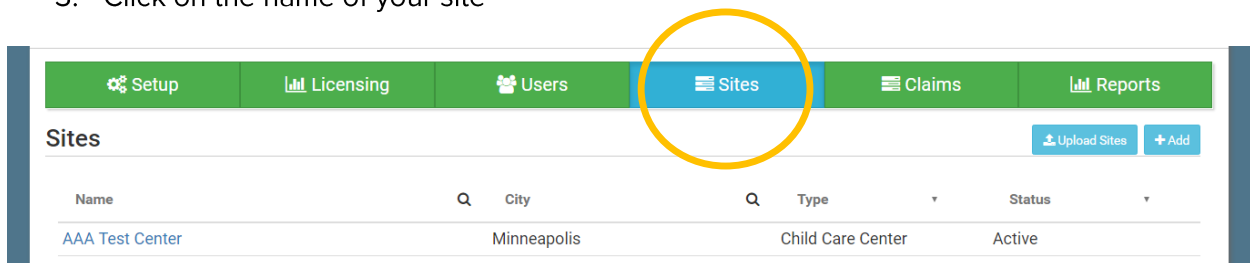




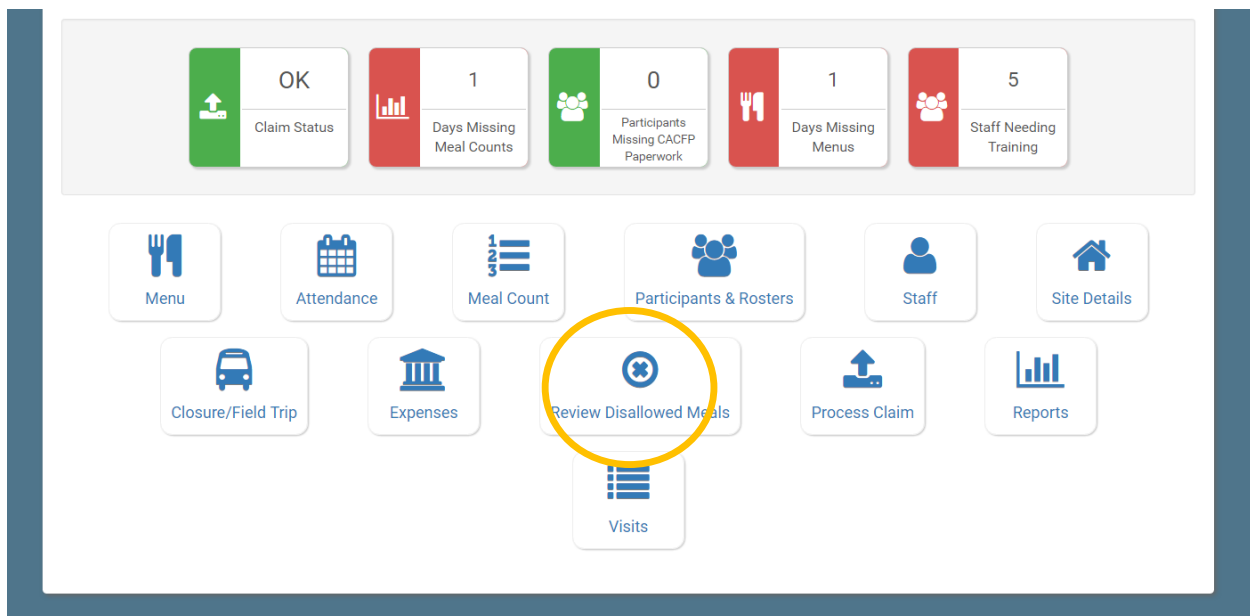
Claims Processing

The claims process with My Food Program is simple! You can use the first part of this process at any time during a calendar month to check for errors. Final claims processing should take place after the completion of the calendar month that is being claimed.

1. Log in using your SPONSOR ADMIN credentials. This is different than your site log in.
2. Click on “Sites” from the top menu
3. Click on the name of your site



4. From your site dashboard, go to “Review Disallowed Meals”



5. Select the month that you want to process from the drop-down menu on the upper right
6. You will see a list of dates, meals, meal counts and information on whether a menu or food production record has been entered. Click “Check for Errors”.



Submit Meal Attendance Jan 2016 ▾

Meal Date	Meal	Menu Entered	Meal Count	Food Production
01/01/2016	Breakfast	false	5	false
01/04/2016	AM Snack	false	10	false

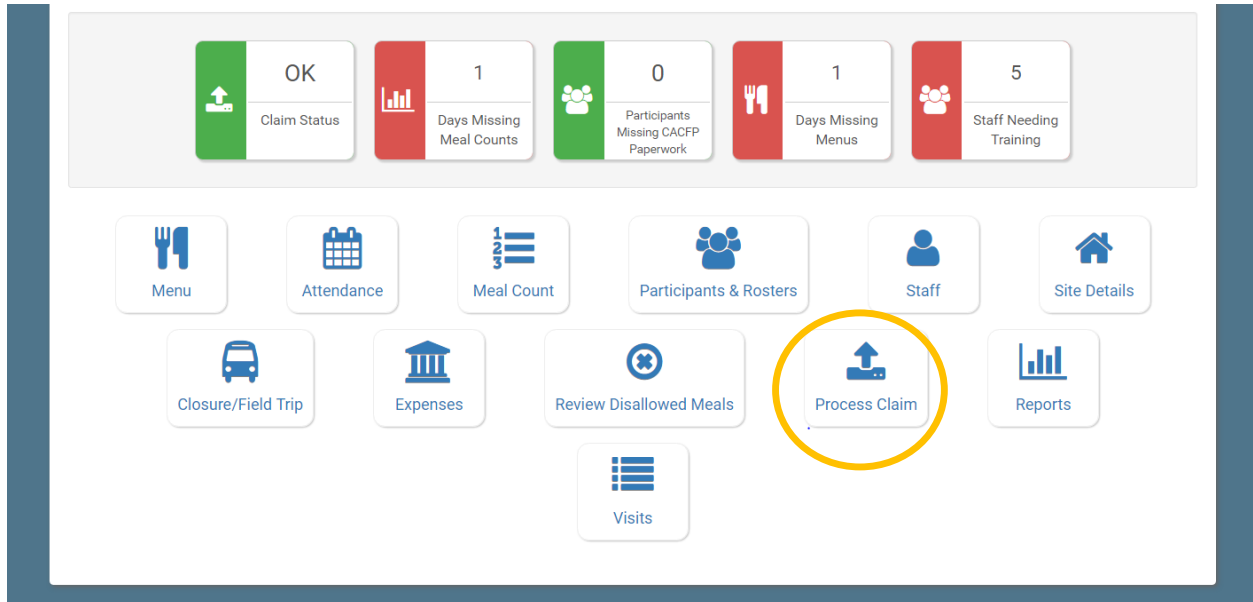
7. After the system checks are done (which may take several minutes), you will get a list of claim errors. This is your opportunity to make any corrections before finalizing the claim. If there are no errors in the month, then the list is empty. Below is a list of the possible errors and how they can be corrected.

Error	How to Correct	Helpful Reports
Meal count exceeds attendance	Using your written attendance or other alternate attendance system, double-check that all participants were checked into attendance correctly.	Total Meal Count Total Attendance
Meal claimed for a child not enrolled in the program	Ensure that you have entered all enrollment form information for all participants	Missing Forms Report
Meal claimed for a child with an expired enrollment	Ensure that you have updated all enrollment forms (according to USDA regulations, enrollment forms must be updated annually)	Missing Forms Report
Meals claims in excess of licensed capacity	Double-check that your licensed capacity is correct under "Site Details"	Total Meal Count Report
Meals claims for which there is no menu	Go to the dashboard and click on "Menu" and enter any missing child or infant menus	Food Production Record Report
Meals claimed for a child who is 13 (child care center only)	Make sure that the birthdates of all children are accurate. Child care centers cannot claim children over 12 years old unless they are also enrolled in the Afterschool Meals Program	

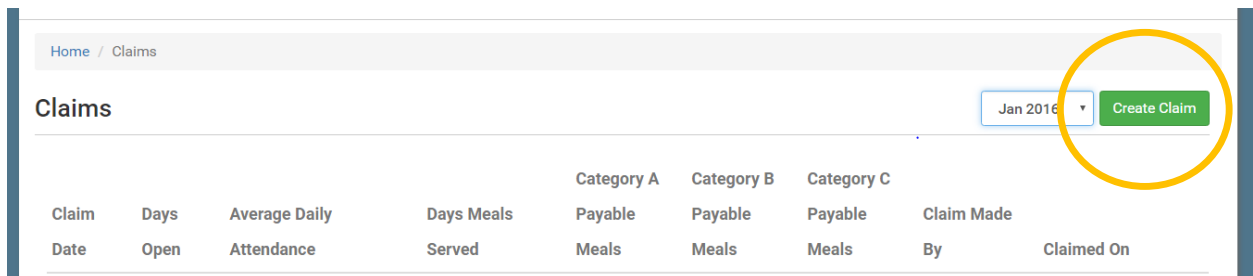
Please note that no changes to the data should be made without appropriate documentation



8. After correcting any errors, click “Check for Errors” again.
9. Once you are certain that any errors still present are correct, click “Send to Sponsor”
10. Click on “Home” on the upper left to return to the dashboard and click on “Process Claim”



11. Select the correct month from the drop-down menu on the upper right and click the green “Create Claim” button



12. After the claim is created, click “Finalize Claim”
13. You are done! Depending on the reporting requirements for your state agency, you may need to run some additional reports:
 - a. Participant Report will generate your claiming percentage based on the household income category of the participants in attendance during the month
 - b. Meal Recap Report will generate your meal counts by roster, by day, by household income category
 - c. Disallow Report will have any meals that were disallowed for errors or if a participant was checked into too many meals/snacks they are allowed