

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



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 upper-right drop-down menu.
- 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 children checked in for the meal across all rosters.
- Scroll to the bottom of the page and click “Check for Errors”.

The screenshot displays the MY FOOD PROGRAM interface for meal validation. At the top, there are four progress indicators: Submitted to Sponsor, Claim Created, Claim Sent to State, and Payment Expected. Below this is a section for "New Meal Attendance" with a dropdown menu set to "June 2020". A table with columns for Date, Meal, Menu Entered, Meal Count, and Food Production is shown. Below the table is a "Meal Errors" section with columns for Error Description and Error Count, displaying "No claim errors". At the bottom, there is a "Checked Meal Attendance" section with the same table structure. At the very bottom, three buttons are visible: "Check for Errors" (circled in yellow), "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 provider 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.

Meal Check Complete
Home / Submit Meal Attendance

Submitted to Sponsor

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance May 2020

Date	Meal	Menu Entered	Meal Count
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Meal Errors

Error Description	Error Count
Meals for which there are no menus	1
Meals/snacks claimed outside of the operating days	1

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count
05/05/2020	Breakfast	false	5

[Check for Errors](#) [Submit to Sponsor](#) [Withdraw Meal Submission](#)