

School Food Service: Claims for Reimbursement



August 11, 2026



Claims for Reimbursement

1. Overview of Claims
2. How to Create a Monthly Claim
3. Entering & Understanding Claim Data
4. Errors and Amendments
5. CEP
6. Review



Overview of Claims & Reimbursement



Meal Counts

- the total amount of reimbursable meals, separated by category, served to students at the Point of Sale (POS).

Claiming

- the process and/or procedure of submitting monthly meal totals to LDOE within the regulated timeframe for federal and state reimbursement



Let's define Meal Counts and Claiming.

Meal Counts are defined as the total amount of reimbursable meals, separated by category, served to students at the Point of Sale (POS). The meal counts are submitted to LDOE for reimbursement through the Louisiana Child Nutrition Program Website.

Claiming is defined as the process and/or procedure of submitting monthly meal totals to LDOE within the regulated timeframe for federal and state reimbursement.

3 Categories of Meal Counts

1. FREE
2. REDUCED
3. PAID



What are the Categories Meal Counts are Separated By?

1. FREE - All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), homeless or foster can receive free meals regardless of your income. Also, the children can receive free price meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
2. REDUCED – Due to the passing of HB 282, students will not be charged the reduced price, but they MUST maintain their reduced-price status on all documentation.
3. PAID - Children who live in a household that do not qualify for Free and Reduced Price Meals will be listed in the PAID category.

Reimbursement Rates

- Reimbursement Rates have been posted to the CNP Website
- Login to access the School Food Service tab
- Go to the green side bar on the left side of the webpage
- Access the rates by clicking Program Administration and the dropdown title "Reimbursement Rates"
- CNP Operators may use this reference to the Reimbursement Rates to assist in filling out the applicable rates information in software applications

Rate Information	
Program Year: 2027	
Rate Details	
Description	Rate
Free Breakfast	2.5400
Reduced Breakfast	2.2400
Paid Breakfast	0.4200
Free SevereNeed Breakfast	3.0500
Reduced SevereNeed Breakfast	2.7500
Paid SevereNeed Breakfast	0.4200
Free Lunch	4.3100
Reduced Lunch	3.9100
All Lunch (>60%)	0.4700
All Lunch (<60%)	0.4500
Free Snack	1.3000
Reduced Snack	0.6500
Paid Snack	0.1200
All Lunch (Cash In Lieu)	0.3200
Menu Certification Bonus	0.0900
2023 HB1 Act305 Reduced Breakfast Rate	0.3000
2023 HB1 Act305 Reduced Lunch Rate	0.4000



The Reimbursement Rates for SY 23-24 have been posted to the CNP Website. To access, please follow these steps. Also, as a reminder...due to the passing of House Bill 1 (HB1), students in the reduced-price status should not be charged the reduced-price meals (Act305 will cover the co-pay). But, must maintain their reduced-price status for counting and claiming purposes.

Requirements for Reimbursement

The SFA:

- can use either a manual or an electronic system for counting and consolidating meals at each school
- must have a system that accurately counts, records, consolidates, and reports the number of reimbursable meals by eligibility status and meal type
- must also include Edit Checks
- must maintain adequate supporting documentation on file for the number of meals claimed
- must have an accurate, up-to-date Benefit Issuance Document



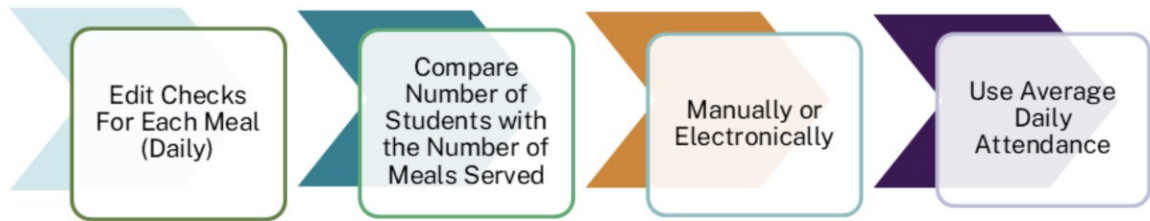
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In order for the SFA to claim meals for reimbursement, they must meet the following criteria:

- use a manual or an electronic system for counting and consolidating meals at each school
 - the system must have the ability to accurately count, record, consolidate, and report the number of reimbursable meals by category of eligibility status and type
 - the system must also include edit checks
- maintain adequate documentation on file to support the number of meals claimed for both breakfast and lunch.
- must maintain an accurate, up-to-date benefit issuance document reflecting the current status of each child enrolled. This document must always be available.

These requirements will be discussed in more detail later in the upcoming slides.

Edit Checks



1. Edit checks must be completed for each meal each day.
2. The Edit Checks must compare the number of free, reduced, and paid students with the number served in each category to prevent errors in charging, recording and consolidating meal counts prior to submitting a claim
3. Edit checks can be done manually or electronically.
4. Edit checks use the Average Daily Attendance to determine if excess meals are served. An Explanation is required if an excess has been determined. Please be reminded that the number of meals claimed should not exceed the Average Daily Attendance, nor should the number of meals served exceed enrollment.

Claim Reimbursement

- SFAs must have a complete and approved NSLP/SBP application
- Claims must be submitted through the Louisiana Child Nutrition Website under the green School Food Service tab
- A separate claim **must** be submitted every month, even if the month consists of only one day
- SFAs **should** submit claims by the 10th of the month following the claim period
- SFAs **must** submit by the 60th calendar day following the claim period
- SFAs may only submit one claim for each Child Nutrition Program per processing period



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To be eligible for claim reimbursement, the organization must have a complete and approved NSLP/SBP application. All claims must be submitted electronically by accessing the Louisiana Department of Education (LDOE) Child Nutrition Program website. A separate claim must be submitted for every month, even if the month consists of only one day of meal service to students.

SFAs **should** submit claims by the 10th of the month following the claim period.

SFAs **MUST** submit by the 60th calendar day following the claim period.

SFAs may only submit one claim for each Child Nutrition Program per processing period.

So, What if you don't submit by the 60th calendar day?

What Happens If the Claim Is Not Submitted by the 60th Day?

- A one time exemption may be awarded every three years – subject to approval
- Requires a written justification submitted to the State agency
- Confirmation letters are provided to schools regarding the results of an exemption request



If the claim is not submitted by the 60th calendar day, SFAs may request a one time exemption that can only be awarded once every three years – pending Program Manager approval • This exemption requires a written justification to be submitted to the State agency and then SFAs are provided a confirmation letter regarding the results of the exemption request.

How to Create a Claim





Child Nutrition Programs
Division of Nutrition Support

LDOE
School Food Service

Home CACFP School Food Service Summer Feeding Fresh Fruit & Vegetable Program CEP Elections

- ▶ To Do List
- ▶ Reports
- ▶ Agreements
- ▶ Authorized Contacts
- ▶ Forms
- ▶ Claims
- ▶ Manager Certification
- ▶ Seamless Waiver
- ▶ Verification Summary
- ▶ Equipment Grants

Welcome to School Food Service Program

Important Notices and Instructions:

- [CNP Website User Manual](#)
- [CNP Website Claim User Manual](#)

For Technical Assistance and/or School Food Service (SFS) related questions, please contact:
childnutritionprograms@la.gov or 225-342-9661.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

School Food Service: Claims



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Division of Nutrition Support

ZZZ Sponsor Center
School Food Service

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- ▼ Claims
 - ▶ View Claims
 - ▶ Create New Claim
 - ▶ Sponsor List
 - ▶ Waiting Claims List
 - ▶ Upload Claim Data
 - ▶ Claim Matrix

No Approved Schedule A

The Sponsor Does not have an approved Schedule A for the Program Year 2024.

Must have approved application before claiming



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- Seamless Waiver

CLAIM FOR REIMBURSEMENT

ZZZ Sponsor Center

Program Year: 2026

Program Year: 2026

Claim Creation

Choose Claim Month

▼

Comments

Create

Claims for the Program Year 2026

Claim Month	Claim Status	Amendment No	Invoice Number	Submission Date	Approval Date
Aug 2025	Open	0	2608ZPCA0		

Claims: Create New Claim

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- Click the green School Food Service tab, located at the top right side of the page Note: The tab(s) indicate the program(s) that you are authorized to view.
- Click Claims.
- Click Create New Claim. The program year defaults to the current program year.
- Using the drop-down menu, choose the claim month to process.
- Note: Only months that have been checked for operation on Schedule A will be available. If the month you want to submit a claim for isn't listed, contact the State agency.
- Then click the Create button.



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CLAIM FOR REIMBURSEMENT

ZZZ Sponsor Center Program Year: 2026

Program Year: 2026

Claim Creation

Choose Claim Month

▼

July 2025

Comments

Create

Claims for the Program Year 2026

Claim Month	Claim Status	Amendment No	Invoice Number	Submission Date	Approval Date
Aug 2025	Open	0	2608ZPCA0		

Choose Claim Month

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- Click the green School Food Service tab, located at the top right side of the page Note: The tab(s) indicate the program(s) that you are authorized to view.
- Click Claims.
- Click Create New Claim. The program year defaults to the current program year.
- Using the drop-down menu, choose the claim month to process.
- Note: Only months that have been checked for operation on Schedule A will be available. If the month you want to submit a claim for isn't listed, contact the State agency.
- Then click the Create button.



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 - Claim Matrix

CLAIM FOR REIMBURSEMENT

LDOE Program Year: 2026

Program Year:

No Months available for the Program Year 2026 to create a Claim.

Claims for the Program Year 2026					
Claim Month	Claim Status	Amendment No	Invoice Number	Submission Date	Approval Date
Jul 2025	Open	0	2607ZPCA0		
Aug 2025	Open	0	2608ZPCA0		

Select New Claim

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The new claim will be listed in the Claim Creation box.

Claims Reminders

Claims are color-coded on the CNP website

Completed claims, those that have been paid, display in **pink**

Waiting claims, those that have been submitted and are waiting to be processed and paid, are displayed in **blue**

Open claims, those claims that are un-submitted, are displayed in **yellow**

-  Completed Claims
-  Waiting Claims
-  Open Claims



Claims are color-coded on the CNP website.

Completed claims, those that have been paid, display in pink

Waiting claims, those that have been submitted and are waiting to be processed and paid, are displayed in blue

Open claims, those claims that are un-submitted, are displayed in yellow

Entering and Understanding Claim Data



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Home CACFP School Food Service Summer Feeding Fresh Fruit & Vegetable Program CEP Elections

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▶ Claims
▶ View Claims
▶ Create New Claim

CLAIM FOR REIMBURSEMENT
SCHOOL PARTICIPATION DATA [SFS-8C]

Change Program Year: 2026 ▼

ZZZ Sponsor Center Program Year: 2026

Aug 2025

Completed Claims
Waiting Claims
Open Claims

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1. Click the green School Food Service tab, located at the top right side of the page.
2. Click Claims.
3. Click View Claims. The program year defaults to the current program year.
4. Click on the month of the claim.

- Claims
- View Claims
- Create New Claim
- Upload Claim Data
- Seamless Waiver
- Verification Summary
- Equipment Grants
- Program Administration
- Site Health Inspection
- Meal Denials
- Site Search
- Log Out

ZZZ Sponsor Center Program Year: 2026

Aug 2025

☐ Completed Claims
☐ Waiting Claims
☒ Open Claims

Claim Month: Aug 2025 Status: Open Invoice Number: 26082PCA0 Amendment: 0

Amendment Number	Status	Submission Date	Decision Date
Original Claim	Open		

[School Participation Data](#)
[SFA Claims Data](#)
[Review](#)
[Print This Page](#)

60 day deadline for Submission: 10/30/2025

In submitting the Claim which I have checked, I certify that the information in the Claim is true and correct, that all state and federal required records are available to support this claim, and are available for audit or review at any time. I also certify that the claim for reimbursement and all supporting documentation are in accordance with the terms and conditions of existing Agreements, and that payment has not been received. I understand that this information I am submitting is for the purpose of receiving Federal funds; that the State Agency personnel may, for cause or otherwise, verify information; that I will be fully responsible for any excess amounts including any fiscal action which may result from erroneous or neglectful reporting herein. I am also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal Statutes.

Submit Claim

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS						TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)	
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID			
ZZZ Elementary School [ZZZZ]	0	0	0		✓ LUNCH	0		0	0	0	0	0	
					✓ BREAKFAST	0		0	0	0	0		
					✗ SN BREAKFAST								
					✗ SNACK								
					✗ Free SNACK								

Edit

5. Click School Participation Data.

6. Click the Edit button next to each site name.

Note: All sites that are eligible for claims will be shown here. Only active sites with an approved application packet for the school year will have the ability to enter a claim. If one is not listed that should be, please contact the State agency.

Home

School Food Service

Agreements

Authorized Contacts

Forms

Claims

View Claims

Create New Claim

Upload Claim Data

Seamless Walver

Verification Summary

Equipment Grants

Program Administration

Site Health Inspection

Meal Denials

Site Search

Log Out

UPLOAD CLAIM DATA FILE

Program Year: 2026

INSTRUCTIONS

1. Select your **Claim Month** below.
2. Click "**Browse**" to locate your claim file to upload.
3. Click "**Upload**" to upload your claim file for processing.
(a message will display saying the file has been uploaded and checked.)
4. Click "**Proceed**" at the bottom of the form to begin processing of your uploaded claim file.

Choose Claim Month

August

Choose data file:

Choose File

No file chosen

Upload

WARNING

Uploading this file will cause the following to occur to all unsubmitted claims data that currently exists in this claim period.

- All claim summary data for this claim period will be overwritten by data in the uploaded file.
- Use of the Daily Worksheet for this claim period will no longer be allowed and any daily detail data will be deleted.

Proceed

Upload Claim Data File from Food Service Software

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- › Agreements
- › Authorized Contacts
- › Forms
- › Claims
 - › View Claims
 - › Create New Claim
 - › Upload Claim Data
 - › Claim Matrix
- › Manager Certification
- › Seamless Waiver
- › Verification Summary
- › Equipment Grants
- › Grant Administration
- › Program Administration

ZZZ Sponsor Center Program Year: 2026

Aug 2025

☐ Completed Claims
☐ Waiting Claims
☐ Open Claims

Claim Month : Aug 2025 Status: Open Invoice Number: 2608ZPCA0 Amendment: 0

School Participation Data SFA Claims Data Review Print This Page

ZZZ Elementary School [ZZZZ]

1.
(a) Enter **Regular Meal** eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	0
Paid Eligibility	0	Total Enrollment	0
Total Attendance	0	School Days	0
ADA (Total Attendance ÷ School Days)			
Attendance Factor (from Schedule A)			92.2

7. Enter regular meal free eligibles, reduced eligibles and paid eligibles on any day during the month. Enter total attendance, average daily attendance, and attendance factor.

Enrollment and Eligibility

Reduced Eligibility	0	Free Eligibility	0
Paid Eligibility	0	Total Enrollment	0

Reduced Eligibility - The maximum number of reduced price eligible students on any given day during the claim month for this school. (zero for CEP schools)

Free Eligibility - The maximum number of free price eligible students on any given day during the claim month for this school.

Paid Eligibility - The number of paid students who can eat on any given day during the claim month for this school. This can be calculated as enrollment minus maximum free and reduced eligible.

Total Enrollment - The highest total number of students enrolled at this school for the claim month.



Total Attendance, School Days, and ADA

Total Attendance	0	School Days	0
ADA $(\text{Total Attendance} \div \text{School Days})$			
Attendance Factor (from Schedule A)		95.48	

Total Attendance - The sum of student attendance for all days when SFS meals are served at this school for the claim month.

School Days - The number of days this school food service was in operation for the claim month.

Average Daily Attendance - School Food Service days Total Attendance divided by School Food Service School Days. This is automatically calculated by the CNP Website.



State Attendance Factor

- Calculated using October Claim data from all public and charter schools
- $(\text{Total attendance}/\text{School Days})/\text{Enrollment} = \text{Attendance Factor}$

Louisiana Attendance Factor
93.21% for SY2027



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CLAIM FOR REIMBURSEMENT
SCHOOL PARTICIPATION DATA (SPS-BIS)

Agreements
Authorized Contacts
Forms
Claims
View Claims
Create New Claim
Update Claim Data
Standard Waiver
Verification Summary
Program Administration
Site Health Inspection
Meal Details
Site Search
Log Out

2022 Sponsor Center Program Year: 2020

Claim Month: Aug 2020 Status: Open Invoice Number: 2020ZPC00 Amendment: 0

School Participation Date: 8/1/2020 School Date: 8/1/2020 Print This Page

222 Elementary School (2222)

1. Enter Regular Meal eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	0
Paid Eligibility	0	Total Enrollment	200
Total Attendance	0	School Days	0
ADA (Total Attendance + School Days)		0	
Attendance Factor (ADA / Enrollment)		0.00	

2. Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	20	100	500	1000	500	2000	0
BREAKFAST	20	100	500	1000	500	2000	0
SN BREAKFAST							
SNACK							
FREE SNACK							

Sponsor Comments:

Save

Days and Meals Served

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	20	100	500	1000	500	2000	0
BREAKFAST	20	100	500	1000	500	2000	0
SN BREAKFAST							
SNACK							
FREE SNACK							

Sponsor Comments:

Save



8. Only Meal Types that the site is approved for under Schedule A will load fillable boxes. Enter number of days each meal type was served. Total number of each type of meal served to reduced rate meal eligible students, free rate eligible students, and paid rate eligible students. Other Meals includes all meals not eligible for federal or state reimbursement this can include teacher meals, staff meals, at cost meals sold to visitors, and second meals sold to students.

School Participation Data & Claim Summary

- Claims
 - View Claims
 - Create New Claim
 - Upload Claim Data
- Seamless Walker
- Verification Summary
- Equipment Grants
- Program Administration
- Site Health Inspection
- Meal Details
- Site Search
- Log Out

ZZZ Sponsor Center Program Year: 2025

Aug 2025 ☐ Completed Claims ☐ Waiting Claims ☐ Open Claims

Claim Month: Aug 2025 Status: Open Invoice Number: 2608ZPCA0 Amendment: 0

Amendment Number	Status	Submission Date	Decision Date
Original Claim	Open		

[School Participation Data](#) [WFA Claims Data](#) [Review](#) [Print This Page](#)

60 day deadline for Submission: 10/30/2025

In submitting the Claim which I have checked, I certify that the information in the Claim is true and correct, that all state and federal required records are available to support this claim, and are available for audit or review at any time. I also certify that the claim for reimbursement and all supporting documentation are in accordance with the terms and conditions of existing Agreements, and that payment has not been received. I understand that this information I am submitting is for the purpose of receiving Federal funds; that the State Agency personnel may, for cause or otherwise, verify information, that I will be fully responsible for any excess amounts including any fiscal action which may result from erroneous or neglectful reporting herein. I am also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal Statutes.

[Submit Claim](#)

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS										TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID						
ZZZ Elementary School [ZZZZ]	50	100	50	180	☒ LUNCH	20	100	500	1000	500	2000	0	0			
					☒ BREAKFAST	20	100	500	1000	500	2000	0				
					☒ SN BREAKFAST							0				
					☒ SNACK							0				
					☒ Free SNACK							0				
TOTAL	50	100	50	180												
REGULAR	50	100	50	180	LUNCH	20	100	500	1000	500	2000	0	0			
					BREAKFAST	20	100	500	1000	500	2000	0				
					SN BREAKFAST	0	0	0	0	0	0	0				
					SNACK	0	0	0	0	0	0	0				
						0	0	0	0	0	0	0				

Once all the school data is entered the information will populate to the Claim Summary



Once data has been entered for a participating site, it will auto-populate onto the Claim Summary page. To access the claim summary page, click School Participation Data. **Please Note:** This data is populated from school site information and no changes can be made on this page.

Submitting a Claim

After the following information is verified, the claim is ready to submit to the State agency for processing:

- All the information is true and correct
- The operation of the program was in accordance with the agreement and application
- The claim is just and correct
- The records required by the agreement are on file to back up this claim
- Payment has not already been received



Before submitting a claim, the following information must be verified. All information is true and correct; the operation of the program was in accordance with the agreement and application; the claim is just and correct; the records required by the agreement are on file to back up this claim and the payment has not already been received.

Submitting a Claim

1. Click Claims in the green side bar.
2. Click View Claims. Once the claims have been accessed, to Submit a Claim you must:
3. Click on the Claim Month/Year that needs to be submitted to LDOE. This example shows August 2025 is the only claim that has been created and submitted at this time, but as the school year progresses, each monthly claim that is open, waiting (pending approval) or completed (approved) will display in this section.
4. Finally, Click Submit Claim.

The screenshot shows the 'Claims' section of the LDOE system. A green sidebar on the left contains navigation links. The main content area displays a form for submitting a claim for the month of August 2025. The form includes a table for 'NUMBER OF STUDENT MEALS' with columns for meal type, quantity, and status. The 'Submit Claim' button is highlighted in orange.

Claims

- View Claims
- Create New Claim
- Upload Claim Data
- Seamless Waiver
- Verification Summary
- Equipment Grants
- Program Administration
- Site Health Inspection
- Meal Details
- Site Search
- Log Out

ZZZ Sponsor Claims Program Year: 2025

Aug 2025

☐ Completed Claims
☐ Waiting Claims
☒ Open Claims

Claim Month: Aug 2025 Status: Open Invoice Number: 25082PCA0 Amendment: 0

Amendment Number	Status	Submission Date	Decision Date
Original Claim	Open		

School Participation Data SFA Claims Data Review Print This Page

60 day deadline for Submission: 10/30/2025

In submitting the Claim which I have checked, I certify that the information in the Claim is true and correct, that all state and federal required records are available to support this claim, and are available for audit or review at any time. I also certify that the claim for reimbursement and all supporting documentation are in accordance with the terms and conditions of existing Agreements, and that payment has not been received. I understand that this information I am submitting is for the purpose of receiving Federal funds, that the State Agency personnel may, for cause or otherwise, verify information, that I will be fully responsible for any excess amounts including any fiscal action which may result from erroneous or neglectful reporting herein. I am also aware that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal Statutes.

Submit Claim

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS									
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)		
ZZZ Elementary School [ZZZZ]	50	100	50	180	LUNCH	20	100	500	1000	500	2000	0		
					BREAKFAST	20	100	500	1000	500	2000	0		
					SN BREAKFAST	0	0	0	0	0	0	0		
					SNACK	0	0	0	0	0	0	0		
TOTAL	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS									
	50	100	50	180	MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)		
REGULAR	50	100	50	180	LUNCH	20	100	500	1000	500	2000	0		
					BREAKFAST	20	100	500	1000	500	2000	0		
					SN BREAKFAST	0	0	0	0	0	0	0		
					SNACK	0	0	0	0	0	0	0		

Once the factors on the previous slide have been verified, the claim is ready to be submitted to the State agency for processing.

To recap Accessing Claims. Log-in, then...

1. Click Claims in the green side bar.
2. Click View Claims. Once the claims have been accessed, to Submit a Claim you must:
3. Click on the Claim Month/Year that needs to be submitted to LDOE. This example shows August 2025 is the only claim that has been created and submitted at this time, but as the school year progresses, each monthly claim that is open, waiting (pending approval) or completed (approved) will display in this section.
4. Finally, Click Submit Claim.



Errors and Amendments



cnp.doe.louisiana.gov says

Please enter comments explaining why the Reduced Lunch exceeded the Reduced Eligibility x School Days x Attendance Factor: (922)

ZZZ Sponsor Center
School Food Service

CLAIM FOR REIMBURSEMENT
SCHOOL PARTICIPATION DATA [SFS-SC]

ZZZ Sponsor Center Program Year: 2025

Aug 2025

Completed Claims
Waiting Claims
Open Claims

Claim Month: Aug 2025 Status: Open Invoice Number: 26082PCA0 Amendment: 0

School Participation Data SFA Claims Data Review Print This Page

ZZZ Elementary School [ZZZZ]

1. (a) Enter **Regular Meal** eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	50	Free Eligibility	100
Paid Eligibility	50	Total Enrollment	200
Total Attendance	5000	School Days	20
ADA (Total Attendance ÷ School Days)			250
Attendance Factor (from Schedule A)			92.2

2. (a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	20		1000	2000	500		
BREAKFAST	20		1000	2000	500		

Edit Check Error

Eligibility * School Days * AF (0.922)
 $50 * 20 * .922 = 922$ reduced lunches
 1000 reduced lunches claimed so
 comment required

- Your comment needs to address the following:
 - Why the number of meals is higher than the edit check
 - Consider factors such as high attendance, special events, etc



Invalid Claim Error

Invalid Claim

Total Eligibility and Total Enrollment must be greater than 0.

Invalid Claim

Average Daily Attendance cannot be higher than total enrollment

- Total Eligibility and Enrolled must be filled in to submit claim
- Enrollment must also be equal to (not greater than) eligibility in order to submit claim
- Average daily attendance (total attendance/school days) cannot be higher than total enrollment
- You would need to correct the issue before submitting, call us with questions



What do I do if I made an error on my claim?

If your claim is still in Waiting Status:

Contact our department and we request it be returned for revision

☐ Completed Claims

☐ Waiting Claims

☐ Open Claims

If your claim has been Paid:

File an amendment

Claim Month : Jun 2024 Status: Closed/Approved Invoice Number: 2 Amendment: 0			
Amendment Number	Status	Submission Date	Decision Date
Original Claim	Closed/Approved	7/8/2024 1:14:57 PM	7/11/2024
School Participation Data SFA Claims Data Review Print This Page			
			Create Amendment
			NUMBER OF STUDENT MEALS



CEP Claims



CEP Claims Summary

CEP Claiming

- If your school district has elected to participate in CEP for SY 26-27, your claims must reflect the appropriate claiming percentage.
- The ISP multiplied by 1.6 equals the percentage of meals claimed at the free rate.
- If the claiming percentage is 100% or greater, all student meals are claimed at the free rate.
- If the claiming percentage is below 100%, the remaining meals served, up to 100 percent, are claimed at the paid rate.
- For additional assistance in calculating your claims, feel free to utilize the [CEP Claiming Percentage Tool](#).



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For additional assistance in calculating your claims, feel free to utilize the CEP Claiming Percentage Tool.

CEP Claiming

Memo: [SFS-23-147](#)

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS							TOTAL MEALS CLAIMED	OTHER MEALS NOT CLAIMED
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID			
View	0	1293	117	1,328	✓ LUNCH	18	1,025	0	16920	1525	18445	527	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	405	0	6314	569	6883	229	
					✗ SNACK								
					✓ Free SNACK								
View	0	896	81	920	✓ LUNCH	18	866	0	14295	1289	15584	243	
					✗ BREAKFAST								
					✓ SN BREAKFAST	18	405	0	6683	603	7286	157	
					✗ SNACK								
					✓ Free SNACK								
View	0	410	37	421	✓ LUNCH	18	413	0	6811	614	7425	130	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	301	0	4697	184	5121	93	
					✗ SNACK								
					✓ Free SNACK								
View	0	191	17	196	✓ LUNCH	18	135	0	2231	201	2432	56	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	56	0	873	79	952	53	
					✗ SNACK								
					✓ Free SNACK								
View	0	281	25	288	✓ LUNCH	18	280	0	4620	417	5037	74	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	188	0	2939	265	3204	69	
					✗ SNACK								
					✓ Free SNACK								

The CEP claiming percentage should be applied to both the TOTAL MEALS and the TOTAL ELIGIBLES for each school participating in CEP. The [CEP Claiming Percentage Tool](#) can provide assistance with your calculations.



When completing the monthly claims for schools participating in CEP, the calculated CEP claiming percentage should be applied to both the total meals and the total eligibles for each school. Please refer to the CEP Claiming Reminder Memo SFS-23-147 for assistance in calculating your SFAs claiming percentage as well as to access the CEP Spreadsheet (example shown on next slide). For your convenience, links to both, the memo and the spreadsheet, have been provided on this slide.

CEP Claiming Percentage Tool

[illegible]

This worksheet can be used to double check claim numbers before submission!



This slide shows an example of the [CEP Claiming Percentage Tool](#). SFAs may use this worksheet to double check their claim numbers prior to submission. It is important to note that only the gray columns (Claiming %, Site, Total enrollment, Total Meals Lunch Total Meals Breakfast) can be entered. The yellow columns will automatically calculate and round for you. Please refer to the instructions and tips located on the right side of the screen for more information.

Example

Applying CEP Claim Percentage to Eligibles

ZZZ Elementary School [ZZZZ]

1. (a) Enter **Regular Meal** eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	160
Paid Eligibility	40	Total Enrollment	200
Total Attendance	3680	School Days	20
ADA (Total Attendance ÷ School Days)			184
Attendance Factor (from Schedule A)			92.2

2. (a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	20		0	2800	700	0	0
BREAKFAST	20		0	2000	500	0	0
SN BREAKFAST							
SNACK							
FREE SNACK							

Step 1: Multiply the ISP for the school/cluster/district by 1.6 to get claiming percentage

$$50\% \times 1.6 = 80\%$$

Step 2: Multiply the highest total enrollment by the FREE Claiming percentage

$$200 \times 80\% = 160$$

Step 3: Use the calculated number as the FREE Eligible number

160

Step 4: Subtract the FREE Eligible number from the Total Enrollment

$$200 - 160 = 40$$

Step 4: Use the calculated number as the PAID Eligible

40



Step 1: Multiply the ISP for the school/cluster/district by 1.6 to get claiming percentage

$$50\% \times 1.6 = 80\%$$

Step 2: Multiply the highest total enrollment by the FREE Claiming percentage

$$200 \times 80\% = 160$$

Step 3: Use the calculated number as the FREE Eligible number

160

Step 4: Subtract the FREE Eligible number from the Total Enrollment

$$200 - 160 = 40$$

Step 4: Use the calculated number as the PAID Eligible

40

Example Applying Claim Percentage to Meals

ZZZ Elementary School [ZZZZ]

1.
(a) Enter **Regular Meal** eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	160
Paid Eligibility	40	Total Enrollment	200
Total Attendance	3680	School Days	20
ADA (Total Attendance ÷ School Days)			184
Attendance Factor (from Schedule A)			92.2

2.
(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	20	175	0	2800	700	3500	0
BREAKFAST	20	125	0	2000	500	2500	0
SN BREAKFAST							
SNACK							
FREE SNACK							

Step 1: Multiply the TOTAL meals claimed by FREE Claiming percentage
 $3500 \times 80.00\% = 2800$

Step 2: Use the calculated number as the FREE Meals claimed
2800 (standard rounding)

Step 3: Subtract the FREE meals claimed from the Total Meals Claimed
 $3500 - 2800 = 700$

Step 4: Use the calculated number as the PAID meals claimed
700



Step 1: Multiply the TOTAL meals claimed by FREE Claiming percentage
 $3500 \times 80.00\% = 2800$

Step 2: Use the calculated number as the FREE Meals claimed
2800 (standard rounding)

Step 3: Subtract the FREE meals claimed from the Total Meals Claimed
 $3500 - 2800 = 700$

Step 4: Use the calculated number as the PAID meals claimed
700

Reminders



Claim Reminders

Sponsors should submit claims by the **10th of the month** following the claim period.

Sponsors **MUST** submit by the **60th calendar day** following the claim period.

If the claim is not submitted by the 60th calendar day following the claim period:

- A **one-time exemption** may be awarded **every three years**: subject to Program Manager approval that requires a written justification submitted to the State agency and confirmation letters are provided to Schools regarding the results of an exemption request.



Sponsors should submit claims by the 10th of the month following the claim period.

Sponsors **MUST** submit by the 60th calendar day following the claim period.

If the claim is not submitted by the 60th calendar day following the claim period:

A one-time exemption may be awarded every three years: subject to Program Manager approval that requires a written justification submitted to the State agency and confirmation letters are provided to Schools regarding the results of an exemption request.

Claims Reminders

- Meals must be claimed by the school where the student is enrolled
- Individual School counts drive Severe Need breakfast eligibility
- A separate claim must be submitted every month, even if the month consists of only one day
- Before submitting a claim, the following information must be verified:
 - All information is true and correct
 - The operation of the program was in accordance with the agreement and application
 - The claim is just and correct
 - The records required by the agreement are on file to back up this claim
 - The payment has not already been received



Meals must be claimed by the school where the student is enrolled

Individual School counts drive Severe Need breakfast eligibility

A separate claim must be submitted every month, even if the month consists of only one day

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Questions? Call 225-342-9661 or email childnutritionprograms@la.gov