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 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.