

## Instructions for Entering a New Claim

1. Go to our website [www.doe.state.in.us/food](http://www.doe.state.in.us/food), click on the link to the CNPweb.
2. Enter user ID and password.
3. Click on SFSP puzzle piece.
4. SFSP Message Board with important program information is displayed. Click on continue tab.
5. Select the correct program year.
6. The Sponsor Summary screen appears. Click on the blue Claims tab under the Sponsor Summary title.
7. For desired month, click [Add](#) at the right side of the screen. This will bring up a blank Sponsor Claim Rollup. No claims data can be entered on this page, but you must click on Submit tab at the bottom of this page. Next an **Error** message is displayed - which only means that the claim process is not finished yet.
8. At the bottom of this page, click [here](#) to see the Sponsor Summary page again where you will see a yellow folder with a “+” sign next to the month you are wishing to claim. Click on this folder to display all the sites that operated during that month.
9. All sites will now be listed with [Add](#) at the right side of the screen. Click [Add](#) and an actual Site Claim will be displayed with the site name and number. Enter all information for this site.
10. At the bottom, click Submit and a Post Confirmation will appear informing you of the status of the Site Claim (**Error** or Approved). The errors need to be corrected and the site claim resubmitted.
11. Click [here](#) to select another site, if applicable. You need to be back at the Sponsor Summary-Claims page. If other sites need to be entered, repeat the steps listed above.
12. If all the sites are entered and the status for the sites claim is Approved, click [Edit](#) at the right side of screen for the claim month. The Sponsor Claim Rollup screen will display again; now all the site claim information is added and displayed in the appropriate columns.
13. If all the totals are correct, proceed to items number 10, 11, 12 and check the boxes. By checking the box 12 you indicate that the claim is ready for payment – this is like certifying it with your signature on a paper document.
14. Next click submit. The Sponsor Claim Summary will appear with the amount to be reimbursed by the meal and category. Click [here](#) at the bottom of the page and you will return to the Sponsor Summary-Claims page. Under status it will say Approved and the total claim amount to be paid will be displayed.