

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.

Site Name	Site Type	Att & Meal		Claim			SFSP
		Counts	Site Submitted to Sponsor	Errors	CACFP Claim	ARAM Claim	Claim
Adult Day Center	Adult Day Care	🟢	🔴	🟢			
Child Care Center	Child Care Center	🟢	🟢 02/17/2020 10:37 AM	🟢	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	🟡	🟡	🟡	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	🟢	🟢 03/04/2020 05:39 PM	🔴		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	🔴		🟢			

Each active site is listed on the screen along with the status of their claim:

- Attendance & Meal Counts
 - **Red** if no attendance or meal counts have been entered for the month
 - **Green** if attendance and meal counts have been entered for the month
 - **M symbol** if it is a manual claim site
- Site Submitted to Sponsor
 - **Red** if the site still needs to submit their attendance and meal counts to sponsor
 - **Green** if the site has submitted their attendance and meal counts (along with date/time stamp)
 - **M symbol** if it is a manual claim
- Claim Errors
 - **Red** if there are claim errors
 - **Green** if no claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created