

The Payments to Sites screen allows you to track whether you have sent payment to your sites for a claim month.

To record payments for sites:

- Click on “Claims” on the main sponsor dashboard and then select “Claim Payments”.
- In the upper-right hand corner select a month with claims already created.
- A list will populate with every site that a claim was created for the selected month. This list includes:
 - Site Name; Site ID; Site Type; Claim Type
 - Includes
 - Original Claim
 - Adj Only: a claim adjustment created after the original claim was paid.
 - Original Claim + Adj: a claim adjustment created before the original claim was paid.
 - Total Claim: this field is editable and initially displays our estimate. It is recommended that you change this value to the amount of reimbursement provided by your state agency as differences in rounding protocols sometimes means our estimates are off.
 - Operating Funds: similar to Total Claim field. Not applicable for Family Day Care Homes.
 - Payment to Site Amount
 - Paid: check individually or all at once using the top checkbox.
 - Date/Time
 - External Bill ID: this will be blank for now. New features coming soon!
- Click the green “Save” button in the upper-right hand corner.
 - NOTE: Once you click save the software will prevent any paid claims from ever being rolled back.
 - The Date/Time stamp will be added to the claims that have been marked as paid.
- You have the option to export this data as a spreadsheet by selecting Paid, Unpaid or All from the drop-down menu in the upper-left hand corner of the screen and clicking “Export as .csv”.
- NOTE: any changes made to claim amounts on this screen will be reflected in the Site-Level Claim Summary Report, Sponsor-Level Claim Summary Spreadsheet and the Nonprofit Food Service Account Status.

Payments to Sites											
										12/01/2020	
All										Export as .csv	Save
Site Name	Site ID	Site Type	Claim Type	Includes	Total Claim	Operating Funds*	Payment to Site Amount	Paid	Date/Time	External Bill ID	
After School Program	C067	After School Program	ARAM	Original Claim	123.01	105.33	\$105.33	<input type="checkbox"/>			
Child Care Center Example 1	81	Child Care Center	CACFP	Original Claim	2878.45	2480.38	\$2,480.38	<input type="checkbox"/>			
Child Care Center Example 2	36	Child Care Center	CACFP	Original Claim	992.00	851.43	\$851.43	<input type="checkbox"/>			
Family Child Care Home Example 1	313	Family Child Care Home	CACFP	Original Claim	\$330.19		\$330.19	<input checked="" type="checkbox"/>	01/29/2021 15:43:21 EST		
Family Child Care Home Example 2	217	Family Child Care Home	CACFP	Original Claim	1460.42		\$1,460.42	<input type="checkbox"/>			
Family Child Care Home Example 3	448	Family Child Care Home	CACFP	Original Claim	356.16		\$356.16	<input type="checkbox"/>			
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Original Claim	\$394.86		\$394.86	<input checked="" type="checkbox"/>	01/29/2021 15:31:55 EST		
Family Child Care Home Example 4	318	Family Child Care Home	CACFP	Adj Only	19.50		\$19.50	<input type="checkbox"/>			
Family Child Care Home Example 5	459	Family Child Care Home	CACFP	Original Claim + Adj	441.88		\$441.88	<input type="checkbox"/>			