

# Check for Errors or Submit to Sponsor: Claims Step 1: Meal Validation by Site



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.

## To complete the first step in the claims creation process, meal validation (“check for errors”):

- Click on “Check for Errors or Submit to Sponsor” on the main dashboard.
- Select the Month/Year from the pop-up window and click “Load”.
- A list of meals that have not been validated appears on the screen with the following columns:
  - Date
  - Meal
  - Menu Entered: this will display “true” if a menu has been entered and “false” if a menu is missing. Depending on your provider configuration, this might stop your claim from proceeding. Check provider configuration for details.
  - Meal Count: the total number of participants checked in for the meal across all rosters.
  - Food Production: this will display “true” if a food production record has been entered and “false” if there is no food production record. This is for information only, your claim will proceed without a food production record entered.
- Scroll to the bottom of the page and click “Check for Errors”.

The screenshot displays the My Food Program dashboard. At the top, there are four progress indicators: Submitted to Sponsor, Claim Created, Claim Sent to State, and Payment Expected. Below this, a section titled 'New Meal Attendance Entered Since Last Check for Errors' shows the date 05/04/2021 at 09:48 AM and a dropdown menu for May 2021. A table with columns Date, Meal, Menu Entered, Meal Count, and Food Production is present. Below the table is a 'Meal Errors' section with the text: 'These meals were last checked for errors on 05/04/2021 at 09:48 AM, any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.' It shows 'Error Description' and 'Error Count' with the message 'No claim errors'. A link for 'Disallowed Meals Report' is provided. At the bottom, a 'Checked Meal Attendance' table is visible. At the very bottom of the page, three buttons are shown: 'Check for Errors' (circled in orange), 'Submit to Sponsor', and 'Withdraw Meal Submission'.

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- The system will now run the meals through validation and display a progress bar. This may take several minutes. You do not need to remain on this page for the meal validation process to continue. Depending on how you have the site configured, My Food Program will be checking that:
  - Meals were entered only for dates and times that the facility was open.
  - Licensed capacity was not exceeded.
  - Meal counts did not exceed attendance.
  - Menus meet meal pattern requirements.
  - All participants were within the licensing age ranges of the facility.
  - Enrollment forms are current for all participants checked in for meals.
  - Infant menus were entered.
- Once the meal validation is complete, the list of meals will disappear and any errors generated will be displayed below. If no claim errors are found, the Review Claim Errors and Disallow Meals screen displays a message that confirms no claim errors were found. See separate instruction for details on how the site should review these errors prior to submitting their meal counts to their sponsor.

Completed!

Submitted to Sponsor

Claim Created

Claim Sent to State

Payment Expected

**New Meal Attendance Entered Since Last Check for Errors** 05/04/2021 at 09:47 AM May 2021

Date	Meal	Menu Entered	Meal Count	Food Production
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**Meal Errors**

These meals were last checked for errors on 05/04/2021 at 09:47 AM , any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
<b>No claim errors</b>	

Details on meal errors can be found on the [Disallowed Meals Report](#)

**Checked Meal Attendance**

Date	Meal	Menu Entered	Meal Count	Food Production
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