



Child and Adult Care Food Program Internet Claim Manual

At Risk Afterschool Meals and Emergency Shelter Components
Revised September 2015

This manual illustrates the procedures for entering new and modifying existing Parent and Site Claim screens.

The data elements on the claims have not changed.

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Table of Contents

Pages

Basic Navigation Instructions	2
Logging on to the Website & On-Line Services	3-4
Enter and Submit Claim	4-9
View-Print Claim	10
Modify Claim	11

Basic Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the ‘links’ at the top of the screen. The name of the link will tell you what screen you will go to.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data WILL NOT BE SAVED when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a “linked-page” or “link.” If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the “Back” button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data WILL NOT BE SAVED when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the “Back” button you may then use the “Forward” button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Links at the top of screens include “Logout.” Click on this “Logout” link to exit from the entire program. If exiting the system prior to completing the claim, be sure to click on the “Continue” button at the bottom of the screen you are working on. This will save the information from that page.

Logging on to the Website

1. **Open your Internet Browser.** You may use either Internet Explorer or Google Chrome, **but use of Google Chrome is highly recommended.** Screens WILL appear differently for each.
2. **Use the mouse to click on the “Location Area”** - at the top of the Browser page.
 - 2a. The entire ‘address link’ should be highlighted to start with, if not, highlight it with mouse.
3. **Type the following:** <http://dpi.wi.gov/nutrition> to replace ‘address link’.
 - 3a. Press Enter to go to site. (Bookmark site at this point, **NOT** at later pages)
4. **“Online Services”**
5. Click on **“Online Services Log-in.”**



Logging on to the On-line Services

6. The following screen will appear asking for your Agency Code and password. If you have misplaced your password or to request a new password, contact Jacque Jordee at 608-267-9134 as a primary contact or if not available, Rick Fairchild at 608-266-6856. *Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.*

5a. Enter Agency Code (**without dashes**)

5b. Enter Password

5c. Click the “Submit” button

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, Summer Food Program, Child and Adult Care Food Program & Revise Home Sponsor Contracts Informations.

LOG IN

Agency Code

Password

Submit Reset

Time Limit on Entering Data:

A timer starts from the moment the FNS site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer.

7. From the Main Menu, select “Community Nutrition Program.”



8. From the Community Nutrition Program Menu select “Claim Reimbursement.”



9. From the Claim Reimbursement Menu, select “At Risk” or “Emergency Shelter.”



10. From the menu select “Enter-Modify Claim.”
(This button is used to submit a new claim or to modify the claim prior to processing by DPI.)



11. Enter data on the General Information (i.e. Parent) page as totals for each category only for ALL the sites claiming. For the month and year, use the drop-down boxes by clicking on the arrows. Enter the CLAIMING month, NOT the month you are completing the claim in.
 (Note, At Risk sites will report the number of enrolled children; Emergency Shelters will report the number of residential children.)

At Risk Claim Reimbursement
 Enter/Modify Claim General Information
 133269-Madison Metro School District

Date Claim Month: [] Date Claim Year: []

No. of Sites Claiming: []

Max No. of Service Days: []

Total Sites Enrollment: []

[CONTINUE]

12. Click on Continue.

The numbers for each category on the General Information Page must equal the total sum for each category on the site form pages(s) (step #15).

13. Select first site

14. Then click "Edit/Delete"

At Risk Claim Reimbursement
 Site List
 133269-Madison Metro School District

Select site(s) and click 'Edit/Delete' button to Enter/Modify/Delete claim information for selected site(s).

Site Code & Name	Status	Select site(s)
11347 Blackhawk Middle School	[]	<input checked="" type="checkbox"/>
11346 Falk Elementary School	[]	<input type="checkbox"/>
11348 Memorial High School	[]	<input type="checkbox"/>

Total Site(s) claiming	Total Site(s) submitted	Total Site(s) Enrollment	Total Site(s) Enrollment Submitted	Status
2	0	100	0	Incomplete

[Edit/Delete] [CONTINUE]

[Claim General Info]

15. Enter all participation data for that site. Enter “0” (zero) in the fields that do not apply.

Click on “Save.”

At Risk Claim Reimbursement Site Details List

133269-Madison Metro School District

Enter/Edit claim meal information for each site listed below and click "Save" button to save claim information. Click "Delete" button to delete all the site(s) claim information shown on this page.

Date Claim Month: Date Claim Year:

No. of Sites Claiming:

Max No. of Service Day:

Total Sites Enrollment:

Site Code & Name	Enrollment	No. Of Service Day	ADA	Breakfast	AM Snack	Lunches	PM Snack	Suppers	Additional Snack	2nd Lunches	2nd Supper
11347 Blackhawk Middle School	<input type="text" value="50"/>	<input type="text" value="20"/>	<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="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Buttons: BACK, SAVE, DELETE

16. The “List of Reimbursable Sites” Menu will reappear until the participation data is entered for each site-see below. Repeat steps 14-16 above for each site that is claiming. If a site is not claiming do not enter any information for that site. Upon completion of all site information, click “Continue.” Note, as data is entered and saved for each site, the status symbol will change from blank to filled-see below.

At Risk Claim Reimbursement Site List

133269-Madison Metro School District

Select site(s) and click 'Edit/Delete' button to Enter/Modify/Delete claim information for selected site(s).

Site Code & Name	Status	Select site(s)
11347 Blackhawk Middle School		<input type="checkbox"/>
11346 Falk Elementary School		<input type="checkbox"/>
11348 Memorial High School		<input type="checkbox"/>

Total Site(s) claiming	Total Site(s) submitted	Total Site(s) Enrollment	Total Site(s) Enrollment Submitted	Status
2	1	100	50	Incomplete

Buttons: Edit/Delete, CONTINUE

18. Review the information that is shown for the unpaid claim, and if all is correct, **enter the preparer's name, telephone number and email address.** Click on the “Submit” button at the bottom to submit the claim to DPI to be processed for payment.

Claim General Information			
General Information		Payment Actual	
Claim Date:	11/01/2012	Meal Reimbursement	\$572.00
No. of Service Days	20	Cash in Lieu (CIL)	\$45.50
No. of Sites Claiming	2	Total	\$617.50
Total Sites Enrollment	100	Voucher No.	31007
		Processed On	

Total Reimbursable Meals Summary Based on Site(s) Participation Information					
Total Breakfasts	Total AM Snacks	Total Lunches	Total PM Snacks	Total Suppers	Total Additional Snacks
0	0	0	0	200	0

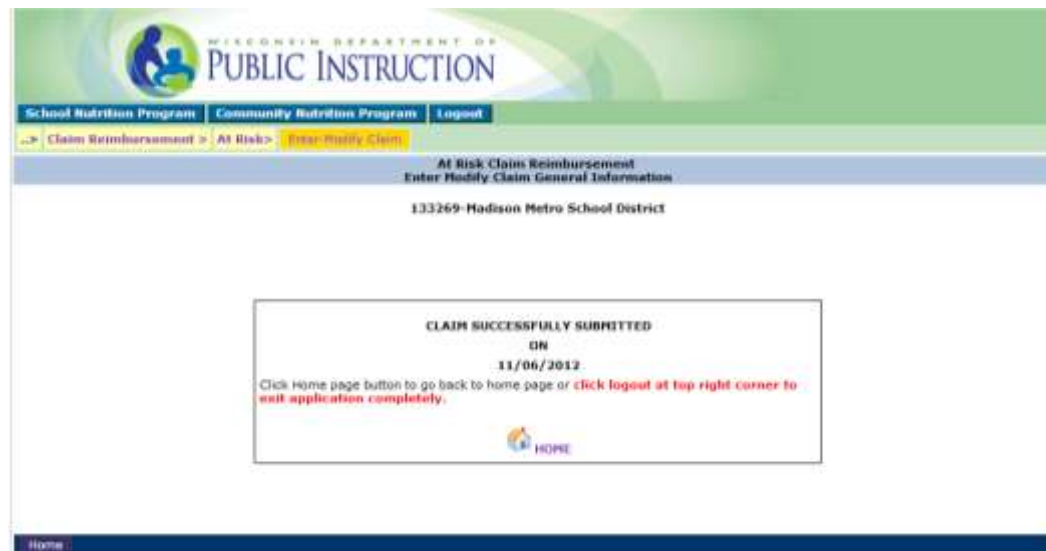
Site Participation Information										
Site Code	Enrollment	No. Of Service Days	ADA Breakfasts	AM Snack	Lunches	PM Snack	Suppers	Additional Snack	2nd Lunches	2nd Supper
11347	50	20	40	0	0	0	100	0	0	0
11346	50	20	5	0	0	0	100	0	0	0

Claim Preparer Information			
First Name	<input type="text"/>	Last Name	<input type="text"/>
Phone Number	<input type="text"/> <input type="text"/> <input type="text"/>	Extension	<input type="text"/>
Email Address	<input type="text"/>		

I Certify that to the best of our knowledge and belief, this claim is true and correct in all aspects, that records are available to support this claim, that it is in accordance with the terms of the existing Agreements, and that payment has not been received. I recognize that I will be fully responsible for any excess funds received due to erroneous or neglectful reporting herein. I also understand that this information is being given in connection with the receipt of Federal funds, and that deliberate misrepresentation may subject me to prosecution under applicable state and Federal criminal statutes.

[Claim General Info] [Claim Site List]

19. A screen will appear to confirm receipt of the submitted claim. The statement will include the date the claim was successfully submitted. **PRINT THIS SCREEN, AS WELL AS THE SCREEN SHOWING THE REIMBURSABLE \$ AMOUNT FOR YOUR RECORDS.** Directions for printing the screen that show what was submitted along with the reimbursable \$ amount follow on the next page. **Keep copies of these two screens on file along with your handwritten claim and all CACFP supporting documentation.**



Viewing and Printing Claims

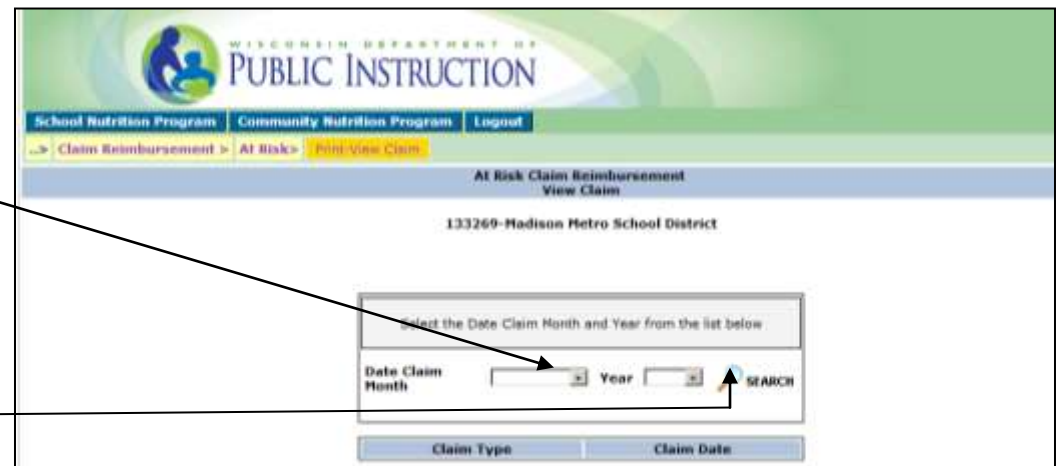
You can view and/or print claim(s) after it has been submitted to DPI via the “View-Print” Menu.

1. To obtain the **Print-View Screen**, select
 - a. Community Nutrition Program,
 - b. Claim for Reimbursement
 - c. Program Type (At Risk or Emergency Shelter),
 - d. Print-View Claim.



Printing a Claim:

1. Select Claim Month and Year from the drop down list box, and
2. Click the “Search” button.



If the claim is found for the given criteria, the claim and the date the claim was submitted will appear. Click on the words “New Claim” under the “Claim Type” link to view or print the detailed claim information.

If a claim is not found for the given criteria, a box will not appear under “Claim Type” and a message will appear that no claim is found.

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School Nutrition Program Community Nutrition Program Logout

Claim Reimbursement > At Risk > Add New Claim

At Risk Claim Reimbursement
View Claim

133269-Madison Metro School District

Select the Date Claim Month and Year from the list below

Date Claim Month: October Year: 2012 SEARCH

Claim Type	Claim Date
New Claim(Unused)	10/01/2012

Modifying a Claim

After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Processing of claims at DPI is completed, in most cases, on Tuesday mornings. After a claim has been processed by DPI it CANNOT be modified on-line. A paper copy of the amended claim will need to be completed and submitted to DPI.

Modifying On-Line: Required method of modifying a claim that has NOT been processed. To modify on-line, simply follow the steps for entering a claim that begin on page 4 of this manual. The unprocessed claim will be available for selection on the Participation Reimbursement Information – Parent Form screen.

Modifying After Claim has been Processed: This method is required once the claim has been processed by DPI. For modifying a claim that has already been processed, print the claim by following directions in the *CACFP Internet Claim Manual* to “View/Print Claim.” Draw a line through any item that needs to be changed (e.g., number of meals, average daily attendance) and write in the correct number(s). Sign, date, and fax to Federal Aids and Audit section at 608/267-9207 or e-mail a scanned copy to jacqueline.jordee@dpi.wi.gov.

Contacts

If you have misplaced your password or wish to request a new password, please contact:

Primary Contact: Jacque Jordee at 608-267-9134; jacqueline.jordee@dpi.wi.gov
Secondary Contact: Rick Fairchild at 608-266-6856; richard.fairchild@dpi.wi.gov
Fiscal Fax: 608-267-9207

Jacque Jordee and Rick Fairchild can also assist you in completing the claim on-line if you are experiencing problems.