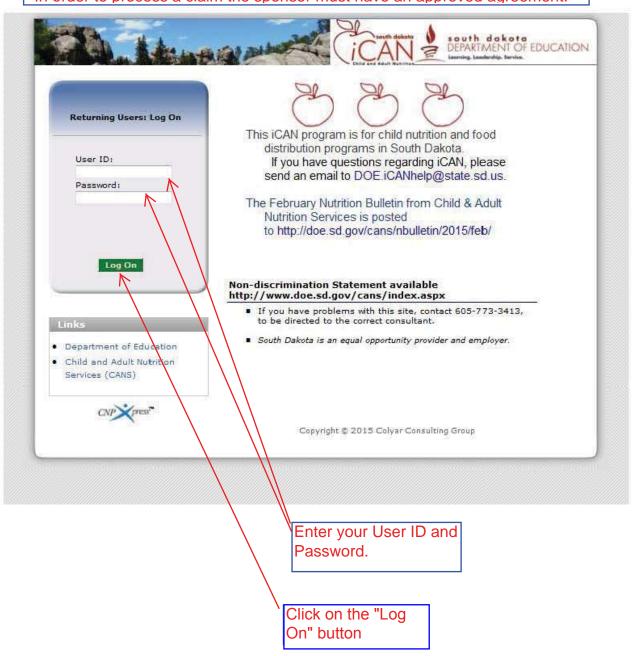
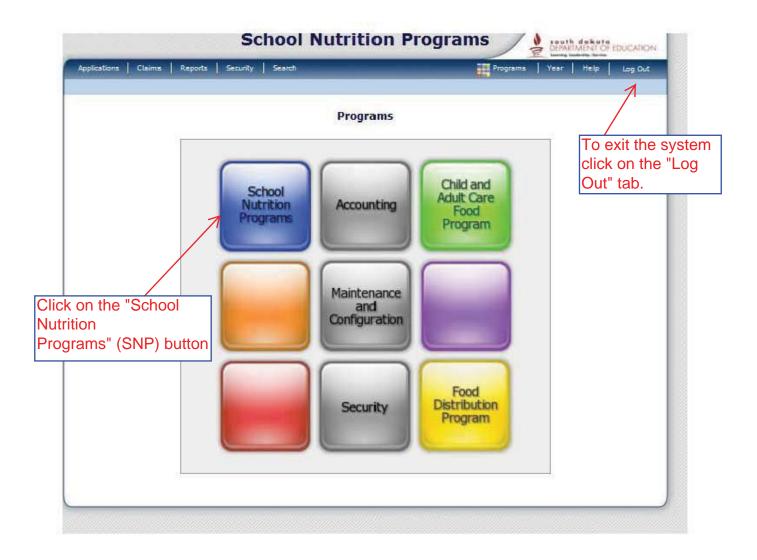
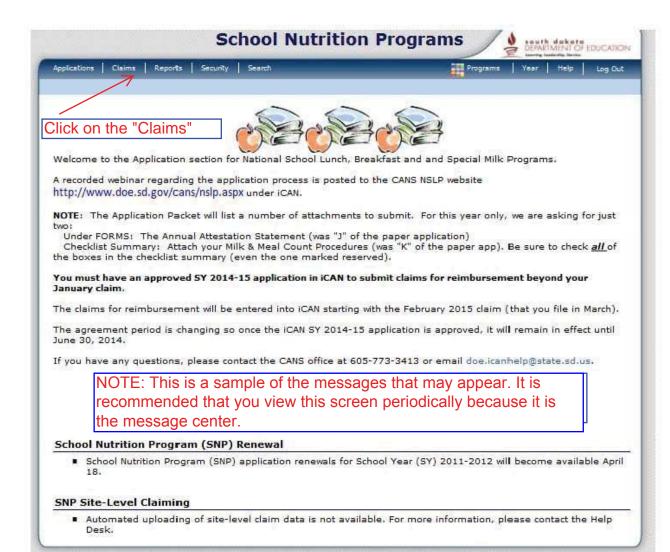
iCAN – SNP - Claim Processing Manual SNP (NSLP, SBP, SMP)

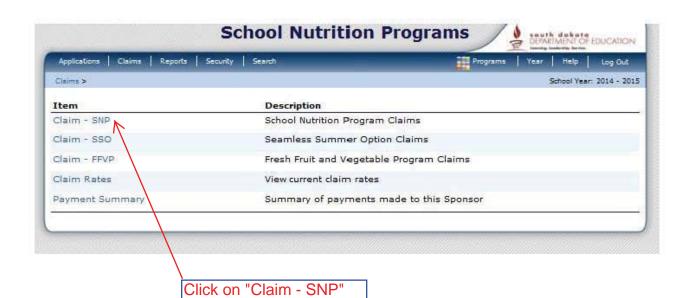
(02/23/15)

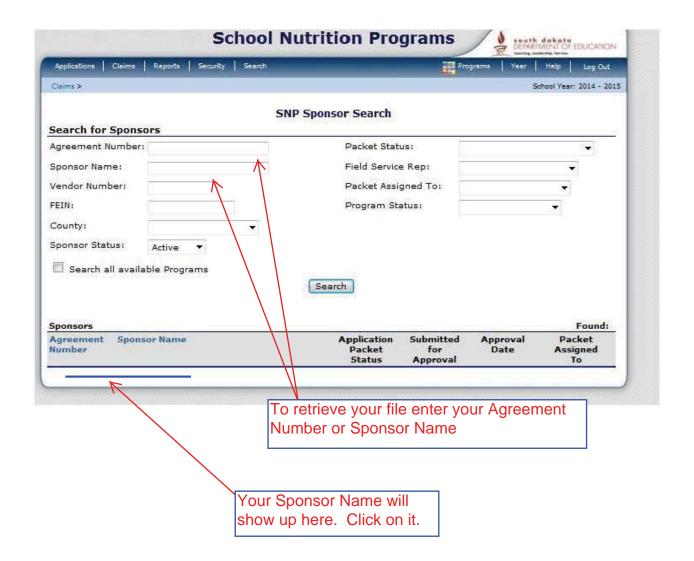
In order to process a claim the sponsor must have an approved agreement.

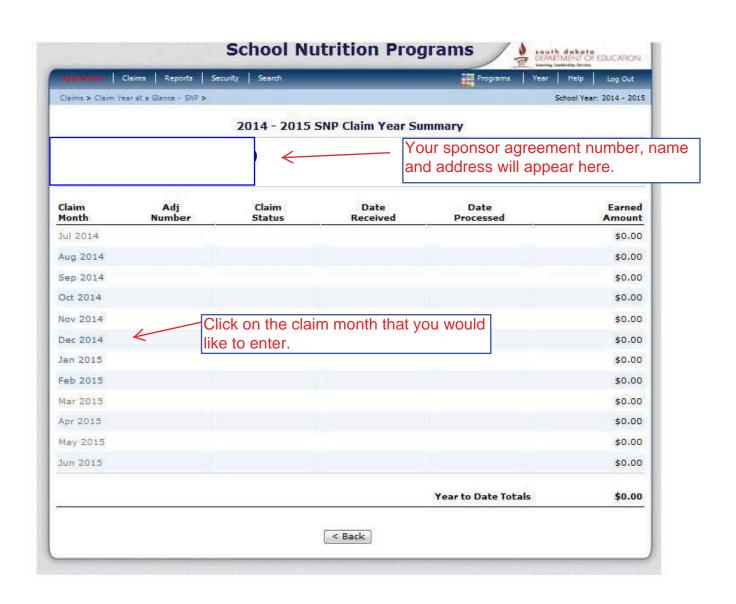


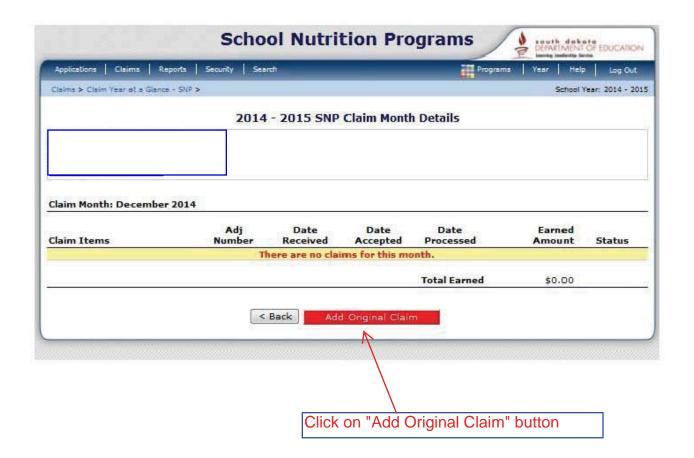


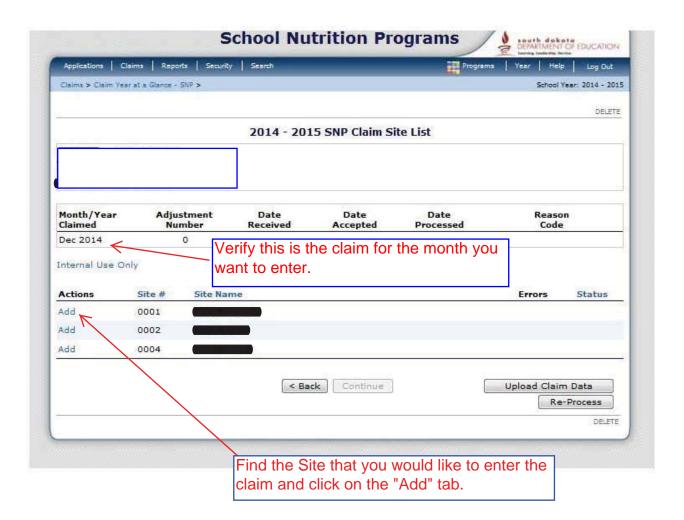


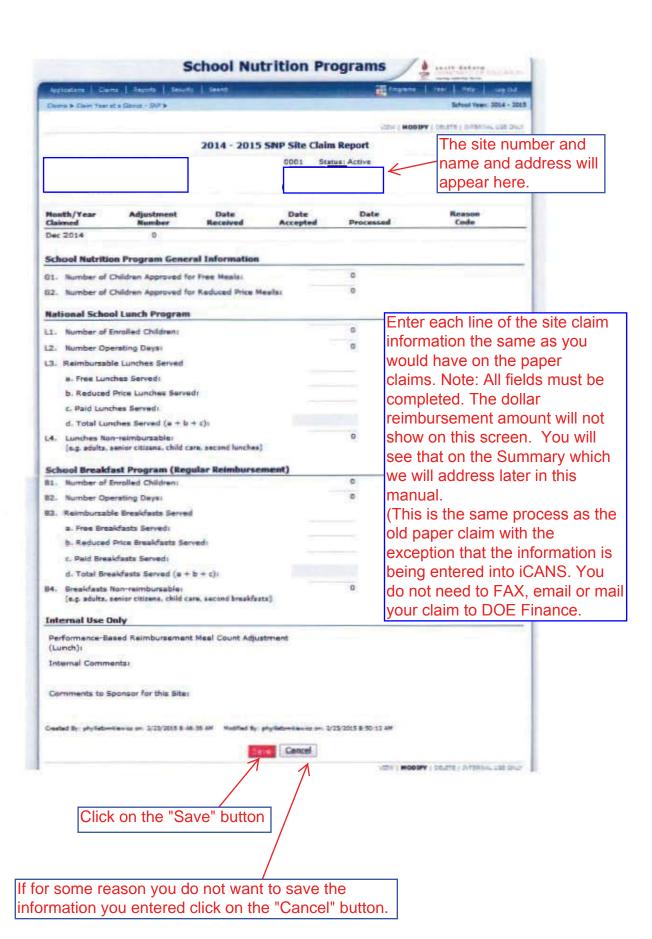


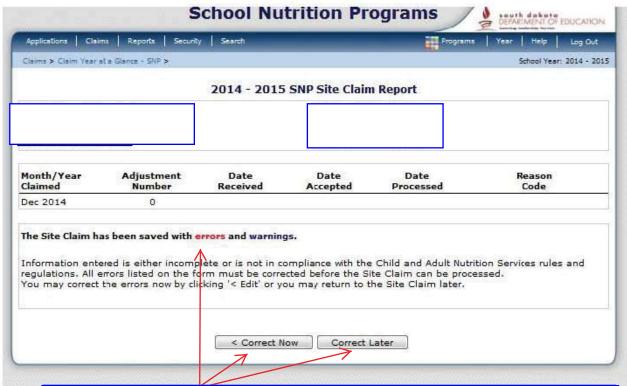








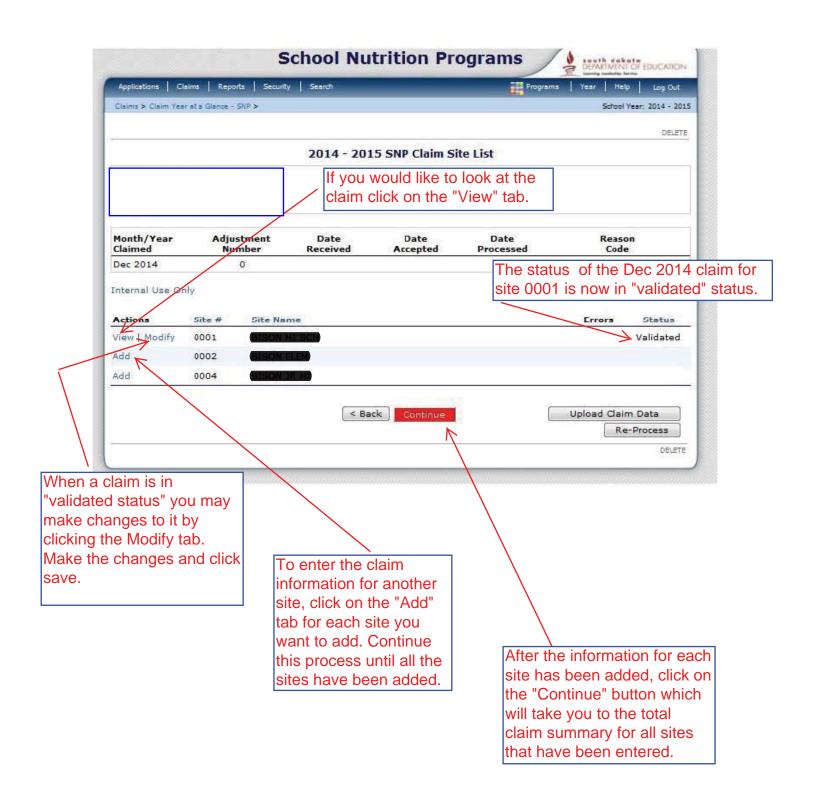


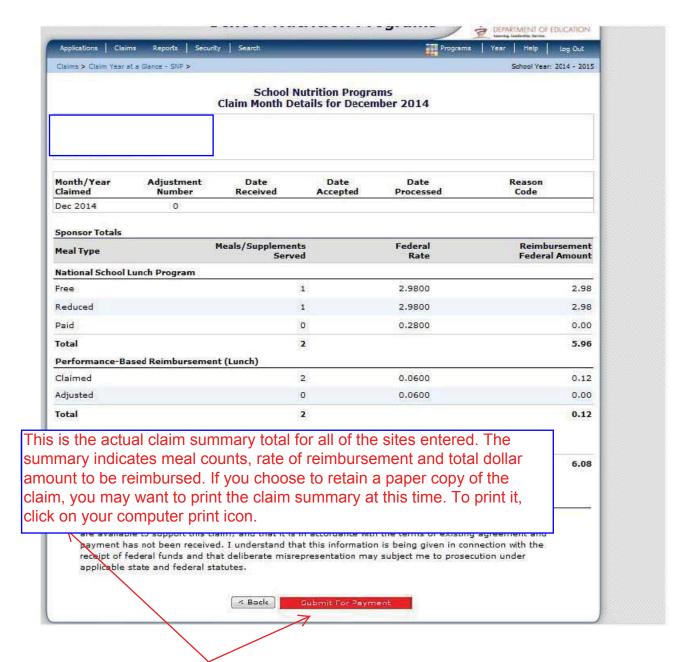


A claim may be saved if it has errors will not be processed for payment. It is strongly recommended that you click on the "Correct Now" button and make the necessary corrections. If you choose "Correct Later" be sure you make the necessary corrections or the claim will not be paid.

| | | 2014 - 2015 | SNP Site Clain | n Donort | | | |
|---|--|---|--|---|---|--|--|
| | | 2014 - 2013 | SNP Site Ciair | пкероп | | | |
| | K.1 | | П | | | | |
| | | | | | | | |
| | | | | | | | |
| 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 Approve for Free Meals - Number of Children Approved for Reduced Price Meals) x Number Operating Days). | | | | | | |
| | | | | | | | |
| Code | Warning Description | | | | | | |
| | | | | NSLP: Free Lunches Served is greater than (Number of Children Approved for Free Meals x Attendance Factor x Number Operating Days). | | | |
| 23318 | | | in (Number of Chi | ldren Approved for Fre | e Meals × Attendance | | |
| | | ing Days). nches Served is g | reater than (Num | 4.6 | | | |
| 23328 | Factor x Number Operati NSLP: Reduced Price Lu | ing Days). nches Served is g tor x Number Ope nches Served equ | reater than (Num erating Days). | ber of Children Approv | ed for Reduced Price | | |
| 23328 | Factor x Number Operal NSLP: Reduced Price Lu Meals x Attendance Fac NSLP: Reduced Price Lu Number Operating Days | ing Days), nches Served is g tor × Number Ope nches Served equ), ved is greater tha | reater than (Numberating Days). Lals (Number of Claim ((Number of En | ber of Children Approv hildren Approved for R rolled Children - Numb | ed for Reduced Price educed Price Meals x er of Children Approved | | |
| 23328 23329 23338 | Factor x Number Operating Price Lumber Seduced Price Lumber Seduced Price Lumber Operating Days NSLP: Paid Lunches Serfor Free Meals - Number | ing Days). nches Served is good or x Number Openches Served equals. yed is greater that of Children Apparers. | reater than (Numberating Days). Lals (Number of Claim ((Number of Encoded for Reduced) | ber of Children Approv hildren Approved for R rolled Children - Numb Price Meals) × Attendi | ed for Reduced Price educed Price Meals x er of Children Approved ance Factor x Number | | |
| 23328 23329 23338 23418 | Factor x Number Operating NSLP: Reduced Price Lu Meals x Attendance Factor NSLP: Reduced Price Lu Number Operating Days NSLP: Paid Lunches Serfor Free Meals - Number Operating Days). SBP: Free Breakfasts Services Number Number Operating Days). | ing Days). Inches Served is getor x Number Openches Served equiple. In yed is greater that of Children Approximation of | reater than (Numberating Days). Itals (Number of Claim ((Number of Encoved for Reduced man (Number of Claim)) | ber of Children Approv hildren Approved for R rolled Children - Numb Price Meals) × Attenda hildren Approved for Fr | ed for Reduced Price educed Price Meals × er of Children Approved ance Factor × Number ee Meals × Attendance | | |
| 23318 23328 23329 23338 23418 23428 23438 | Factor × Number Operating NSLP: Reduced Price Lu Meals × Attendance Fact NSLP: Reduced Price Lu Number Operating Days NSLP: Paid Lunches Ser for Free Meals - Number Operating Days). SBP: Free Breakfasts Sc Factor × Number Operating SBP: Reduced Price Bre Meals × Attendance Fact | ing Days). Inches Served is getor x Number Open Inches Served equ Inches Served equ Inches Served is greater that | reater than (Numberating Days). Itals (Number of Claim ((Number of Encoved for Reduced than (Number of Claim)) Italian (Number of Muserating Days). Italian ((Number of Encoved)) | ber of Children Approv hildren Approved for R rolled Children - Numb Price Meals) × Attendi hildren Approved for Fr nber of Children Appro | ed for Reduced Price educed Price Meals × er of Children Approved ance Factor × Number ee Meals × Attendance ved for Reduced Price ther of Children Approve | | |

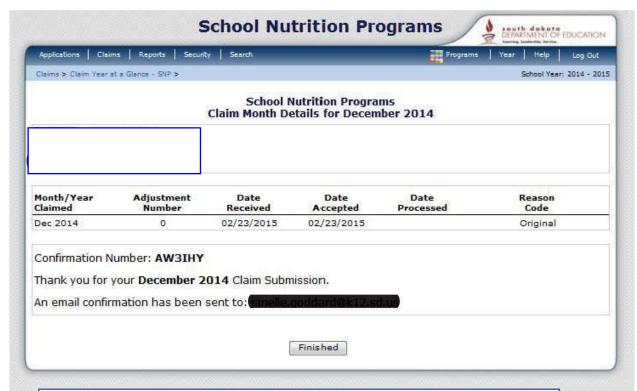
Above are samples of errors messages or warnings that you may receive due to entry errors.



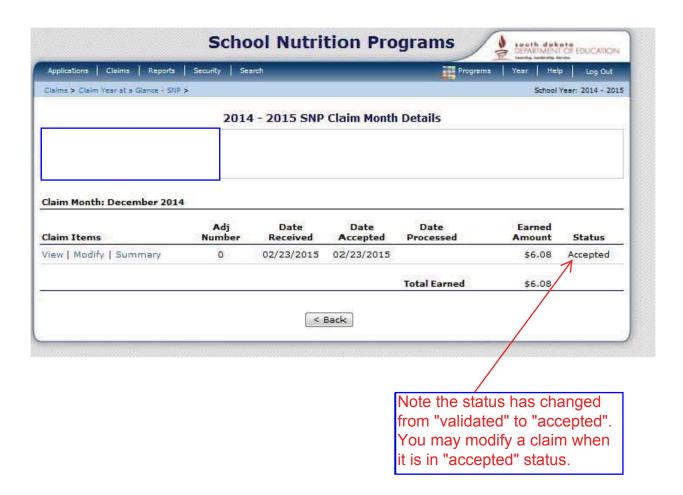


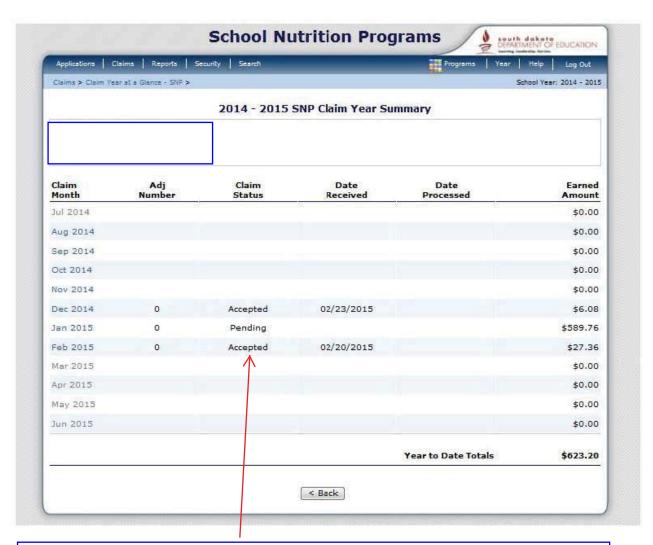
To complete the claim, check the "Certification" box and click on the "Submit for Payment" button. At this point the claim has been submitted to DOE-CANS.

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



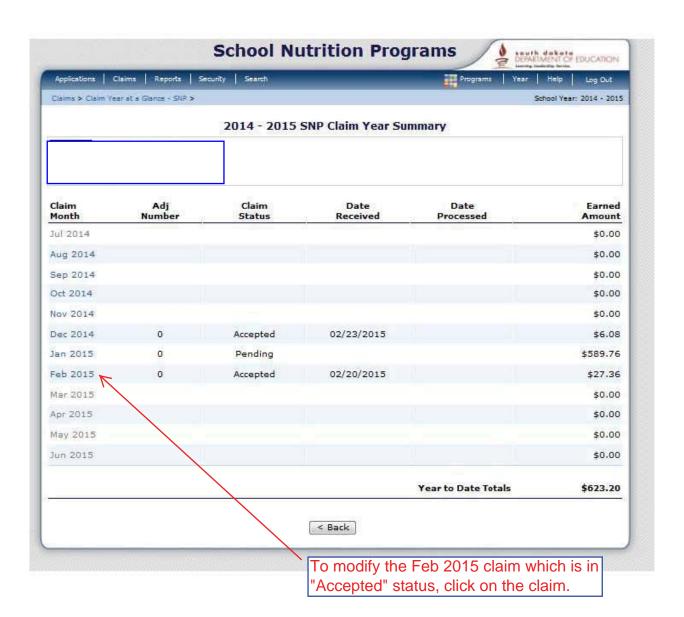
This screen will appear after you have clicked the "Submit for Payment" button in the previous step. An email confirmation will be sent to the individual who was designated in the application process. Note the date received, date accepted by DOE and a confirmation number is indicated. If you do not receive 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.

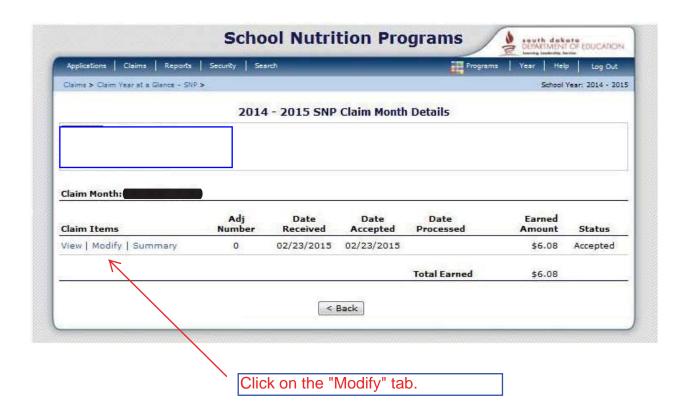


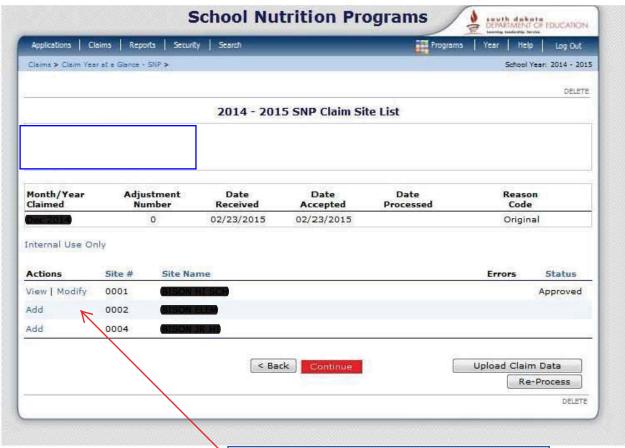


This is a sample of a claims screen summary which has two accepted claims and one pending claim. The pending claim was not completed. The sponsor needs to click on Jan 2015 to pull up the claim, click modify, enter the information and save the claim. It is recommended that each time you submit a claim, 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

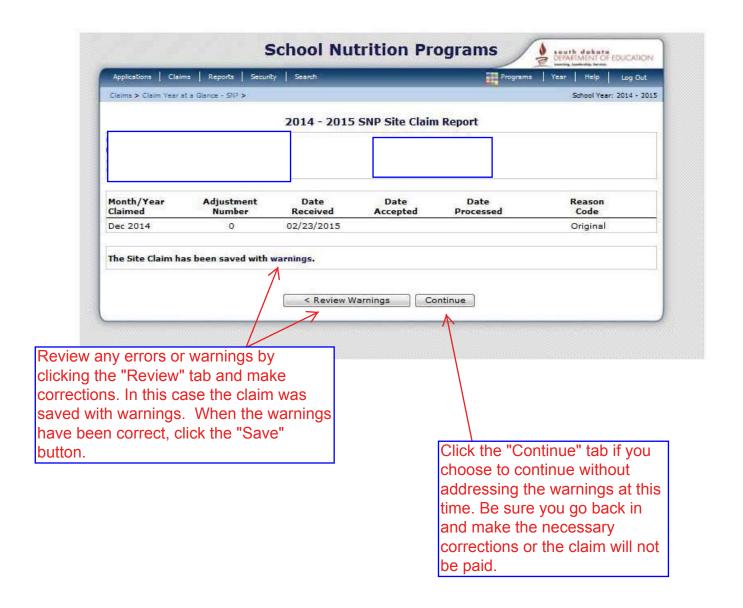


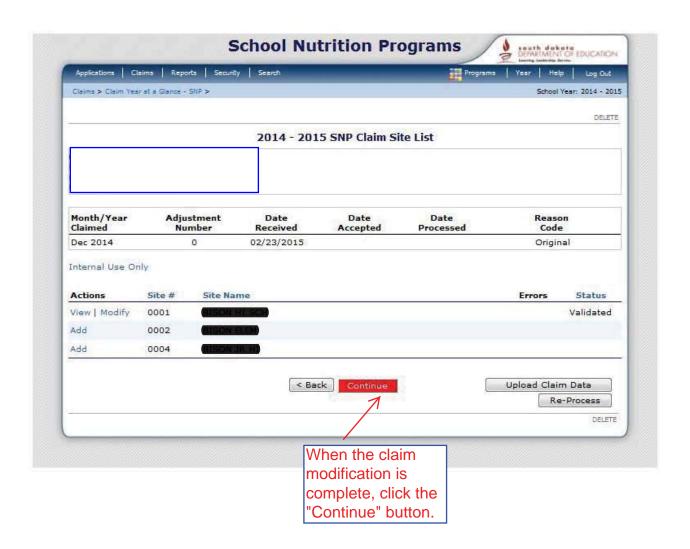


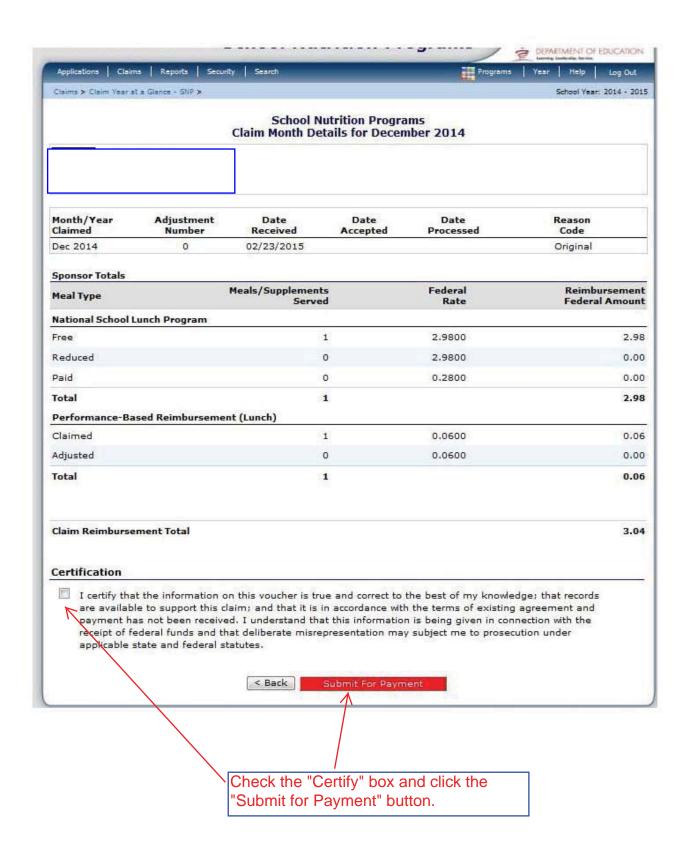


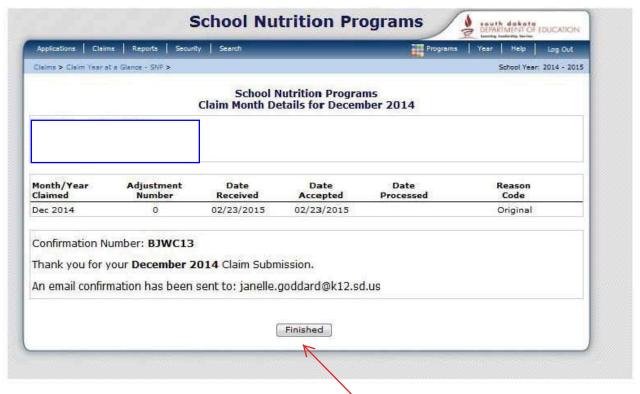
Click on the "Modify" tab for the site you want to modify.

| G1. | Number of Children Approved for Free Meals: | 1 | |
|-------|---|---------------------------|--|
| G2. | Number of Children Approved for Reduced Price Meals: | 1 | |
| Nat | tional School Lunch Program | | |
| L1. | Number of Enrolled Children: | 2 | |
| L2. | Number Operating Days: | 1 | |
| L3. | Reimbursable Lunches Served | | |
| | a. Free Lunches Served: | 1 | |
| | b. Reduced Price Lunches Served: | 1 | |
| | c. Paid Lunches Served: | 0 | |
| | d. Total Lunches Served (a + b + c): | 2 | |
| L4. | Lunches Non-reimbursable: (e.g. adults, senior citizens, child care, second lunches) | 0 | The original claim information screen |
| Sch | nool Breakfast Program (Regular Reimbursement) | | will come up. Enter |
| В1. | Number of Enrolled Children: | 0 | the necessary |
| B2. | Number Operating Days: | 0 | changes. When |
| вз. | Reimbursable Breakfasts Served | | done click the |
| | a. Free Breakfasts Served; | 0 | "Save" button. |
| | b. Reduced Price Breakfasts Served: | 0 | Save button. |
| | c. Paid Breakfasts Served: | 0 | |
| | d. Total Breakfasts Served (a + b + c): | 0 | |
| B4. | Breakfasts Non-reimbursable: (e.g. adults, senior citizens, child care, second breakfasts) | 0 | |
| Int | ernal Use Only | | / |
| (Lu | rformance-Based Reimbursement Meal Count Adjustment unch): ernal Comments: | | |
| Со | mments to Sponsor for this Site: | | |
| Creat | <u></u> | iewicz on: 2/23/2015 9:20 | D:14 AM |
| | Save | ncel | INCOME AND |
| | | | VIEW MODIFY DÉLETE INTERNAL USE ONLY |

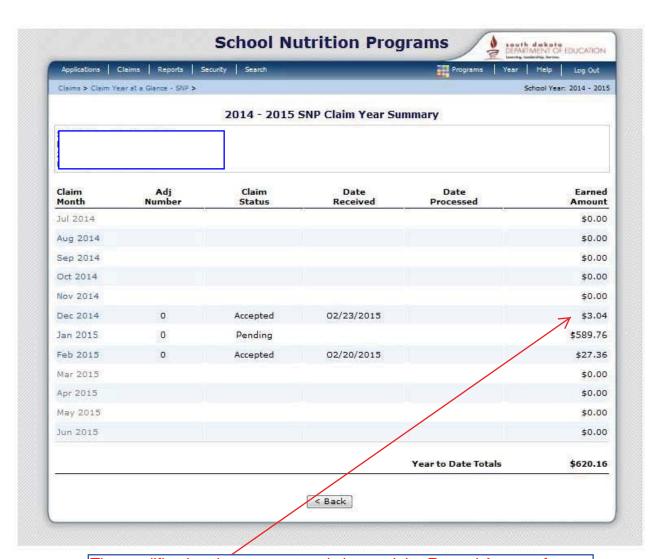








Click the "Finished" button. You will receive an email indicating the receipt confirmation for the modification. Same as page 14.



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.



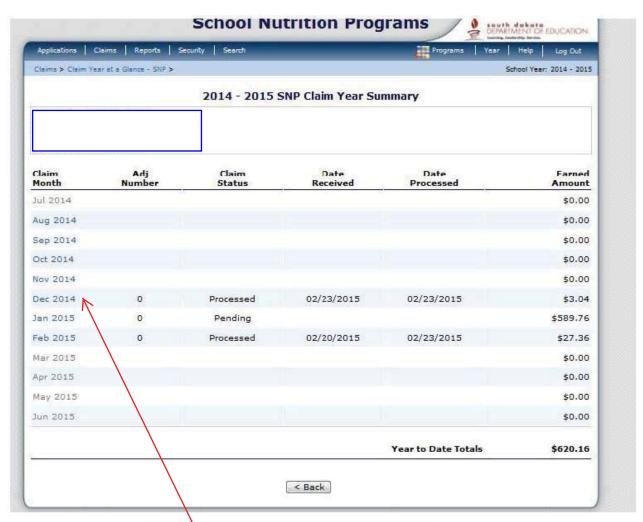
The claim status for Dec 2014 and Feb 2015 has changed from "accepted" to "processed" which means the claims have been pulled into a batch for payment by DOE-Finance. (The claims will normally be pulled into a batch on the morning of the 11th of each month. If the 10th of the month falls on a weekend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

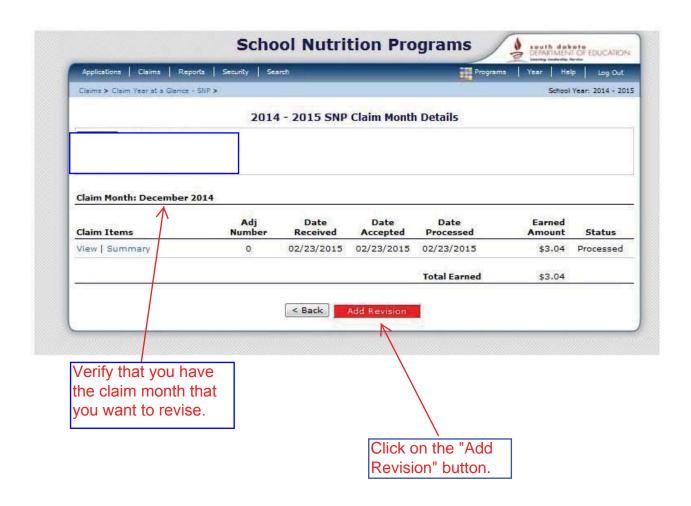
In this example note that the Jan. 2015 claim is in "Pending" claim status. the sponsor must complete and submit the claim prior to the 60 day date deadline if it is an increase in the reimbursement.

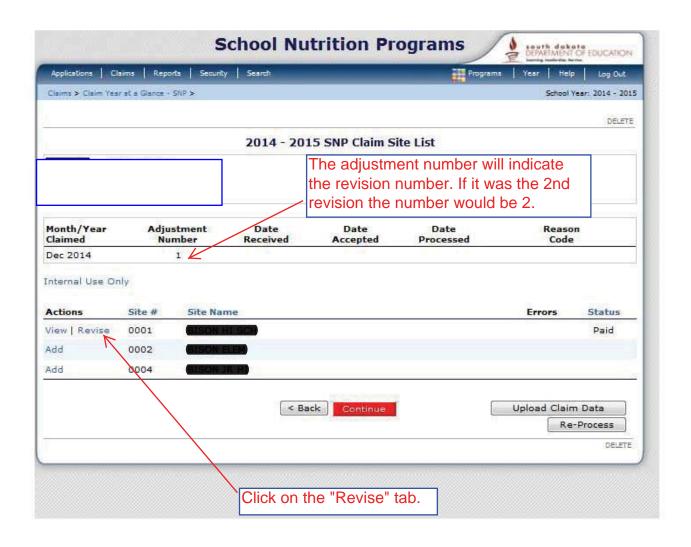
It is VERY important that you view this screen each time you submit a claim to assure that the claim status is not "Pending".

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

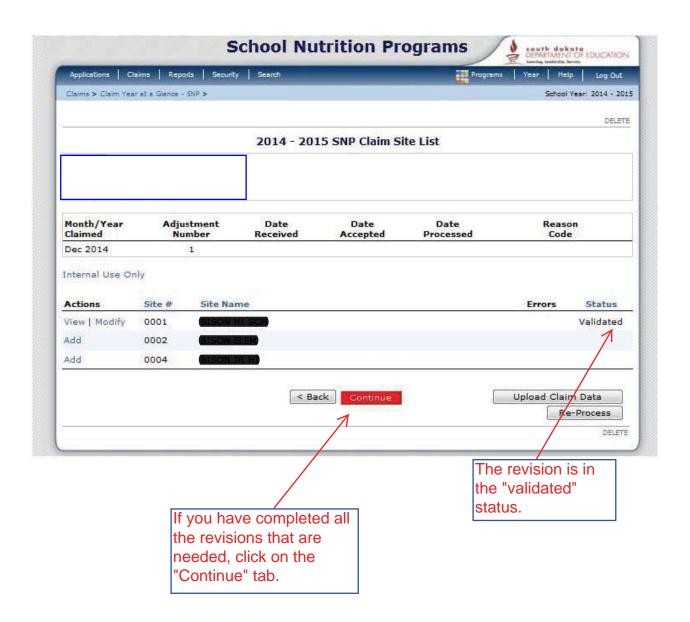


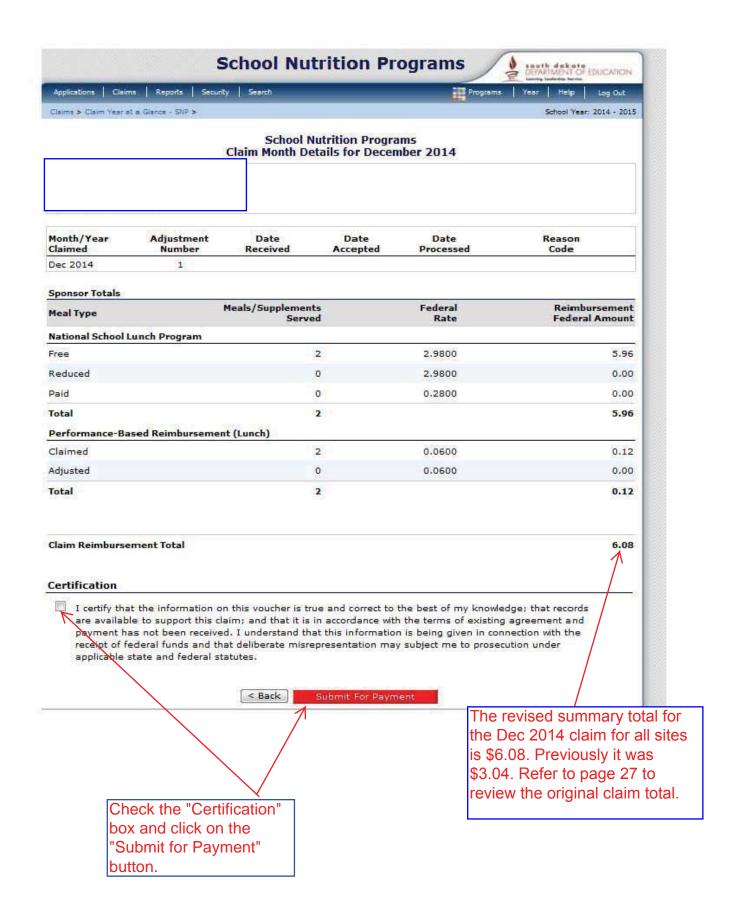
To enter a revision on a claim which has a Processed status, click on the claim month. In this case we will process a revison for the Dec 2014 claim.

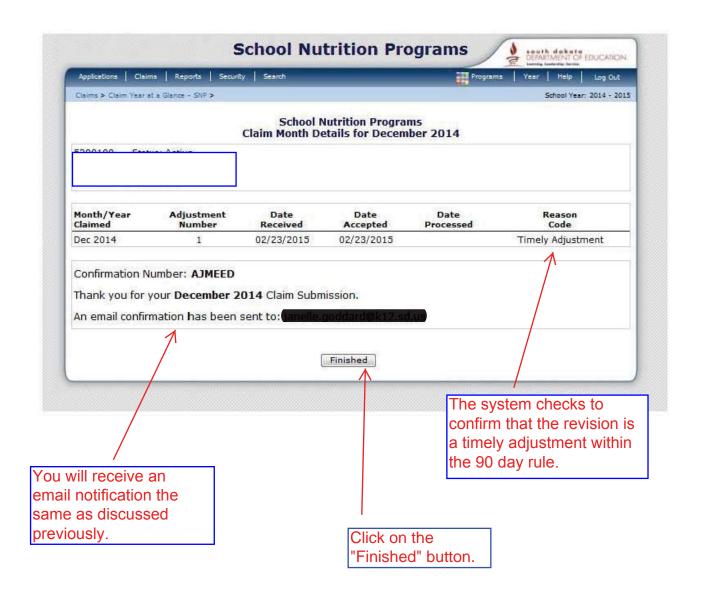


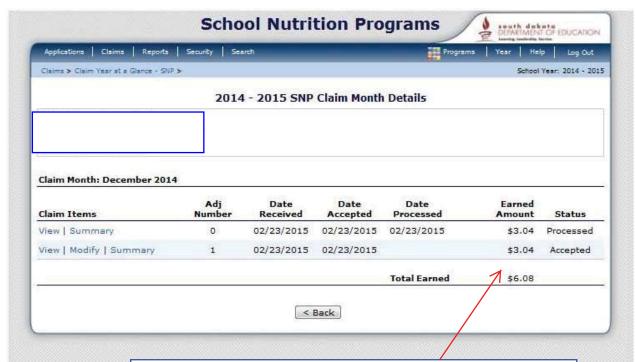


| 61 | Number of Children Approved for Free Meals: | 1 | |
|---------|--|-----------------------------|--|
| | Commence of the Commence of th | 1 | |
| G2. | Number of Children Approved for Reduced Price Meals: | **I | |
| Nat | ional School Lunch Program | | |
| L1. | Number of Enrolled Children: | 2 | |
| L2. | Number Operating Days: | 1 | The original site claim w |
| L3. | Reimbursable Lunches Served | | display for you to enter |
| | a. Free Lunches Served: | 1 | revision(s). |
| | b. Reduced Price Lunches Served: | 1 | 16 (131611(3). |
| | c. Paid Lunches Served: | 0 | |
| | d. Total Lunches Served (a + b + c): | 2 | |
| L4. | Lunches Non-reimbursable: (e.g. adults, senior citizens, child care, second lunches) | 0 | |
| Sch | ool Breakfast Program (Regular Reimbursement) | | |
| В1. | Number of Enrolled Children: | 0 | |
| B2. | Number Operating Days: | 0 | |
| вз. | Reimbursable Breakfasts Served | | |
| | a. Free Breakfasts Served: | 0 | |
| | b. Reduced Price Breakfasts Served: | 0 | |
| | c. Paid Breakfasts Served: | 0 | |
| | d. Total Breakfasts Served (a + b + c): | 0 | |
| B4. | Breakfasts Non-reimbursable: (e.g. adults, senior citizens, child care, second breakfasts) | 0 | |
| Int | ernal Use Only | | |
| | rformance-Based Reimbursement Meal Count Adjustment | | - 7 |
| | ernal Comments: | | |
| 2111 | | | |
| Co | mments to Sponsor for this Site: | | |
| 2002/15 | | | |
| | | | |
| Creat | ted By: phyllistomkiewicz on: 2/23/2015 8:46:35 AM Modified By: phyllistom | nkiewicz on: 2/23/2015 9:20 | 14 AM |
| | Save | Cancel | |
| | | 10 | VIEW MODIFY DELETE INTERNAL USE ONLY |
| | | | |
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| | Afterve | u have comple | ated |
| | The state of the s | | |
| | "Save" l | sion(s) click on | i ii ie |
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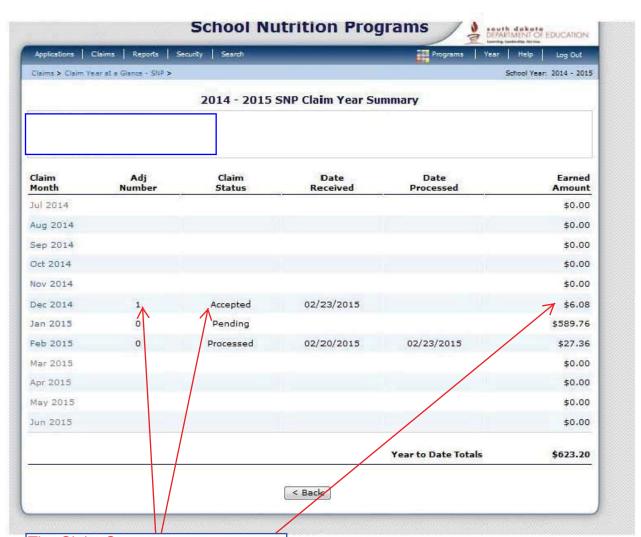








The revised \$3.04 is now in "Accepted" status. Note the original claim in the amount of \$3.04 indicated "Processed" status which means it has been paid. The paid date was 2/23/2015. The total claim earned was \$6.08 which is compiled of the \$3.04 original claim plus the revision #1 of \$3.04.



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.



