



Missouri Department of Health and Senior Services (DHSS)

Child and Adult Care Food Program (CACFP)

Sponsor Claim Submission – Quick Reference Guide

© 2022. EMS LINQ, Inc. All rights reserved.

LINQ



Sponsor Claim Submission Overview

The Claims tab is where sponsors submit and edit claims for reimbursement. Sponsors must have an approved application packet for the current program year to submit claims. Sponsors cannot submit a claim for reimbursement until the first day of the month after the application packet was approved.



Note: Once a sponsor claim is in “Approved” status and all center claims are marked “Complete,” the claim will be paid in the next payment batch. The sponsor claim status will then change to “Paid.”

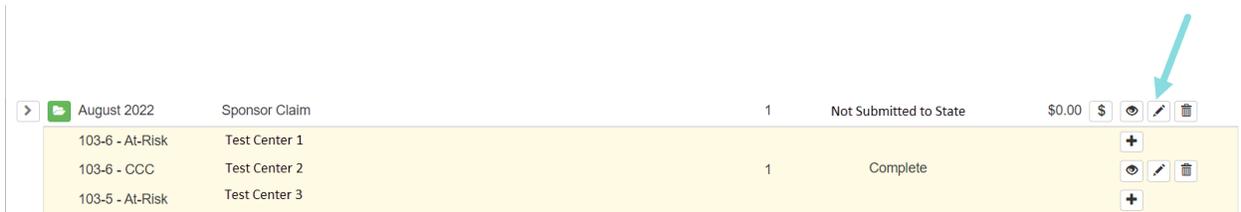
Submitting a Claim via Manual Entry

- 1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.
- 2) The Sponsor Summary screen displays. Select the **Claims** tab.
- 3) Select the **Expand Claim** icon  to the left of the desired claim month.
- 4) The claim will expand to show all available centers. Select the **Add (+)** action icon to the right of the desired center.

 September 2022	Claim should be entered between 10/1/2022 and 11/29/2022	
108-1 - CCC	Test Center 1	
108-5 - At-Risk	Test Center 2	
108-3 - At-Risk	Test Center 3	

- 5) A Site Claim form will open for the selected center. Enter the claim information. When finished, click **Save**.
- 6) A Post Confirmation message will display, informing you of the saved claim’s status.
 - a. If errors exist, the claim will save in a status of “Errors.” Select **Continue** to return to the claim form, correct the errors, and click **Save** again.
 - b. If the claim is free of errors, the claim will save in a status of “Complete.” Select **Exit Page** to return to the Claims tab of the Sponsor Summary.
- 7) Repeat steps 1-6 until you have entered all center claims for the chosen claim month. If a center will not be included in the claim month, you must revise your Center Information Sheet. Under the Applications tab, click on the Add (+), then under Months of Operation, uncheck the month(s) that you are not claiming for the center. Under General Comments, click the box, “Check here to submit this form to the State for Approval”. The state must approve before you can continue your claim.

8) When all center claims have been entered and are in a status of “Complete,” return to the Claims tab. Select the **Edit** icon  of the sponsor claim in the claim month.



9) The Sponsor Claim form displays. Review the information. At the end of the claim form, review the certification statement and mark the **Certification** checkbox.

* Nothing can be changed on this screen.

10) Click **Save**. The claim will be submitted to the state for approval. Ensure your sponsor level claim is in “Pending Approval” status. You can review the status of a claim (Approved, Paid, Pending Submission) on the Sponsor Summary-Claims tab. Once the claim is in Paid status it may take 5-7 business days to receive payment.

Claim Deadlines

Sponsors must submit a claim within 60 days of the last day of the claim month. When necessary, revisions must also be completed within 60 days of the last day of the claim month.

Month	Original Claims & Revisions
October	December 30
November	January 29
December	March 1 (Leap Year-Feb. 29)
January	April 1 (Leap Year-Mar. 31)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29

Submitting a Late Claim

Sponsors are permitted to submit a late claim past 60 days of the last day of the claim month as a one-time exception. Late claims are submitted in the traditional manners outlined above. (See *Submitting a claim via Manual Entry*).

When submitting a late claim past 60 days of the last day of the claim month, a warning message will display at the bottom of the claim form notifying the user that the claim may be submitted as a one-time exception. Please contact DHSS-CACFP for a Corrective Action Plan-One-Time Exception form. If the sponsor has already submitted a late claim that was approved in the past 36 months, the system will not process the claim and will notify DHSS-CACFP. In this situation, DHSS-CACFP may grant the late claim if it was due to reasons outside of the sponsor's control.

Deleting a Claim

Claims not yet submitted to the state for review can be deleted.

- 1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.
- 2) The Sponsor Summary screen displays. Select the **Claims** tab.
- 3) Select the **Expand Claim** icon  to the left of the desired claim month to delete.
- 4) Select the **Delete** icon of the desired center claim.
- 5) The associated claim form displays. Scroll down to the bottom of the form and select **Delete**. The center claim will be removed from the system.
- 6) All center claims must be deleted before the Sponsor claim can be deleted.
- 7) Select the **Delete** icon of the same desired sponsor claim.
- 8) The associated claim form displays. Scroll down to the bottom of the form and select **Delete**. The claim will be removed from the system.

Revising a Claim

Claims in "Paid" status cannot be deleted or edited; they must be revised and resubmitted if changes are desired.

- 1) Log in and select a program year. If you are an administrator to more than one sponsor, the Select Sponsor screen will display. Select the desired sponsor to continue.
- 2) The Sponsor Summary screen displays. Select the **Claims** tab.

- 3) Select the **Expand Claim** icon  of the claim month to be revised.
- 4) Select the **Add Claim (+)** icon of the claim(s) to be revised.
- 5) The associated claim form displays. Make the necessary modifications and click **Save**.
- 6) A Post Confirmation message will display, informing you of the saved claim's status.
 - a. If errors exist, the claim will save in a status of "Errors." Select **Continue** to return to the claim form, correct the errors, and click **Save** again.
 - b. If the claim is free of errors, the claim will save in a status of "Complete." Select **Exit Page** to return to the Claims tab of the Sponsor Summary.
- 7) Repeat steps 8-10 under Submitting a Claim via Manual Entry.