

## Process Claim: Claims Step 4: Review of Errors by Sponsor



**NOTE:** the dashboard icon “Review Claim Errors and Disallow Meals” is called “Check for Errors or Submit to Sponsor” if logged in as a provider. In addition, providers do not have a “Process Claim” dashboard button.

The claims process has five steps:

1. Meal validation (“check for errors”) by the provider.
2. Review and correction of any errors by the provider.
3. Submission to sponsor by the provider.
4. Correction of any errors and meal disallowances by the sponsor.
5. Claims creation by the sponsor.

Once a site has indicated that they have completed the review of their meal counts and attendance for the month, the next step is for the sponsor to complete a second review and also disallow any meals.

Any errors that have been identified by My Food Program are listed on the “Review Claim Errors and Disallow Meals” screen. Below is a list of all potential errors and the method used to resolve the errors if it is possible. You may be asking the site for additional documentation in order to clear errors. **Sponsors must not resolve errors unless they are genuine, have documentation and a logical explanation. If errors are true violations of CACFP rules and not incorrect input, the corresponding meals will be disallowed in the claims creation process.**

There is a green button labeled “Check for New Enrollment Forms” that allows you to specifically look for enrollment forms that have been added to the software in the time between when the provider or center clicked “Submit to Sponsor” but before the claim is created. This button will disappear once a claim is created and is hidden from the provider or center.

There is another button called “Resubmit with Sponsor Changes”. This will allow sponsors to correct any recordkeeping mistakes related to attendance, meal counts, menus or add additional enrollment or income forms and re-submit the claim WITHOUT changing the date/time that the site originally submitted their information to the sponsor. IF a new date/time stamp on submission is needed, the “Withdraw Meal Submission” button can be used for that purpose. This button will appear after a provider or center has submitted their claim to the sponsor but a claim has not been created yet.

#	ERROR	HOW IT GETS TRIGGERED	HOW TO GET DETAILS	WHAT TO DO NEXT
1	Meals claimed for children who are not enrolled in the program.	Site Details are configured to “Error” for Enrollment Form Errors AND child does not have an enrollment form entered into My Food Program.	Disallowed Meals Report will list the names of the children with missing enrollment forms. Also: the Missing Forms Report will show any missing or expired forms and can be run at any time.	Add an enrollment form for each child that is missing one. If no enrollment form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to “Ignore”.

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2	Meals claimed for children who have expired enrollments in the program.	Site Details are configured to “Error” for Enrollment Form Errors AND child has an expired enrollment form.	Disallowed Meals Report will list the names of the children with expired enrollment forms.	Update enrollment form dates for each child with an expired form. If no form exists, meals must remain disallowed. If enrollment forms are not required in your state: Change Site Details configuration to “Ignore”.
3	Meals/snacks claimed outside of the operating days.	A meal count is entered for a meal or snack that is not on a day that the facility is open. <b>NOTE:</b> this can only occur if site days of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating days.	Verify the days and meals that the facility is open under “Site Details”. Remove or disallow the meal/snack counts for the days that are outside of operating days.
4	Meals/snacks claimed outside of the operating hours.	A meal count is entered for a meal or snack that is during a time that the facility is not open. <b>NOTE:</b> this can only occur if site times of operation are changed in Site Details after a meal count is entered.	Disallowed Meals Report will list the meal(s) and/or snack(s) that were recorded and are now outside the operating times.	Verify the times and meals that the facility is open. If accurate, meals must remain disallowed. Remove or disallow the meal/snack counts that are outside of operating hours.
5	Meals served to children over age 13* *This error only applies to child care facilities.	A child is checked in for a meal and their birthdate makes them 13 years or older.	Disallowed Meals Report will list the children that are 13 years or older.	Verify the birthdate of the child is correct. If they are over 13, meals must remain disallowed.
6	Meals/snacks claimed in excess of the approved age range license capacity.	Site Details are configured to “Error” for Licensing Age Range Errors AND a meal or snack has more children checked in in a specific age range than is allowed by licensing.	Disallowed Meals Report will list the meal(s) or snack(s) that exceed the age range licensed capacity.	Verify that the license capacities on the site setup page are accurate. If so, meals must remain disallowed. If you have another system to track that licensing is met: Change Site Details configuration to “Ignore” Licensing Age Range Errors.
7	Meals for the provider’s children or other residential children who are not income eligible.	There was a participant checked in for a meal that is marked as provider’s own/ residential and there is a Tier I income form on-file for their household. However, there were no children marked in for the meal who are not provider’s own/residential.	Disallowed Meal Report will list the child whose meals are being disallowed.	If a child was accidentally marked as provider’s own or residential, then uncheck that box on their participant page. Check in a child who is not provider’s own or residential for that meal or snack.

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8	Meals claimed for the provider's income eligible children when there are no outside children present.	There was a participant checked in for a meal that is marked as provider's own/residential and there is not an income form with Tier I eligibility associated with that participant's household.	Disallowed Meal Report will list the child whose meals are being disallowed.	If a child was accidentally marked as provider's own or residential, then uncheck that box on their participant page. Add an income form to the household of that participant that is Tier I and valid for the claim month.
9	Meals for which there are no menus.	Site Details are configured to enforce meal validation AND a meal count has been entered for a meal or snack and no menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) without menus.	Delete or disallow the meal counts. Add a creditable menu that matches what was actually served. If you are using another system to track menus: Change Site Details configuration to "Ignore meal validation".
10	No age range configured for participant on meal.	A child with a birthdate of an infant was checked in for a meal and then the birthdate was changed to be a non-infant.	Disallowed Meals Report will list the children with the birthdate that was changed.	Ensure the child's birthdate is correct, then remove their meal attendances and re-enter them with the correct birthdate.
11	Meals for which there is no infant menu.	Site Details are configured to Error for "Missing Infant Menu Errors" and an infant was checked in for a meal and no infant menu was entered.	Disallowed Meals Report will list the meal(s) and snack(s) that are missing an infant menu.	Enter an infant menu that matches what was actually served. Remove or disallow the infant meal counts. If you use another system to track infant menus: Change Site Details configuration to Ignore "Missing Infant Menu Errors".
12	No licensing age range for participant.	A child was checked in for a meal and their birthdate is outside the age ranges set in Site Details under Licensing.	Disallowed Meals Report will list the child that is outside the age range of the facility license.	Verify that the correct the birthdate of the child was input. Verify that the school attendance flag is correct. The "attends or is enrolled in school" check box determines which age range they are counted against. If you have another system to track licensing: Change Site Details configuration to Ignore "Licensing Age Range Errors".

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13	No whole grain-rich food served on this date.	Site Details are configured to validate menus and no whole grain-rich foods were included on the menu.	Disallowed Meals Report will list the dates on which a whole grain-rich food was missing.	Verify that there wasn't an input error where an enriched food was input instead of a whole grain-rich. If not, meals must remain disallowed.
14	Meal claimed for participant who is a non-CACFP participant	A participant has been marked in for a meal and also flagged as a participant that should not be included in the claims.	Ineligible Participant Report will have a list of participants with the "Include in claims" flag unchecked.	Check the box for "include in claims" for any participants that should be included in the claim.
15	Meal served to participant outside of participant normal schedule	The sponsor has set the policy that meals that are not listed on the enrollment form should be disallowed and a participant has been checked in for a meal outside of their normal schedule without the box "Meal Outside of Schedule" being checked and a reason provided.	The meal count screen will have details about which meals the participant attended. The participant page will have their schedule of typical days and meals.	There are three options to clear this error: 1. change the sponsor policy about disallowing meals outside of the participant schedule 2. adjust the meal counts so that the participant is only checked in for meals that correspond with their enrollment form or 3. provide a reason that the participant is eating meal outside of their schedule on the meal count page.
16	Missing infant meal notification	The sponsor has set the policy to disallow meals for participants under 12 months old who do not have an infant meal notification letter entered.	The participant page will have the infant meal notification dates.	Add an infant meal notification letter.
17	Parent/Guardian supplying more than one component for an infant	An infant who is 6-11 months old for whom the parents are providing both food and breastmilk/formula is checked in for a meal.	The participant page will have information about who is supplying breastmilk/formula and solid foods under the Infant Meal Notification section.	Correct any errors in reporting whether it is the parent or the provider/center supplying formula or solid foods.
18	No milk on menu for participant age range	The site does not have milk on the menu to cover all of the age ranges. For example, if a child is 1 yr old, then there needs to be whole milk on the menu. If a child is 2yr+ then there needs to be skim or 1% milk on the menu.	Disallowed Meals Report will list the dates and meals on which a milk is missing for the age range of a child.	Add the missing milk item to the menu. If a participant's birthday is incorrect, then withdraw the meal submission, correct the birthdate, and run another check for errors.