

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

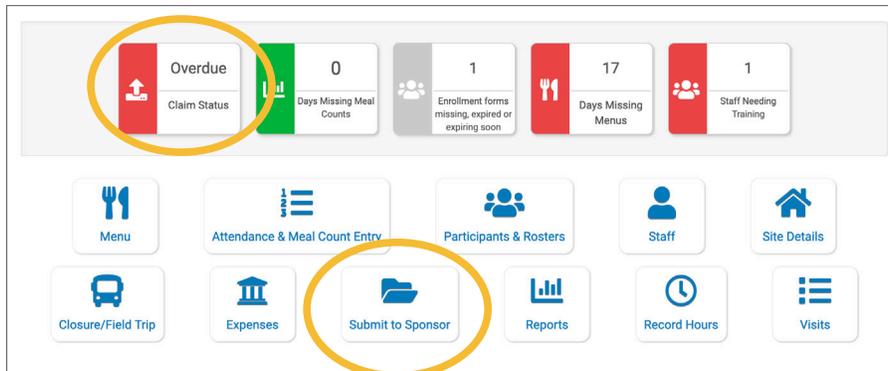
The claims process has five steps:

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.

Once meals have been validated by the provider and any errors have been resolved (Step 2), the provider 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 provider).
- 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 provider 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 a red confirmation message appears at the top of the screen. In addition, the provider can no longer change menus or alter meal count or attendance records.
- You will know that your claim has been submitted from your dashboard as the Claim Status will now be GREEN.

**Submitted to Sponsor** 04/28/2020

Claim Created

Claim Sent to State

Payment Expected

**New Meal Attendance** March 2020

Date	Meal	Menu Entered	Meal Count

**Meal Errors**

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

**Checked Meal Attendance**

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

[Withdraw Meal Submission](#)

**OK** Claim Status

0 Days Missing Meal Counts

4 Enrollment forms missing, expired or expiring soon

17 Days Missing Menus

1 Staff Needing Training

Menu

Attendance & Meal Count Entry

Participants & Rosters

Staff

Site Details

Closure/Field Trip

Expenses

Submit to Sponsor

Reports

Record Hours

Visits