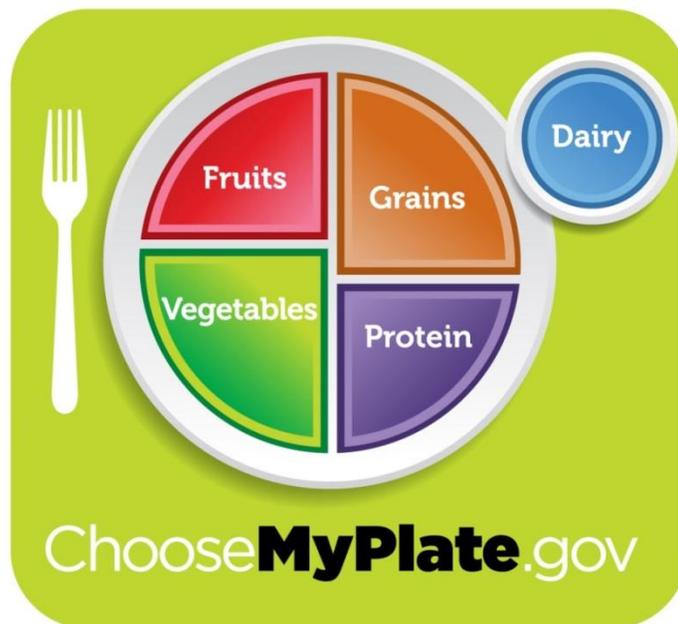


**Child Nutrition Payment Center
Online User's Guide
for the
National School Lunch Program,
School Breakfast Program, and
Special Milk Program**



For use by select sponsors in Colorado, Virginia and DoD

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About the Child Nutrition Payment Center

The Child Nutrition (CN) Payment Center is the secure online portal operated by the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) for use by funding recipients of the National School Lunch and Breakfast Programs, and the Special Milk Program. This portal services a limited number of sponsors or school food authorities within Virginia, Colorado, and U.S. Department of Defense school installations. Through this portal, sponsors can submit claims for meal reimbursement, view approvals and view past transactions.

This Online User's Guide provides specific instructions on how to access the CN Payment Center. There are four steps required to gain access to the CN Payment Center:

Step 1: Establish a Level 2 eAuthentication Account.

Step 2: Complete an FNS Program Application

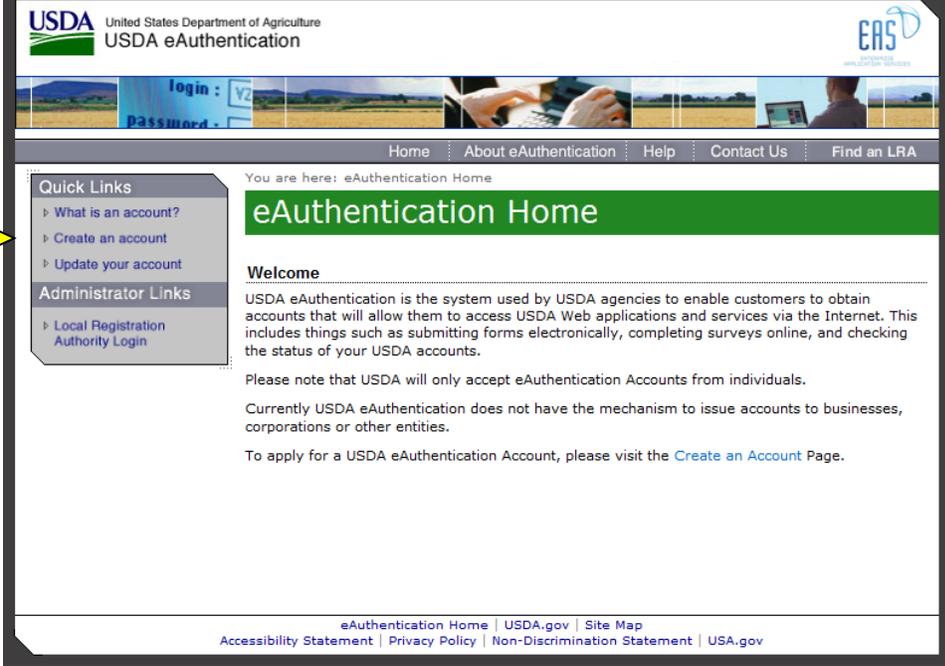
Step 3: Request Child Nutrition Payment Center Authorization

Step 4: Submit Claims for Meal Reimbursement

Step 1: Establish an eAuthentication Account.

Anyone conducting electronic business with any USDA agency is required to establish an eAuthentication account before being granted access to USDA systems. To establish an eAuthentication account, please follow the instructions below. Direct any questions concerning the eAuthentication process to the ITS Help Desk at eAuthHelpDesk@ftc.usda.gov or (800) 457-3642.

1. Access the eAuthentication homepage. <https://www.eauth.usda.gov/mainPages/index.aspx>.
2. Click on the “Create an account” Quick Link.



The screenshot shows the USDA eAuthentication homepage. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. A yellow arrow points to the "Create an account" link in the Quick Links section. The main content area has a green header "eAuthentication Home" and a "Welcome" section with text explaining the system and providing a link to "Create an Account Page".

USDA United States Department of Agriculture
USDA eAuthentication

EAS
Electronic Authentication System

login : [input]
password : [input]

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home

eAuthentication Home

Quick Links

- What is an account?
- **Create an account**
- Update your account

Administrator Links

- Local Registration Authority Login

Welcome

USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account Page](#).

eAuthentication Home | [USDA.gov](#) | [Site Map](#)
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [USA.gov](#)

3. Click on “Register for a Level 2 Account.”

The screenshot shows the USDA eAuthentication website. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". At the top right is the EAS logo. Below the header is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. A breadcrumb trail reads "You are here: eAuthentication > Account Creation".

The main heading is "Create an Account - Getting Started". Below this, there are three sections:

- USDA Federal Employees, Contractors, & Affiliates**
If you are a USDA Federal Employee, Contractor, or Affiliate of the USDA, you must register for a USDA Internal Account.
[Register for an Internal Account](#)
- USDA Customers - What Level of Access Do You Need?**
 - Request Level 1 Access to:**
 - Visit a USDA web page that indicates a Level 1 account is necessary
 - Obtain general information about the USDA or its agencies
 - Participate in public surveys for a USDA agency[Register for a Level 1 Account](#)
 - Request Level 2 Access to:**
 - Submit official business transactions via the Internet
 - Enter into a contract with the USDA
 - Submit forms or applications for the USDA via the Internet[Register for a Level 2 Account](#)
- Changing from Level 1 Access to Level 2 Access**
If you already have a Level 1 account and require Level 2 access:
 - Log into your profile
 - Fill in and submit the required information
 - Visit your Local Registration Authority (LRA)[Log into Your Profile](#)

At the bottom of the page, there are links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "USA.gov". A yellow arrow points to the "Register for a Level 2 Account" button.

4. Complete the registration form. Be sure to **enter your first and last name exactly** as they appear on your government issued photo identification. Safeguard the User ID and password you create, as you will need them in later steps.
5. Click on “Continue.”

USDA United States Department of Agriculture
USDA eAuthentication

login: []
password: []

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication > Account Creation > Account Request Form

Register for Your Account - Level 2

Form Approved OMB No. 0503-0014

Step 1 of 4 - Level 2 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are red and marked by an asterisk (i.e. *). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ | are not allowed on this form.

User Information [?]

Required Field*

First Name* []
Middle Initial []
Last Name* []
Address* []
City* []
State* [Select...]
Zip/Postal Code* []
Country* [United States]

Contact Information [?]

Home Phone []
Email* []
Confirm Email* []

Login Information [?]

User ID* []
Password* []
Confirm Password* []

Security Information [?]

Mother's Maiden Name* []
Birth Date* []
Four Digit PIN* []

Security Questions [?]

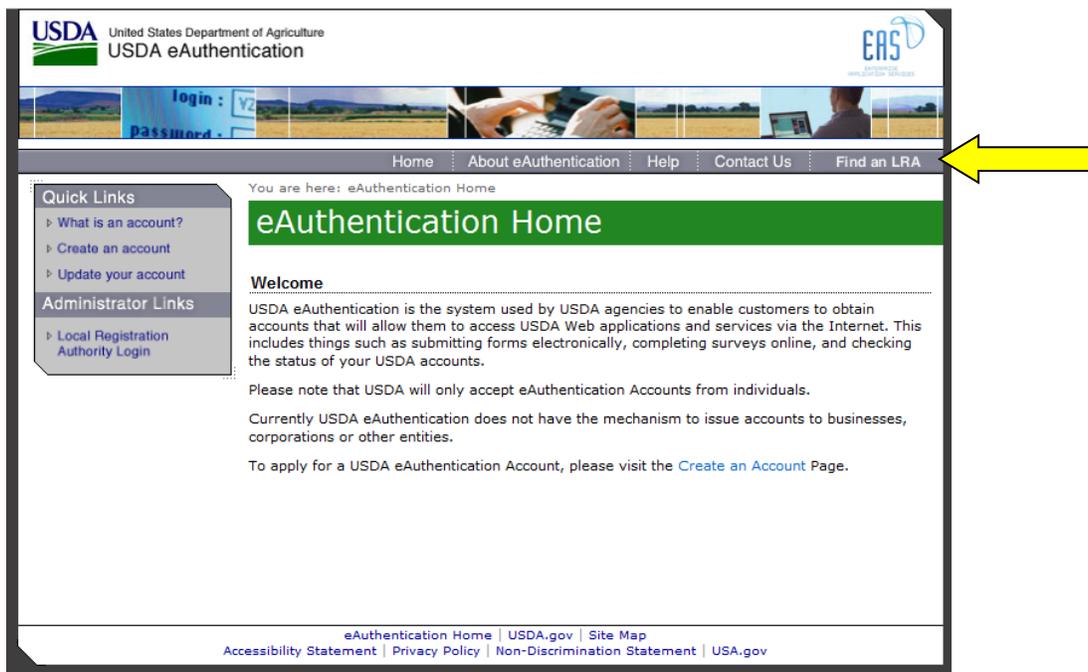
Please select and answer four distinct questions from the selections below. This information will be used to validate your identity if you forget your password. Each question may only be used once. For additional assistance, click the [?] above.

1* [Select...] []
2* [Select...] []
3* [Select...] []
4* [Select...] []

[Continue](#)

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

6. Verify your personal information, print and keep a copy for your records and submit the registration form.
7. In the email account you provided during the registration process, look for a message from **eAuthHelpDesk@usda.gov**. Print and save a copy of this message for your records.
8. Click on the link, “Activate my account.”
9. Return to the eAuthentication homepage. <https://www.eauth.usda.gov/mainPages/index.aspx>. You should see a note that your account has been activated with instructions on contacting a local registration authority (LRA).
10. Click on “Find an LRA.”



11. Click on your state to find the telephone number for the LRA nearest you. Call the LRA to schedule an appointment to complete your Level 2 eAuthentication account activation.

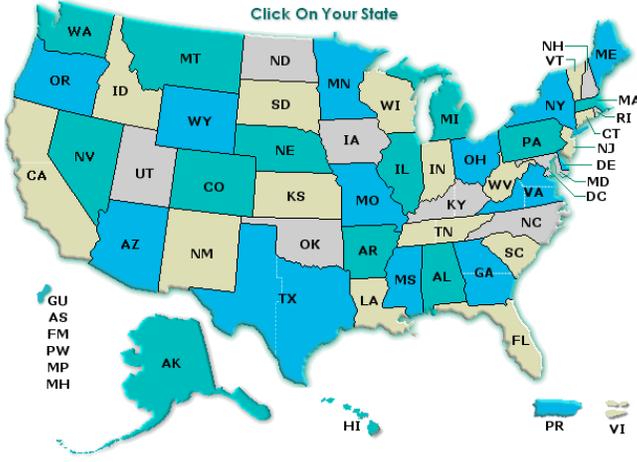
USDA United States Department of Agriculture
Service Center Locator

USDA eAuthentication | USDA | FSA | NRCS | RD

USDA eAuthentication Local Registration Authority Locations

Please call the telephone number listed for the Service Center nearest you for an appointment before your visit. Also, you must bring at least one form of identification with you to complete your registration.

Click On Your State



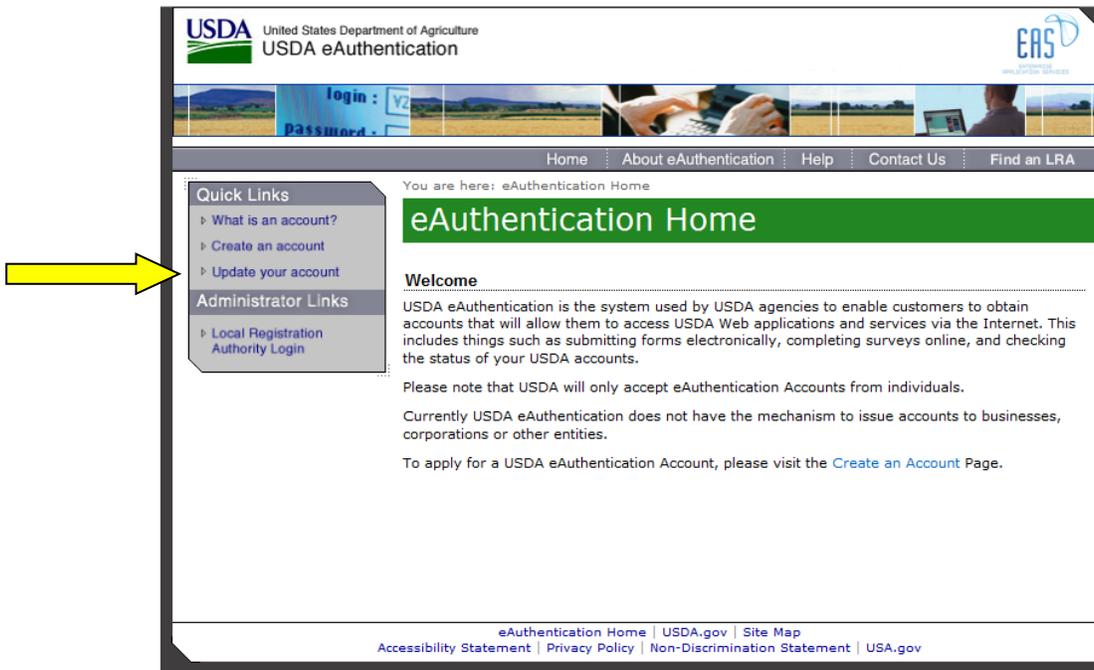
This service is provided by the USDA-Office Information Profile System.

This is an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

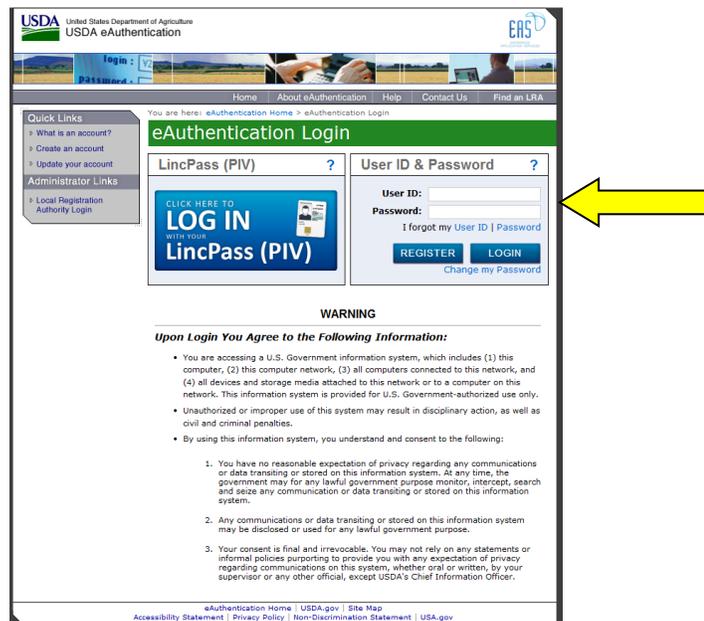
[Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#)

12. Visit the LRA at your appointed time and bring a valid State Driver's License, State Photo ID, or other government issued photo ID to your appointment. The information on your ID **must match** the information you submitted when registering for your Level 2 eAuthentication account.

13. Return to the eAuthentication homepage: <https://www.eauth.usda.gov/mainPages/index.aspx> and click on “Update your account.”



14. Enter your User ID and Password. Click on “LOGIN.”



15. When prompted, create a new password. This new password, along with your User ID, will be used to access the CN Payment Center and submit claims for reimbursement.

16. Click on “Continue.”

Congratulations! You have now established a Level 2 eAuthentication account.

Step 2: Complete an FNS Program Application.

Please contact your FNS Program Officer to complete an application. Your Program Officer is the person assigned by the FNS Regional Office to assist your school or institution in the day-to-day administration of the Program(s) and to oversee that the Federal regulations, instructions and guidelines are being followed.

Step 3: Request Child Nutrition Payment Center Authorization

1. Complete and submit a valid "User Access Request Form" (FNS-674) to the USDA FNS Regional Office Administered Program (ROAP) for approval. Sponsors submitting claims for reimbursement online via the Child Nutrition (CN) Payment Center are required to have an approved FNS-674. There are three ways to access a blank FNS-674 form:

- a) Download a copy from the CN Payment Center website, <http://roap.fns.usda.gov/>.
- b) Copy the form located in the Appendix of this manual.
- c) Contact your FNS Program Officer or ROAP Help Desk to request a new form.

There are three ways to submit a completed FNS-674 form:

- a) Email: roaphelpdesk@fns.usda.gov
- b) Fax: 1(609)259-5147
- c) Mail: USDA, Food and Nutrition Service
Mercer Corporate Center
300 Corporate Blvd.
Robbinsville, New Jersey 08691-1598
Attention: Regional Office Administered Program

2. If your request is approved by the USDA FNS, you will receive an email at the address you provided on field 4 of the FNS-674 form. Attached to the email will be a letter containing a one-time use only encrypted password, which you will use to access and submit claims in the CN Payment Center. Review this letter and note the password.



United States
Department of
Agriculture

Food and
Nutrition Service

Mid-Atlantic Region

300 Corporate Blvd
Robbinsville, NJ
08691-1598

Dear Sponsor:

Your request to have an account for the Internet version of the Child Nutrition (CN) Payment Center is approved. This letter provides you with one of your user passwords and step-by-step instructions to obtain a USDA eAuthentication account and access our CN Payment Center.

For one time only (the first time you log onto our Child Nutrition Payment Center), you will need two User IDs and two passwords:

1) You have to go to <http://www.eauth.egov.usda.gov> and register for a Level 2 account. USDA eAuthentication is a secure gateway that must be used by any individual or organization that chooses to conduct electronic business with the Federal government. Once your account is activated, you can then access our CN Payment Center.

2) The second User ID and password is to give you direct, secure access to the CN Payment Center. This ID and password will only be used once. After you log in the first time, the two IDs will be synchronized and you will only use the USDA eAuthentication User ID from that point on. Here is the second ID information:

Program: National School Lunch and Breakfast Program
Password: 8p34542
User ID: 11111

We have attached detailed instructions that will help you register for your USDA account, successfully log into our CN Payment Center, and submit your claims for reimbursement online.

We believe this new system is easy-to-use and will greatly expedite the processing of claims for reimbursement and other information on your program. If you have any questions, please do not hesitate to call the hotline at (800)-259-5129.

Child Nutrition Payment Center
USDA, Food and Nutrition Service
3/20/2006

Attachment

The Food and Nutrition Service is an agency
of the Department of Agriculture

An Equal Opportunity Provider and Employer

Step 4: Submit Claims for Meal Reimbursement.

If you have established a Level 2 eAuthentication account (Step 1), completed an FNS Program application (Step 2), and have received the encrypted password letter (Step 3), you are ready to access the Child Nutrition (CN) Payment Center and submit claims online for reimbursement.

1. Visit the ROAP website, <http://roap.fns.usda.gov>.

2. Click on “Log In to CN Payment Center.”



Food and Nutrition Service

[Log In To Payment Center](#)

[eAuthentication Home Page](#)

[On-Line User's Guide](#)

Note: Please include the Program (Child & Adult Care, Family Day Care, Lunch & Breakfast, Special Milk, or Summer Food Service) under "13. Type of Access" on the FNS-674 form.

[Download Computer System Access Request Form \(FNS-674\)](#)

 [Get Acrobat Reader](#)

[Tech Support](#)

[Email Us](#)

Child Nutrition Payment Center Home Page

Welcome to our Internet payment system. With this Internet-based system, you will be able to enter claims electronically. We think you will find that the on-line entry of claims is easy, efficient and improves the speed and responsiveness of the Payment Center. With the Internet version of your system, you can:

- o Submit claims on-line, avoiding any mailing delays and expediting your payment;
- o Get immediate feedback on any claim errors and correct them on-line;
- o See the calculated amount of reimbursement for your claim;
- o Review your application and approval information;

In order to conduct online transactions, you must do the following:

1) Complete and submit to us a Computer System Access Request (FNS-674) form.

Please include the Program (Child & Adult Care, Family Day Care, Lunch & Breakfast, Special Milk, or Summer Food Service) under "13. Type of Access" on the FNS-674 form.

[Download Computer System Access Request Form](#)

2) You must register for a USDA eAuthentication level 2 account by entering information on-line at the eAuthentication website. Once the on-line portion is completed, you will need to visit a USDA office and present identification to be verified. To visit the eAuthentication website, click on the following link:

[eAuthentication Home Page](#)

To see where there is a USDA office near you click on the link below:

[USDA Service Centers](#)

To get step by step instructions for setting up and account and using the on-line payment system, please download or contact our office for a copy of the Child Nutrition Payment System Online User's Guide.

[Download Online User's Guide](#)

[Log In to CN Payment Center](#) 

If you encounter any problems or need assistance, please complete our Customer Support Form ([click here](#)). Someone will get back to you right away. You may also call our ROAP Help Line at (609) 259-5129.

[Accessibility](#) | [Privacy/Security](#) | [Nondiscrimination](#) | [USDA](#)

3. Enter your e-Authentication User ID and Password. Use the password that you created when establishing your Level 2 e-Authentication account.

USDA United States Department of Agriculture
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO LOG IN WITH YOUR LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER LOGIN

Change my Password

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
 - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

eAuthentication Home | USDA.gov | Site Map
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | USA.gov

4. When you reach the CN Payment Center, enter the User ID and one-time encrypted password that were included in the letter that you received from USDA FNS (Step 3). You will only enter this password the first time that you access the CN Payment Center, after which your CN Payment Center account will be linked to your eAuthentication User ID and Password.

FNS USDA
Food & Nutrition Service

Child Nutrition Payment Center

Warning: Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Choose Nutrition Program:

User Name:

Password:

Login

Accessibility | Privacy/Security | Nondiscrimination | USDA

5. Select the program type for which you are submitting claims.

FNS **USDA**
Food & Nutrition Service

Child Nutrition Payment Center

Warning: Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following: (1) You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. (2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose

Choose Nutrition Program:

User Name:

Password:

[Accessibility](#) | [Privacy/Security](#) | [Nondiscrimination](#) | [USDA](#)

6. See the program type displayed in the main menu header.

Special Nutrition Programs - Microsoft Internet Explorer provided by USDA FNS

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://robt4/roap/MainSwitch.aspx

FNS **USDA**
Food & Nutrition Service

Nutrition Program:

Account: User Level:

Select Year:

Instructions:

Applications:

Approvals:

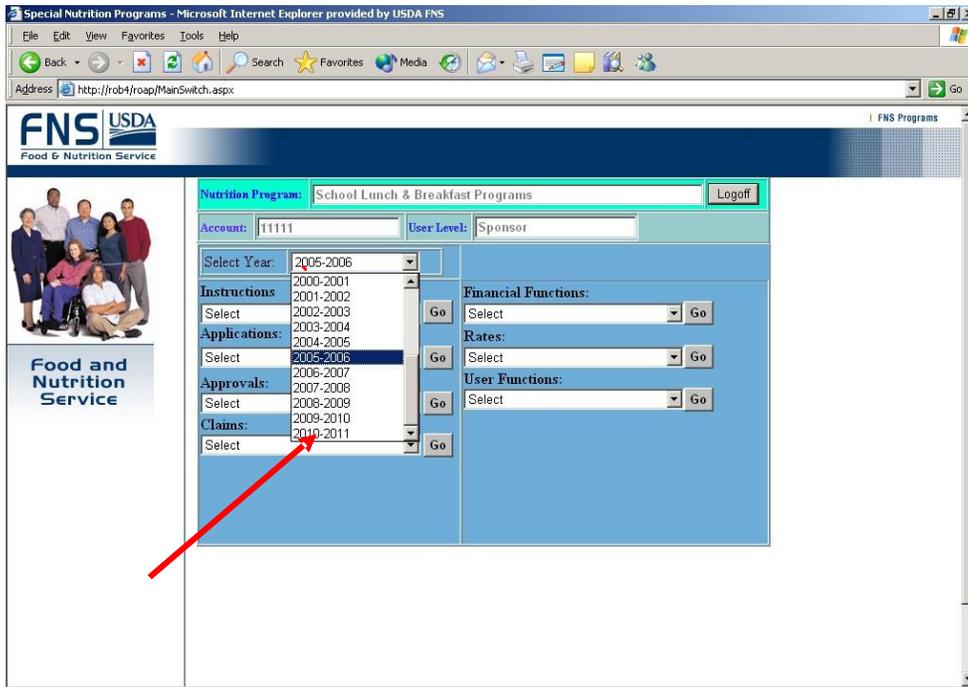
Claims:

Financial Functions:

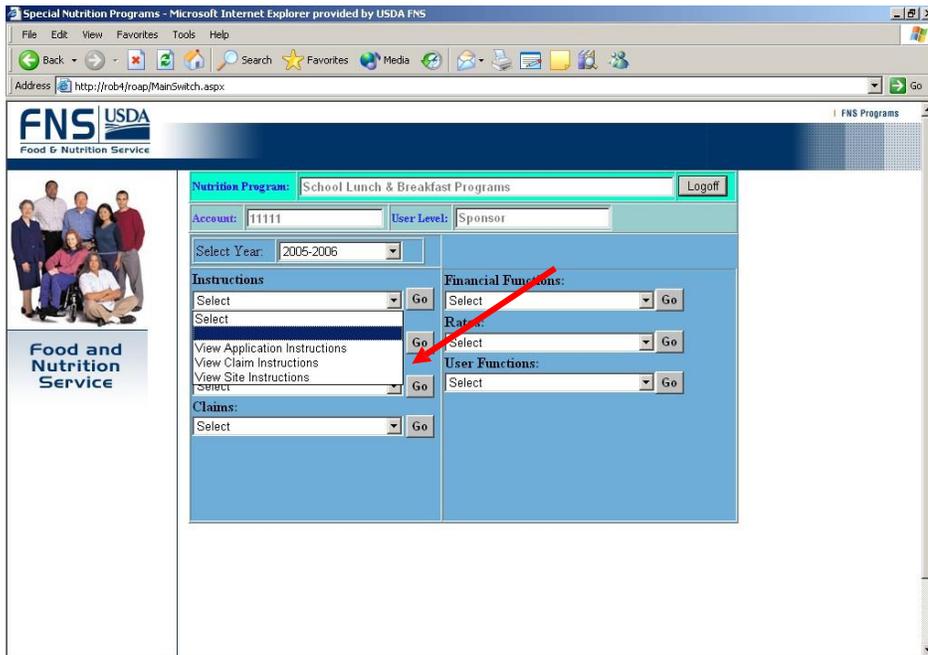
Rates:

User Functions:

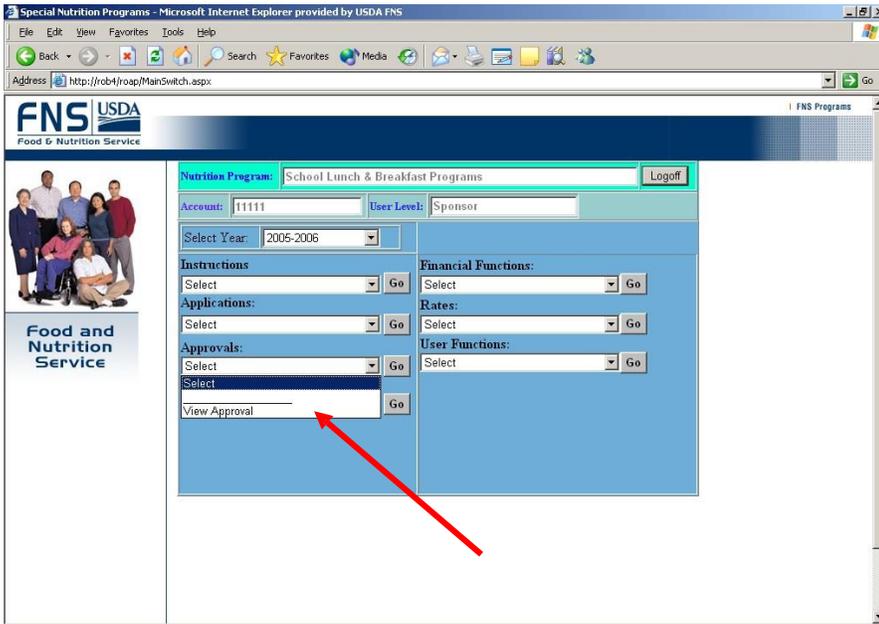
7. Select the program “**Year**” for the claim you want to submit. The default is the current program year. FNS School Lunch and Breakfast Programs and the Special Milk Program years run from July to June. Therefore, to submit a June 2015 claim, select the Program Year “2014-2015.” To submit a July 2015 claim, select the year “2015-2016.”



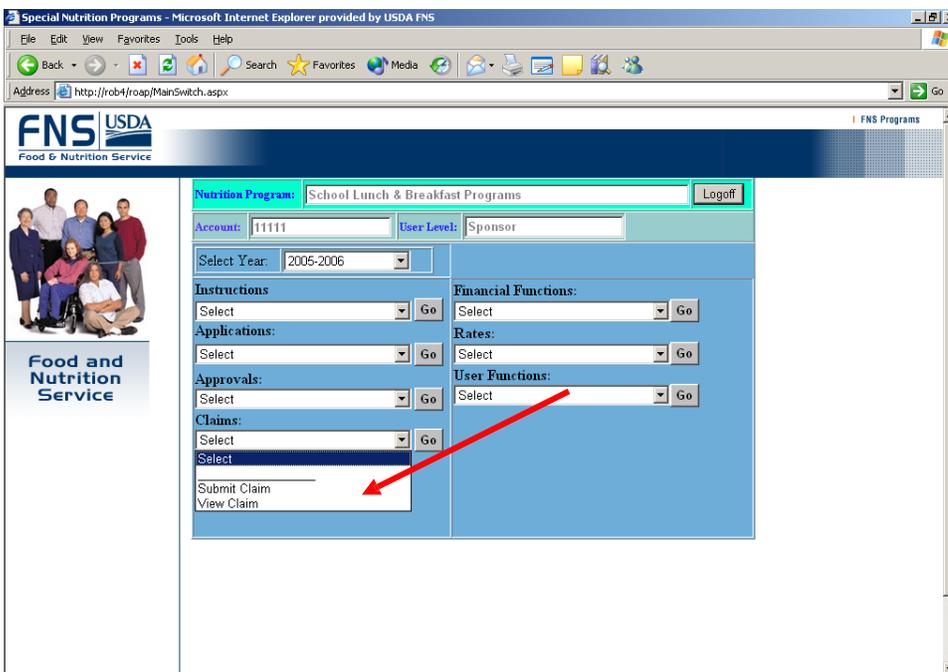
8. View “**Instructions**” for information on completing the application and site forms.



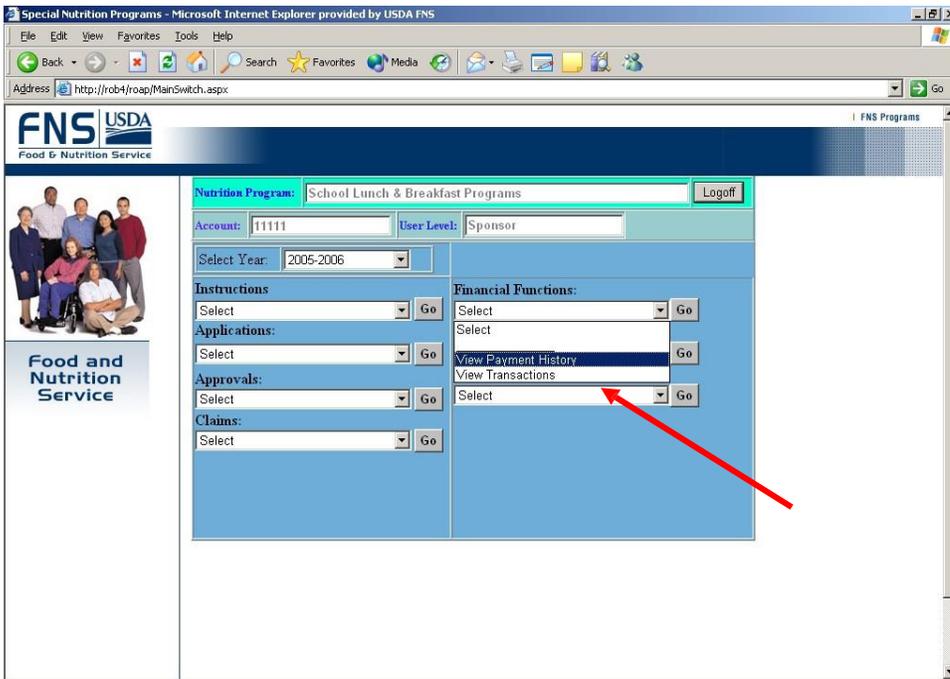
9. The “**Approvals**” module provides sponsors with the option of viewing additional school information such as the number of students approved for meal reimbursement, enrollment figures, and non-operating months.



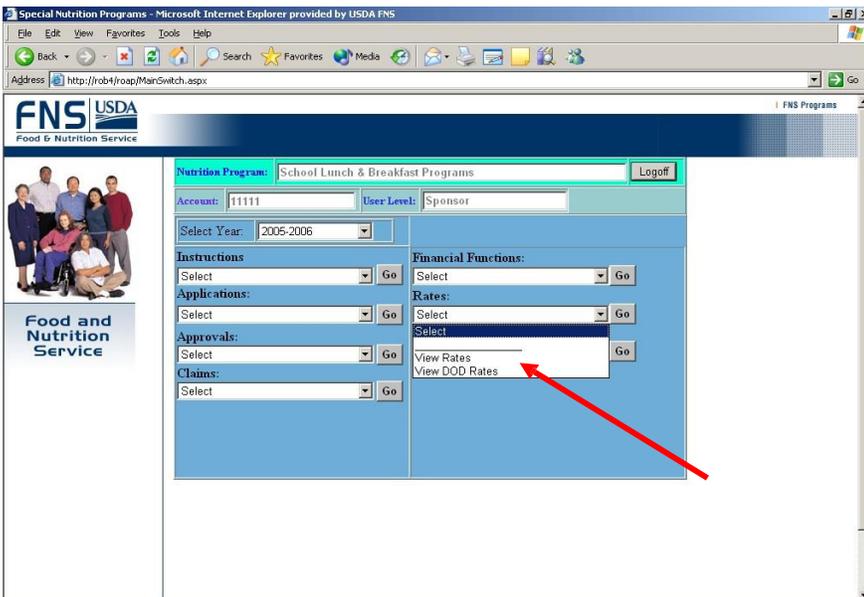
10. The “**Claims**” module allows sponsors to submit a new meal reimbursement claim or amend an existing claim. Select “Submit Claim” to submit a new claim or amend an existing claim. Select “View Claim” to view previously submitted claims. (See Appendixes A and B for Claim Instructions).



11. The “**Financial Functions**” module allows sponsors to view or print a summary of account transactions, including program payments, credits or debits.



12. The “**Rates**” module allows sponsors to view the Federal rates of reimbursement for specific meal types and for current and prior years. The “View DOD Rates” option is used by U.S. Department of Defense schools that participate in our programs. The “View Rates” option is used by non-DoD sponsors.



For questions about the Child Nutrition Payment Center, please review the Frequently Asked Questions below or contact the ROAP Help Desk at roaphelpdesk@fns.usda.gov or (609) 259-5129.

Frequently Asked Questions

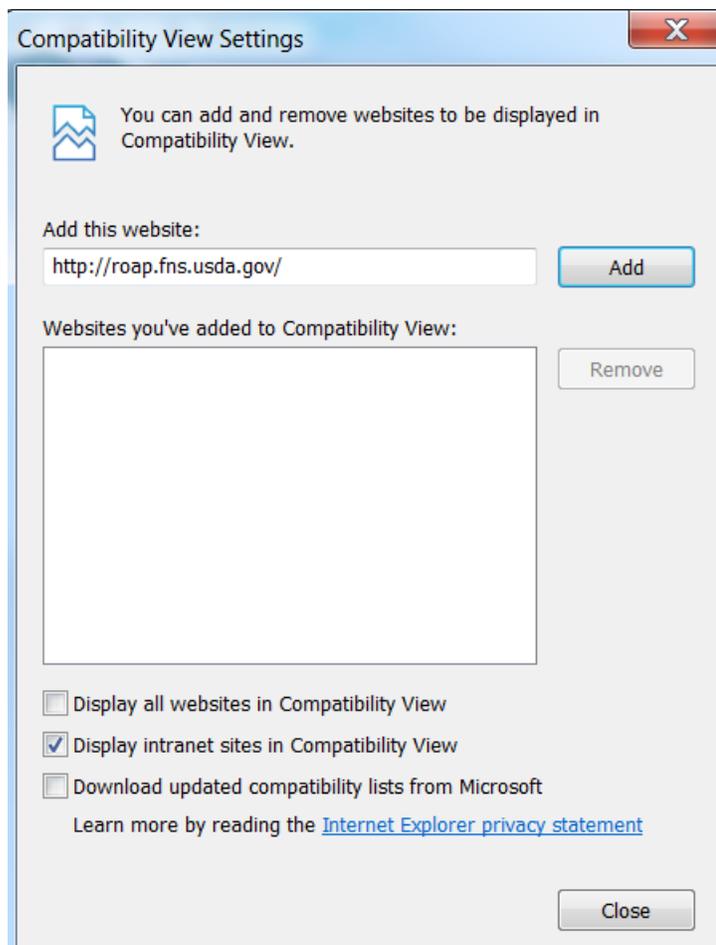
1. I am having trouble establishing a Level 2 eAuthentication account or have questions about the process.

The ITS Help Desk provides assistance on the eAuthentication process and can be reached at eAuthHelpDesk@ftc.usda.gov or (800) 457-3642.

2. When accessing the Child Nutrition (CN) Payment Center, I receive an error message that Internet Explorer (IE) version 5 or greater is needed. Yet I am using an IE version 5 or greater.

You may need to add the web address to your IE Compatibility View Settings.

1. Open Internet Explorer.
2. Select the “Tools” tab.
3. Select “Compatibility View Settings.”
4. In the field “Add this website,” enter the address: <http://roap.fns.usda.gov/>.
5. Select “Add.”
6. Close and reopen Internet Explorer.



3. I am unable to view and select the correct claim month in the CN Payment Center.

Contact your FNS Program Officer to ensure you have approval to submit a claim for that month. The FNS Program Officer must approve reimbursement for the specific month before you can submit a claim. Your Program Officer is the person assigned by the FNS Regional Office to assist your school or institution in the day-to-day administration of the Program(s) and to oversee that the Federal regulations, instructions and guidelines are being followed.

4. I missed the 60 day deadline to submit my claim and cannot enter my claim online.

Sponsors have 60 days from the last day of the claim month to submit a new claim. Under limited circumstances, sponsors may request a one-time late-claim exception every 36 months. Please contact your FNS Program Officer to learn whether you qualify for a one-time late claim exception and for instructions on how to submit your claim.

5. I need to make changes to a previously submitted claim.

Sponsors have 90 days from the last day of the claim month to adjust a previously submitted claim. Resubmit your claim and check the “Amended” checkbox.

6. I need to make adjustments to my FNS Program application.

For any questions regarding approvals and the operation of the National School Lunch, School Breakfast, Special Milk, and Afterschool Snack Programs, please contact your FNS Program Officer or the ROAP team representative in your region (which may be the same person):

Virginia ROAP Team: Michael Walton, (609) 259-5094

Colorado ROAP Team: David Von Behren, (303) 844-0368

7. I have other questions about the CN Payment Center.

For any other questions about the CN Payment Center, please contact the ROAP Help Desk at roaphelpdesk@fns.usda.gov or (609) 259-5129.

Appendix A: Claim Submission Instructions for the National School Lunch and Breakfast Programs

GENERAL

Use these claim form instructions to report information for the National School Lunch and Breakfast Programs, which are administered by the USDA Food and Nutrition Service. Unless otherwise approved by FNS, the Claim for Reimbursement for any month shall include only breakfasts, lunches and snacks served in that month. However, if the first or last month of Program operations for any school year contains ten operating days or less, such month may be combined with the Claim for Reimbursement for the appropriate adjacent month. A Claim for Reimbursement may not combine claims occurring across two federal fiscal years. If the number of operating days exceeds 31, please contact your Regional office for assistance.

The amount of money you receive will be based on reimbursement rates in effect for the month being reported.

Complete only those sections of the claim form that apply to your operation. This claim will be returned to you and no payment will be made if your claim is not properly completed. Therefore, be sure you sign and date this claim before submitting it to our Regional Office.

If you have any questions about how to complete an item on this claim form, please contact your Program Officer for assistance. An improperly completed form will delay processing your reimbursement by Electronic Funds Transfer (EFT).

SPECIAL NOTE

An Adjusted (Amended) claim voids all previous claims for the same month. Therefore, if revising a previously submitted claim, include ALL of your reporting data for the entire month's operations.

SPECIFIC ITEMS

- Review and verify the information at the top of the claim form. If the sponsor number, name, or address is missing or incorrect, immediately contact your FNS Program Officer to update your information. Updates must be made before the claim form is submitted.
- Enter the month and year covered by this claim. For example, January 2015 would be entered as 01 2015.
- If this is a revision of a previously submitted claim, check the box marked "Amended."

1.a,b,c. Enter the requested data for each program in which you participate and is approved on your application.

1.d. Enter the Average Daily Attendance (ADA) by dividing the Total Student Attendance for this Month by Days of Operation. (Total Student Attendance for the Month/Days of Operation)

(NOTE: Use actual attendance counts. DO NOT USE meal counts to determine attendance).

1.e,f. Enter the number of children with approved applications on file during the reporting month for free and reduced meals. Use the highest number of children eligible for any given day of the month. Make every effort to ensure this information is complete and accurate.

NOTE: For items 2 through 4, it is only necessary to enter the number of meals served by category. The rates, reimbursement by category, total student lunches and total reimbursement will be automatically calculated.

2.a,b,c. Enter the number of lunches served for each category.

3.a,b,c. Enter the number of breakfasts served for each category for sites that are *not* approved for the Severe Need Breakfast Program, according to your application approval.

3.d,e,f. Enter the number of breakfasts served for each category for sites that *are* approved for the Severe Need Breakfast Program according to your application approval. If no sites were approved for Severe Need, leave this section blank.

4.a,b,c. If your application approval includes reimbursement for supplements (snacks), enter the number of supplements served by category.

4.d. If your application approval includes reimbursement for area eligible snacks, enter the total number of snacks served. A site is area eligible if it is located at a school or in the attendance area of a school where at least 50% of the enrolled children are eligible for free and reduced price meals.

5. Total Reimbursement will be automatically calculated.

Sign and date your claim. An unsigned claim cannot be processed.

If you cannot submit your claim form online, please contact your FNS Program Officer for instructions on how to submit a paper claim.

Appendix B: Claim Submission Instructions for the Special Milk Program

GENERAL

Use these claim form instructions to report information for the Special Milk Program, which is administered by the USDA Food and Nutrition Service. Unless otherwise approved by FNS, the Claim for Reimbursement for any month shall include only milk served in that month except if the first or last month of Program operations for any school year contains 10 operating days or less, such month may be combined with the Claim for Reimbursement for the appropriate adjacent month. However, Claims for Reimbursement may not combine operations occurring in two fiscal years. If the number of operating days exceeds 31, please contact your Regional office for assistance.

The amount of money you receive will be based on reimbursement rates in effect for the month being reported.

Complete only those sections of the claim form that apply to your operation. This claim will be returned to you and no payment will be made if your claim is not properly completed. Therefore, be sure you sign and date this claim before submitting it to our Regional Office.

If you have any questions about how to complete an item on this claim form, please contact your FNS Program Officer for assistance. An improperly completed form will delay processing of your reimbursement by electronic funds transfer (EFT).

SPECIAL NOTE

An Adjusted (Amended) claim completely voids all previous claims for the same month. Therefore, if revising a previously submitted claim, include ALL of your reporting data for the entire month's operations.

SPECIFIC ITEMS

1. Review and verify the information. If your name and address are missing or incorrect, immediately contact your FNS Program Officer to update your information.
2. Review and verify the information. If your agreement (sponsor) number is missing or incorrect, immediately contact your FNS Program Officer to update your information.
3. Enter the month and year covered by this claim. For example, January 2015 would be entered as 01 2015. If this is a revision of a previously submitted claim, check the box marked "Amended."
4. Enter the number of operating days in the month.
- 5.a. Enter the number of sites approved to participate in the milk program.
- 5.b. Enter the number of days milk was served in the claim month.
- 5.c. Enter the highest number of students enrolled in the institution for the month.
- 5.d. Average Daily Attendance (ADA) can be determined as follows:
Total Daily Attendance for the Month / Days of Operation (reported in item 4)

(NOTE: Use actual attendance counts. DO NOT USE meal counts to determine attendance).
- 5.e. Enter the number of students approved for Free Milk. Use the highest number of children eligible for any given day of the month. Make every effort to ensure this information is complete and accurate.

6. Enter the number of half-pints of milk served at no charge to children in a non-pricing program, or served to children not eligible for free milk in a pricing program during the month. DO NOT include half-pints of milk served to children eligible for free milk according to your FREE MILK policy statement.

7. Enter the number of half-pints of milk served at no charge to children eligible for free milk in a pricing program. DO NOT include milk served in a non-pricing program.

8. Enter the total cost of ALL milk purchased for the claim month. This is the purchase price you paid to the milk supplier for ALL milk delivered to your school/institution. DO NOT include any amount paid to the milk supplier for servicing, rental or installment payments of milk service equipment.

9. Enter the total number of ALL half-pints of milk purchased during the claim month.

10. DO NOT enter average dairy cost information. It will be automatically calculated.

11. DO NOT enter total earnings. It will be automatically calculated.

Sign and date the claim. An unsigned claim cannot be processed.

If you cannot submit your claim form online, please contact your FNS Program Officer for instructions on how to submit a paper claim.

Appendix C: FNS-674 Form and Instructions

Download this form by visiting <http://roap.fns.usda.gov/> or contacting your FNS Program Officer or the ROAP Help Desk.

Print	OMB APPROVED NO. 0584-0532 Expiration Date: 03/31/2018			
U.S. Department of Agriculture - Food, Nutrition and Consumer Services User Access Request Form				
<small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0532. The time required to complete this information collection is estimated to average 10 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.</small>				
User Information				
1. Last Name	First Name	Middle Name	2. Title	3. Date of Request
4. Email		5. USDA E-Auth ID, (if applicable)		
6. Type of User (select one)	7. Telephone	8. Contract Expiration Date (if applicable)	9. Temporary Employee Expiration Date (if applicable)	
10. Company	11. Division	12. Department		
13. Office (select one)	Street Address		Suite #	
City	State	ZIP Code		
14. System Name	15. Type of Access / Role	16. Form (applicable for FPRS)		
17. Action Requested	18. State/Locality Codes	19. Login ID (current users)		
20. Enter a pass phrase for NFC verification (new NFC access only):				
21. Enter Home ZIP Code for JP Morgan access Only:				
22. Comments, Special Instructions and/or Justification (if "Other" is selected in fields 6, 13, or 14). (attach separate sheet if more space is needed)				
Privacy Act Statement				
<small>The privacy act is stated for individuals requesting access to the National Finance Center (NFC). The authority in collecting this information is 5 U.S.C. 301. The use of the requesting person's Social Security Number (SSN) is for identification purposes only. Existing NFC users requesting modification or termination of access to the NFC are not required to provide their SSN.</small>				
23. User Acknowledgement (Users requesting system access must read, sign and date prior to submitting this form) <ul style="list-style-type: none"> • I have read and understand the Privacy Act Statement above and the FNCS Rules of Behavior (see page 2 for complete verbiage) • Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. • I understand that systems require security to protect user and system files from unauthorized access. • I have completed this form to the best of my abilities. 				
User Signature		Print Name	Date	
Approvals				
24. a. Supervisor / COR				
Print Name		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	
Phone Number	Date	Signature		
b. System - Authorizing Official (FNCS)				
Print Name		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	
Phone Number	Date	Signature		
c. Information Security Office (FNCS)				
Print Name		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	
Phone Number	Date	Signature		
d. State Computer Security Officer (if applicable)				
Print Name		<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	
Phone Number	Date	Signature		
To be Completed by IT Customer Support (FNCS)				
25. Has the Security and Privacy Training been completed?	26. Date Received	27. Person Receiving Request	28. Date Completed	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
FORM FNS-674 (08-14) Previous Editions Obsolete		SBU	Electronic Form Version Designed in Adobe 10.0 Version	
				Page 1

Rules of Behavior (ROB) - FNCS General User

User ID and password

The User ID and password being issued to you must not be shared with or given to anyone else. FNCS Users who share their User ID or password will be in violation of the Computer Fraud and Abuse Act of 1986. If you forget your password or believe your password has been compromised, contact the ISO immediately. To have your account reset, contact IT Customer Support (1-888-OIT-4FNS) or open a ticket through the Help Desk ticketing system.

Monitoring and Auditing of FNCS Information Resources

At anytime, FNCS/USDA may monitor and/or audit user activity and/or network traffic. In addition, USDA may access your system and disclose information obtained through audits to third parties, including law enforcement authorities. Acceptance of the warning banner prior to logging onto the FNCS network is your acknowledgment of the FNCS/USDA monitoring/auditing.

Violations

Violations of information system security guidelines and procedures may lead to disciplinary action up to and including termination of employment.

Manager/Supervisor Responsibilities

All persons in a management role at FNCS must be aware of and knowledgeable in information system security practices. Managers are responsible for enforcing these practices within their areas and will be held accountable for ensuring that users are aware of and acknowledge their responsibilities. FNCS Management is also responsible for ensuring that all FNCS Users, i.e. Employees, Contract Personnel and Official Visitors attend mandatory computer security training.

FNCS User Responsibilities

FNCS User's access to information system resources indicates a level of trust between the User, FNCS Management and ISO. Therefore, FNCS Users are held accountable for the following:

- Ensure the ethical use of FNCS information resources in accordance with FNCS guidelines and procedures.
- Utilize all security measures that are in place to protect the confidentiality, integrity and availability of information and systems.
- Refrain from using FNCS information resources for inappropriate activities.
- Adhere to all licenses, copyright laws, contracts, and other restricted or proprietary information.
- Always safeguard User IDs, passwords, and smartcards.
- Protect FNCS information resources when working remotely by ensuring the latest patches and antivirus software are loaded on your Government Furnished equipment (GFE).
- Limited personal use of the Internet is allowed as long it does not interfere with official business or reflect adversely on FNCS Information Systems.
- Access only those information systems, networks, data, control information, and software that you are authorized to use.
- Know who your Information System Security Officers (ISSOs) are and how to contact them.
- Determine the sensitivity of the information and programs on your computing resources (e.g. *non-sensitive, sensitive but unclassified*).
- Avoid the introduction of harmful files/data that may contain spy-ware, viruses, etc. into any computing resource.
- Please refer to the Guidance on Acceptable Use of FNCS Information System in the 702 handbook for additional acceptable uses of the system.
- If you have any questions on FNCS Information Systems Security, please contact IT customer support (1-888-OIT-4FNS) or send an email to the Security Mailbox at SecurityOfficers.Mailbox@fns.usda.gov.

Form Instructions

1. **LAST, FIRST, MIDDLE NAME** - Enter the last name, first name and middle name (*if applicable*) of the person requesting FNCS computer system access. If middle name does not exist, enter n/a.
2. **TITLE** - Enter current Title.
3. **DATE OF REQUEST** - Select from the calendar, the date you are requesting access to an FNCS system.
4. **EMAIL** - Enter the FNCS email address, if known.
5. **USDA E-AUTH ID** - Enter your official e-Authentication ID, (existing users).
To obtain an e-Auth ID go to <http://www.eauth.egov.usda.gov/index.html> and click on "Create an Account"
6. **TYPE OF USER** - Select your user type from the drop-down menu; Federal, State, Contractor, JP Morgan or Other. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
7. **TELEPHONE**- Enter telephone.
8. **CONTRACT EXPIRATION DATE** - If you are a Contractor, enter your Contractor Expiration Date. Please contact your COTR for this date.
9. **TEMPORARY EMPLOYEE EXPIRATION DATE** - If you are a Temporary Employee (*Intern*), enter your Expiration Date. Please contact your supervisor for this date.
10. **COMPANY** - Enter your company/agency affiliation.
11. **DIVISION** - Enter your division affiliation.
12. **DEPARTMENT** - Enter your department affiliation.
13. **OFFICE** - Select your office affiliation from the drop-down menu. Enter the street number, street name, suite number, city, state and zip code of the facility where the requesting user will be working. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
14. **SYSTEM NAME** - Enter the system that you are requesting to access. "If "Other" was selected in this field, please provide an explanation in Field 22 of what "Other" means as well as the justification for the selection."
15. **TYPE OF ACCESS / ROLE** - For the system, enter the type of access or role requested. Access and role types are system specific. Please check with the System Owner to determine the appropriate access or role type.
16. **FORM** - This field is needed for FPRS access only. Enter the form that the user has requested to access.
17. **ACTION REQUESTED** - Enter the type of access requested for this system, if you are not sure, please contact the system owner for the appropriate action.
18. **STATE/LOCALITY CODES** - Enter the state/locality codes that are needed for system access. State/Locality codes are FNCS organization codes that specific systems may require. If required, these codes will determine the information that you can access within the FNCS system. If you do not know your state/locality code, please contact the System Owner for the code.
19. **LOGIN ID** - If an existing account, enter in your current login ID.
20. **PASS PHRASE** - Enter a pass phrase if you are requesting new NFC access only! An FNCS Information Security Officer will contact you to obtain your social security number for NFC and will provide your pass phrase to you.
21. **HOME ZIP CODE** - Enter your home zip code if you are requesting access to JPMorgan only!
22. **COMMENTS, SPECIAL INSTRUCTIONS** - Enter any comments or special instructions that are needed for the completion of this request for system access.
23. **USER ACKNOWLEDGEMENT** - Read the Privacy Act Statement and the FNCS Rules of Behavior (*ROB*), sign and date the user acknowledgement statement. This must be completed prior to submitting this form to your supervisor.
24. **APPROVALS** - Prior to the user submitting the User Access Request form, it must be approved by the following: the user's Supervisor, the Authorizing Official for the system, the Information Security Office and the State Computer Security Officer, if applicable.
25. **SECURITY and PRIVACY TRAINING COMPLETE** - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
26. **DATE RECEIVED** - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
27. **PERSON RECEIVING REQUEST** - This section is for FNCS IT Customer Support and Information Security Office Staff use only.
28. **DATE COMPLETED** - This section is for FNCS IT Customer Support and Information Security Office Staff use only.