

School Nutrition Programs

Claim Processing Manual (NSLP,SBP,SMP)

Website <https://ican.sd.gov/ican/PublicSplash.aspx>



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The iCAN system is for the child nutrition and food distribution programs operated in the state of South Dakota. If you have questions regarding iCAN or operating a child nutrition program, please send an email to DOE.iCANhelp@state.sd.us.

You can find more information about the child nutrition and food distribution programs in South Dakota on the [SD Department of Education, Child and Adult Nutrition Services website](#).

Returning Users: Log On

If you have been authorized for iCAN, Please press the button below to be redirected to the **South Dakota Secure Portal**.

To The Portal

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)
- [Interested in Applying?](#)
- [Transparency Reports - SNP](#)
- [Transparency Reports - SFSP](#)
- [Transparency Reports - CACFP](#)

Internet Browser

- To ensure proper function of the iCAN system, please use Chrome or Firefox internet browsers. Most versions of Internet Explorer are no longer supported by Microsoft and can cause errors with the iCAN system.

Questions?

- If you have problems with this site, contact 605-773-3413 or DOE.SchoolLunch@state.sd.us, to be directed to a program specialist for assistance.

Non-discrimination Statement

- **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Chapter 1 – Logging into the iCAN System

- 1) Access the iCAN System by entering the URL in your web browser:
<https://ican.sd.gov/ican/PublicSplash.aspx>
- 2) Click the green “To the Portal” button
- 3) Enter your email address in the “Sign In” box
- 4) Check your email and enter the verification code
- 5) Choose whether or not to stay signed in by selecting Yes or No
- 6) Sign in again if prompted.

South Dakota Unified Nutrition x +

icanuat.sd.gov/UAT/PublicSplash.aspx

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To the Portal

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Sign in

Enter Email Address Here

Can't access your account?

Next

Please contact your school's technical support staff if you need assistance.

Sign-in options

Microsoft

Enter code

We emailed a code to [redacted]
Please enter the code to sign in.

Enter code

Use your password instead

Sign in

Microsoft

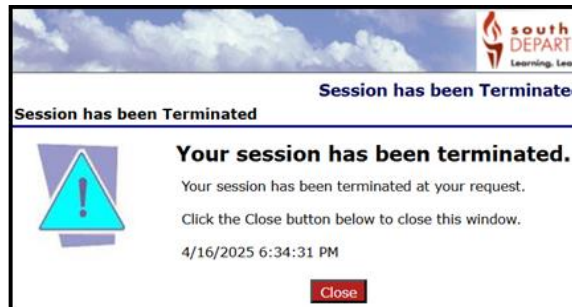
Stay signed in?

Stay signed in so you don't have to sign in again next time.

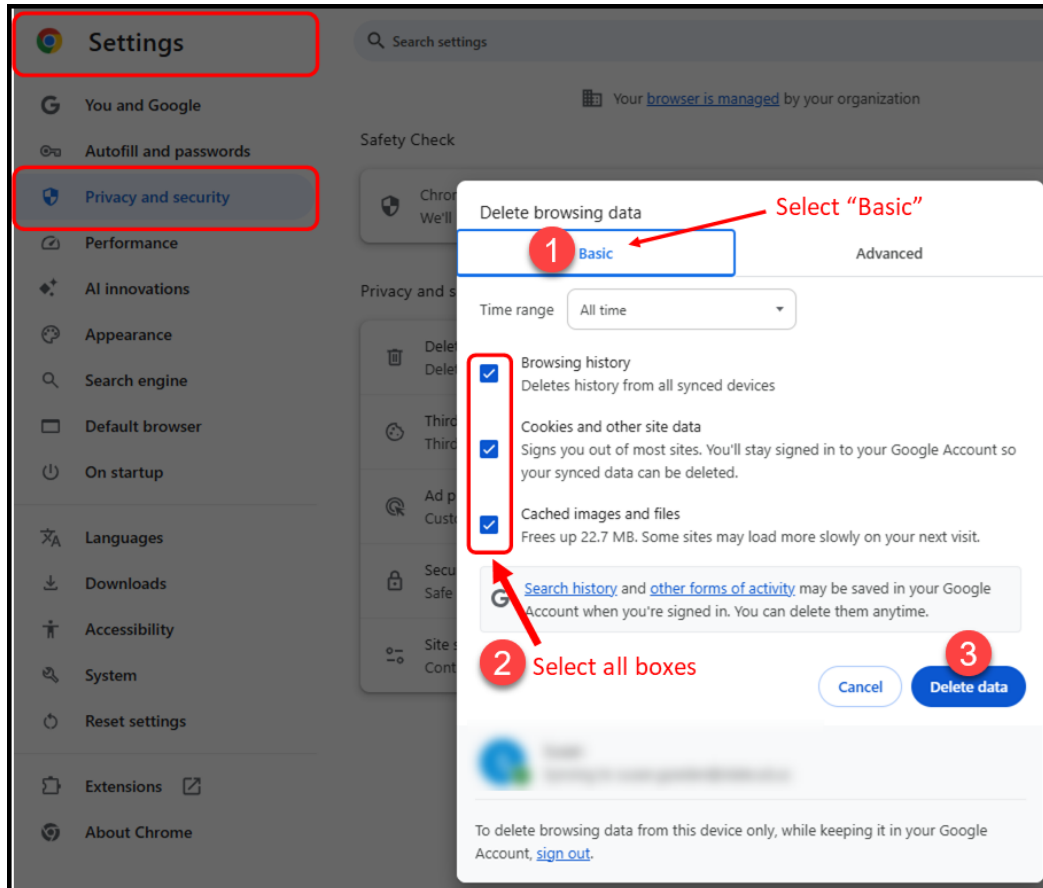
☐ Don't show this again

No **Yes**

How to Resolve a Session Error in iCAN



1. If either of the messages above appear, clear your browser data:
 - a. With the error page open, **press CTRL + Shift + Delete** on your keyboard.
 - b. A “Clear browsing data” window will appear. (Follow the steps shown in the image below.)



2. After clearing your browser data, enter the iCAN URL: <https://ican.sd.gov/ican/PublicSplash.aspx> in your web browser to return to the iCAN homepage. Then try logging in again.
3. If the problem persists, please email DOE.iCANHelp@state.sd.us or call 605-773-3413 for assistance.

If sign in is successful, scroll to the bottom of the page and select the green “Continue” button (see image below).



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Non-discrimination Statement

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(1) correo U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; o

(3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

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Continue

← click here

- 7) Once you successfully log on, the *iCAN Programs* page is displayed. Click on the specific tile you wish to access. In this instance, click on *School Nutrition Programs*.



TIP: Actual access to specific program tiles is based on the user's security rights. You may not see all tiles displayed. If you have access to only one program you will not see this screen at all.

To request a new User ID, update user access, or change contact information for an existing user in the iCAN system, please complete and submit an [iCAN User ID Request Form](#). If you have questions, you can call (605) 773-3413 or email doe.icanhelp@state.sd.us. To avoid delays, please follow the instructions on the form to properly complete and submit this request.

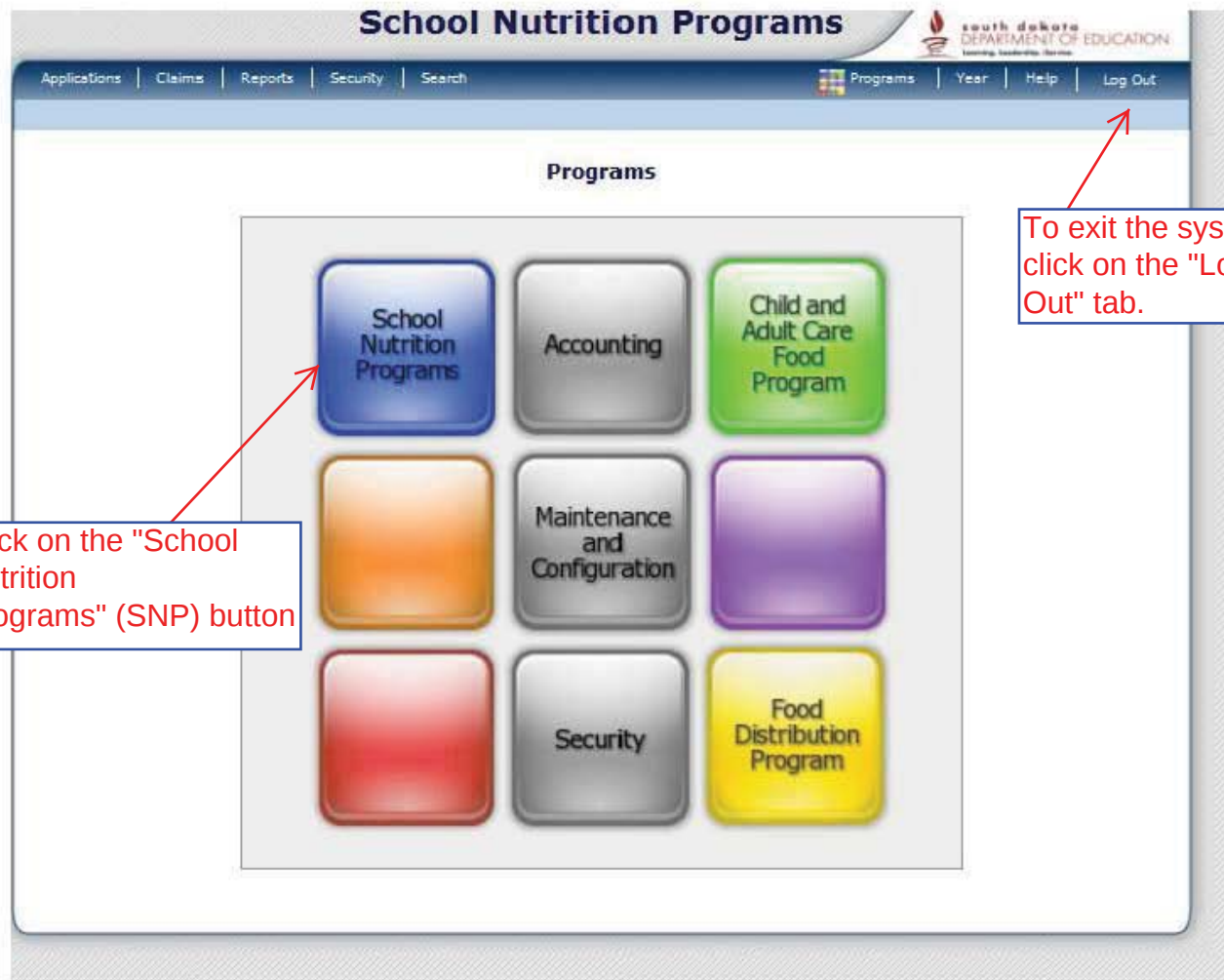
Chapter 2 – Navigating the iCAN System

Once you have logged in the top portion of the iCAN page contains key elements that provide basic information about your location within the system.

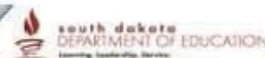
- 1) The **Program Name** will identify which Program you are in.
- 2) The dark blue line contains the **Menu** items; selecting a menu item will take you to that page.
- 3) The light blue line is the **Breadcrumb Trail**; this identifies your location within the iCAN system. Selecting a specific portion of the trail will take you back to that particular screen.
- 4) Your School or Agency information will be shown in the **Information Box**.
- 5) **Year** will allow you to select prior Program years to view.
- 6) **Help** will take you to the online help screen where you can search for a specific question or obtain instructions on navigating the iCAN system.
- 7) Make sure you **Log Out** to exit the iCAN system.



TIP: DO NOT use your browser arrows to navigate within iCAN.



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

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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



[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Claims >
School Year: 2014 - 2015

SNP Sponsor Search

Search for Sponsors

Agreement Number:

Sponsor Name:

Vendor Number:

FEIN:

County:

Sponsor Status:

☐ Search all available Programs

Packet Status:

Field Service Rep:

Packet Assigned To:

Program Status:

Sponsors

Agreement Number	Sponsor Name	Application Packet Status	Submitted for Approval	Approval Date	Found: 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.

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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 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	

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Add Original Claim

Click on "Add Original Claim" button

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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
Add	0001			
Add	0002			
Add	0004			

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Continue

Upload Claim Data

Re-Process

DELETE

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

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

VIEW | 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: 0

G2. Number of Children Approved for Reduced Price Meals: 0

National School Lunch Program

L1. Number of Enrolled Children: 0

L2. Number Operating Days: 0

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: 0
(e.g. adults, senior citizens, child care, second lunches)

School Breakfast Program (Regular Reimbursement)

B1. Number of Enrolled Children: 0

B2. Number Operating Days: 0

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: 0
(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: phylofornikieva on: 1/23/2015 8:46:35 AM Modified By: phylofornikieva on: 1/23/2015 8:50:13 AM

Save
Cancel

VIEW | 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



[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

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

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

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.

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

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.

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: canelle.goddard@k12.sd.us

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



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 [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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[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

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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

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

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

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Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

2014 - 2015 SNP Claim Month Details

Claim Month:

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.

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Applications

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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 HESOP		Approved
Add	0002	BISON HESOP		
Add	0004	BISON JR HI		

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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 Warnings
Continue

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	WILSON HT SCH		Validated
Add	0002	WILSON ELEM		
Add	0004	WILSON JR HS		

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Continue

Upload Claim Data

Re-Process

DELETE

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


DEPARTMENT OF EDUCATION
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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			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.

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Submit For Payment

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

School Nutrition Programs

Applications | Claims | Reports | Security | Search

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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

Finished

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

School Nutrition Programs

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Applications | Claims | Reports | Security | Search
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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

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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[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

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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  South Dakota DEPARTMENT OF EDUCATION Learning. Leadership. Service. 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
< Back					

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



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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
Total Earned					\$3.04	

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Add Revision

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

Click on the "Add Revision" button.

School Nutrition Programs

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Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

DELETE

2014 - 2015 SNP Claim Site List

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

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 JR HS		

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Continue

Upload Claim Data

Re-Process

DELETE

Click on the "Revise" tab.

29

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.

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Programs | Year | Help | Log Out

School Year: 2014 - 2015

2014 - 2015 SNP Claim Site List

--

Internal Use Only

~~Re-Process~~

The revision is in the "validated" status.

School Nutrition Programs



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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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Claims > Claim Year at a Glance - SNP >

School Year: 2014 - 2015

School Nutrition Programs

Claim Month Details for December 2014

5200100

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:

Finished

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



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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

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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



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School Year: 2014 - 2015

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	

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Add Revision

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

School Nutrition Programs


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[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.