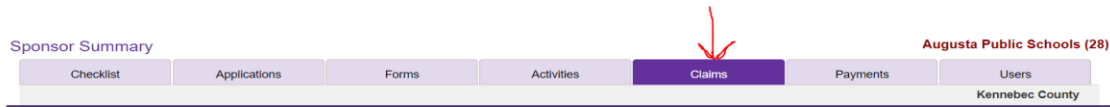


## Local Foods Procedures for Claiming

### Sponsor Directions:

- Log into CNPWeb
- Select Program Year
- From the Sponsor Summary Pg. go to the Claims Tab



- From the “Sponsor Claim” line. Click the pen.

Reimbursement Claims						
September 2021	Sponsor Claim	0	Pending Approval	\$165,164.62	\$	

- At the bottom of the “Sponsor Claim” page, question 21. Is where the Sponsor enters their Local Foods amount. The amount is 1/3 of the receipts. Receipts must be uploaded for State approval.

**Local Foods Fund**

21. I hereby submit receipts on the Checklist tab for produce, value-added dairy, protein or minimally processed foods purchased directly from a farmer or farmers' cooperative, local food hub, local food processor or food service distributor in the State of Maine and used in the School Food Service Program. The produce was not offered in the Federal Fresh Fruit Vegetable Program.

Enter 3% of Receipt total:

- It this time receipts are to be uploaded at the “Checklist Tab” – “Off-Line Forms”. The claim month will be listed. Use the “Action” Upload icon on the left to load receipts. There is also a Summary Page under “Downloads” in Excel or PDF to be printed, filled out and uploaded with your receipts.

Sponsor Summary		Holy Cross School-S Portland (C1313)				
Item	Off-Line Forms - As Needed	Downloads	Date Sent	Date Received	Date Complete	Action
15.	Local Foods Fund - October					

- After you have completed uploading the documents, a date will appear when sent to the Sate for review.

Item	Off-Line Forms - As Needed	Downloads	Date Sent	Date Received	Date Complete	Action
14.	Local Foods Upload - October Claim		10/19/2021	10/19/2021		