

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. A progress bar will appear to track which claim is currently processing and how many claims are left. Any user that visits the page, will get the same update!



- 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.

TEST SPONSOR		Welcome TestSponsorAdmin Logout					
Setup	Licensing	Users	Sites	Claims	Reports		
Claims			01/01/2020		Create Claims		
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	<span style="color: green;">✔</span>	<span style="color: red;">✘</span>	<span style="color: green;">✔</span>			
Child Care Center	Child Care Center	<span style="color: green;">✔</span>	<span style="color: green;">✔</span> 02/17/2020 10:37 AM	<span style="color: green;">✔</span>	02/17/2020 10:37 AM		
Child Care Home	Family Child Care Home	<span style="color: brown;">M</span>	<span style="color: brown;">M</span> <span style="color: brown;">M</span>	<span style="color: green;">✔</span>	02/10/2020 10:53 AM		
Rising Stars After School	After School Program	<span style="color: green;">✔</span>	<span style="color: green;">✔</span> 03/04/2020 05:39 PM	<span style="color: red;">✘</span>		03/04/2020 05:39 PM	
Safe Harbor Shelter	Emergency Shelter	<span style="color: red;">✘</span>		<span style="color: green;">✔</span>			

**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 claim error
- Claims (CACFP, ARAM and SFSP) have a date/time stamp if a claim has been created