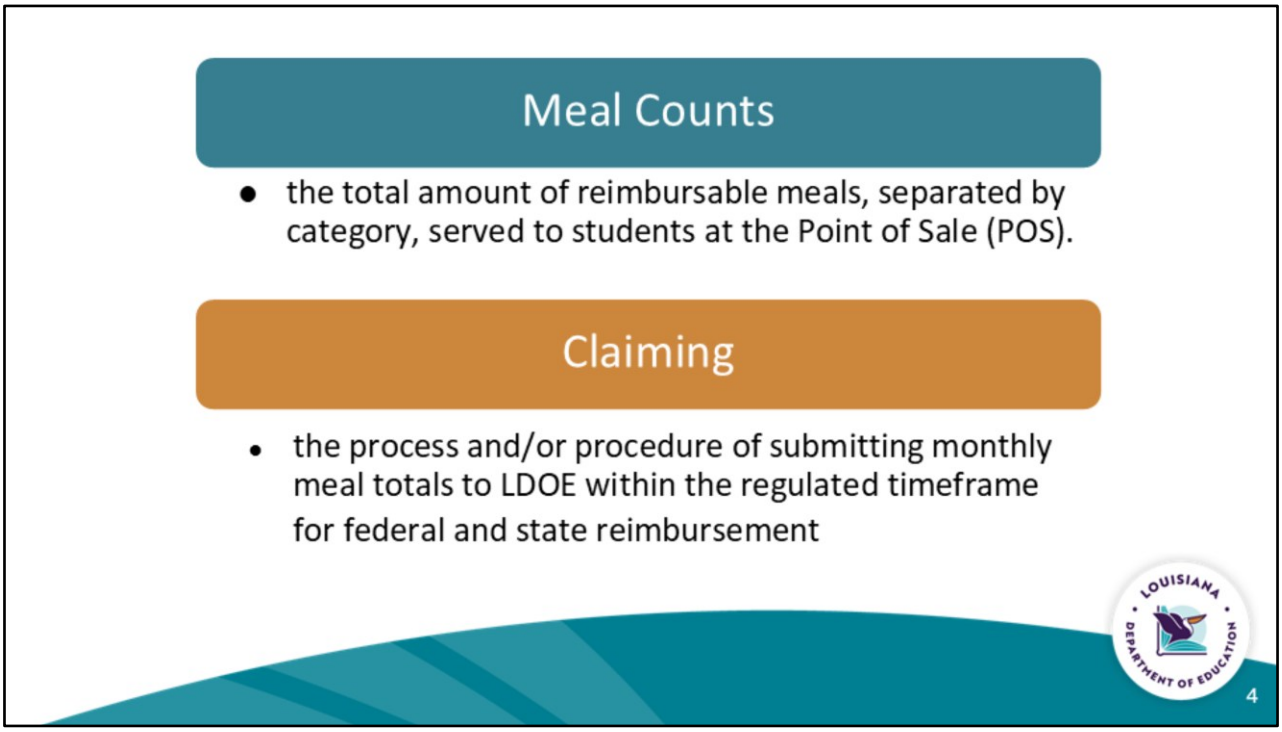
School Food Service: Claims for Reimbursement

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



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.

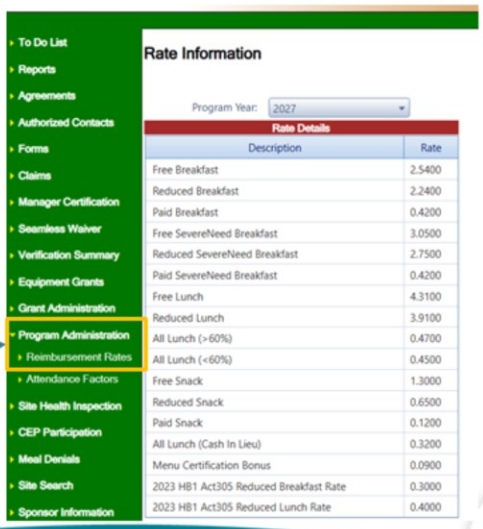
Claiming is defined as the process and/or procedure of submitting monthly meal totals to LDOE within the regulated timeframe for federal and state reimbursement.

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



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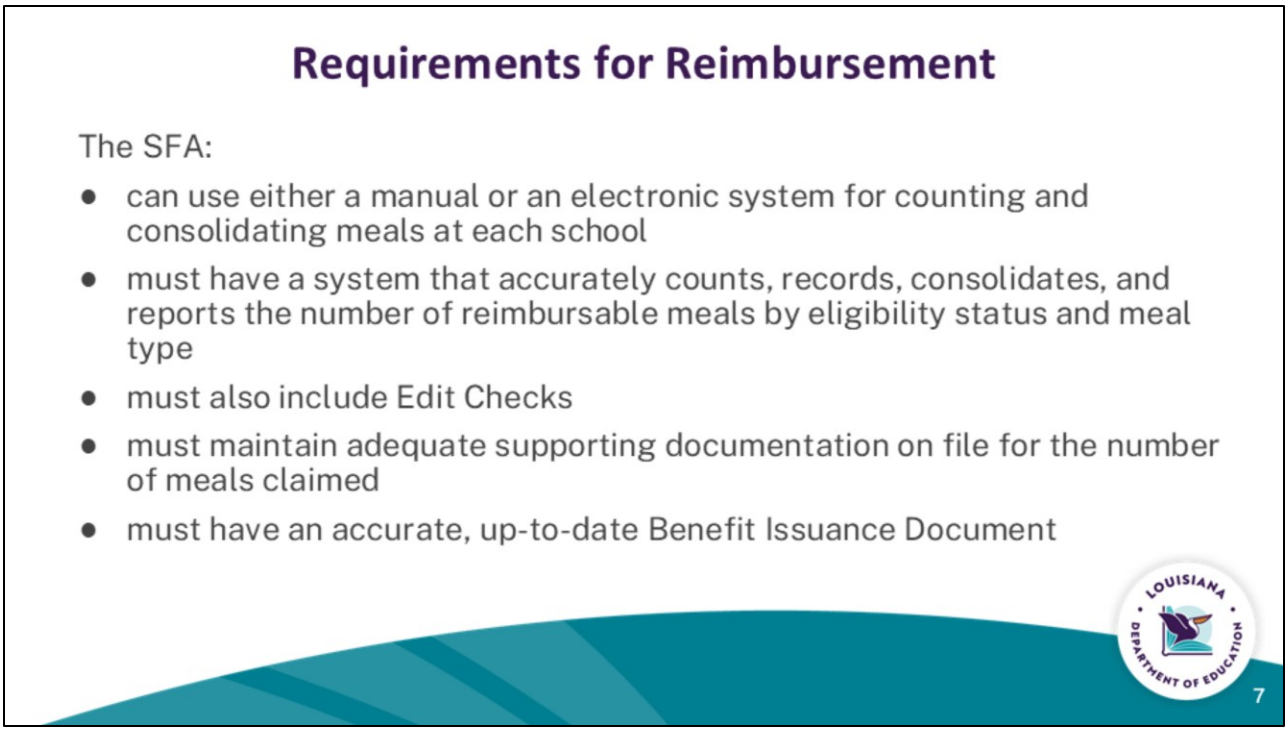
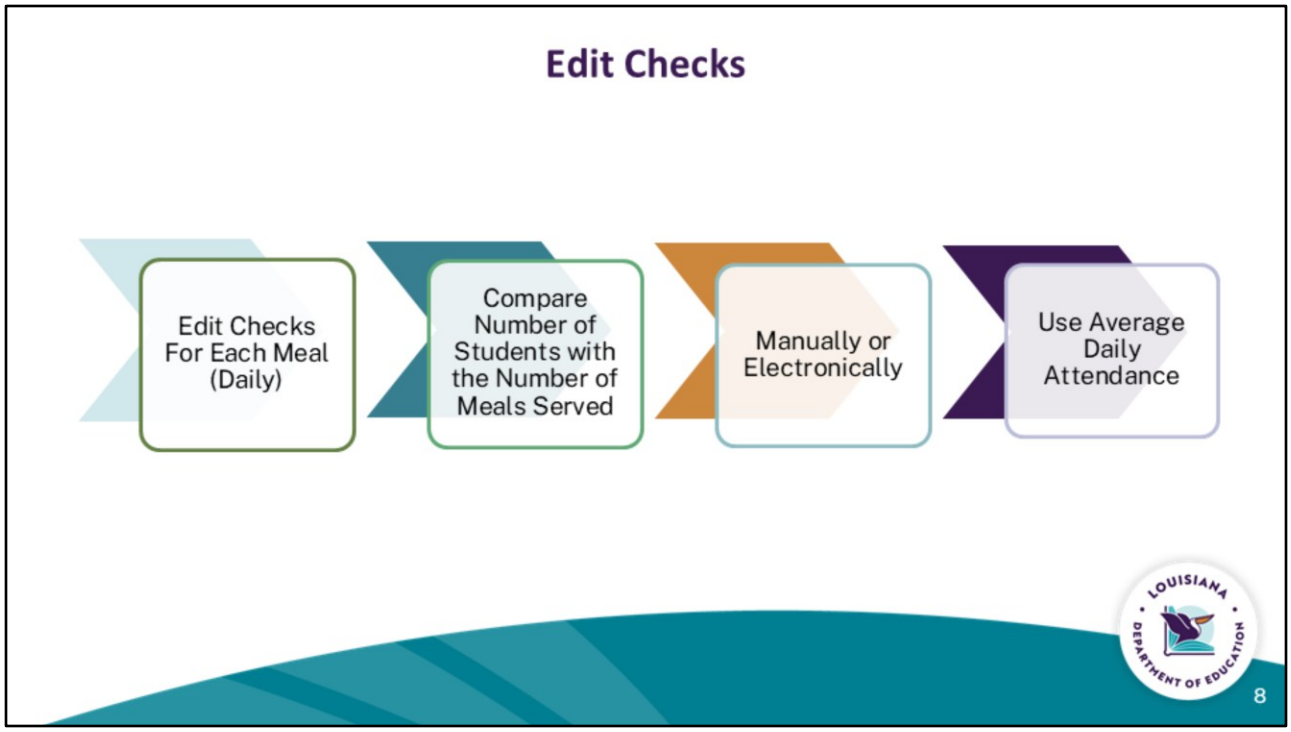
The Reimbursement Rates for SY 23-24 have been posted to the CNP Website. To access, please follow these steps. Also, as a reminder…due to the passing of House Bill 1 (HB1), students in the reduced-price status should not be charged the reduced-price meals (Act305 will cover the co-pay). But, must maintain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



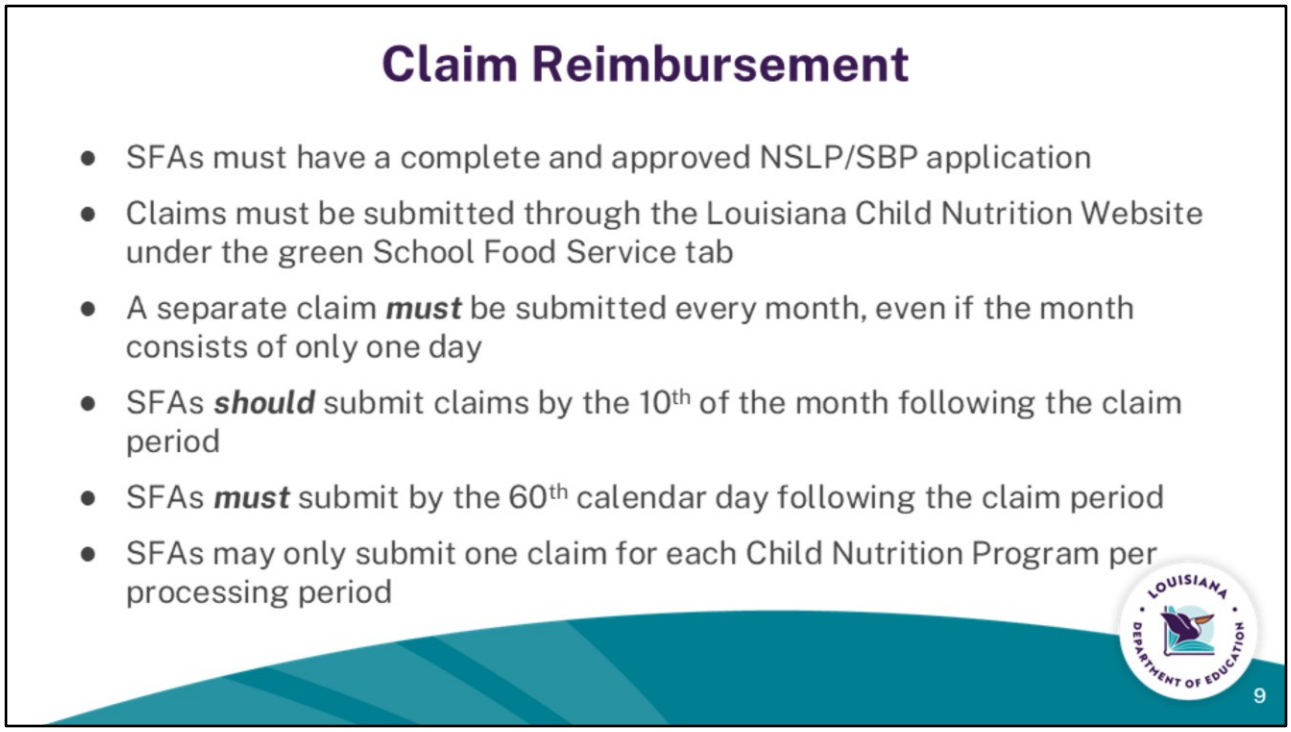
In order for the SFA to claim meals for reimbursement, they must meet the following criteria:

- 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.

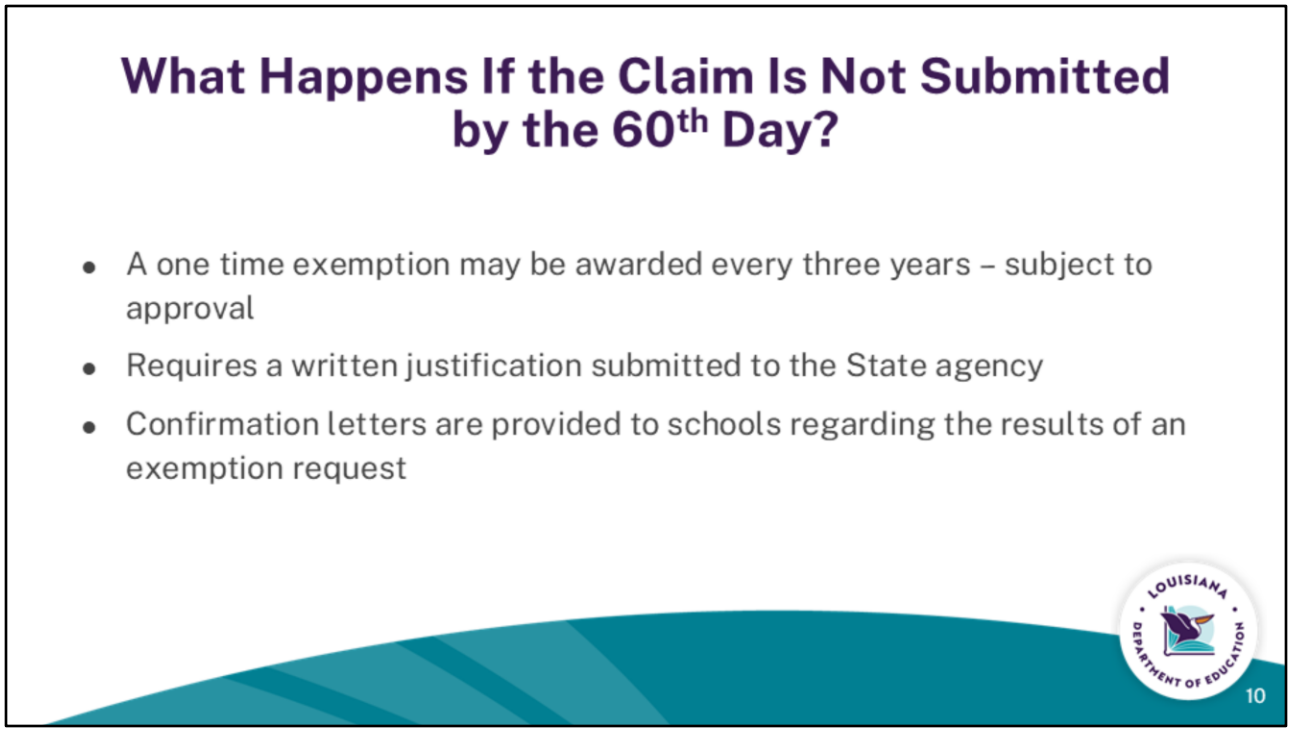


1. Edit checks must be completed for each meal each day.
2. The Edit Checks must compare the number of free, reduced, and paid students with the number served in each category to prevent errors in charging, recording and consolidating meal counts prior to submitting a claim
3. Edit checks can be done 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.



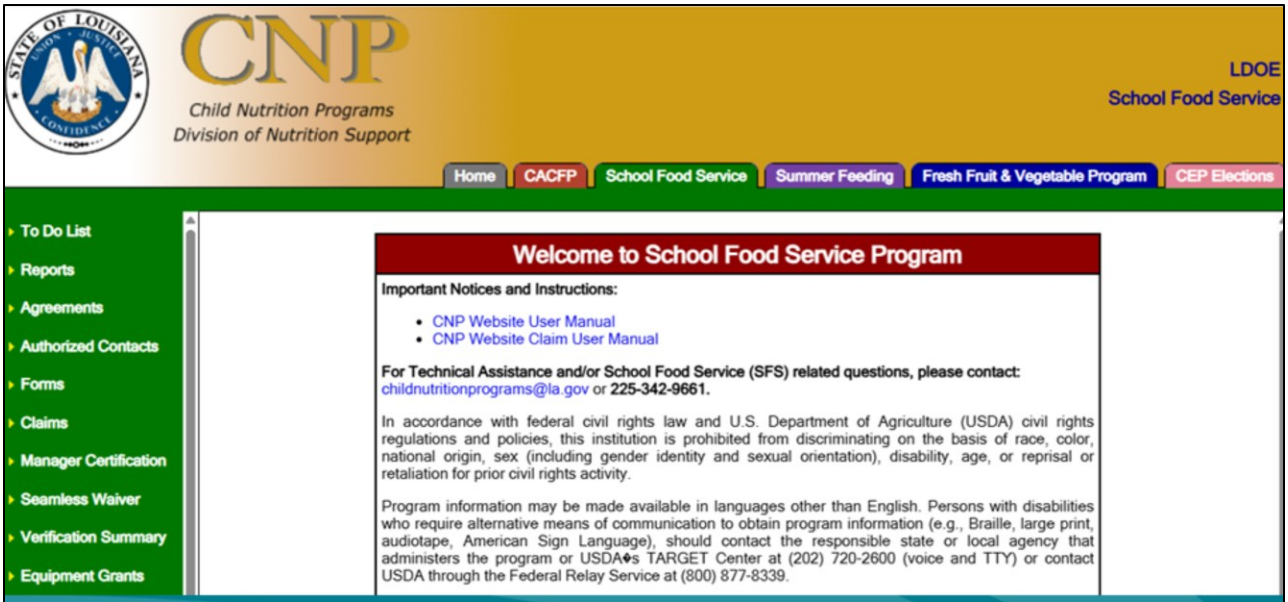
To be eligible for claim reimbursement, the organization must have a complete and approved NSLP/SBP application. All claims must be submitted electronically by accessing the Louisiana Department of Education (LDOE) Child Nutrition Program website. A separate claim must be submitted for every month, even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

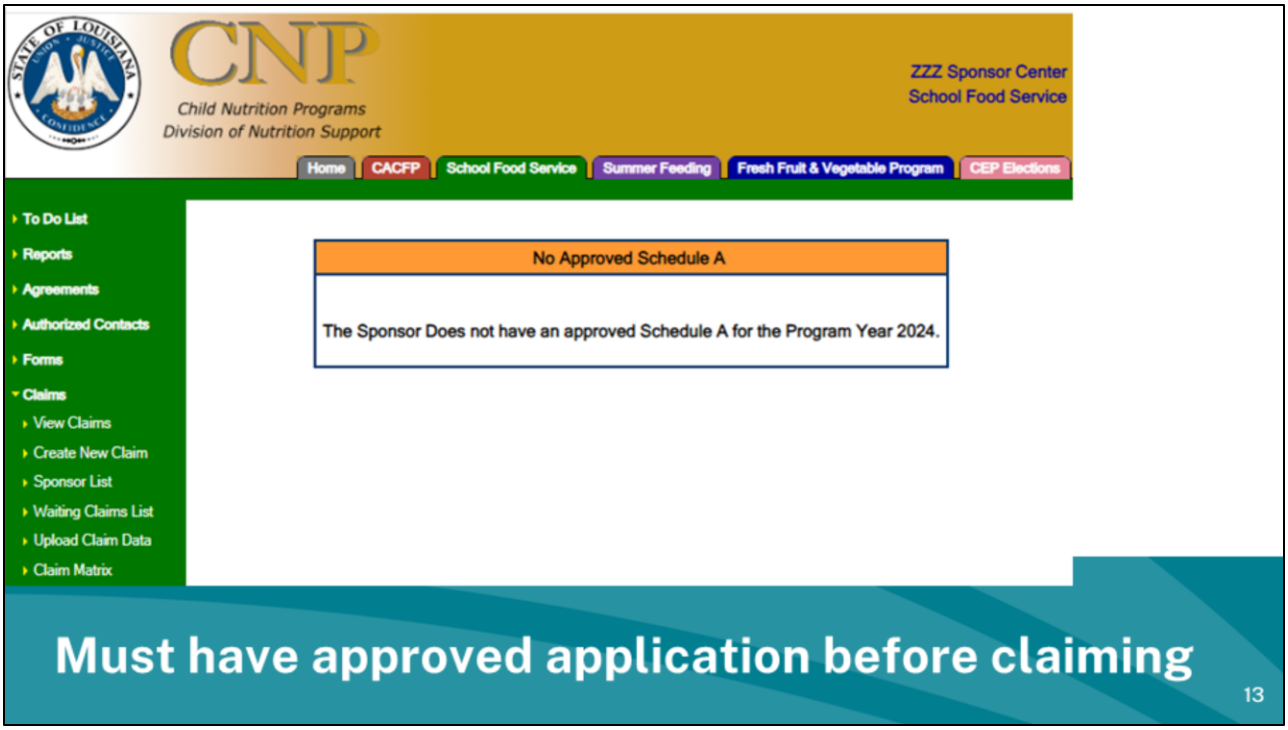


If the claim is not submitted by the 60th calendar day, SFAs may request a one time exemption that can only be awarded once every three years – pending Program Manager approval • This exemption requires a written justification to be submitted to the State agency and then SFAs are provided a confirmation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

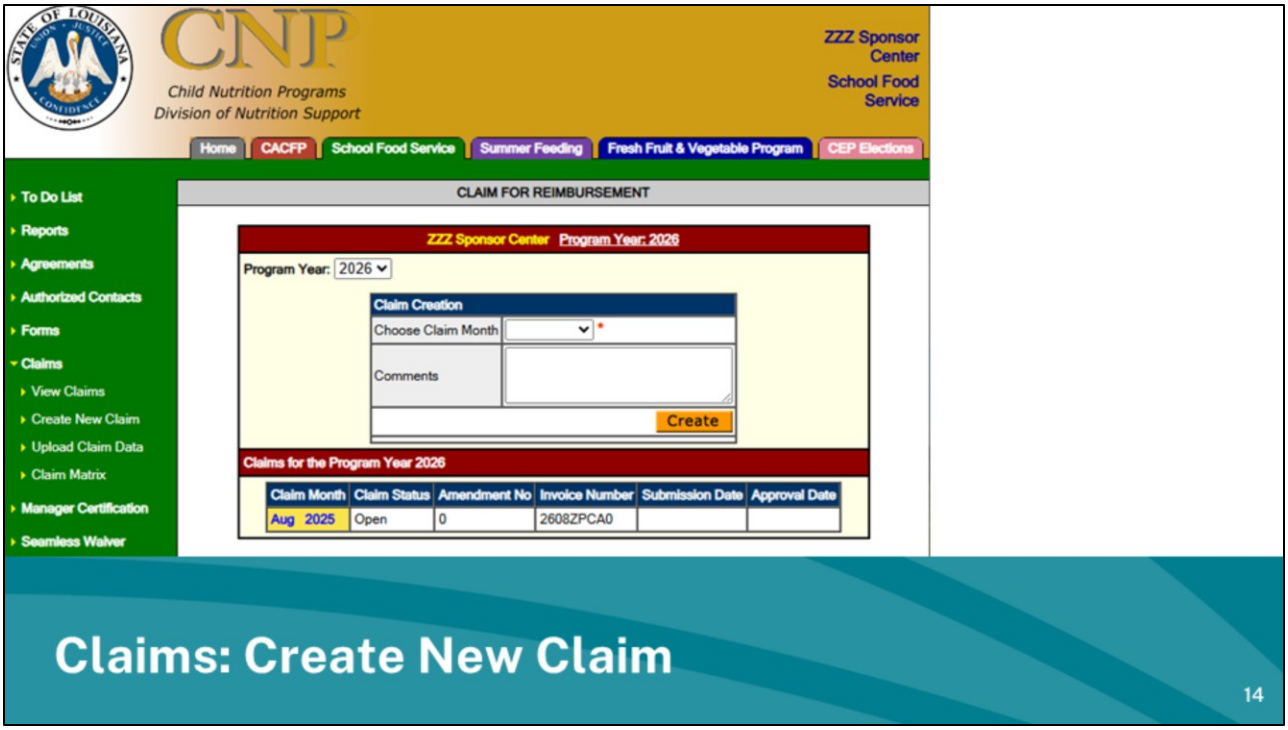
How to Create a Claim



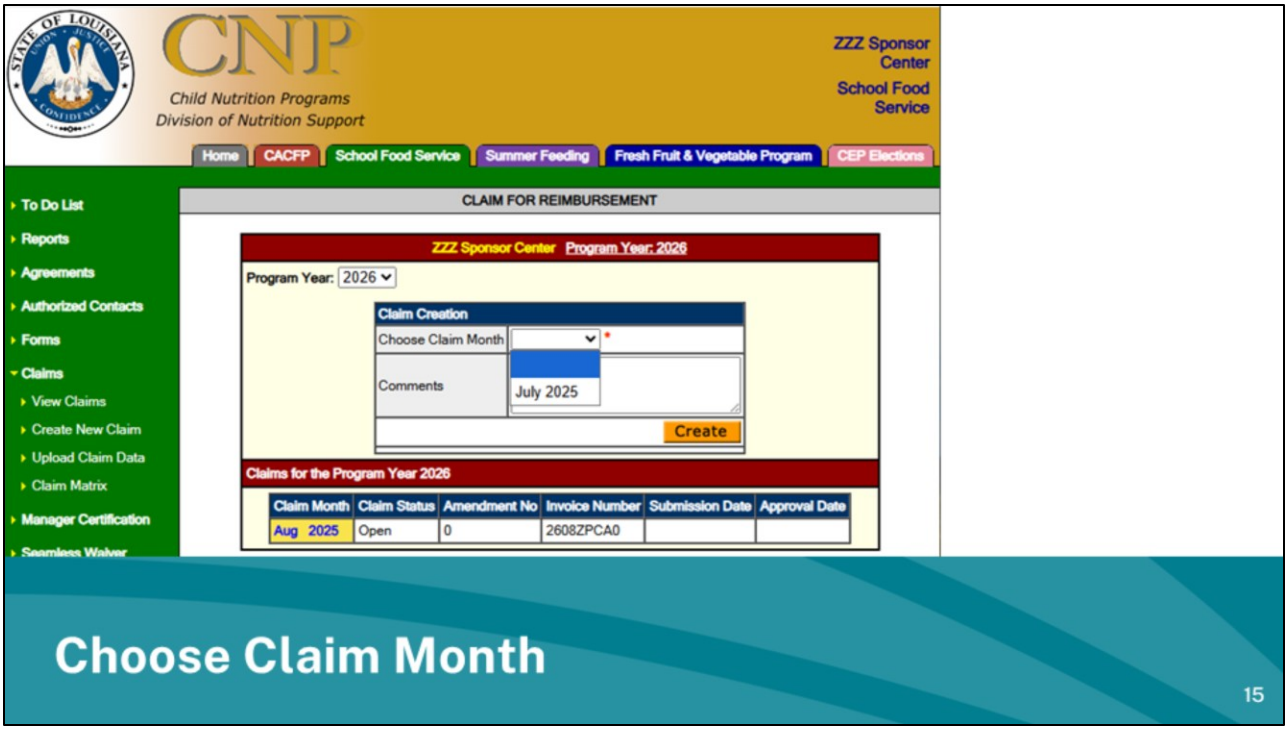
School Food Service: Claims



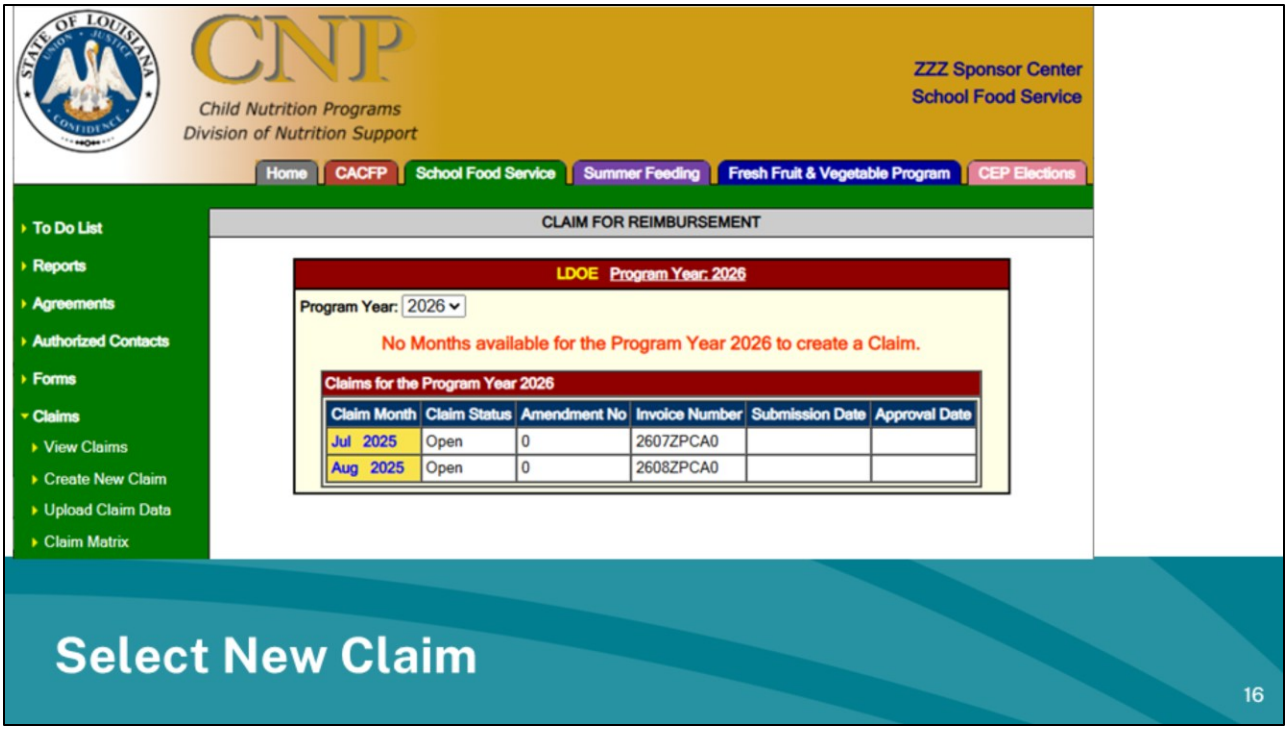
Must have approved application before claiming



- Click the green School Food Service tab, located at the top ride 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.



- Click the green School Food Service tab, located at the top ride 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.



Select New Claim

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

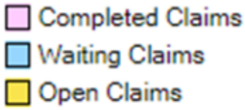
Claims Reminders

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**



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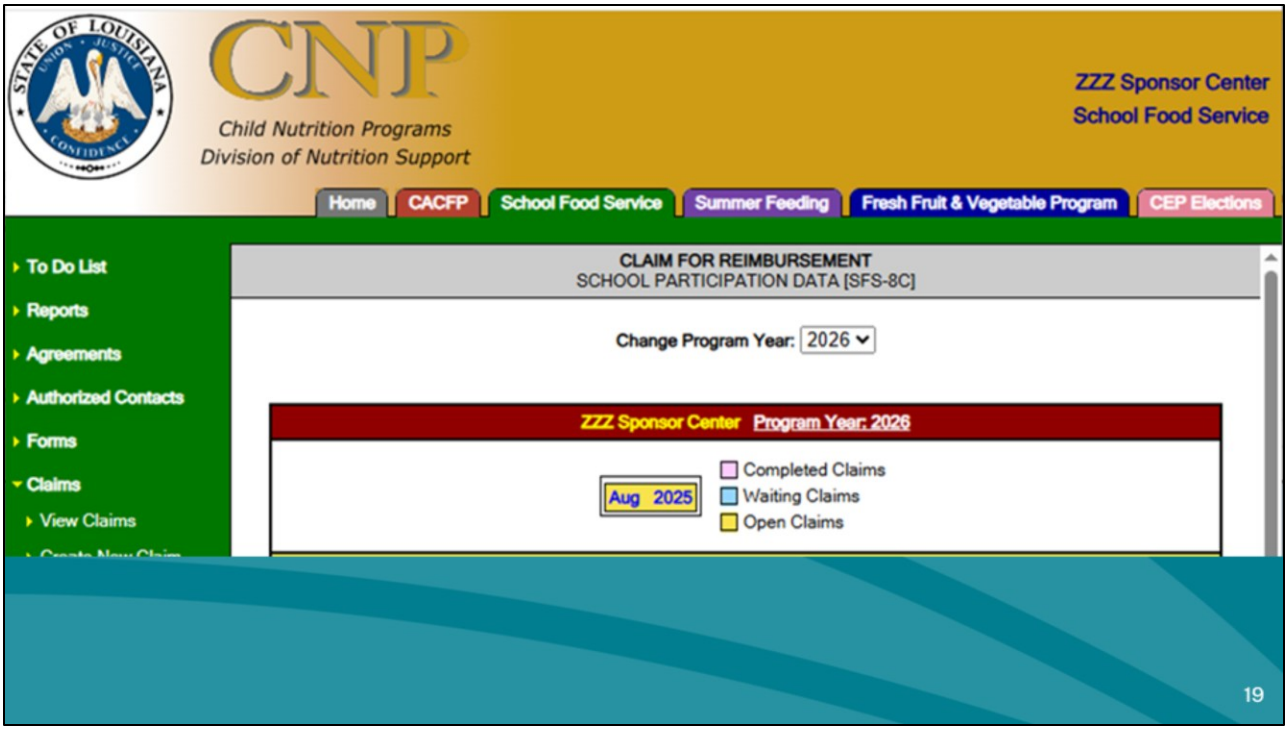
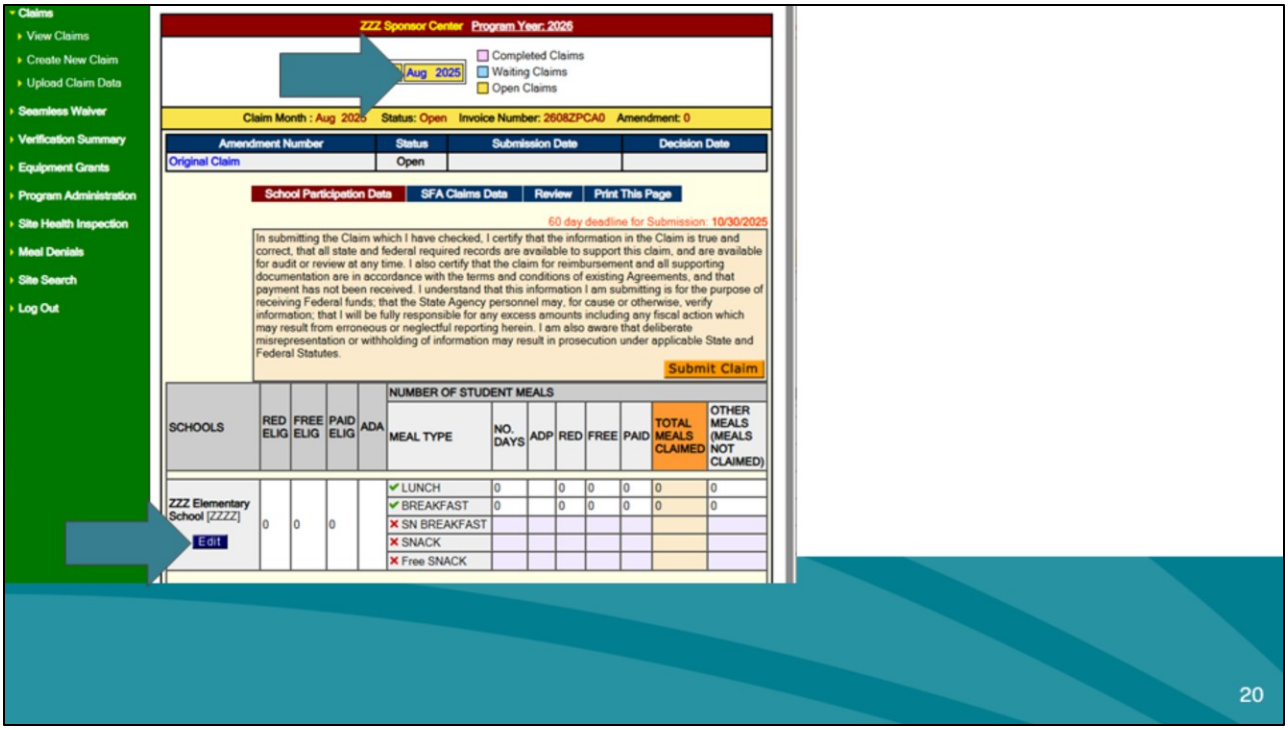
Entering and Understanding Claim Data

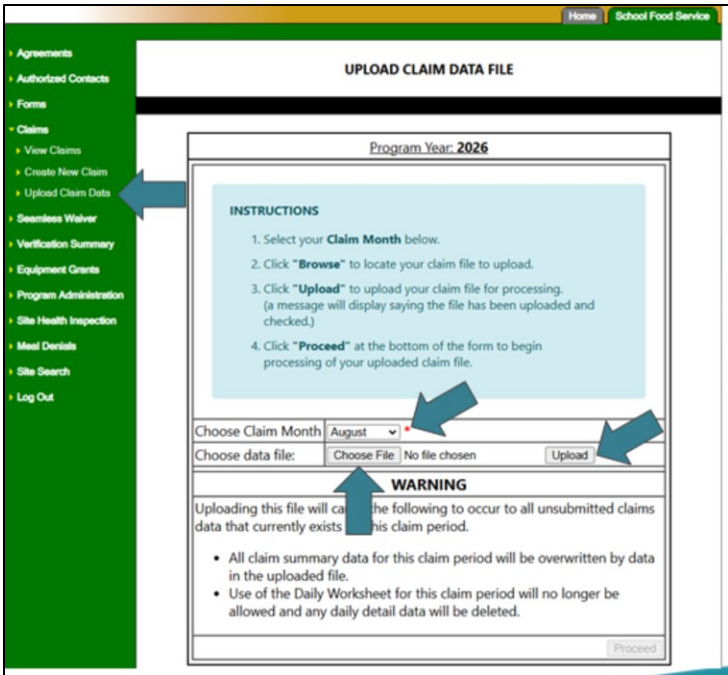


1. Click the green School Food Service tab, located at the top ride side of the page.
2. Click Claims.
3. Click View Claims. The program year defaults to the current program year.
4. Click on the month of the claim.

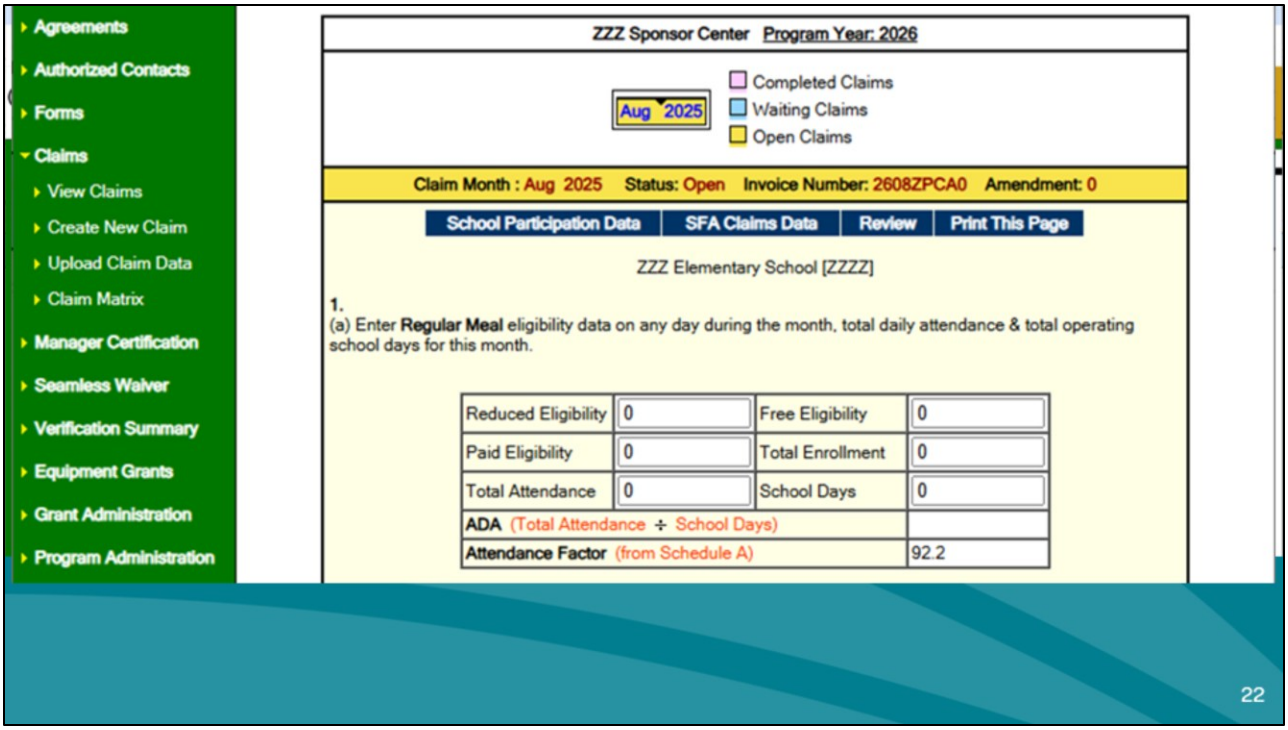


5. Click School Participation Data.
6. Click the Edit button next to each site name.

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.



Upload Claim Data File from Food Service Software



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 (Total Attendance ÷ 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.

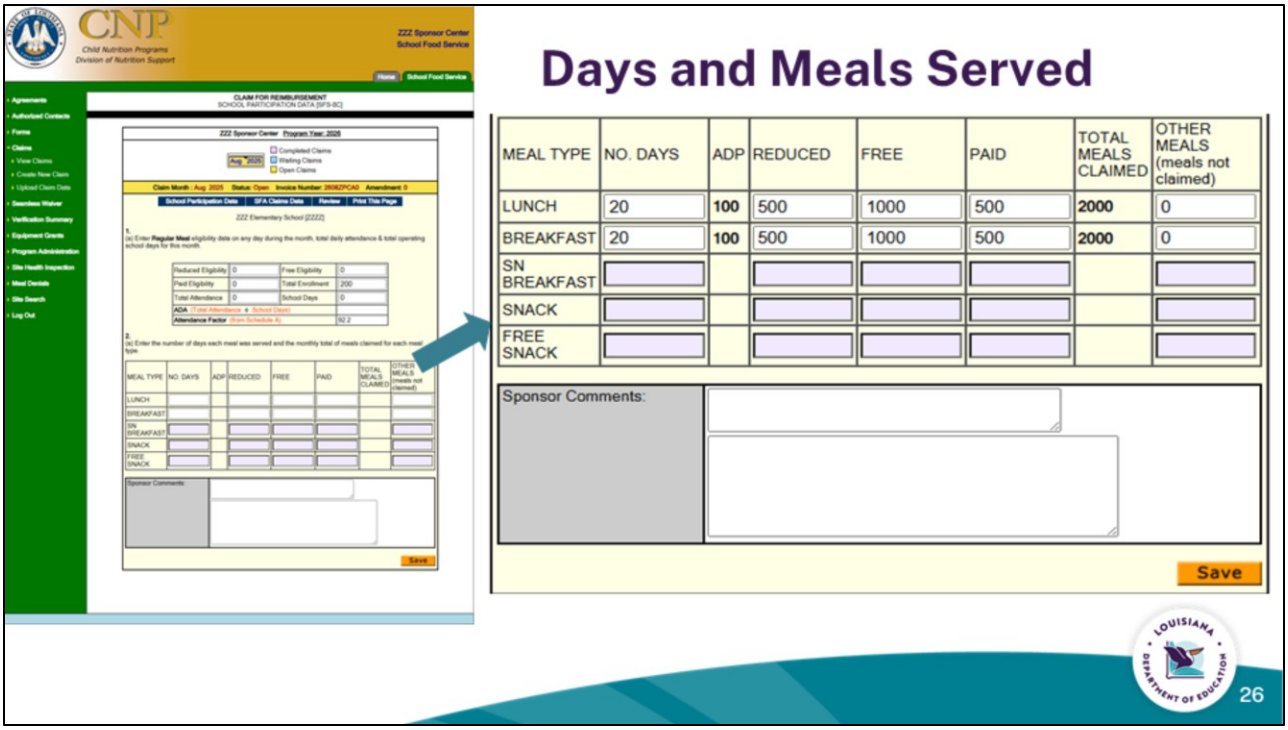
School Days - The number of days this school food service was in operation for the claim month.

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

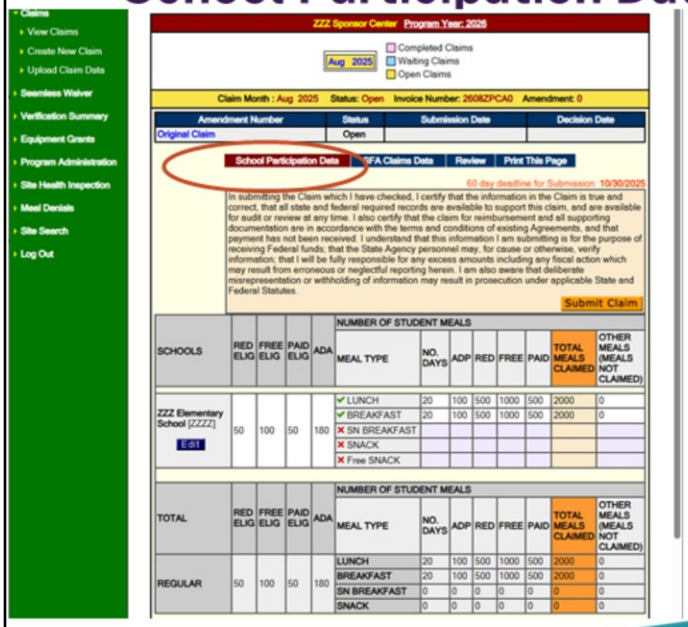
- Calculated using October Claim data from all public and charter schools
- (Total attendance/School Days)/Enrollment = Attendance Factor

Louisiana Attendance Factor 93.21% for SY2027



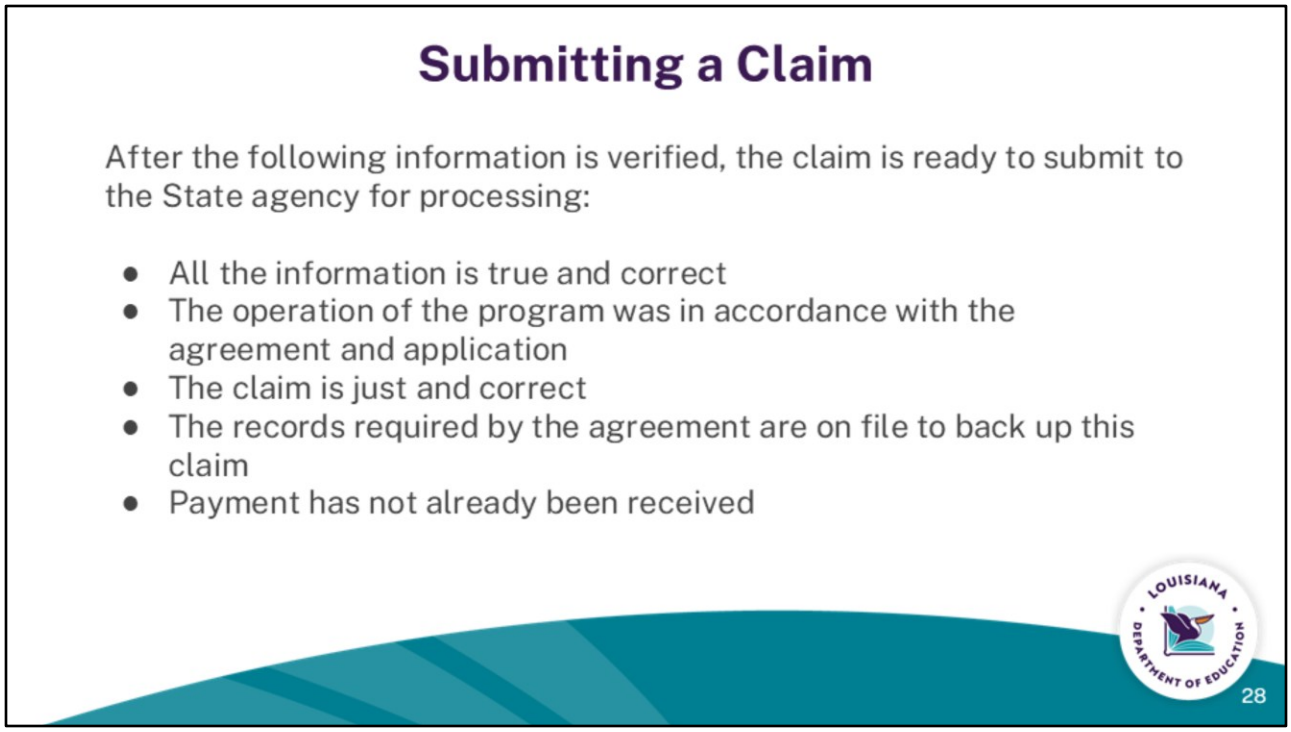
8. Only Meal Types that the site is approved for under Schedule A will load fillable boxes. Enter number of days each meal type was served. Total number of each type of meal served to reduced rate meal eligible students, free rate eligible students, and paid rate eligible students. Other Meals includes 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

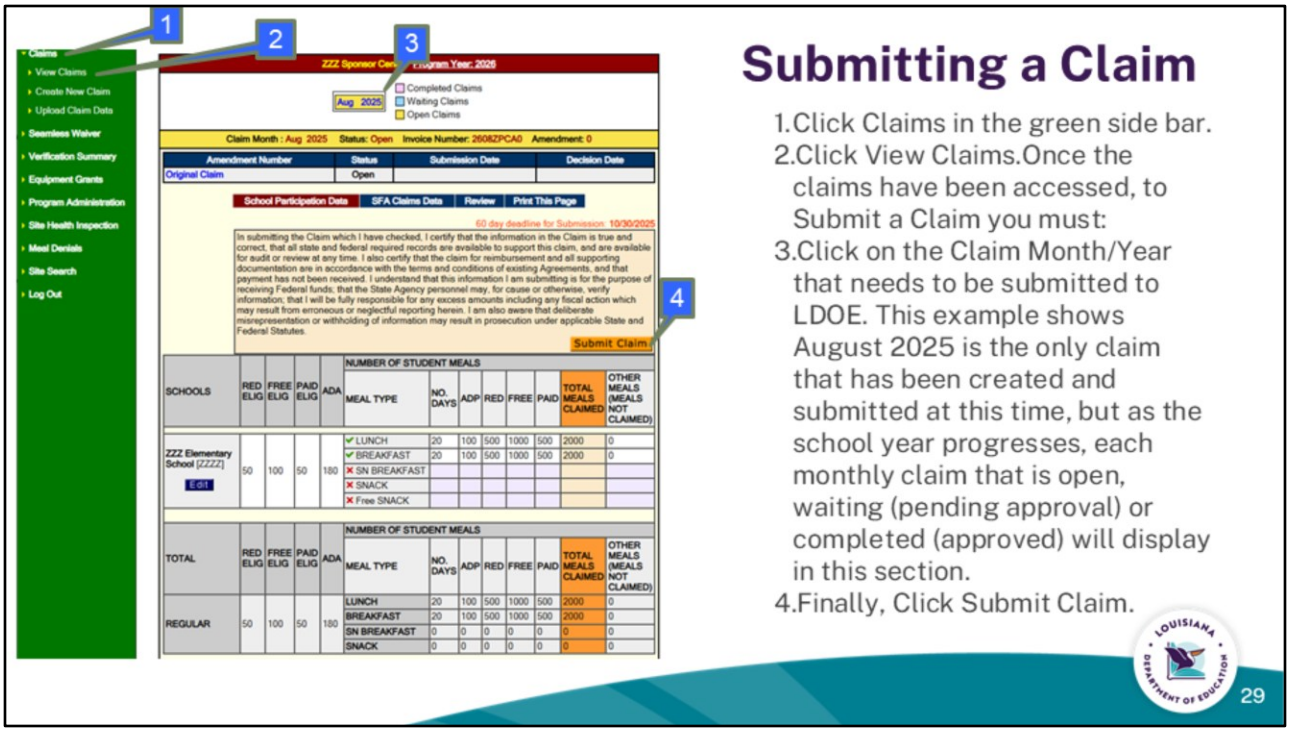


Once all the school data is entered the information will populate to the Claim Summary

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.*



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.

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.
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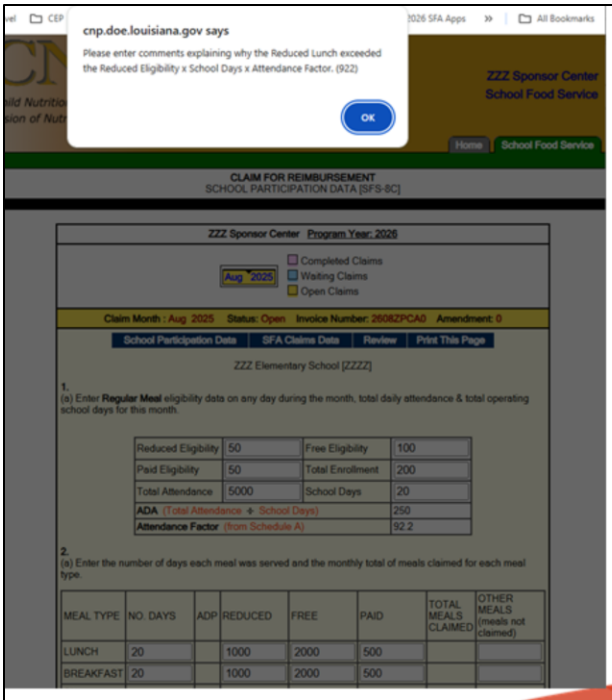
Errors and Amendments

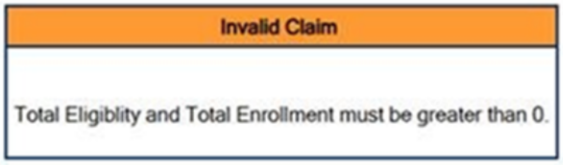


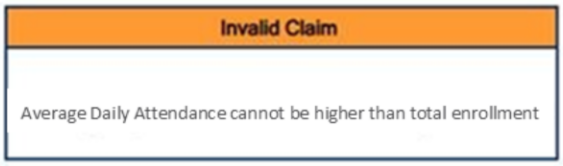
Edit Check Error

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





- 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?

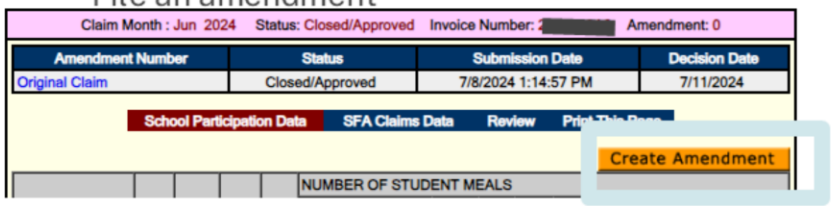
If your claim is still in Waiting Status:

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



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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CEP Claiming

Memo: SFS-23-147

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)
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	424	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							
	0	281	25	288	✔ LUNCH	18	280	0	4620	417	5037	74
					✘ BREAKFAST							
					✔ SN BREAKFAST	17	188	0	2939	265	3204	69
					✘ 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

Claiming %	Site	Total Enrollment	Free Elig	Paid Elig	TOTAL Meals Lunch	FREE Lunch	PAID Lunch	TOTAL Meals Breakfast	FREE Breakfast	PAID Breakfast
0.9475	*Example Elementary School*	*585*	*554*	*31*	*5635*	*5339*	*296*	*3215*	*3046*	*169*
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0
			0	0		0	0		0	0

INSTRUCTIONS

1. Enter the free claiming percentage (as four decimals)
2. Enter school name in the site column
3. Enter total enrollment for each site
4. Enter total meals for LUNCH
5. Enter total meals for BREAKFAST

The yellow columns will automatically calculate and round for you.
Use these numbers to double check your monthly claims for your CEP sites.

TIPS

>The first line is an example.
>Total enrollment will equal the highest enrollment for the month.
>If your SFA has multiple clusters, make sure to use the correct free claiming % for each site.
>If your SFA has a free claiming % of 100%, the total enrollment for each site should equal the total FREE eligibles for the same site.

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

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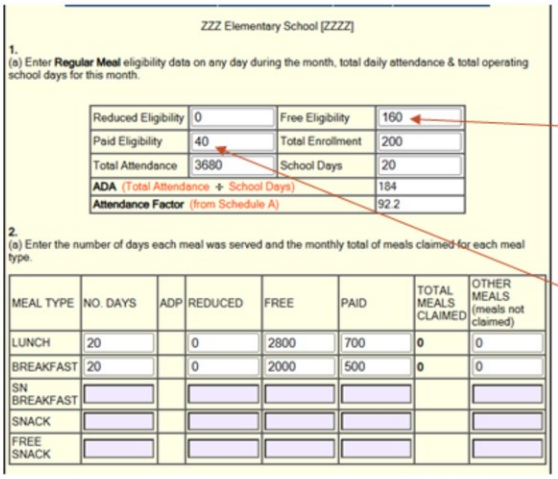
This slide shows an example of the CEP Claiming Percentage Tool. SFAs may use this worksheet to double check their claim numbers prior to submission. It is important to note that only the gray columns (Claiming %, Site, Total enrollment, Total Meals Lunch Total Meals Breakfast) can be entered. The yellow 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% x 1.6 = 80%

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

200 x 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

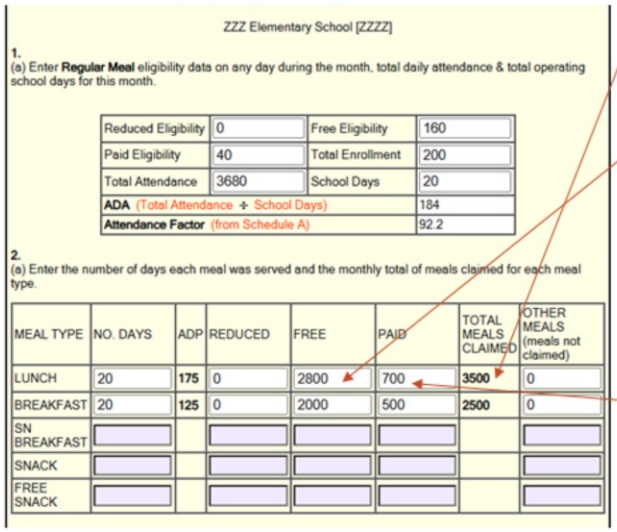
200-160=40

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% x 1.6 = 80%
Step 2: Multiply the highest total enrollment by the FREE Claiming percentage
200 x 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 x 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 x 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

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