

Check for Errors or Submit to Sponsor: Claims Step 3: Submit to Sponsor by Site

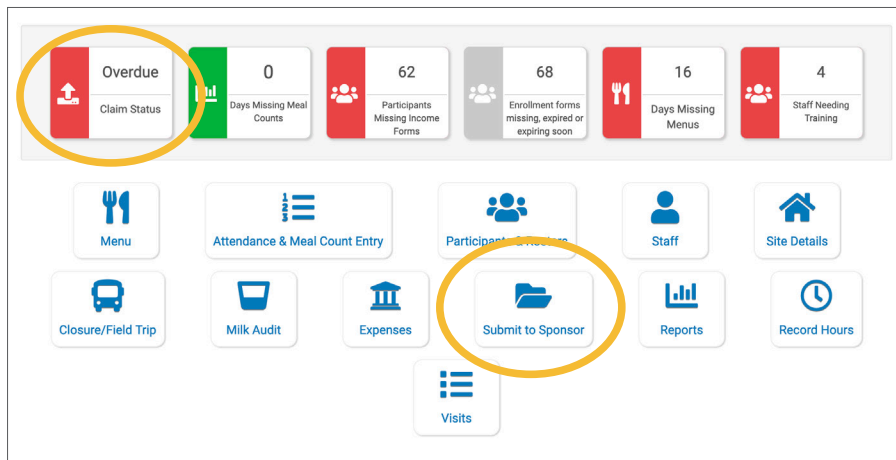
The claims process has five steps:

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 meals have been validated by the site and any errors have been resolved (Step 2), the site needs to complete step 3 to alert the sponsor that they are finished with their claim for reimbursement.

To submit a claim to a sponsor:

- You will know that your Claim has not been submitted If your Claim Status is RED.
- Click on “Review Disallowed Meals” (logged in as sponsor) or “Check for Errors or Submit to Sponsor” (logged in as site).
- Click on the green “Submit to Sponsor” button.
- A warning message will appear. Click “OK” to proceed.



prod.myfoodprogram.com says

This will finalize the meals for this month and you won't be able to change it anymore, are you sure?

OK Cancel

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- The system will not run through the validation process. Depending on the size of the site and the way the Site Details are configured, this may take several minutes. A progress bar is displayed on the screen and once the check of meals and attendance is complete, the page will automatically refresh and the results will display on the screen.
- When claim submission is complete, the “Check for Errors or Submit to Sponsor” button disappears and the first date icon will now be GREEN and show the date. In addition, the site can no longer change menus or alter meal count or attendance records.
- You can also see your claim has been submitted from your dashboard as the Claim Status will now be GREEN.

The screenshot shows a dashboard with a top navigation bar containing four status cards: 'Submitted to Sponsor' (highlighted with a yellow circle, showing a green calendar icon and the date 04/28/2020), 'Claim Created', 'Claim Sent to State', and 'Payment Expected'. Below this is a section for 'New Meal Attendance' for March 2020, with a table showing Date, Meal, Menu Entered, and Meal Count. A 'Meal Errors' table follows, listing error descriptions and counts. The 'Checked Meal Attendance' table shows data for 03/03/2020, 03/05/2020, and 03/23/2020. A 'Withdraw Meal Submission' button is located at the bottom right.

Date	Meal	Menu Entered	Meal Count
03/03/2020	Breakfast	true	5
03/05/2020	Breakfast	false	5
03/23/2020	Breakfast	false	1

Error Description	Error Count
Meals claimed for children who are not enrolled in the program	2
Meals claimed for children who have expired enrollments in the program	6
Meals for which there are no menus	2
Meals for which there is no infant menu	1
Meals/snacks claimed in excess of the approved age range license capacity	2

The screenshot shows a dashboard with a top row of seven metrics cards: 'Claim Status' (OK, green icon, highlighted with a yellow circle), 'Days Missing Meal Counts' (0), 'Participants Missing Income Forms' (62), 'Enrollment forms missing, expired or expiring soon' (68), 'Days Missing Menus' (16), and 'Staff Needing Training' (4). Below these are two rows of navigation buttons: Menu, Attendance & Meal Count Entry, Participants & Rosters, Staff, Site Details, Closure/Field Trip, Milk Audit, Expenses, Submit to Sponsor, Reports, Record Hours, and Visits.