

Site claims can be run individually or for all sites under a sponsorship at once. To run a claim individually, refer to the guides on claims processing. Claims that have been “Submitted to Sponsor” (i.e. through step 3 in the claims process) will be included when processing claims in bulk.

To run claims in bulk:

- Click on “Claims” on the main sponsor dashboard.
- Select the month/year for claims processing.
- Click the green “Create Claims” button. The claims creation process may take several minutes depending on the size of the sites and their configuration.
- Completed claims will appear on the screen. Clicking on the name of the site will take you to the Claim Summary page at the site level.

Claims									
							08/01/2018	Create Claims	
Site Name	Claim Type	Days Open	Total Attendance	Total Meals	Submitted Meals	Rejected Meals	Average Daily Attendance	Payable Meals	Non Payable Meals
Afterschool Program	ARAM	23	172	20	20	0	7.5	20	0