Applications

Log on to FNP

After clicking on 'application' on the main menu-----

- ✓ You need to do your site application(s) first. Under 'Participant Type' click on the 'site' circle (radio button)
- ✓ Do no changes to your sponsor ID
- ✓ Site ID will say 'all sites'—click on the words 'all sites' and pick your first site (or only site if you only have 1)—REMINDER: The Lead Food Service Employee Contact NEEDS to be a food service person
- ✓ Program—change to appropriate program
- ✓ Application Status—leave as 'all applications'
- ✓ Year—change from 'all years' to the new year
- ✓ Click on 'search'
- ✓ In the upper right-hand corner click on the site name
- ✓ Review and change outdated information on your site application and click on save ****repeat above steps if you have more than one site
- ✓ After you have completed all site applications, click on the sponsor radio button and click on 'search'
- ✓ Open your sponsor application; verify and change any incorrect information, click on; 'save', scroll up and click on the radio button 'submit to DPI' and scroll down and click on 'save' again

Claims

Log on to FNP
https://secure.apps.state.nd.us/FNSProject/

After clicking on 'claims' on the main menu-----

- ✓ Fill in the search criteria on the left-hand side-----

-----Click on site ID and pick your site

-----Pick your appropriate program

-----Leave the status as ALL

-----Click on Year (**the actual year for which you are doing the claim for**)

-----Click on the Month and select the month you are doing the claim for-------

- ✓ Click on the red 'search' button

In the upper right hand corner it will come up with the month/year original. Click on these words. This will open your claim. Fill in the required information in the white boxes and click on save. **CAUTION: Do not click on the Adjustment link unless you are doing an adjusted claim.**

- ✓ Click on menu

****Remember to release your claim for Payment:** Click on 'payment summary', click on 'federal payments', fill in the search criteria on the left-hand side, and click on 'search', click on 'view' to see calculated claim, click on the white box under 'released?' and click on 'save'. After saving, click once more on 'search' and the white check box will say yes and this means your claim has been released. This releases your claim to DPI for payment. Payment of your claim cannot be processed until this is done. **It is very important to do this step each and every month.**

Claim Warnings

If you get a claim warning after you enter your claim:

You must go to the main 'menu' by clicking on 'menu' under the search button

- ✓ Click on 'claim warning'
- ✓ Fill in your search criteria on the lower left of your screen
- ✓ Click on the site name in the upper right of your screen
- ✓ Scroll down and fill in an explanation in the first white box
- ✓ Click on 'save'
- ✓ Click on 'menu' to take you back to main menu

Proceed with the claim release process** under the 'Claims' section of this cheat sheet.

Transmittals

To check when a payment was issued and to print a copy of the payment:

- ✓ Log on to FNP
- ✓ Click on 'Payment Summary'
- ✓ Click on 'Transmittal Report'
- ✓ Under 'Transmittal Report Search' scroll down and click on red 'Search' button
- ✓ All payments made will be listed with the most current payment at the bottom
- ✓ Click on the transmittal (so the computer knows to print the transmittal screen)

The transmittal is now ready to be printed

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<u>Please Note</u>: It is very important that you are using one of the approved Internet browsers or the FNP system will not function correctly.

--If you are using a Macintosh computer: You must have either Netscape 6.0 (or more) or Internet Explorer 5.0 (or more).

--If you are using an IBM computer: You must use either Netscape 6.1 or Internet Explorer 5.0 (or more).

The Netscape browser can be downloaded at www.netscape.com and the Internet Explorer browser can be downloaded off our Child Nutrition Web Site (address below).

Once you are certain that you have one of the approved web browsers installed on your computer, please go to our Child Nutrition Web Site at: http://www.dpi.state.nd.us/child/index.shtm

We recommend that you bookmark this link for easy access to our web site and the FNP system. On the red navigation bar on our web site (above the red apple) you will see FNP listed as the last item on the bar. Click on this link and the log-on page will appear.