

Missouri Department of Health and Senior Services
Summer Food Service Program
Online Claiming Instructions

This instruction guide is intended to serve as a quick start guide and not a comprehensive explanation of the operation of the system. A complete, more detailed instruction manual can be found on the SFSP web site

<http://www.health.mo.gov/living/wellness/nutrition/foodprograms/sfsp/index.php> .

Basic Claiming Procedures

- Go to <https://dhssweb04.dhss.mo.gov/cnp>
- Login using the Login ID and Password issued to you.



Missouri Department of Health & Senior Services

Community Food and Nutrition Assistance

Please Enter

User ID:

Password:

Login

Program Selection

- After a successful login, you will see four puzzle pieces. Select the blue Summer Food Service Program piece.

Note: If you participate in the Child and Adult Care Food Program, you will have access to both systems by choosing the appropriate puzzle piece.



Missouri Department of Health & Senior Services

Community Food and Nutrition Assistance



Click on a puzzle piece above for the Child Nutrition Program you wish to access!

[Exit Web Site](#)

Notification Page

- This is where important SFSP information will be posted. This page will include links to instructions, forms, and include any program news and updates. After carefully reading this page, click Continue.

Note: *It is critical that you review this page for current information each time you login. This page may be used in lieu of sending an e-mail.*

After reading this message, click on the "Continue" button at the bottom of the page

Page Updated January 13, 2009

Welcome to the Summer Food Service Program Web-Based System

MISSOURI SFSP
Website: <http://www.dhss.mo.gov/sfsp/>
E-Mail: sfsp@dhss.mo.gov

Continue

Program Year Selection

- Choose the appropriate program year.

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2007	October 1, 2006	September 30, 2007
2008	October 1, 2007	September 30, 2008
2009	October 1, 2008	September 30, 2009
2010	October 1, 2009	September 30, 2010
2011	October 1, 2010	September 30, 2011

Sponsor Summary

- After selecting the year, you will see your Sponsor Summary.

↓ Bottom of Form

Sponsor Summary

AAA Test Sponsor (55523)

Packet		Applications	Claims	Payments	Users
Item	Req	On-Line Forms Description		Count/Date	Status
1	*	Sponsor Information Sheet			Approved
2	*	Sponsor Budget Form			Approved
3	*	Site Information Sheet			Approved
4		Forms Submitted to State for Approval		2/9/2011	Approved
5		Forms Approved by the State		2/9/2011	Approved

Item	Req	Off-Line Forms Description	Date Sent	Date Received	Date Complete
6	*	Geographical Boundary Map	3/1/2011	3/5/2011	3/5/2011
7		Documentation of 501(c)(3) Status			
8	*	Food Service Contract	3/1/2011	3/5/2011	3/5/2011
9		Enrollment Form			
10		Contract			
11	*	Notarized Affidavit	3/1/2011	3/5/2011	3/5/2011
12		Business Entity Certification			
13	*	E-Verify Memorandum of Understanding	3/1/2011	3/5/2011	3/5/2011
14	*	Nutritionist Pre-approval Visit	3/1/2011	3/5/2011	3/5/2011
15	*	New Sponsor Training Attendance	3/1/2011	3/5/2011	3/5/2011
16	*	Policy Statement	3/1/2011	3/5/2011	3/5/2011
17	*	Direct Deposit Form	3/1/2011	3/5/2011	3/5/2011
18	*	Vendor Input Form	3/1/2011	3/5/2011	3/5/2011




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- Click on the Claims tab to see the months available for claiming. You will be able to enter a claim beginning the last operating day of the month.


Sponsor Claim

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Sponsor Summary **AAA Test Sponsor (55523)**

Packet	Applications	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days			 Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days			 Add
April 2011	Claim should be entered between 4/25/2011 and 6/29/2011			 Add
YTD Total			0.00	

↑ Top of Form



- On the last operating day of the month, Add will show up in the Action column.
- Click Add to initiate the claim.
- **NEW - NEW - NEW - NEW - NEW - NEW - NEW - NEW**
- At this point you should see a Sponsor Claim with no data.
- Go straight to the bottom and click Save - **DO NOT** place a checkmark in the certification statement (19) at this time. If you do, you will get errors.

*Sponsor Claim Instructions are continued on the next page.
Remainder of this page intentionally left blank.*

Sponsor Claim

SFSP		Missouri Department of Health & Senior Services			
Sponsor Claim					
AAA Test Sponsor (55523)				April 2011	
123 Test Street Test City, MO 11111				Pending Submission Original Claim	
↓ Bottom of Form					
Claim Detail	(A)	(B)	(C)	(D)	
	Month	ADP	Number of Sites	Operating Days	
(1) Claim Month Selected	April	0	0	0	
Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Self-Prep or Rural-Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(4) First Meals	0	0	0	0	0
(5) Second Meals	0	0	0	0	0
(6) Total Meals	0	0	0	0	0
Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Urban - Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(7) First Meals	0	0	0	0	0
(8) Second Meals	0	0	0	0	0
(9) Total Meals	0	0	0	0	0
(19) <input type="checkbox"/> I certify that all sites for which approval has been given were operational during the month claimed and that there has been no significant change in projected administrative costs since submission of program applications, receipt of advance payment or previous claim.					
I certify that all enrolled sites had 50% or more eligible participants for the claim period represented on this form.					
I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that this is in accordance with the terms of existing agreement (s). I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.					
DHSS Internal Use Only					
(20) <input type="checkbox"/> Override Edit Checks	(21) Reason for Exceptions	<input type="text"/>			
(22) <input type="checkbox"/> Check here when the Claim has been reviewed by the State					
Created By: hargir	Date Created: 5/26/2011	Modified By: hargir	Date Modified: 5/26/2011		
↑ Top of Form					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

- Go straight to the bottom and click Save - **DO NOT** place a checkmark in the certification statement (19) at this time. If you do, you will get errors.

Sponsor Claim Summary

**AAA Test Sponsor
55523**

Submitted by on

April 2011

Pending Submission

Original Claim

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Reimbursable Meal Counts

Meals Served To:	Breakfast	Lunch	Supper	AM Snack	PM Snack
Eligible Children (1st Meal - High)	0	0	0	0	0
Eligible Children (2nd Meal - High)	0	0	0	0	0
2nd Meals Allowed (2% of 1st - High)	0	0	0	0	0
Total Meals Served (High)	0	0	0	0	0
Total Meals Allowed (High)	0	0	0	0	0

Meals Served To:	Breakfast	Lunch	Supper	AM Snack	PM Snack
Eligible Children (1st Meal - Low)	0	0	0	0	0
Eligible Children (2nd Meal - Low)	0	0	0	0	0
2nd Meals Allowed (2% of 1st - Low)	0	0	0	0	0
Total Meals Served (Low)	0	0	0	0	0
Total Meals Allowed (Low)	0	0	0	0	0

Operations

Operating Reimbursement	Breakfast	Lunch	Supper	AM Snack	PM Snack
Meals Allowed	0	0	0	0	0
Operating Rates	1.6800	2.9400	2.9400	0.6800	0.6800
Reimbursement Amount	0.00	0.00	0.00	0.00	0.00
Total Operating Reimbursement for Meals	0.00				

Administration

Administrative Reimbursement	Breakfast	Lunch	Supper	AM Snack	PM Snack
Meals Allowed (High)	0	0	0	0	0
Administrative Rates (High)	0.1675	0.3075	0.3075	0.0825	0.0825
Reimbursement Amount (High)	0.00	0.00	0.00	0.00	0.00
Total Administrative Reimbursement for Meals (High)	0.00				

Administrative Reimbursement	Breakfast	Lunch	Supper	AM Snack	PM Snack
Meals Allowed (Low)	0	0	0	0	0
Administrative Rates (Low)	0.1325	0.2550	0.2550	0.0650	0.0825
Reimbursement Amount (Low)	0.00	0.00	0.00	0.00	0.00
Total Administrative Reimbursement for Meals (Low)	0.00				

Operating Reimbursement Summary

Description	Amount
Total Meals x Rates	0.00
Less April Previous Revision Operations Amount Paid	0.00
Net Operating Earnings	0.00

Administrative Reimbursement Summary

Description	Amount
Total Meals x Rates	0.00
Less April Previous Revision Administration Amount Paid	0.00
Net Administrative Earnings	0.00

Net Earning for This Claim

0.00

Click [here](#) to go to the Sponsor Summary page or select another option from the menu above.

- Click HERE and you will return to the sponsor summary

↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Submission	0.00	View Edit Delete
YTD Total				0.00	

↑ Top of Form

- Your Sponsor Claim should now be in *Pending Submission* status
- Click on the folder next to the claim month (it should have a + in it)

↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Submission	0.00	View Edit Delete
	55523-1	test site 1		0.00	Add
	55523-2	test site 2		0.00	Add
YTD Total				0.00	

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- Click on Add next to the first site listed.

Site Claim

test site 1 (55523-1)

AAA Test Sponsor (55523)

April 2011

Complete

Original Claim

Submitted by Robert Hargis on 5/26/2011

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Claim Detail

	(A)	(B)	(C)
	Month	ADA	Operating Days
(1) Claim Month Selected	April	2	25

Eligible Meals Served

	(A)	(B)	(C)	(D)	(E)
	Breakfast (-NA-)	AM Snack (High)	Lunch (High)	Supper (-NA-)	PM Snack (-NA-)
(4) First Meals	0	525	525	0	0
(5) Second Meals	0	75	65	0	0
(6) Total Meals	0	600	590	0	0
(7) Total ADA	0	2	2	0	0

DHSS Internal Use Only

(12) Override Edit Checks (13) Reason for Exceptions

Created By: hargir

Date Created: 5/26/2011

Modified By: hargir

Date Modified: 5/26/2011

↑ Top of Form

- Enter Operating Days and Meal Data
- Click Calculate
- Click Submit

- After the Site Claim is submitted correctly you will see the following Post Confirmation message.

Post Confirmation

The **Site Claim** is **Complete**: Proceed to Sponsor Level Claim.

Click [here](#) to go to the Site Claim Listing or select another option from the menu above.

- Click [here](#) and you should return to the Sponsor Summary.
- Repeat this process for each of the Site Claims until they are all in Complete status.

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Sponsor Summary **AAA Test Sponsor (55523)**

Packet	Applications	Claims		Payments	Users
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Submission	0.00	View Edit Delete
55523-1	test site 1	0	Complete	180.45	View Edit Delete
55523-2	test site 2			0.00	Add
YTD Total				0.00	

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ERRORS

Post Confirmation

The **Site Claim** was posted to the database with a status of **Errors Detected**.

The form entered failed to pass the edit process because of either incomplete or incorrect information. These errors must be corrected before the form can be approved by DHSS. Please return to the entry form to review the errors and make the necessary corrections.

Click [here](#) to go to the Site Claim Listing or select another option from the menu above.

- If you encounter an **Error**, click [here](#) to go to Sponsor Summary

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Sponsor Summary

AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Submission	0.00	View Edit Delete
55523-1	test site 1	0	Complete	2,145.35	View Edit Delete
55523-2	test site 2	0	Errors	0.00	View Edit Delete
YTD Total				0.00	

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- Click [Edit](#) next to the site Claim with the Error, review the explanation of the error and correct it.

**WARNING! You must click [Edit](#) to make changes to claim.
Clicking [View](#) will allow you to enter the changes, but not submit them.**

Site Claim

test site 2 (55523-2)

AAA Test Sponsor (55523)

April 2011

Errors

Original Claim

↓ Bottom of Form

Validation Errors

Information entered did not pass all of the validation rules associated with this form. Please review the following messages for detailed information concerning the error and its severity. Messages with a severity of "1" must be corrected before this form can be processed. A severity of "2" indicates some information may be missing or incomplete but the form can be processed as is. You can scroll down to see where the errors occurred or click on a section number below to jump directly to the appropriate section.

Go to Section: [1](#)

Section 1 - Validation Errors

Field No.	Severity	Description
1C	1	Operating Days claimed cannot exceed the maximum number of days on the approved site application for the claim month. Max = 25

Go to Section: [1](#)

Claim Detail	(A)	(B)	(C)
	Month	ADA	Operating Days
(1) Claim Month Selected	April	3	26

Eligible Meals Served	(A)	(B)	(C)	(D)	(E)
	Breakfast (-NA-)	AM Snack (-NA-)	Lunch (High)	Supper (-NA-)	PM Snack (-NA-)
(4) First Meals	0	0	75	0	0
(5) Second Meals	0	0	25	0	0
(6) Total Meals	0	0	100	0	0
(7) Total ADA	0	0	3	0	0

DHSS Internal Use Only

(12) Override Edit Checks (13) Reason for Exceptions

Created By: hargir

Date Created: 5/26/2011

Modified By: hargir

Date Modified: 5/26/2011

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Submit Calculate Cancel

- Correct the errors and once corrected, submit it and you should see the Post Confirmation message stating the claim is in Complete status.

↓ Bottom of Form

Sponsor Summary

AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Submission	0.00	View Edit Delete
55523-1	test site 1	0	Complete	2,145.35	View Edit Delete
55523-2	test site 2	0	Complete	250.06	View Edit Delete
YTD Total				0.00	

↑ Top of Form

- After all Site Claims are in Complete status, you must submit your Sponsor Claim.
- Next to the Sponsor Claim, Click Edit.

NOTE: When your Sponsor Claim is in *Pending Submission* status you are **NOT** finished. Your Sponsor Claim is not properly submitted until it is in *Pending Approval* status.

Sponsor Claim

AAA Test Sponsor (55523)

123 Test Street Test City, MO 11111

April 2011

Pending Submission

Original Claim

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Claim Detail	(A)	(B)	(C)	(D)
	Month	ADP	Number of Sites	Operating Days
(1) Claim Month Selected	April	24	2	25

Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Self-Prep or Rural-Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(4) First Meals	0	525	600	0	0
(5) Second Meals	0	75	90	0	0
(6) Total Meals	0	600	690	0	0

Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Urban - Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(7) First Meals	0	0	0	0	0
(8) Second Meals	0	0	0	0	0
(9) Total Meals	0	0	0	0	0

(9) I certify that all sites for which approval has been given were operational during the month claimed and that there has been no significant change in projected administrative costs since submission of program applications, receipt of advance payment or previous claim.

I certify that all enrolled sites had 50% or more eligible participants for the claim period represented on this form.

I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that this is in accordance with the terms of existing agreement (s). I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.

DHSS Internal Use Only

(20) Override Edit Checks (21) Reason for Exceptions

(22) Check here when the Claim has been reviewed by the State

Created By: hargir Date Created: 5/26/2011 Modified By: hargir Date Modified: 5/26/2011

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- You MUST click on the certification statement (19) if you do, indeed, agree with it
- Then click Save.
- **NOTE: If you don't put a checkmark in the certification statement box you will get an error.**

↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Pending Approval	2,395.41	View Edit Delete
	55523-1 test site 1	0	Complete	2,145.35	View Edit Delete
	55523-2 test site 2	0	Complete	250.06	View Edit Delete
YTD Total				2,395.41	

↑ Top of Form

- When the Sponsor Claim has been successfully submitted, it will be in *Pending Approval* status and you will see the Sponsor Claim Summary

↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Approved	2,395.41	View Edit Delete
	55523-1 test site 1	0	Complete	2,145.35	View
	55523-2 test site 2	0	Complete	250.06	View
YTD Total				2,395.41	

↑ Top of Form

- After the claim has been reviewed and Approved, the status will indicate the new status.

General Claiming Notes

- To *save your claim progress without actually submitting it to the state*, simply click on Save at the bottom of the online claim form.
- When you have completed the entry of the claim and are ready to submit to the state, read the certification clause (field 19). If you agree with the statement, click the box to place a √ in it. Then click the Submit button and if there are not errors, it will be submitted to the state. If you do have errors see the **Correcting Errors** portion of this instruction packet.
- A claim *has not* been properly submitted to the state for approval until the claim has achieved the *Pending Approval* status.

Claim Detail

- Operating Days - system will refer back to Site Information Sheet for accuracy if number entered on claim is greater than what is on the Site Information Sheet you will get an error.

Eligible Meals Served to Children

- Meals that are totaled in your Site Claims and placed in field 4, 5, 7 and 8 must be consistent with the Site Information Sheet regarding Urban/Rural and Self-Prep/Vended categories. Discrepancies with information entered in the Site Information Sheet will result in an error.

Payment Status

Now the payment has been *Paid*. In the Sponsor Summary, view the payment status by selecting the Payments tab.

↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users	
Claim Month	Revision		Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add
April 2011	Sponsor Claim	0	Paid	2,395.41	View Revise
55523-1	test site 1	0	Paid	2,145.35	View
55523-2	test site 2	0	Paid	250.06	View
YTD Total				2,395.41	

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↓ Bottom of Form

Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users
Open Balance Transactions		Operations	Administrative	Total Payable
There are no Open Transactions on file for this sponsor.				
Batch Number	Process Date	Operations	Administrative	Total Payment
1002	5/27/2011	2,163.08	232.33	2,395.41
April 2011 Claim		2,163.08	232.33	2,395.41
Total Payments		2,163.08	232.33	2,395.41

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Now, under the Payments tab of the Sponsor Summary, the batch in which the claim was processed is detailed. This date indicates when the SFSP processed the payment. Typically, the payment will be processed and paid within three weeks of submission. However, the SFSP has 45 days to process a claim.

- Clicking on the box with the '+' symbol in the Batch Number column will display the details of the claim. For example, if a sponsor submits a claim for two months and a revision for a third month, all of those transactions will be itemized and displayed under this Batch Number.

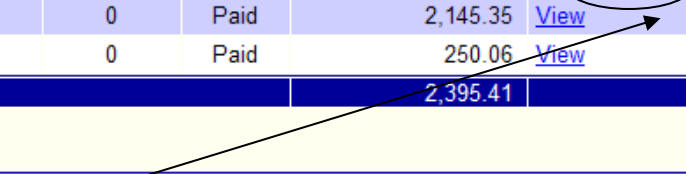
Claim Revisions

On occasion, a sponsor may find it necessary to revise a claim. The web-based system will not allow you to revise a claim until it has been paid. In fact, you will only be given the Revise option after the original claim has been *Paid*.

↓ Bottom of Form

Sponsor Summary		AAA Test Sponsor (55523)			
Packet	Applications	Claims	Payments	Users	
Claim Month		Revision	Status	Claim Amount	Action
December 2010	Claim can only be submitted as One-Time Exception after 60 days				 Add
January 2011	Claim can only be submitted as One-Time Exception after 60 days				 Add
 April 2011	Sponsor Claim	0	Paid	2,395.41	View Revise
55523-1	test site 1	0	Paid	2,145.35	View
55523-2	test site 2	0	Paid	250.06	View
YTD Total				2,395.41	

↑ Top of Form



- To revise a claim, click on Revise

(Continued on next page.)

Sponsor Claim

AAA Test Sponsor (55523)

123 Test Street Test City, MO 11111

April 2011

Pending Submission

Revision 1

↓ Bottom of Form

Claim Detail	(A)	(B)	(C)	(D)
	Month	ADP	Number of Sites	Operating Days
(1) Claim Month Selected	April	24	2	25

Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Self-Prep or Rural-Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(4) First Meals	0	525	600	0	0
(5) Second Meals	0	75	90	0	0
(6) Total Meals	0	600	690	0	0

Eligible Meals Served to Children	(A)	(B)	(C)	(D)	(E)
Urban - Vended Meals	Breakfast	AM Snack	Lunch	Supper	PM Snack
(7) First Meals	0	0	0	0	0
(8) Second Meals	0	0	0	0	0
(9) Total Meals	0	0	0	0	0

(19) I certify that all sites for which approval has been given were operational during the month claimed and that there has been no significant change in projected administrative costs since submission of program applications, receipt of advance payment or previous claim.

I certify that all enrolled sites had 50% or more eligible participants for the claim period represented on this form.

I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, that records are available to support this claim, that this is in accordance with the terms of existing agreement (s). I recognize that I will be fully responsible for any excess amounts that may result from erroneous or neglectful reporting herein.

Created By: hargir

Date Created: 5/27/2011

Modified By: hargir

Date Modified: 5/26/2011

↑ Top of Form

Save Cancel

- Immediately click on Save (**Do NOT Check box (19)**)
- The following page will be the Sponsor Claim Summary. As with the original claim, go to the bottom and click [here](#).

Site Claim

test site 1 (55523-1)

AAA Test Sponsor (55523)

April 2011

Pending Submission

Revision 1

↓ Bottom of Form

Claim Detail

	(A)	(B)	(C)
	Month	ADA	Operating Days
(1) Claim Month Selected	April	21	<input type="text" value="25"/>

Eligible Meals Served

	(A)	(B)	(C)	(D)	(E)
	Breakfast (-NA-)	AM Snack (High)	Lunch (High)	Supper (-NA-)	PM Snack (-NA-)
(4) First Meals	<input type="text" value="0"/>	<input type="text" value="525"/>	<input type="text" value="525"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(5) Second Meals	<input type="text" value="0"/>	<input type="text" value="75"/>	<input type="text" value="65"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(6) Total Meals	<input type="text" value="0"/>	<input type="text" value="600"/>	<input type="text" value="590"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(7) Total ADA	0	21	21	0	0

Created By: hargir

Date Created: 5/26/2011

Modified By: hargir

Date Modified: 5/26/2011

↑ Top of Form

- You will then see the Sponsor Claim form again. Here, enter the correct information and the system will calculate the adjustment.

Example of How to Complete a Revised Claim

If on the original claim the sponsor entered 525 meals and it should have been 400, enter 400 on the revised claim (see original claim on previous page).

SFSP Missouri Department of Health & Senior Services

Site Claim

test site 1 (55523-1) AAA Test Sponsor (55523)

April 2011
Pending Submission
Revision 1

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Claim Detail	(A)	(B)	(C)
	Month	ADA	Operating Days
(1) Claim Month Selected	April	21	<input type="text" value="25"/>

Eligible Meals Served	(A)	(B)	(C)	(D)	(E)
Administrative Rate	Breakfast (-NA-)	AM Snack (High)	Lunch (High)	Supper (-NA-)	PM Snack (-NA-)
(4) First Meals	<input type="text" value="0"/>	<input type="text" value="400"/>	<input type="text" value="525"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(5) Second Meals	<input type="text" value="0"/>	<input type="text" value="75"/>	<input type="text" value="65"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(6) Total Meals	<input type="text" value="0"/>	<input type="text" value="475"/>	<input type="text" value="590"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
(7) Total ADA	0	21	21	0	0

Created By: hargir Date Created: 5/26/2011 Modified By: hargir Date Modified: 5/26/2011

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- Click Submit

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Sponsor Summary AAA Test Sponsor (55523)

Packet	Applications	Claims	Payments	Users			
Claim Month		Revision	Status	Claim Amount	Action		
December 2010	Claim can only be submitted as One-Time Exception after 60 days				Add		
January 2011	Claim can only be submitted as One-Time Exception after 60 days				Add		
April 2011	Sponsor Claim	1	Pending Approval	2,298.57	View		
55523-1	test site 1	1	Complete	-96.84	View		
55523-2	test site 2	0	Paid	250.06	View		
				0	Paid	2,395.41	View
YTD Total				2,298.57			

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- After revising the claim, the revision number is indicated under the Revision Column
- View the various claims and revised claims by clicking on the '+' next to the Claim Month. After clicking the '+' it will change to a '-' and display the revisions as well as the original claim.

Claim Detail

(1) Claim Month Selected

- (A) Month – Field is automatically filled.
- (B) ADP – Field is automatically calculated and filled.
- (C) Number of Sites – Number of sites included in claim.
- (D) Operating Days – Number of days site operated during month(s) in Field (A)

Eligible Meals Served to Children

All meals in fields 4, 5, 7 and 8 will be automatically verified by the system. All meals entered will be verified against the Site Information Sheet to make sure site is approved for that particular meal. The system will not let you claim more than CAP x Operating Days for approved meals.

Self-Preparation or Rural-Vended Meals

(4) First Meals

- (A) Breakfast
- (B) AM Snack
- (C) Lunch
- (D) Supper
- (E) PM Snack

(5) Second Meals

- (A) Breakfast
- (B) AM Snack
- (C) Lunch
- (D) Supper
- (E) PM Snack

(6) Total Meals – Field is automatically calculated and filled.

Eligible Meals Served to Children

Urban-Vended Meals

(7) First Meals

- (A) Breakfast
- (B) AM Snack
- (C) Lunch
- (D) Supper
- (E) PM Snack

(8) Second Meals

- (A) Breakfast
- (B) AM Snack
- (C) Lunch

- (D) Supper
- (E) PM Snack

(9) Total Meals – Field is automatically calculated and filled.

(10-18) No longer utilized on claim.

(19) Certification

Tips for Navigating the Web-Based System

1. Do not use your Internet Explorer's Back button. Use the menu (in the blue section) on the top left of the screen, or use the "breadcrumb trail," (under the blue bar) to navigate from screen to screen.
2. Each time you submit the info sheet or claim, no matter if it has errors, it is saved on the server, and will be there if you need to leave or logoff and come back.
3. Use the Tab key to navigate from field to field, or use your mouse to point and click into the field you want to complete. Do not use your Enter key. If you do, the info sheet or claim will submit (in an error status).
4. If you are in View mode, changes won't be saved. If you want to make changes, make sure you are in Edit or Revise mode.
5. Claim revisions are filed after the original (or previous revision) is in *Paid* status.

User Notes

1. Click the Users tab to view individuals who have access to submit application and claim information for your organization.
2. Inform the Bureau of Community Food and Nutrition Assistance immediately if an individual with access to the SFSP web-based system is leaving your organization so that access may be revoked.
3. Submit a Network User Access Request form to request online access for new employees.
4. User IDs and passwords are assigned to individuals only, and may not be shared. There is a limit of two user IDs and passwords per sponsor.