
KN-CLAIM

Kansas
Nutrition -
CLaims
And
Information
Management

CACFP Handbook for the **Center Reimbursement Claims**

Child and Adult Care Food Program
Child Nutrition & Wellness, Kansas State Department of Education
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- (1) **mail**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) **fax:**
(833) 256-1665 or (202) 690-7442; or
- (3) **email:**
program.intake@usda.gov

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Your comments and suggestions are always welcome. If you have questions, please call 785-296-2276 or contact your area consultant.

KN-CLAIM

Child and Adult Care Food Program

Quick Reference for Center Reimbursement Claims

What is KN-CLAIM?

It is the Child Nutrition & Wellness web-based computer system. The acronym stands for **K**ansas **N**utrition – **C**Laims **A**nd **I**nformation **M**anagement.

Help is Available!

We have done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

Do you need help using KN-CLAIM or have a system problem to report?

Call 785-296-2276 and ask for KN-CLAIM support.

THIS QUICK REFERENCE CONTAINS THE FOLLOWING SECTIONS:

- A.** Access KN-CLAIM and log-in
- B.** Navigate to Sponsor's Claim Data
- C.** File an Original Claim
- D.** Change an original claim before payment
- E.** Change a claim after payment has been made (revision)
- F.** Printing the claim report

SECTION A: ACCESS KN-CLAIM AND LOG-IN

- 1 - Go to <https://cnw.ksde.org>.
- 2 - Select <KN-CLAIM> from the top menu.
- 3 - Log in using your username and password.
If this is the first-time logging into KSDE Web Applications Common Authentication, users will need to register and create a username and password while requesting access to KN-CLAIM. Specific instructions can be found at <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

IMPORTANT! Never share your username and password.

SECTION B: NAVIGATE TO SPONSOR'S CLAIM DATA

- 1 - **Program Selection Menu** – Click <CACFP>.
- 2 - **Program Year Selection** – Click on the current year
- 3 - **Sponsor Summary** – Click <Claims> tab.

SECTION C: FILE AN ORIGINAL CLAIM

1 - Select the month.

Click on <Expand Claim> button which looks like a file folder and is found to the left of the claim month. This will provide a list of all sites to be claimed for the month selected.

2 - Complete Site Claims(s) - Repeat process below for each site:

Click <+> button to the far right of the site name.

3 - Complete all applicable information on Site Claim.

Refer to the “**Child Care Centers Reimbursement Claim Instructions**” on pages 12-14 for additional information on how to complete your claim. Information may also be found in the Administrative Handbook, chapter 12.

For-profit centers only (if the site is non-profit, these fields will not be seen) complete fields 11-14 uploading the For-Profit Eligibility List on field 13. See page 10 for detailed instructions. School finance will verify the for-profit status. Check back later to confirm the site claim is in approved status. Then on the Sponsor claim page certify the entire claim and submit for payment.

4 - Click the <Save> button.

- If there are no errors, a post confirmation screen will appear stating the site claim is in a status of complete. Click <Exit Page> to return to the claims tab. The site claim will be in approved status.
- If there are errors, read prompts on screen and fix errors. Click the <Save> button. *For-profit sites only: The only error message on screen should be “For-profit roster has not been approved for this month”.* If there are other errors, correct them and click <Save> again.

Repeat process for all sites. **IMPORTANT! All Site Claims must be saved and in approved status before the Sponsor Claim is submitted.**

5 - Complete Sponsor Claim.

Once all site claims are saved in approved status. For-Profit Sponsors will not be able to complete this step until the For-Profit Roster(s) are approved by KSDE.

Click the <Edit Claim> button on the sponsor claim line. (The edit button can be found on the far right-hand side of the screen and looks like a pencil icon)

This screen displays the consolidated numbers of meals claimed from the Site Claim(s).

Click the checkbox on line 22 to approve sponsor claim for payment.

- If you don't want to approve the claim at this point, do not click the checkbox on line 22 before you submit the Sponsor Claim. Sponsor Claim's status will be “pending”.

Click the blue <Save> button.

- If there are no errors, a post confirmation screen will appear stating the sponsor claim is in a status of approved. Click <Exit Page> to return to the claims tab. Sponsor's claim status will be “Approved”, and payment will be issued during the next KSDE voucher.
- If there are errors, read prompts on screen and fix errors. Click the <Save> button.

IMPORTANT! The Sponsor Claim must be in approved status in order for payment to be made.

SECTION D: CHANGE AN ORIGINAL CLAIM BEFORE PAYMENT

- 1 - **Contact KSDE** at 785-296-2276 or email a Child Nutrition Consultant. KSDE staff will put the sponsor claim into pending status.

For-Profit Sponsor's – If KSDE has NOT approved the for-profit eligibility roster(s), the sponsor claim and site claim(s) will be in "Error" status and you will not have to contact KSDE in order to edit.

- 2 - **Once in pending status, complete steps A & B to get to the claims tab.**

- 3 - **Select the month in need of revision.**

Click on <Expand Claim> button which looks like a file folder and is found to the left of the claim month. This will provide a list of all sites to be claimed for the month selected.

- 4 - **Edit the Site Claim.**

Click on the <Edit> button for the site claim to be changed. The edit button looks like a pencil and is located on the right-hand side of the screen.

Change information on the site claim. Click the <Save> button.

- If there are no errors, a post confirmation screen will appear stating the site claim is in a status of complete. Click <Exit Page> to return to the claims tab.
- If there are errors, read prompts on screen and fix errors. Click the <Save> button.

Repeat process for each site in need of modification.

IMPORTANT! Only a Site Claim with changes needs to be saved again.

- 5 - **Re-Approve Sponsor Claim.**

Click the <Edit> button on the sponsor claim line for the month being edited. The edit button can be found on the right-hand side of the screen and looks like a pencil icon.

The screen displays the consolidated numbers of meals claimed from the Site Claim(s).

Click the checkbox on line 22 to approve sponsor claim for payment.

- If you don't want to approve the claim at this point, do not click the checkbox on line 22 before you submit the Sponsor Claim. Sponsor Claim's status will be "pending".

Click the blue <Save> button.

- If there are no errors, a post confirmation screen will appear stating the sponsor claim is in a status of approved. Click <Exit Page> to return to the claims tab.
- If there are errors, read prompts on screen and fix errors. Click the <Save> button.

IMPORTANT! The Sponsor Claim must be in approved status in order for payment to be made.

SECTION E: REVISE A CLAIM AFTER PAYMENT HAS BEEN MADE (CLAIM REVISION)

If a claim needs to be changed after it has been paid, KN-CLAIM will create a revised claim. The first revised claim is version 1 (one). There is no limit on how many claim revisions can be submitted. Each revision has a number that is 1 (one) greater than the last revision.

1 - Complete steps A & B to get to the claims tab.

2 - Select the month in need of revision.

Click on <Expand Claim> button which looks like a file folder and is found to the left of the claim month. This will provide a list of all sites to be claimed for the month selected.

3 - Edit the Site Claim.

Click on the <+> button on the right-hand side of the screen in order to edit the site claim.

Change information on the site claim. Click the <Save> button.

- If there are no errors, a post confirmation screen will appear stating the sponsor claim is in a status of approved. Click <Exit Page> to return to the claims tab.
- If there are errors, read prompts on screen and fix errors. Click the <Save> button.

Repeat process for each site in need of modification.

IMPORTANT! Only a Site Claim with changes needs to be saved again.

4 - Re-Approve Sponsor Claim.

Click the <Edit> button on the sponsor claim line for the month being edited. The edit button can be found on the right-hand side of the screen and looks like a pencil icon.

This screen displays the consolidated numbers of meals claimed from the Site Claim(s).

Click the checkbox on line 10 to approve sponsor claim for payment.

- If you don't want to approve the claim at this point, do not click the checkbox on line 10 before you submit the Sponsor Claim. Sponsor Claim's status will be "pending".

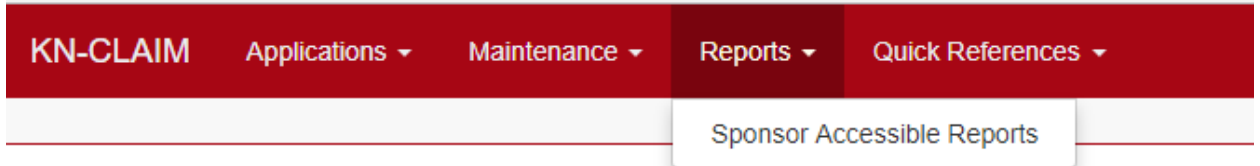
Click the blue <Save> button. Sponsor claim will be approved.

If you don't want to approve the claim at this point, do not click the checkbox on line 10 before you submit the Sponsor Claim. Sponsor Claim's status will be "pending".

IMPORTANT! The Sponsor Claim must be in approved status in order for payment to be made.

SECTION F: PRINTING CLAIM REPORT(S)

- 1 - From the Menu Bar, click <Reports>.
- 2 - Click on <Sponsor Accessible Reports>.



- 3 - This screen displays the different types of reports available. For the claim report click on the Center Claim Summary <View Report> button which is blue with the icon of a printer and is located on the far right-hand side of the screen.



- 4 - Select the claim month from the “Select Claim Date” drop down box. Click on <Generate Report>.
- 5 - The report will appear on the screen. Click the <Export Drop Down Menu> button.



- 6 - Select the file format you want the report in. Open the file and save to your computer or print. Sponsors are NOT required to print the claim reports each month since information can be accessed in KN-CLAIM at any time.

CHILD AND ADULT CARE CENTERS REIMBURSEMENT CLAIM INSTRUCTIONS

Claim Month & Year – The claim period is the month to which the claim pertains. A claim for reimbursement will cover CACFP operations for one calendar month. For example, the claim period of March is for meals served March 1-31.

DUE DATES:

- **Original claim:** Complete as soon as possible after the end of the month and submit promptly. The claim must be submitted within 60 calendar days from the last day of the claim period.
- **Under claim:** Submit a revised claim within 60 calendar days of the claim period.
- **Over claim:** Submit a revised claim at any time an over claim is discovered.

(1-3) Meals Served – Enter the total number of CACFP meals by type served to the participants. Meal attendance is recorded daily on the meal attendance records. Meal types are breakfast, AM snack, lunch, PM snack, supper, and evening snack.

(4) Number of Days Meals Served – Indicate total number of days meals were served to participants during this claim month.

(5) Average Daily Attendance – Calculate the average daily attendance using the instructions below.

- **Step 1** – At the end of each day, count every participant who was in attendance that day. This is the total daily attendance.
- **Step 2** – At the end of the month, add together the total daily numbers. This is the total center attendance for the month.
- **Step 3** – Take the total center attendance and divide by the number of days meals were served.

(7-9) Income Eligibility Categories – (Not Applicable for Homeless/Emergency Shelter or At-Risk Afterschool Meal sites) – Numbers are required to be submitted with the *October* claim or any time the enrollment increases by 15% or more.

October claim –

- 1) Count all participants (including infants) who received a CACFP meal service this month and have a current enrollment form on file. Do not count children who only received a meal through At-Risk Afterschool Meals.
- 2) Compile a list of participants by category: free, reduced price, and paid. Each participant categorized as free or reduced price must have a current Enrollment & Income Eligibility Form on file.
- 3) Enter the numbers for free, reduced price, and paid.

(10) Center Income Eligibility Category Summary Upload

- 1) Upload the list of participants (Income Category Summary) into KN-CLAIM by clicking the blue <Upload File> button.

Center Income Eligibility Category Summary Upload

10. Please upload a current IEC:



Claim forms for all other months – The numbers reported for free, reduced price, and paid may be updated any other month at the sponsor’s option. The numbers from the previous claim month will carry forward except in October. If the site had a 15% or greater increase in enrollment, follow the steps above to establish and report revised numbers for free, reduced price, and paid. Each time new numbers are reported a new Income Eligibility Category Summary must be uploaded.

FOR-PROFIT CENTERS ONLY – If the site is nonprofit, you will not see these fields.

(11) **Total Enrollment** – On the last day of the claim month, count all enrolled children or Medicaid adults (if the site is an adult day care center).

(12) **Number of Title XX (child care only) or Free/Reduced Price Children (child care only)** –

Method 1: A child care center must have at least 25 percent of the children qualify for free and reduced price meals. To qualify, each child/family must have a **current** Income Eligibility Form on file and the household size and income must meet the income guidelines for the free or reduced price category. A list of children who qualify for the free and reduced price must be compiled and submitted with each month’s claim **Or**

Method 2: A child care center must have at least 25 percent of the children receiving SRS child care subsidies. To prove eligibility, the center must provide a list of children for whom the center has received Child Care Subsidies payment. Documentation must be on file.

NOTE: A for-profit child care center must use one method to qualify for eligibility each month. A center cannot combine methods in a single month but can switch methods from month to month.

Number of Medicaid Title XIX (adult day care only) – An adult day care center must have at least 25 percent of the participants receiving Medicaid payments. To prove eligibility, the center must provide a list of adults for whom the center has received SRS Medicaid payment.

(13) **For-Profit Eligibility Roster** – In advance of entering the claim, create a For-profit Eligibility List (Roster).

- a. KSDE forms 12-D, 12-E or 12-F can be used or use a software program (Word, Excel, etc.) to compile a list.
 - *Child care center*...compile a list of children who meet the for-profit eligibility criteria (see Administrative Handbook, Chapter 12 and Forms 12-D & 12-F).

OR


- *Adult day care center*...compile a list of adults who meet the for-profit eligibility criteria (see Administrative Handbook, Chapter 12 and Form 12-E).
- b. In the upper area of the form, include the name of the sponsor, sponsor number, name of the site (if different from the sponsor name), and the site number, month, and year (i.e. Jammin’ Jakes, P0000, A-Paws For All #90001, February 20XX). Indicate the total enrollment for the center on the last day of the month.

- c. Create a folder for your monthly CACFP For-profit Claim Lists.
- d. Save the list of eligible children/adults in the folder and name it with the site's name, month and year (i.e. A-Paws For All_Feb_20XX).

Each list will be uploaded to the corresponding site claim page, field 13.

For-Profit Centers Only

11. Total Enrollment	<input type="text" value="0"/>		
DCF Title XX	Free/Reduced-Price Children	Eligibility %	
12. <input type="text" value="0"/>	<input type="text" value="0"/>	0.0%	

13. Please upload this month's roster: 

14. For-Profit Eligibility Certification

Note: Once this button is checked and the claim has been submitted, the claim can only be modified by a state agency representative.

This organization certifies that 25% of the enrollment or licensed capacity (whichever is less) of this center are DCF Title XX, or Medicaid Title XIX 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

This organization realizes that the center does not meet the 25% eligibility and that this claim will not be reimbursed.

- (14) **For-Profit Eligibility Certification** – Click the appropriate button for meeting the 25% eligibility requirement or not meeting the 25% eligibility requirement.

Then school finance will verify the for-profit status. Check back to confirm the site claim is in approved status. Then on the Sponsor claim page certify the entire claim and submit for payment.

AT-RISK AFTERSCHOOL MEALS – Will be entered as a separate claim

- (2) **Total Enrollment** – Enter the total number of children enrolled.
- (3) **Meals Served** – Enter the total number of At-Risk meals by type served to the participants. Meal attendance is recorded daily on the meal attendance records. Meal types are breakfast, AM snack, lunch, PM snack, supper, and evening snack.
- (4) **Number of Days Meals Served** – Indicate total number of days meals were served to participants during this claim month.
- (5) **Average Daily Attendance** – Calculate the average daily At-Risk attendance using the instructions below.
 - **Step 1** – At the end of each day, count every At-Risk participant who was in attendance that day. This is the total daily attendance.
 - **Step 2** – At the end of the month, add together the total daily numbers. This is the total At-Risk attendance for the month.
 - **Step 3** – Take the total At-Risk attendance and divide by the number of days meals were served.