

iCAN – SNP - Claim Processing Manual

SNP (NSLP, SBP, SMP)

(02/23/15)

In order to process a claim the sponsor must have an approved agreement.

Returning Users: Log On

User ID:
Password:

Log On

Links

- Department of Education
- Child and Adult Nutrition Services (CANS)

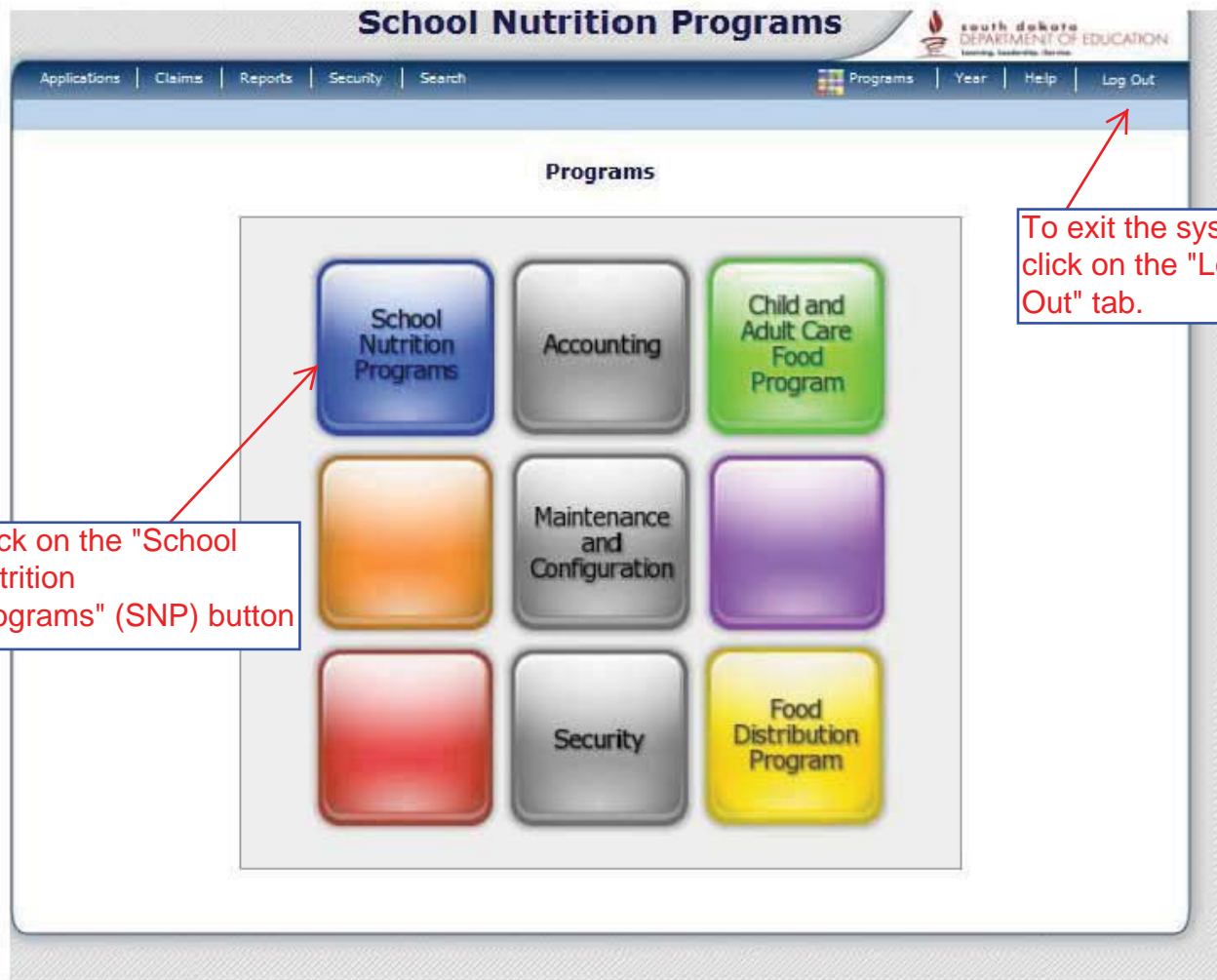
Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>

- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- *South Dakota is an equal opportunity provider and employer.*

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Enter your User ID and Password.

Click on the "Log On" button



School Nutrition Programs



Applications | **Claims** | Reports | Security | Search

Programs | Year | Help | Log Out

Click on the "Claims"



Welcome to the Application section for National School Lunch, Breakfast and and Special Milk Programs.

A recorded webinar regarding the application process is posted to the CANS NSLP website <http://www.doe.sd.gov/cans/nslp.aspx> under iCAN.

NOTE: The Application Packet will list a number of attachments to submit. For this year only, we are asking for just two:

Under FORMS: The Annual Attestation Statement (was "J" of the paper application)

Checklist Summary: Attach your Milk & Meal Count Procedures (was "K" of the paper app). Be sure to check all of the boxes in the checklist summary (even the one marked reserved).

You must have an approved SY 2014-15 application in iCAN to submit claims for reimbursement beyond your January claim.

The claims for reimbursement will be entered into iCAN starting with the February 2015 claim (that you file in March).

The agreement period is changing so once the iCAN SY 2014-15 application is approved, it will remain in effect until June 30, 2014.

If you have any questions, please contact the CANS office at 605-773-3413 or email doe.icanhelp@state.sd.us.

NOTE: This is a sample of the messages that may appear. It is recommended that you view this screen periodically because it is the message center.

School Nutrition Program (SNP) Renewal

- School Nutrition Program (SNP) application renewals for School Year (SY) 2011-2012 will become available April 18.

SNP Site-Level Claiming

- Automated uploading of site-level claim data is not available. For more information, please contact the Help Desk.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out


Claims >

School Year: 2014 - 2015

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Click on "Claim - SNP"

School Nutrition Programs



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Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > School Year: 2014 - 2015

SNP Sponsor Search

Search for Sponsors

Agreement Number: <input type="text"/>	Packet Status: <input type="text"/>
Sponsor Name: <input type="text"/>	Field Service Rep: <input type="text"/>
Vendor Number: <input type="text"/>	Packet Assigned To: <input type="text"/>
FEIN: <input type="text"/>	Program Status: <input type="text"/>
County: <input type="text"/>	
Sponsor Status: <input type="text" value="Active"/>	

Search all available Programs

Sponsors				Found:	
Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Packet Assigned To

To retrieve your file enter your Agreement Number or Sponsor Name

Your Sponsor Name will show up here. Click on it.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Year Summary



Your sponsor agreement number, name and address will appear here.

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014					\$0.00
Jan 2015					\$0.00
Feb 2015					\$0.00
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$0.00



Click on the claim month that you would like to enter.

< Back

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Month Details



Claim Month: December 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

< Back Add Original Claim

Click on "Add Original Claim" button

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

Internal Use Only

Verify this is the claim for the month you want to enter.

Actions	Site #	Site Name	Errors	Status
Add	0001	██████████		
Add	0002	██████████		
Add	0004	██████████		

< Back Continue

Upload Claim Data

Re-Process

DELETE

Find the Site that you would like to enter the claim and click on the "Add" tab.

School Nutrition Programs

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www.southcarolina.gov

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance > SNP > School Year: 2014 - 2015

0001 | MODIFY | DELETE | INTERNAL USE ONLY

2014 - 2015 SNP Site Claim Report

0001 Status: Active

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:

G2. Number of Children Approved for Reduced Price Meals:

National School Lunch Program

L1. Number of Enrolled Children:

L2. Number Operating Days:

L3. Reimbursable Lunches Served

a. Free Lunches Served:

b. Reduced Price Lunches Served:

c. Paid Lunches Served:

d. Total Lunches Served (a + b + c):

L4. Lunches Non-reimbursable:
(e.g. adults, senior citizens, child care, second lunches)

School Breakfast Program (Regular Reimbursement)

B1. Number of Enrolled Children:

B2. Number Operating Days:

B3. Reimbursable Breakfasts Served

a. Free Breakfasts Served:

b. Reduced Price Breakfasts Served:

c. Paid Breakfasts Served:

d. Total Breakfasts Served (a + b + c):

B4. Breakfasts Non-reimbursable:
(e.g. adults, senior citizens, child care, second breakfasts)

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to Sponsor for this Site:

Created By: phylobonkiewicz on: 1/23/2015 8:46:35 AM Modified By: phylobonkiewicz on: 1/23/2015 8:50:13 AM

MODIFY | DELETE | INTERNAL USE ONLY

The site number and name and address will appear here.

Enter each line of the site claim information the same as you would have on the paper claims. Note: All fields must be completed. The dollar reimbursement amount will not show on this screen. You will see that on the Summary which we will address later in this manual.
(This is the same process as the old paper claim with the exception that the information is being entered into iCANS. You do not need to FAX, email or mail your claim to DOE Finance.

Click on the "Save" button

If for some reason you do not want to save the information you entered click on the "Cancel" button.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

2014 - 2015 SNP Site Claim Report

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

The Site Claim has been saved with errors and warnings.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Site Claim can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Site Claim later.

A claim may be saved if it has errors will not be processed for payment. It is strongly recommended that you click on the "Correct Now" button and make the necessary corrections. If you choose "Correct Later" be sure you make the necessary corrections or the claim will not be paid.

2014 - 2015 SNP Site Claim Report

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Code	Error Description
23332	NSLP: Paid Lunches Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Number Operating Days).
23405	SBP: Free Breakfasts Served cannot exceed (Number of Children Approved for Free Meals x Number Operating Days).
23407	SBP: Reduced Price Breakfasts Served cannot exceed (Number of Children Approved for Reduced Price Meals x Number Operating Days).
23411	SBP: Total Meals Served cannot exceed the "Enrollment" multiplied by "Number Operating Days".
23414	Number of Enrolled Children must be greater than or equal to the sum of Children Approved for Free Meals and Children Approved for Reduced Price Meals.
23432	SBP: Paid Breakfasts Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Number Operating Days).

Code	Warning Description
23318	NSLP: Free Lunches Served is greater than (Number of Children Approved for Free Meals x Attendance Factor x Number Operating Days).
23328	NSLP: Reduced Price Lunches Served is greater than (Number of Children Approved for Reduced Price Meals x Attendance Factor x Number Operating Days).
23329	NSLP: Reduced Price Lunches Served equals (Number of Children Approved for Reduced Price Meals x Number Operating Days).
23338	NSLP: Paid Lunches Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Attendance Factor x Number Operating Days).
23418	SBP: Free Breakfasts Served is greater than (Number of Children Approved for Free Meals x Attendance Factor x Number Operating Days).
23428	SBP: Reduced Price Breakfasts Served is greater than (Number of Children Approved for Reduced Price Meals x Attendance Factor x Number Operating Days).
23438	SBP: Paid Breakfasts Served is greater than ((Number of Enrolled Children - Number of Children Approved for Free Meals - Number of Children Approved for Reduced Price Meals) x Attendance Factor x Number Operating Days).

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

Above are samples of errors messages or warnings that you may receive due to entry errors.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001	BISON HI SCH		Validated
Add	0002	BISON ELEM		
Add	0004	BISON JR HI		

DELETE

If you would like to look at the claim click on the "View" tab.

The status of the Dec 2014 claim for site 0001 is now in "validated" status.

When a claim is in "validated status" you may make changes to it by clicking the Modify tab. Make the changes and click save.

To enter the claim information for another site, click on the "Add" tab for each site you want to add. Continue this process until all the sites have been added.

After the information for each site has been added, click on the "Continue" button which will take you to the total claim summary for all sites that have been entered.

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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

School Nutrition Programs Claim Month Details for December 2014

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	1	2.9800	2.98
Reduced	1	2.9800	2.98
Paid	0	0.2800	0.00
Total	2		5.96
Performance-Based Reimbursement (Lunch)			
Claimed	2	0.0600	0.12
Adjusted	0	0.0600	0.00
Total	2		0.12

6.08

I am certifying that the information provided is true and correct, and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

This is the actual claim summary total for all of the sites entered. The summary indicates meal counts, rate of reimbursement and total dollar amount to be reimbursed. If you choose to retain a paper copy of the claim, you may want to print the claim summary at this time. To print it, click on your computer print icon.

To complete the claim, check the "Certification" box and click on the "Submit for Payment" button. At this point the claim has been submitted to DOE-CANS.

NOTE: If you would like a printed copy of the claim summary page, click on your print icon.

School Nutrition Programs



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Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >
School Year: 2014 - 2015

School Nutrition Programs

Claim Month Details for December 2014

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0	02/23/2015	02/23/2015		Original

Confirmation Number: **AW3IHY**

Thank you for your **December 2014** Claim Submission.

An email confirmation has been sent to: [REDACTED]

This screen will appear after you have clicked the "Submit for Payment" button in the previous step. An email confirmation will be sent to the individual who was designated in the application process. Note the date received, date accepted by DOE and a confirmation number is indicated. If you do not receive this screen or the confirmation, the claim was not submitted to DOE. Contact the DOE- 605-773-3456 or email Phyllis.Tomkiewicz@state.sd.us immediately.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Month Details




Claim Month: December 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	02/23/2015	02/23/2015		\$6.08	Accepted
Total Earned					\$6.08	

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Note the status has changed from "validated" to "accepted". You may modify a claim when it is in "accepted" status.

School Nutrition Programs



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Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >
School Year: 2014 - 2015


2014 - 2015 SNP Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	0	Accepted	02/23/2015		\$6.08
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Accepted	02/20/2015		\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$623.20

This is a sample of a claims screen summary which has two accepted claims and one pending claim. The pending claim was not completed. The sponsor needs to click on Jan 2015 to pull up the claim, click modify, enter the information and save the claim. It is recommended that each time you submit a claim, you check this Claim Summary screen to verify that the claim that you entered and saved is in "Accepted" status.

If you need to modify

School Nutrition Programs


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Applications | Claims | Reports | Security | SearchPrograms | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >School Year: 2014 - 2015

2014 - 2015 SNP Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	0	Accepted	02/23/2015		\$6.08
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Accepted	02/20/2015		\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$623.20

[< Back](#)

To modify the Feb 2015 claim which is in "Accepted" status, click on the claim.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

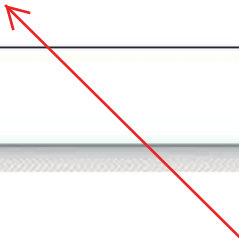
School Year: 2014 - 2015

2014 - 2015 SNP Claim Month Details

Claim Month: XXXXXXXXXX

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Modify Summary	0	02/23/2015	02/23/2015		\$6.08	Accepted
Total Earned					\$6.08	

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Click on the "Modify" tab.

School Nutrition Programs



Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

DELETE

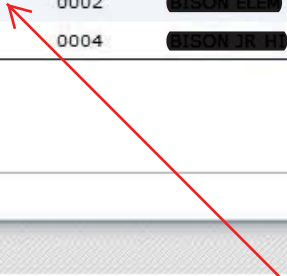
2014 - 2015 SNP Claim Site List



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
02/2015	0	02/23/2015	02/23/2015		Original

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001	BISON HSC		Approved
Add	0002	BISON BLD		
Add	0004	BISON JR H		



< Back Continue Upload Claim Data Re-Process

DELETE

Click on the "Modify" tab for the site you want to modify.

G1. Number of Children Approved for Free Meals:
G2. Number of Children Approved for Reduced Price Meals:

National School Lunch Program

L1. Number of Enrolled Children:
L2. Number Operating Days:
L3. Reimbursable Lunches Served
a. Free Lunches Served:
b. Reduced Price Lunches Served:
c. Paid Lunches Served:
d. Total Lunches Served (a + b + c):
L4. Lunches Non-reimbursable:
(e.g. adults, senior citizens, child care, second lunches)

School Breakfast Program (Regular Reimbursement)

B1. Number of Enrolled Children:
B2. Number Operating Days:
B3. Reimbursable Breakfasts Served
a. Free Breakfasts Served:
b. Reduced Price Breakfasts Served:
c. Paid Breakfasts Served:
d. Total Breakfasts Served (a + b + c):
B4. Breakfasts Non-reimbursable:
(e.g. adults, senior citizens, child care, second breakfasts)

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to Sponsor for this Site:

Created By: phyllistomkiewicz on: 2/23/2015 8:46:35 AM Modified By: phyllistomkiewicz on: 2/23/2015 9:20:14 AM

The original claim information screen will come up. Enter the necessary changes. When done click the "Save" button.

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

School Nutrition Programs

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Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

2014 - 2015 SNP Site Claim Report

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0	02/23/2015			Original

The Site Claim has been saved with warnings.

Review any errors or warnings by clicking the "Review" tab and make corrections. In this case the claim was saved with warnings. When the warnings have been correct, click the "Save" button.

Click the "Continue" tab if you choose to continue without addressing the warnings at this time. Be sure you go back in and make the necessary corrections or the claim will not be paid.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0	02/23/2015			Original

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001	0001 H S		Validated
Add	0002	0002 H S		
Add	0004	0004 H S		

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Continue

Upload Claim Data

Re-Process

DELETE

When the claim modification is complete, click the "Continue" button.

School Nutrition Programs Claim Month Details for December 2014



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0	02/23/2015			Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	1	2.9800	2.98
Reduced	0	2.9800	0.00
Paid	0	0.2800	0.00
Total	1		2.98
Performance-Based Reimbursement (Lunch)			
Claimed	1	0.0600	0.06
Adjusted	0	0.0600	0.00
Total	1		0.06


Claim Reimbursement Total **3.04**

Certification

I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

Check the "Certify" box and click the "Submit for Payment" button.

School Nutrition Programs



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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

School Nutrition Programs Claim Month Details for December 2014

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	0	02/23/2015	02/23/2015		Original

Confirmation Number: **BJWC13**

Thank you for your **December 2014** Claim Submission.

An email confirmation has been sent to: janelle.goddard@k12.sd.us

Click the "Finished" button. You will receive an email indicating the receipt confirmation for the modification. Same as page 14.

School Nutrition Programs



Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015


2014 - 2015 SNP Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	0	Accepted	02/23/2015		\$3.04
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Accepted	02/20/2015		\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$620.16

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The modification that was entered changed the Earned Amount from \$6.08 to \$3.04. You may refer back to page 17 to view the Earned Amount prior to the modification.

School Nutrition Programs



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Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >
School Year: 2014 - 2015

2014 - 2015 SNP Claim Year Summary

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	0	Processed	02/23/2015	02/23/2015	\$3.04
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Processed	02/20/2015	02/23/2015	\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$620.16

The claim status for Dec 2014 and Feb 2015 has changed from "accepted" to "processed" which means the claims have been pulled into a batch for payment by DOE-Finance. (The claims will normally be pulled into a batch on the morning of the 11th of each month. If the 10th of the month falls on a weekend the claim would be due the following business day with the batch being pulled the next day.)

If a claim is in "Processed" claim status and a change is needed to the claim information, a revision must be submitted.

In this example note that the Jan. 2015 claim is in "Pending" claim status. the sponsor must complete and submit the claim prior to the 60 day date deadline if it is an increase in the reimbursement.

It is VERY important that you view this screen each time you submit a claim to assure that the claim status is not "Pending".

Reminder: When a claim is submitted you will receive an email indicating the confirmation number etc.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Year Summary



Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Fearned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	0	Processed	02/23/2015	02/23/2015	\$3.04
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Processed	02/20/2015	02/23/2015	\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$620.16

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To enter a revision on a claim which has a Processed status, click on the claim month. In this case we will process a revision for the Dec 2014 claim.

School Nutrition Programs



2014 - 2015 SNP Claim Month Details

Claim Month: December 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	02/23/2015	02/23/2015	02/23/2015	\$3.04	Processed
Total Earned					\$3.04	

[< Back](#) [Add Revision](#)

Verify that you have the claim month that you want to revise.

Click on the "Add Revision" button.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	1				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Revise	0001	BISON HT SCH		Paid
Add	0002	BISON ELEM		
Add	0004	BISON DR H		

< Back Continue

Upload Claim Data

Re-Process

DELETE

The adjustment number will indicate the revision number. If it was the 2nd revision the number would be 2.

Click on the "Revise" tab.

G1. Number of Children Approved for Free Meals:
G2. Number of Children Approved for Reduced Price Meals:

National School Lunch Program

L1. Number of Enrolled Children:
L2. Number Operating Days:
L3. Reimbursable Lunches Served
a. Free Lunches Served:
b. Reduced Price Lunches Served:
c. Paid Lunches Served:
d. Total Lunches Served (a + b + c):
L4. Lunches Non-reimbursable:
(e.g. adults, senior citizens, child care, second lunches)

The original site claim will display for you to enter the revision(s).

School Breakfast Program (Regular Reimbursement)

B1. Number of Enrolled Children:
B2. Number Operating Days:
B3. Reimbursable Breakfasts Served
a. Free Breakfasts Served:
b. Reduced Price Breakfasts Served:
c. Paid Breakfasts Served:
d. Total Breakfasts Served (a + b + c):
B4. Breakfasts Non-reimbursable:
(e.g. adults, senior citizens, child care, second breakfasts)

Internal Use Only

Performance-Based Reimbursement Meal Count Adjustment (Lunch):

Internal Comments:

Comments to Sponsor for this Site:

Created By: phyllistomkiewicz on: 2/23/2015 8:46:35 AM Modified By: phyllistomkiewicz on: 2/23/2015 9:20:14 AM

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

After you have completed the revision(s) click on the "Save" button.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	1				

Internal Use Only

Actions	Site #	Site Name	Errors	Status
View Modify	0001	BISON HI SCH		Validated
Add	0002	BISON ELEM		
Add	0004	BISON JR HI		

< Back Continue

Upload Claim Data
Re-Process

DELETE

If you have completed all the revisions that are needed, click on the "Continue" tab.

The revision is in the "validated" status.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

School Nutrition Programs Claim Month Details for December 2014



Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	1				

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	2	2.9800	5.96
Reduced	0	2.9800	0.00
Paid	0	0.2800	0.00
Total	2		5.96
Performance-Based Reimbursement (Lunch)			
Claimed	2	0.0600	0.12
Adjusted	0	0.0600	0.00
Total	2		0.12

Claim Reimbursement Total

6.08

Certification

I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.

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Submit For Payment

Check the "Certification" box and click on the "Submit for Payment" button.

The revised summary total for the Dec 2014 claim for all sites is \$6.08. Previously it was \$3.04. Refer to page 27 to review the original claim total.

School Nutrition Programs

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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2014 - 2015

**School Nutrition Programs
Claim Month Details for December 2014**

5000100 - Feature: Action

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Dec 2014	1	02/23/2015	02/23/2015		Timely Adjustment

Confirmation Number: **AJMEED**

Thank you for your **December 2014** Claim Submission.

An email confirmation has been sent to: [redacted]

You will receive an email notification the same as discussed previously.

Click on the "Finished" button.

The system checks to confirm that the revision is a timely adjustment within the 90 day rule.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance > SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Month Details



Claim Month: December 2014

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	02/23/2015	02/23/2015	02/23/2015	\$3.04	Processed
View Modify Summary	1	02/23/2015	02/23/2015		\$3.04	Accepted
Total Earned					\$6.08	

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The revised \$3.04 is now in "Accepted" status. Note the original claim in the amount of \$3.04 indicated "Processed" status which means it has been paid. The paid date was 2/23/2015. The total claim earned was \$6.08 which is compiled of the \$3.04 original claim plus the revision #1 of \$3.04.

School Nutrition Programs



Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Year Summary



Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2014					\$0.00
Aug 2014					\$0.00
Sep 2014					\$0.00
Oct 2014					\$0.00
Nov 2014					\$0.00
Dec 2014	1	Accepted	02/23/2015		\$6.08
Jan 2015	0	Pending			\$589.76
Feb 2015	0	Processed	02/20/2015	02/23/2015	\$27.36
Mar 2015					\$0.00
Apr 2015					\$0.00
May 2015					\$0.00
Jun 2015					\$0.00
Year to Date Totals					\$623.20

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The Claim Summary screen indicates "Adj Number 1" which is in "Accepted" Claim Status. Note the total "Earned Amount" indicated is the total of the original claim plus the revision. The revision will be processed in the same manner as the original payment which will change the revision to "Processed" status.

School Nutrition Programs



2014 - 2015 SNP Claim Month Details


Claim Month: February 2015

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View Summary	0	02/20/2015	02/20/2015	02/23/2015	\$27.36	Processed
Total Earned					\$27.36	

[< Back](#) [Add Revision](#)

To view a claim at any time, click on the "Summary" tab.

School Nutrition Programs


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Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >
School Year: 2014 - 2015

SNP Claim For Reimbursement Summary

Confirmation #: BMICQ8

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2015	0	02/20/2015	02/20/2015	02/23/2015	Original

Sponsor Totals

Meal Type	Meals/Supplements Served	Federal Rate	Reimbursement Federal Amount
National School Lunch Program			
Free	8	2.9800	23.84
Reduced	1	2.9800	2.98
Paid	0	0.2800	0.00
Total	9		26.82
Performance-Based Reimbursement (Lunch)			
Claimed	9	0.0600	0.54
Adjusted	0	0.0600	0.00
Total	9		0.54
Claim Reimbursement Total			27.36
Sponsor Claim Reimbursement Totals			
Current Claim Reimbursement Total			27.36
Previous Claim Reimbursement Total			0.00
Net Claim Reimbursement Total			27.36

[Show Site Meal Details](#)

The claim summary indicates the confirmation, received, accepted and processed dates; reimbursement for each meal type; the total reimbursement for all sites; and the reason code. You may print a screen at anytime via clicking on your print icon.

To exit the system always click on the "Log Out" tab.