

October Building Data

Frequent Enrollment Error in October Claim

When entering your October claim, you will be prompted to enter the October Building Data. If your enrollment has increased by more than 10% your claim will be in error status. If this happens, please click on the "Notepad" icon found at the bottom left side of the claim screen and enter a note to confirm that the data entered in the claim is accurate.

The CNS Fiscal team will review this information and override the error to allow the claim to process. If you do not add a note to your claim, it will not be processed for payment.

How to add a note to the claim:

Step 1: Select "Notepad" icon on the bottom left side of the claim screen.

The screenshot displays the NSLP (STANDARD) claim entry interface. At the top, a red box labeled "Error Message" points to a yellow error banner that reads: "One or more of the values you entered is zero." Below this, a pink banner states: "Your total October Building Data exceeds the prior year October Building Data by more than 10%. Please verify your data is correct." The main form area is titled "October 2023 Building Data (Last School Day) ?" and contains several input fields with red asterisks indicating errors:

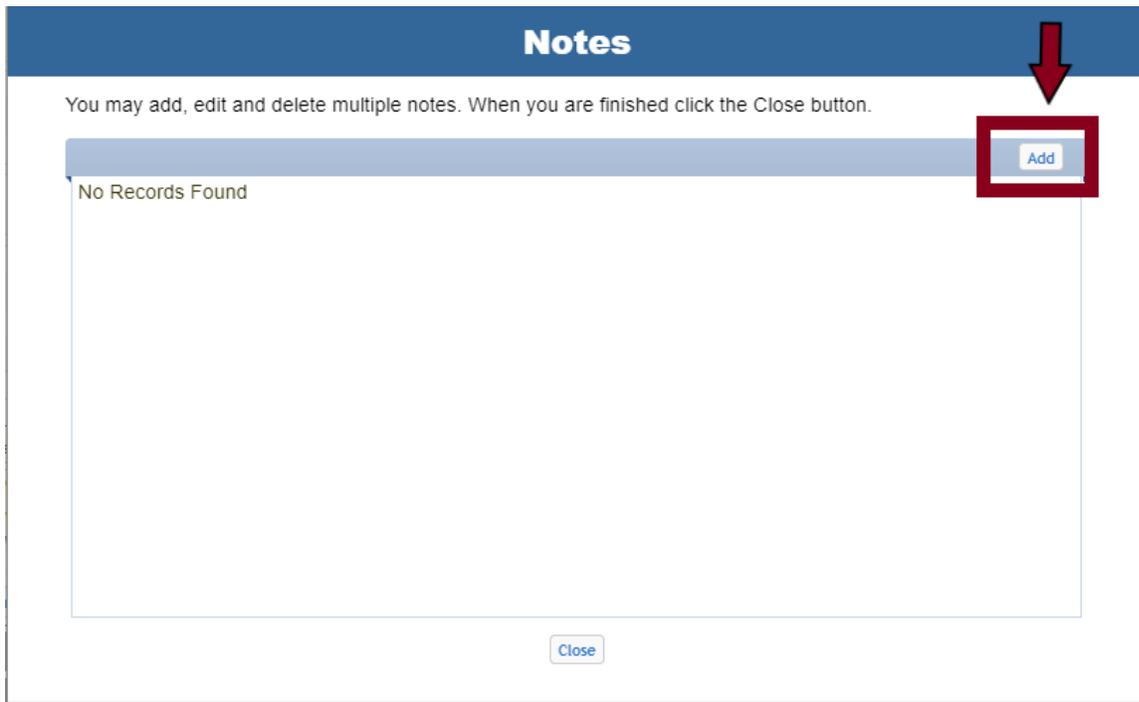
	Breakfast	Lunch
Operating Days	10	10
Adult Meals	0	0
Total		
Other Revenue Dollars	5.00	

Below the error messages, a green banner says "No errors found." This is followed by another table for meal counts:

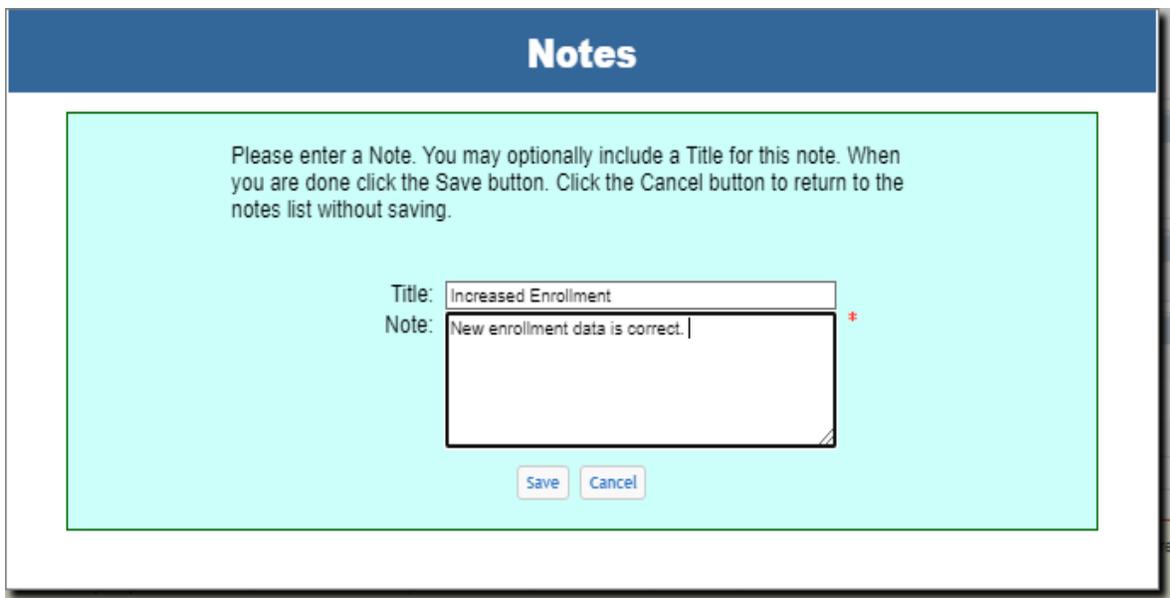
	Breakfast	Lunch
Free Meals Served	700	700
Reduced Price Meals Served	500	500
Paid Meals Served	200	200
Total Meals Served	1,400	1,400

At the bottom of the form, there is a certification statement and a "Notepad" icon (a red arrow pointing right) located at the bottom left. The bottom navigation bar includes buttons for "Override Claim Errors", "Add Claim Hold", "Meal Count History", "Preview Errors", and "Proceed to Calculation Summary >>".

Step 2: Select the "Add" icon on the right side of the screen.



Step 3: Add note for increased enrollment and make sure to save your changes.



**The CNS Fiscal team will then review this information and override the error to allow the claim to process.