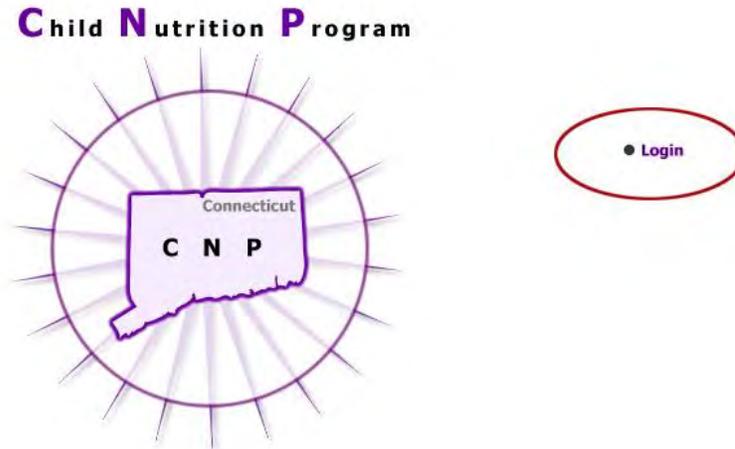


Summer Food Service Program (SFSP)

Online Claim Filing Instructions for AUTHORIZED SIGNERS

1. **ACCESS** the Connecticut State Department of Education (CSDE) Child Nutrition Programs (CNP) Online Claiming System at www.csde.state.ct.us/connecticutprod.
2. Click on **LOGIN** (upper right) to display the CNP Login Page.



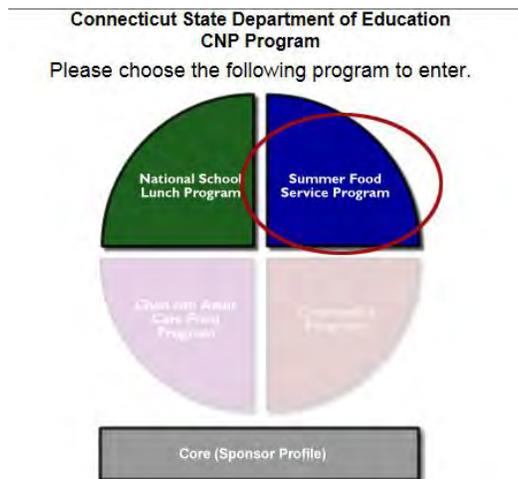
3. **ENTER** your unique **User ID** and **Password**.



Note: If your institution participates in another Child Nutrition Program such as the National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP) **and** you have a previously-assigned **User ID and Password** for that program, the CSDE has modified your existing codes to also work with the online SFSP module.

SFSP Online Claim Filing Instructions for Authorized Signers

- Click on the **SUMMER FOOD SERVICE PROGRAM (SFSP)** module in the upper right blue quadrant.



- Click on **CLAIMS** (top left) then click on the first option below, **CLAIM**.

Connecticut State Department of Education
Summer Food Service Program

CNP 2000

Applications
Claims
Claim
Child Care
Payment Summary
Advance
Maintenance
Reports

CRRS Home Sponsor Profile NSLP Home SFSP Home Exit

Connecticut State Department of Education

Last Updated July 1, 2015

Welcome to the Connecticut Child Nutrition Programs' Online System.

The online system is OPEN for claiming. All SFSP sponsors will file online claims for 2015.

NOTE: It is preferred that claims be filed for individual months (June, July, August), however combined claims can be submitted if indicated on your application approval letter. If this option is exercised, the sponsor must still submit monthly meal counts to the Summer Meals Coordinator .

IMPORTANT NOTE: The CNP Online System **REQUIRES** the use of **INTERNET EXPLORER**. Please use only **INTERNET EXPLORER** for all transactions. Issues with **INTERNET EXPLORER** version 10.0 can be corrected as follows: go to the Internet Explorer menu and select: **Tools/Compatibility View Settings**; check the box '**Display all websites in Compatibility View**,' then proceed to the online claiming system.

This institution is an Equal Opportunity Provider/Affirmative Action/Equal Opportunity Employer.

SFSP Online Claim Filing Instructions for Authorized Signers

- The **Summer Food Service Program Claim Form** entry screen will appear. You will see your institution name (under **Sponsor Name**) and agreement number. Check that the current **Program Year** indicates **2015**. Click **SELECT** under **Action**.

- The **Claim Month Summary Page** will appear. You will notice that the claim is in **error status** because even though it has been entered into the online system, it has not been submitted for payment.

- Click on the **CLAIM MONTH** of the claim that you want to submit to the system for payment. For example, if you want to submit the claim for the month of June 2015, click on **Jun 2015**.

- Select **VIEW** to see the claim in **View Only** mode.

Note: Authorized Signers can only **view and submit** claims for payment. They are not allowed to enter data or make any changes. If you have any questions about the claim, contact the **SFSP Claim Preparer** for assistance.

SFSP Online Claim Filing Instructions for Authorized Signers

9. Click **SUBMIT** at the bottom of the claim form. The claim will now be submitted for payment and a screen summarizing the reimbursement will appear.

Connecticut State Department of Education
Summer Food Service Program

Connecticut State Department of Education
Office of Child Nutrition
25 Industrial Park Road
Middletown, CT 06457-1543

Phone: (860) 807-2076
Fax: (860) 807-2054

Summer Food Claim Form

Sponsor Name		Claim Form Agreement Number	Month Claimed	Revision #
Summer Food Service Program		000000	Jun 2015	Original

Submission Type: Original Received Date: 07/07/2015

# of Sites Claiming	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack
1. Number of Sites this Claim Period	<input type="text"/>				

Program Information:

2. Number of Operating Days:

3. Average Daily Attendance:

4. Total Enrollment:

Meals Served to:	Breakfast	Lunch	Supper	A.M. Snack	P.M. Snack	Total
5. Eligible Children (1 st meal)	<input type="text"/>	= <input type="text"/>				
6. Eligible Children (2 nd meals)	<input type="text"/>	= <input type="text"/>				

I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that it is in accordance with the terms of existing Agreement(s); and that payment therefore has not been received. I recognize that I will be fully responsible for any excess amounts which may result from erroneous or neglectful reporting herein. I also understand that deliberate misrepresentation may subject me to prosecution under applicable state criminal statutes. I further certify that all claims for reimbursement shall be submitted to CSDE no later than 90 days after the end of the claim period. I understand that failure to submit claims within the 90-day deadline may result in such claims not being paid. I also understand that according to 7 CFR 225.9 (d.) the sponsor shall not be eligible for reimbursement for operating and administrative costs unless there is an agreement executed with CSDE.

Note: Clicking the Submit button will submit this claim entry to the Child Nutrition System. Please review your entries before submitting information.

Redisplay < Back Cancel **Submit**

10. Select **VIEW CLAIM DETAILS** and a screen detailing how the reimbursement is calculated will appear.

11. Click **EXIT** in the upper right corner of the blue frame to exit.

For more information on the SFSP, visit the CSDE's [SFSP Web site](#) or contact Caroline Cooke at caroline.cooke@ct.gov or 860-807-2144, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This handout is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sfsp/sfspclaim_authsig.pdf.

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Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

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