



Georgia

Summer Food Claims

USER MANUAL

For Sponsor Users

—February 2009—

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Introduction

Welcome to the CNP 2000 Summer Food Service Program (SFSP) on the Bright from the Start: Georgia Department of Early Care and Learning web site.

Web Site Benefits and Features

The CNP2000 system is a menu-driven, graphical user-interface with comprehensive maintenance utilities allowing online submission and approval of documents and claims via the Internet by State Agency personnel and Sponsor users. Other key system features are:

- Through a single interface, information regarding sponsors, applications, claims, reports, and advances is managed.
- A single database works behind the scene to combine core information, which can be utilized across the child nutrition programs.
- Partially completed documentation can be saved on-line, allowing the user to complete the process at a later time.
- User access to the programs is via login ID and password. User access to functionality within the system is assigned by Security Groupings, with all user access administered by State Agency personnel.

Sponsor User Manual

This user manual is intended for use by the SFSP Sponsors. It is designed to provide a general understanding of how to use the CNP 2000 web site to utilize the Georgia SFSP program efficiently. To achieve this objective the manual will provide:

- A general explanation of each feature available
- Screen examples of web site pages and forms
- Step – by – step instructions for utilizing the web site features
- Tips and Notes highlighted in gray to enhance your understanding of the system

Getting Started

Before the user can begin using the CNP 2000 web site the user must have an assigned Username and Password as well as access to the Internet to logon to the web site.

Accessing the Web Site

The CNP 2000 Main page can be accessed by opening your Internet browser and entering the following URL in the Address line: <https://www.cnp2000.decal.ga.gov>

Tip: You can add this URL to your browser's FAVORITES list or create a shortcut to the URL on your desktop for quicker access to the site. Refer to your browser or operating system manual or help files for further information

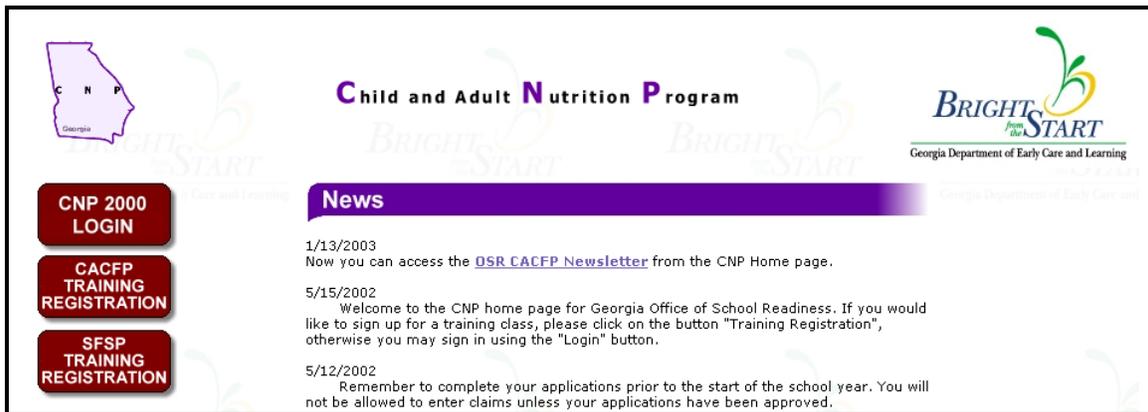


Figure 1: DECAL Main Page

Click on **CNP 2000 LOGIN** to display the Login page.

Logging On

To logon to CNP 2000, enter your Username and Password then click **Login**.

Tip: If the user does not have a Username and Password, contact the DECAL Security Administrator.

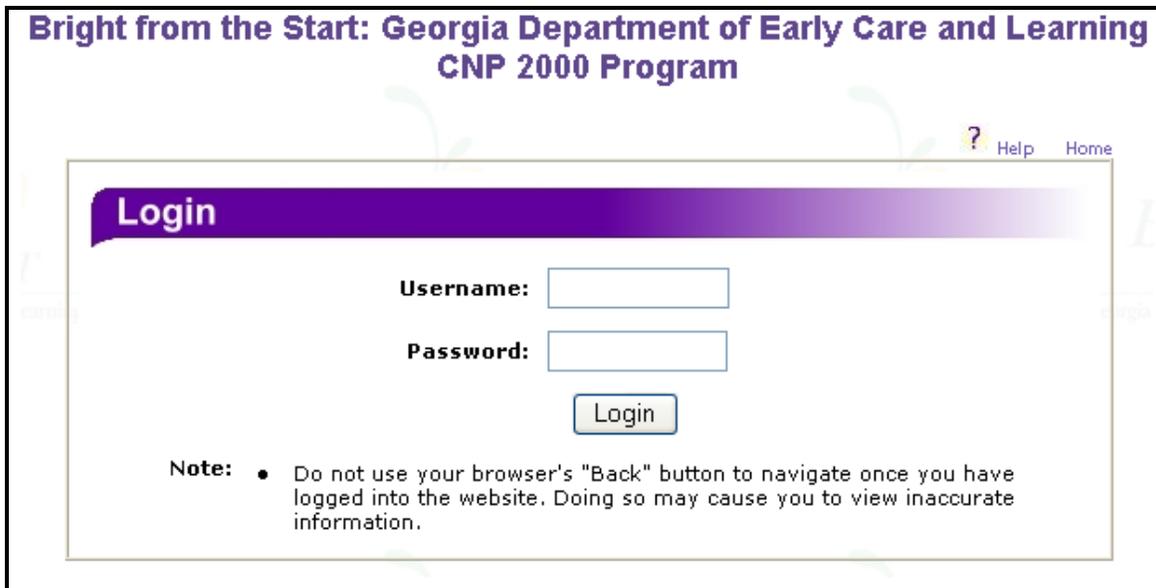


Figure 2: CNP 2000 Login page

System Navigation

Once you login to CNP 2000, the CNP 2000 Summer Food Service Program Home page will display.

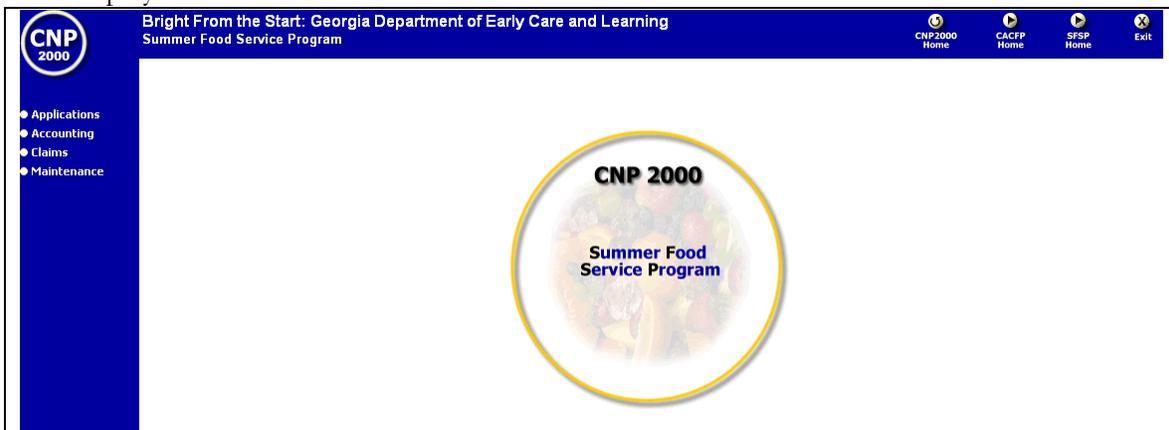


Figure 3: SFSP Home Page

From this point forward, all of the pages and forms in the system will be displayed within a blue navigational frame. The two main components of the navigational frame are the Quick

Navigation Buttons at the top right corner and the Main Menu on the left-hand side of the screen.

Note: Remember to use the **SUBMIT** button to save your work before using the Quick Navigation Buttons or Task links to navigate to another page. If the work is not saved or submitted, all input will be lost.

Quick Navigation Buttons

The Quick Navigation buttons are located at the top right corner of the Navigation Frame.

Button	Action
CNP 2000 Home	Returns to the CNP 2000 Home Page
CACFP Home	Displays the Child and Adult Care Food Program Home Page
SFSP Home	Displays the Summer Food Service Program Home Page
Exit	Logs the user off of the system and returns the user to the CNP 2000 Login page.

Main Menu

The Main Menu is a list of expanding submenus located on the left-hand side of the Navigation Frame. Click on a menu (e.g., Applications) to display the list of tasks available under that menu. Click on a task (e.g., Sponsor Application) to work within the task. The submenus listed on the Main Menu and tasks available under each will vary depending upon the users assigned security access/level.

Following is a list of the menus available on the Main Menu together with the tasks available under each. If you are not authorized to access a menu or perform a specific task, it will not be displayed on your Main Menu.

Application

- **Report Card** - Comparison of data from previous program year to current program year
- **Letter of Intent** - Allows the user to submit a letter of intent of operation in the SFSP
- **Sponsor Application** - Allows the user to create, modify or delete information in a sponsor application packet
- **Available Forms** - Downloadable forms for the SFSP

Accounting

- **Payment Summary** - Allows the user to view payment history

Claims

- **Claim** - Allows the user access to the claim form

Maintenance

- **Change Password** - Allows the user the access to a screen to change the login password

Error Processing

All information entered in the system is checked to ensure it conforms to data entry guidelines and system rules. The system performs two types of checks on information entered - Input Edits and Business Rule Edits.

Input Edits

The system checks for Input Errors when **Submit** is clicked. Input Errors are data entry such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains input errors, the form redisplay with an Input Error section at the top listing each error in red, with an error code in parentheses. The red error code also displays in front of the field containing the error. Input Errors must be corrected before any data is saved.

Business Rule Edits

Business Rule edits are used to check a form to ensure all required data is entered and to make sure information entered conforms to program rules and regulations, as defined by USDA and DECAL. For example, if you enter meal times, which do not meet the guidelines, you receive a Business Rule error.

The system runs Business Rule edits when a screen is saved on the system. Forms are saved when **Submit** is clicked. Business Rule errors are displayed in red on the Results screen. The errors also displays the next time the form is submitted. Each error has a Code, a Description and a Type. The code is the number of the Business Rule. The description explains the rule was violated in order to create the error. Errors are listed by type. Errors are listed as either a Critical Error or a Active Error.

- **Critical Error** – Critical errors must be corrected before an application can be approved.
- **Active Error**– Warning errors are not crucial to the approval of an application and do not have to be corrected before the application can be approved.

SFSP SPONSOR SAVE PAGE			
Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
Summer Sponsor, Inc	0888030	586000825	2007
Application Saved with the following Errors			
Code	Description	Type	
431	Mailing address must be completed (Address, city, state, zip, county)	I	

Figure 4: Error Messages

Errors can be corrected immediately or the user can return to the application later to correct the error.

How To: Resolve Error Messages

The How To sections provide step by step instructions for some of the common processes preformed by users.

Follow the steps below to resolve error messages:

- Step 1:** After a screen is saved error messages may appear.
- Step 2:** Read the Error Message to determine what correction is needed.
- Step 3:** Click **<Back** to return to the screen where the errors exist.
- Step 4:** Make corrections based on the error message description.
- Step 5:** Click **Submit** to save the changes.

Claims

Claims can only be submitted by Sponsors with an approved application. Claims are submitted at the Site level.

Performed By	Task
Sponsor	Submit online Sponsor Claim form
State	Review and approve Claim and Post Payments.

Sponsor Claim Menu

The Sponsor Claim Menu is the starting point for all tasks related to the Sponsor Claim packet. Click on **Claims** and select **Claim**. Select a Program year.

Claim Month selection

Click Select in the action column.

**Summer Food Service Program
Claim Entry**

Summer Food Service Program		
<input checked="" type="checkbox"/> Program Year: 2009		
Agreement Number	Institution Name	Action
08282	Camp Coca-Cola Atlanta	Select

Figure 5: SFSP Claim Entry screen

Summer Food Service Program Claim(s)

Sponsor Information				
Sponsor Name			Agreement Number	
Camp Coca-Cola Atlanta			08282	
Select a Claim Month				
Program Year: 2009				
Claim Month	Revision Number	Claim Status	Month to Date	
			Earned Amount	Amount Paid
Oct 2008				
Nov 2008				
Dec 2008				
Jan 2009				
Feb 2009				
Mar 2009				
Apr 2009				
May 2009	0	Claim Submitted	\$2,462.45	\$0.00
Jun 2009	0	Claim Submitted	\$2,482.83	\$0.00
Jul 2009	0	Complete	\$0.00	\$2,392.08
Aug 2009				
Sep 2009				
Year-to-Date Totals			\$4,945.28	\$2,392.08

Figure 6: Claim Month selection screen

The Claim Month selection screen lists all claims for the selected Program Year. This screen indicates the revision number, claim status, earned amount and amount paid for each claim. Click on the claim month to add, modify or view the claim.

Site Level Claim

Claims are entered by Site and then rolled up into a single claim. Only Site Claims with no errors will be included in the roll up. Site Claim with errors will not be included in the roll up until the errors are resolved. The roll up procedure is described at the end of the Site Level Claim section.

Click on the Claim Month to view the Month Summary screen.

The SFSP Claim can be entered manually by clicking **Add Claim** (shown below) or can be uploaded as a file using the Upload Summer Food Claim Information screen. The Upload process will be explained in the following section.

Summer Food Service Program

Monthly Claim Form					
Sponsor Name	Agreement Number	Month Claimed	Program Year		
Camp Coca-Cola Atlanta	08282	Aug 2009	2009		
Claim(s)					
Revision Number	Submitted Date	Processed Date	Claim Amount	Status	Action
No claims for this sponsor					

For manual entry of individual site claim(s), click 'Add Claim'

Figure 7: Month Summary screen

Click on **Add Claim** to add the Site Level Claim.

Site Level Claim

At least one site level claim must also be completed.

Bright from the Start: Georgia Department of Early Care and Learning 3/12/2009 9:46:37 AM

Reimbursement for the Summer Food Service Program			
Sponsor Information	Claim Date	Claim Revision	Number Sites
08282: Camp Coca-Cola Atlanta	Aug 2009	0	1

Submission Type: Original **Submitted Date:** 03/12/2009

Site Claims							
Site Number	Site Name	Current		Previous		Errors	Action
		Calculated 1st Meal Amount	Allowed 2nd Meal Amount	Calculated Amount	Errors		
1.	1	Camp Coca-Cola	0.00	0.00	0.00	0	Add

By submitting this claim, I certify that this claim is true and correct and records are available that support the claim and it is in accordance with the terms of the existing Agreement.

Submit for Payment button is disabled due to no site claims.

Figure 8: Site Level Claim Menu screen

Click on **Add** to enter the claim information.

Bright from the Start: Georgia Department of Early Care and Learning 3/12/2009 10:05:58 AM

Reimbursement for The Summer Food Service Program

Month Claimed	Revision Number	Submitted Date	Submission Type
Aug 2009	0	03/12/2009	Original

Program Information:	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack
Number of Operating Days this Claim Period	<input type="text"/>				
Average Daily Attendance this Claim Period	<input type="text"/>				

Meals Served to:	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack	Total
Eligible Children (1 st meal)	<input type="text"/>					
Eligible Children (2 nd meals)	<input type="text"/>					
Program Adult Meals						<input type="text"/>
Non-Program/Other Adults						<input type="text"/>

Created by on Modified by on

Figure 9: Site Claim screen

Enter the number of operating days, Average Daily Attendance and Eligible Children 1st meals for each meal type claimed. Enter Eligible Children 2nd meals for each meal type claimed, Program Adult Meals, Non-Program/Other Adults. Click **Save**.

If errors exist make corrections and click **Save**. You may save the page by clicking on **Continue with Errors/Warnings>** and return to the site claim later to make corrections.

Reimbursement for The Summer Food Service Program						
Sponsor Information			Site Information			
Camp Coca-Cola Atlanta 08282			Camp Coca-Cola 1			
Month Claimed	Revision Number	Submitted Date	Submission Type			
Aug 2009	0	03/12/2009	Original			
The site claim has been saved with the following errors.						
<input type="button" value="Continue with Errors/Warnings >"/>						
Code	Description				Type	
705	Breakfast Operating days entered greater than the number on the approved site application.				I	
720	Breakfast ADA must be entered.				I	
Program Information:						
	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack	
Number of Operating Days this Claim Period	<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Average Daily Attendance this Claim Period	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Meals Served to:						
	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack	Total
Eligible Children (1 st meal)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Eligible Children (2 nd meals)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Program Adult Meals						<input type="text" value="0"/>
Non-Program/Other Adults						<input type="text" value="0"/>
Created by on			Modified by on			
<input type="button" value="Redisplay"/> <input type="button" value=" < Back"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>						

Figure 10: Site Claim screen with errors

Claim must be submitted for Payment
By submitting this claim, I certify that this claim is true and correct and records are available that support the claim and it is in accordance with the terms of the existing Agreement.
Note: You will not be able to modify the current claim once the Submit for Payment button is clicked. Please review your entries before submitting this information.
<input type="button" value=" < Back"/> <input type="button" value="Cancel"/> <input type="button" value="Submit for Payment"/>

Figure 11: Site Level Claim Menu screen – Confirmation Screen

Click **Submit for Payment**. Remember to review the claim before doing this action. The claim cannot be modified after the information has been submitted for payment.

View Mode Only

Claim has been successfully submitted. Modify/Delete are not allowed.

Submit for Payment button is disabled because claim is on hold.
This claim is now on hold for violation of the 30 day state submission policy. To release your claim from on-hold status:

- [Download and print this form.](#)
- Fill out the form and sign.
- Fax the form to the DECAL Grants Administrator at 404-651-7428.

Figure 12: Site Level Claim Menu – view only screen

The claim becomes View Only after it is submitted for payment.

- Please click the blue hyperlink to download and print the claim.
- Fill out the form and sign.
- Fax the form to the DECAL Grants Administrator at 404-651-7428.

Site Level Claim – Upload procedure

After clicking on a claim month the following screen is displayed.

Summer Food Service Program

Monthly Claim Form							
Sponsor Name		Agreement Number		Month Claimed		Program Year	
Summer Sponsor, Inc		0888030		Mar 2007		2007	
Claim(s)							
Revision Number	Submitted Date	Processed Date	Claim Amount	Status	Action		
0	05/21/2007		\$2,100.00	Pending Approval	View	Statement	Summary

Upload Summer Food Claim Information

To upload claim information for multiple sites, follow the upload procedures below.

1. When uploading an Excel spreadsheet, be sure to save your file as text (tab delimited).
2. Click on the 'Browse' button to find the saved file on your computer.
3. Once you locate the file, click the 'Open' button. (The name of the file should appear in the text box below.)

4. Click on the 'Upload' button. Depending upon the size of the file, the upload may take a few minutes.

By clicking the 'Upload' button below, I certify that all uploaded claim information is true and correct and records are available that support the claim and is in accordance with the terms of the existing Agreement.

5. To view and verify the uploaded information, click on the 'Modify' link above under the 'Action' column.

Figure 13: Claim Upload screen

Claims may be entered manually using the **Add** or **Modify** links at the top right of the screen or may be uploaded as a file using the **Upload Summer Food Claim Information** section at the bottom of the screen.

The manual entry method is explained in the previous section.

Claim Upload

This section is intended to provide information used to upload site claim information. The process consists of two steps.

- Step 1:** Generate the File
- Step 2:** Upload the File

These steps are explained in the following sections.

Generate the file

Generating the file for the site claim is done using the tracking file where the meal, attendance or other information is stored. This file may contain most or only part of the information required on the site claim. The file must be set up using the required format so the information can be transferred to the center claim.

Specific information regarding the file layout can be obtained from DECAL. DECAL has an Excel file, which can be used to enter information for the claim. This file can then be uploaded into the system.

Once the SFSP file has been obtained from DECAL, save the file to a location on your computer or network where it can easily be located. The Save process contains the following steps.

1. Click on **File** on the Excel menu.
2. Click on **Save As...**
3. Select a '**Save in:**' folder, using the dropdown arrow.
4. Select or 'Enter a '**File Name:**' using the dropdown arrow or by typing the name.
5. Click on the dropdown arrow for '**Save as type:**'
6. Select '**Text (Tab delimited)(* .txt)**' (note the file must be saved with .txt as the extension)
7. Click **Save**.

The file is now saved in a format, which can be uploaded.

Upload the file

Upload Summer Food Claim Information

To upload claim information for multiple sites, follow the upload procedures below.

1. When uploading an Excel spreadsheet, be sure to save your file as text (tab delimited).
2. Click on the 'Browse' button to find the saved file on your computer.
3. Once you locate the file, click the 'Open' button. (The name of the file should appear in the text box below.)

4. Click on the 'Upload' button. Depending upon the size of the file, the upload may take a few minutes.

By clicking the 'Upload' button below, I certify that all uploaded claim information is true and correct and records are available that support the claim and is in accordance with the terms of the existing Agreement.

5. To view and verify the uploaded information, click on the 'Modify' link above under the 'Action' column.

Figure 14: Claim Upload screen

Click on the **Browse** button to locate the file created in the previous section. Click on **Open** and then **Upload** to upload the file. After the file is uploaded the site level claims can be viewed using the manual access method explained in the previous section.

Reimbursement Statement

The Reimbursement Statement shows how the reimbursement is calculated. The Reimbursement Statement displays the information from the Claim and applies rates to the meals in order to calculate the reimbursement amount.

**Bright from the Start: Georgia Department of Early Care and Learning
Summer Food Service Program
Sponsor Reimbursement Statement**

Sponsor: Camp Coca-Cola Atlanta **Agreement#** 08282

Sponsor Contact: Jeff A Cohen
Address: 2500 Windy Ridge Parkway
 4th Floor- Go to 9th Floor
City: Atlanta **State:** GA **Zip:** 30339

Claim Month/Year: 6/1/2009 **Type of Submission:** Original **Revision Nbr:** 0
Max Operating Days: 20 **Number of Sites:** 1

Statement Summary	
Reimbursement Information	Total Reimbursement
YTD Eligible Amount:	\$7,337.36
YTD Paid Amount:	\$4,854.53
Claim Value:	\$2,482.83

Figure 15: SFSP Reimbursement Claim Summary screen

The Reimbursement Statement also shows the Earnings or amount paid for the claim.

Notes