meals by eligibility type
- Must save ALL paper rosters for 3 years plus the current year – these are the source document!

Electronic System

- Electronic POS with cash register
- Tablets (PowerSchool and other software)

Combination System

- Some schools have an electronic POS, but also have some paper rosters for breakfast in the classroom, field trips, etc.



Training and Policies

All staff should be adequately trained on the SFAs specific counting and claiming policies.

Have a back-up system in place in case normal system is unavailable.

- **Manual system** – be sure to have an adequate number of people trained on how to count meals in case the usual person is unavailable
- **Electronic system** – be sure to have an alternate method of counting meals, such as a printed roster

Have a standard system for consolidating meal counts.

- Assign a minimal number of people to consolidate counts
- Have someone double check the counts!

As of July 1, 2017, all SFAs operating the NSLP and/or SBP must have in place a written local meal charge policy to address situations when children participating at the reduced-price or paid rate do not have funds to pay for their meal at the time of the meal service.



Claiming

Entering a Claim for Reimbursement

Log into CNP Connect and click on the 'Claims' menu.

Click on 'Claims'



Entering a Claim for Reimbursement

From the Claims menu, choose the appropriate program to enter a claim for.



This example will be for SNP

School Nutrition Programs	
Applications Claims Reports Security Search	
Programs Year Help Log Out	
Claims >	
School Year: 2023 - 2024	
Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim - CACFP At Risk	CACFP At Risk Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor
Monthly Reimbursement Summary	Summary of reimbursements to this SFA, by month, meal type and category

Entering a Claim for Reimbursement

Select the appropriate month for the claim being entered.

Reasons why some of the months are greyed out:

- It is past the 60-day claiming window
- The month was not checked off as a month of operation in the site applications

School Nutrition Programs RIDE Rhode Island Department of Education

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

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

2023 - 2024 SNP Claim Year Summary


Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2023					\$0.00
Aug 2023					\$0.00
Sep 2023					\$0.00
Oct 2023					\$0.00
Nov 2023					\$0.00
Dec 2023					\$0.00
Jan 2024					\$0.00
Feb 2024					\$0.00
Mar 2024					\$0.00
Apr 2024					\$0.00
May 2024					\$0.00
Jun 2024					\$0.00
Year to Date Totals					\$0.00

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Entering a Claim for Reimbursement

School Nutrition Programs


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of Education

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

2023 - 2024 SNP Claim Month Details



Claim Month: August 2023

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

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Add Original Claim

Click here to add a claim for this month.

Entering a Claim for Reimbursement

Click on 'Add' next to the name of a school to enter a claim for that site.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

2023 - 2024 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0				

Actions	Site #	Site Name	Errors	Status
Add	03104			
Add	03105			
Add	03107			
Add	03108			
Add	03109			

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Continue

Upload Claim Data

Entering a Claim for Reimbursement

The Lunch Claim

L1

- Enter the highest numbers for the month in each category
- Number of paid students will auto-populate

L2

- Enter the total operating days for the month

L3

- Enter the total number of meals served for the month by category
- Total meals served will auto-populate

L4

- Enter any non-reimbursable meals served here, such as adult meals or second meals

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2023 - 2024

VIEW | MODIFY

2023 - 2024 SNP Site Claim Report

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0				

National School Lunch Program

L1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals:

0

b. Number of Children Approved for Reduced Price Meals:

0

c. Number of Children receiving Paid Price Meals:

0

d. Number of Enrolled Children:

0

L2. Number Operating Days:

0

L3. Reimbursable Lunches Served

a. Free Lunches Served:

b. Reduced Price Lunches Served:

c. Paid Lunches Served:

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

L4. Lunches Non-reimbursable:

(e.g. adults, senior citizens, child care, second lunches)

0

Entering a Claim for Reimbursement

The Breakfast Claim

N1

- Enter the highest numbers for the month in each category
- Number of paid students will auto-populate

N2

- Enter the total operating days for the month

N3

- Enter the total number of meals served for the month by category
- Total meals served will auto-populate

N4

- Enter any non-reimbursable meals served here, such as adult meals or second meals

School Breakfast Program (Severe Need Reimbursement)

N1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals:

b. Number of Children Approved for Reduced Price Meals:

c. Number of Children receiving Paid Price Meals:

d. Number of Enrolled Children:

N2. Number Operating Days:

N3. Reimbursable Breakfasts Served

a. Free Breakfasts Served:

b. Reduced Price Breakfasts Served:

c. Paid Breakfasts Served:

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

N4. Breakfasts Non-reimbursable:
(e.g. adults, senior citizens, child care, second breakfasts)

Created By: snptest on: 8/11/2023 3:17:28 PM Modified By: snptest on: 8/11/2023

Save

When you're done entering numbers, click 'Save'




Entering a Claim for Reimbursement

If you have any errors or potential errors in your claim, you will see the message shown here.

Click 'Correct Now' to go back and view the errors and/or fix the errors

School Nutrition Programs

 **RIDE**
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Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

2023 - 2024 SNP Site Claim Report

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0				

The Site Claim has been saved with **errors** and **warnings**.

Information entered is either incomplete or is not in compliance with the Rhode Island Department of Education rules and regulations. All errors listed on the form must be corrected before the Site Claim can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Claim later.

< Correct Now

Correct Later

Click 'Correct Later' to save your work and fix the errors another time

Entering a Claim for Reimbursement

There are many possible reasons for claim errors and warnings.

The system compares the claim to the corresponding site application.


- Number of possible operating days is based on days of operation
- Number of meals served should not exceed attendance adjusted enrollment

The system also does calculations using the numbers entered in the claim to ensure:

- Number of meals by category does not exceed enrollment by category
- Total number of meals served times number of operating days does not exceed total enrollment times the number of operating days

The system also checks for patterns in meal claiming.

School Nutrition Programs

 **RIDE** Rhode Island Department of Education

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

VIEW | MODIFY

2023 - 2024 SNP Site Claim Report


Code	Error Description
L-396	NSLP: Lunch 'Number of Operating Days' cannot exceed the Days of Operation calculated from the Site Application. (Includes only the days of the week checked on the site applications)
N-596	SBP - Severe Need: School Breakfast Program Severe Need 'Number of Operating Days' cannot exceed the Days of Operation calculated from the Site Application. (Includes only the days of the week checked on the site applications)

Code	Warning Description
L-325	NSLP: Free Lunches claimed equal Reduced Price Lunches claimed.
N-525	SBP - Severe Need: School Breakfast Program Severe Need; Free Breakfasts claimed equal Reduced Price Breakfasts claimed.

Entering a Claim for Reimbursement

Continue to enter claims as outlined in the previous slides for each site.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

DELETE

2023 - 2024 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify				Validated
Add				
Add				
Add				
Add				

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Continue

Click 'Continue' once all claims are entered and all errors are resolved

Entering a Claim for Reimbursement

Claim month details gives a summary of reimbursements.

National School Lunch Program

- Shows totals by eligibility category

Performance-Based Reimbursement

- Extra eight cents per lunch for meal pattern compliance

School Breakfast Program

- Shows totals by eligibility category
- Severe need and non-severe need will show up as two separate categories

Certification

- Check the box
- Submit for Payment at bottom of screen

School Nutrition Programs

Claim Month Details for August 2023

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	40	4.2500	170.00
Reduced	20	3.8500	77.00
Paid	100	0.4000	40.00
Total	160		287.00
Performance-Based Reimbursement (Lunch)			
Claimed	160	0.0800	12.80
Adjusted	0	0.0800	0.00
Total	160		12.80
School Breakfast Program Severe Need			
Free	20	2.7300	54.60
Reduced	10	2.4300	24.30
Paid	80	0.3800	30.40
Total	110		109.30
Claim Reimbursement Total			409.10

Certification

☐ I certify that the information submitted on this claim for reimbursement is true and correct and is in accordance with the terms of the existing agreement. I understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes. I certify that records are available to support the claim. I recognize that I will be fully responsible for any excess amount which may result from erroneous or neglectful reporting herein.


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Submit For Payment

Entering a Claim for Reimbursement

A confirmation email will be sent once the claim has been submitted.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2023 - 2024

School Nutrition Programs

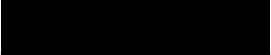
Claim Month Details for August 2023



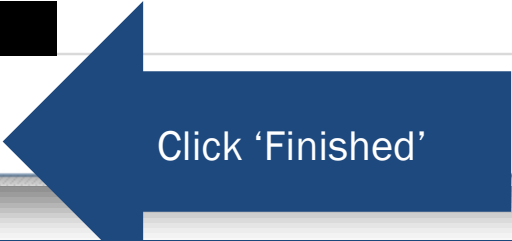
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2023	0	08/12/2023	08/12/2023		Original

Confirmation Number: **EAYGAM**

Thank you for your **August 2023** Claim Submission.

An email confirmation has been sent to: 

Finished



Click 'Finished'

Contact Information

RIDE School Nutrition Program Contacts

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Thank You!

Questions?

