

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



- 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 children 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 Disallowed 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
No claim errors	

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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Check for Errors or Submit to Sponsor: Claims Step 2: Review of Errors 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.

Once step 1 is completed, a list of errors will appear on the screen. **For details on any claim errors, you can run the *Disallowed Meals Report* to help you resolve the errors. If you still have questions, please contact your sponsor.**