Missouri

COLYAR CONSULTING GROUP, INC.

Child Nutrition Program

School Nutrition Program

User Manual

For LEA Users

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2009 - 2010 Fresh Fruit and Vegetable Claim Month Details

03008
Gridley Unified
No address on file for this year
payment address

Claim Month: September 2009

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

< Back | Add Original Claim | Submit For Payment

Introduction

Welcome to the Missouri Department of Elementary & Secondary Education School Nutrition Information System user manual for the system's School Nutrition Program (SNP) module. The SNP system is a software solution for Nutrition Program management. This system utilizes the Internet to provide administrators, state users, and LEAs with efficient and immediate access to claims, applications, and all nutrition program functions.

Web Site Benefits and Features

The SNP system is a user-friendly web application that allows DESE SFS personnel and LEA users to submit and approve documents and claims via the Internet. Key system features include:

- A single software system, which manages information regarding LEAs, applications, claims, and reports.

- A single database, which works behind the scenes to combine configuration information that can be utilized across the child nutrition programs.

- The ability to save partially completed documentation on-line, allowing the user to complete the process at a later time.

- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

- Security Groupings, which streamline security setting controls by enabling administrators to easily assign users to numerous pre-defined groups and eliminating the need to manually set each user's security access.

User Manual

This user manual is intended for use by the SNP LEA users. It is designed to provide a general understanding of how to use the web site to perform SNP Module functions effectively and efficiently. To achieve this objective this manual will provide you with:

- A general explanation of each feature available

- Screen examples of web site pages and forms

- Step-by-step instructions for utilizing the web site features

- Tips and Notes to enhance your understanding of the system

Getting Started

Before you can begin using SNP, you must be assigned a user ID and password by a SNP administrator and must be granted access to the SNP Module. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the SNP web site. (System Setup is not covered in this manual.)

Accessing the Web Site

You can access SNP from any computer connected to the Internet by opening your Internet browser and entering the URL (shown below) in the address line:

-- https://k12apps.dese.mo.gov/webLogin/login.aspx

TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Figure 1: Home Page

Logging On

To Log on

1. Access SNP by typing the URL into the address line of your web browser of choice
   -OR-
   Open SNP from your Desktop or Internet Favorites.

2. In the Log In box, enter your **User Name**.

3. Enter your **Password**.
   The User ID and Password fields are case-sensitive, so be sure to use upper and lower-case letters if necessary.

4. Select **Log In**.

> **Note:** If you do not have a User ID and Password, contact your Security Administrator.

Figure 2: System Log On area

SNP Content Overview

The SNP application contains key elements that provide basic information about your location within the web site or that simplify basic tasks, such as system navigation.

Figure 3: Content Overview

Item	Description
Program Name	The selected program name appears in the gray area at the top of the page.
Menu Items	Menu items display on the dark blue menu bar at the top of the page. Selecting a menu item will take you to its menu page.
Note: Some users do not have access to all menu items. If you are unable to Select on a particular menu item, you do not have the necessary security rights. Contact your administrator if you need additional help.	
Navigation / Breadcrumb Trail	The navigation—or breadcrumb—trail, displays in the light blue bar and shows your location within the web site at all times. Selecting on a specific portion of the trail will bring you back to that particular screen.
Selected School Year	The selected school year displays on the right beneath the menu bar. Upon logging in, the newest program year will be the default selected school year.
Selected LEA	The selected organization name and information displays as you perform tasks within the system.
Logout	The logout button displays in the menu bar. It is recommended to Select logout before exiting the system.

Figure 4: Common Application Components–Screen Options (highlighted)

Some screens in the application offer the user some or all of the following options: **View, Add, Modify**, **Delete**, and **Internal Use Only**. The Screen Options area is located on the right side of the screen directly beneath the colored bar.

The following table describes each of the possible screen options:

Item	Description
View	Presents the screen information in 'view-only' mode. In this mode, the user cannot modify any data.
Modify	Presents the screen in 'modify' mode. In this mode, the user can modify field data and save the data after pressing the save button at the bottom of the screen.
Add	Presents the screen in 'add' mode. In this mode, fields on the screen are empty and field data is enterable by the user. After Selecting the save button, a new record is added with the information that was entered. (The screen example does not show this option.)
Delete	Deletes the current record displayed on the screen. The user will typically see a confirmation screen to validate that they intend to delete the record.
Internal Use Only	(DESE SFS users only) This is available for screens that have an Internal Use Only section which is typically at the bottom portion of the forms on the Application Menu. Selecting on this screen option will result in the internal use fields being editable. This option is only available to DESE SFS users and as with all screen options, only those options for which users have security access will be available to that user.

School Nutrition Program Home Page

After logging on to SNP using your assigned user name and chosen password, the School Nutrition Program Module home page displays. This page contains the Security message board, on which you can view important messages from state administrators. Messages may contain important news or information regarding nutrition programs or system security.

SNP Message Board

The SNP Message Board displayed on the SNP Program home page contains important messages from the Missouri Department of Elementary & Secondary Education. This message board is viewable only by SNP users.

From the SNP home page, you can select a menu item from the dark blue menu bar at the top of the page. The School Nutrition Program menu bar contains only menu items specific to the School Nutrition Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail:

Menu Item	Menu Features
Applications	▪ **Application Packet -** Displays Applications and Agreement Forms (LEA and Building) ▪ **Verification Report -** Displays Mandatory Annual Verification Report completed by LEAs and submitted to DESE SFS. ▪ **Food Safety Inspections -** Displays the form that LEAs complete regarding the required number of annual food safety inspections by building ▪ **Financial Report -** Displays the School Food Annual Revenues and Expenditures Report
Claims	▪ **Claim Entry –** Access to **SNP** Claim Entry ▪ **Claim Entry – Seamless Summer** – Access to Seamless Summer Claim ▪ **FFVP Claim Entry -** Access to FFVP Claim Entry ▪ **Payment Summary -** Displays Payment Summary
Security	▪ **User Manager -** Displays User Manager for selected LEA. **Note**: Only users with the appropriate security permissions will be able to access User Manager functions.
Search	▪ **LEA Search** - Opens the SNP Search Options screen ▪ **Status Summary Report** – Search for SNP LEA's base on application or claim status. **Note:** Only users with the appropriate security permissions will be able to access Status Summary Report functions. Most LEA users will not be able to access this screen.

Error Processing

All information entered and saved on the system is checked to ensure it conforms to data entry guidelines and system rules. The system performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the system checks for Input Errors. These errors are generally typographical mistakes, such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains an input error, the screen re-displays with the error code and description in red at the top of the page. The error code also displays in front of the field containing the error, making it easy to scroll down the page and quickly identify the error. These errors must be corrected before you can proceed.
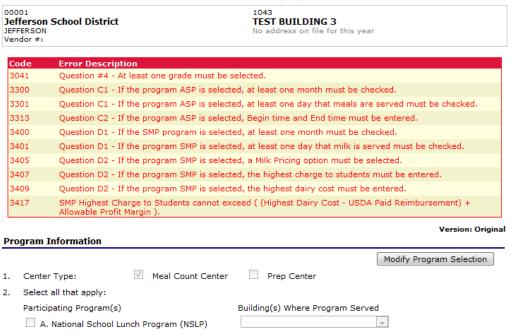
2009 - 2010 SNP Building Application

00001		1043
Jefferson School District		**TEST BUILDING 3**
JEFFERSON		No address on file for this year
Vendor #:		

Code	Error Description
3041	Question #4 - At least one grade must be selected.
3300	Question C1 - If the program ASP is selected, at least one month must be checked.
3301	Question C1 - If the program ASP is selected, at least one day that meals are served must be checked.
3313	Question C2 - If the program ASP is selected, Begin time and End time must be entered.
3400	Question D1 - If the SMP program is selected, at least one month must be checked.
3401	Question D1 - If the program SMP is selected, at least one day that milk is served must be checked.
3405	Question D2 - If the program SMP is selected, a Milk Pricing option must be selected.
3407	Question D2 - If the program SMP is selected, the highest charge to students must be entered.
3409	Question D2 - If the program SMP is selected, the highest dairy cost must be entered.
3417	SMP Highest Charge to Students cannot exceed ((Highest Dairy Cost - USDA Paid Reimbursement) + Allowable Profit Margin).

Version: Original

Program Information

Modify Program Selection

1. Center Type: ☑ Meal Count Center   ☐ Prep Center
2. Select all that apply:
    Participating Program(s)   Building(s) Where Program Served
    ☐ A. National School Lunch Program (NSLP)   [▼]

Figure 6: Input Error (Partial Screen)

Business Rule Edits

Business rule edits are used to ensure that all required data on a form does not conflict with system guidelines or information entered on the system. For example, if you enter a Reduced Meal Price greater than the Full Price Meal price, you will receive a business rule error.

The system runs business rule edits when a form is saved on the system. Business rule errors display on a save confirmation screen. The errors will also display with a code description and severity at the bottom of the form containing the errors. The description briefly describes and indicates which field contains the error. In addition, the error severity indicates whether an error is considered a Warning or an Error. Errors appear in red and must be corrected before the agreement or form can be approved. Warnings appear in blue and indicate something out of the ordinary, but not crucial to the approval of the agreement or form, has been detected.

Code	Warning Description
1516	If "No" is selected for A36, then FSMC Contract First and Last Name should be blank.

Figure 7: Warning Code and Description (example)

LEA Search

Note: If you are associated with only one LEA, you will be unable to access LEA Search.

If you are associated with more than one LEA, you must search for and select a LEA before beginning any task using the LEA Search function for most School Nutrition Program functions.

When the LEA Search screen displays, you can search for the LEA using all or part of the LEA's Agreement Number, LEA Name, or Vendor Number or you can display a list of **all** LEA's. The search result displays in the LEA List below the search criteria.

To search for a LEA

1. On the menu bar, select **Search**.

2. Select **LEA Search**.

3. Entered any desired search criteria.

4. Select **Search**.

5. Select the LEA you wish to access.

> **TIP:** The LEA List displays based upon the criteria chosen. If no choices were made, the list displays all available LEA's. To display all LEA's, leave all search fields blank and Select **Search.**

SNP LEA Search

Search for LEAs

Agreement Nbr:		Packet Status:	
LEA Name:		Field Service Rep:	
Vendor Number:		Packet Assigned To:	
County:		Region:	
LEA Status:	Active	Program Status:	

☐ Search all available Programs

[Search]

| LEAs | | | | | Found: |
| Agreement Nbr | LEA Name | Application Packet Status | Submitted for Approval | Approval Date | Packet Assigned To |

Figure 8: LEA Search Page

Selecting a School Year

Information for LEAs and buildings displays only for the selected school year. Upon logging on to the system, the current school year is the default selection and displays in the top-right corner in the light blue bar. In order to view information from a different year, you will need to change the school year.

> **Note:** Some LEA's may be unable to select a new year if they have not been granted the security right. Contact your administrator and request that you be given the **Select Year** security right if you feel this is in error.

To select a school year

1. Select **Year** on the blue menu bar at the top of the page.
   The Year Select screen displays.

2. Select the desired school year.

   > **Note:** The selected school year is indicated by the **<Selected** to the right of the year.

3. Use the menu bar to return to your task in the program.

3

Applications

Now that you know how to access and log on to SNP, the remainder of the manual will explore the functions of the School Nutrition Program Module. Let's first look at the Applications component of SNP, where users manage yearly enrollment of LEAs and buildings.

About the School Year Enrollment Process

In order to participate in the SNP, LEA's and buildings must submit an Application Packet to DESE SFS for review and approval. A new Application Packet must be submitted and approved at the beginning of each Program Year. For LEA's that are completing this process as part of their "annual update," certain information from the previous program year will rollover into the next program year so the LEA does not have to complete every field every year. Once the Application Packet is approved, monthly claims for reimbursement may be submitted, approved, and scheduled for payment by DESE SFS.

The LEA can submit the Application Packet to DESE SFS once all necessary applications have been completed and saved without errors. In addition, all supporting documents must be received and reviewed by DESE SFS in order to approve a LEA's Application Packet.

> **TIP:** The Checklist feature automatically lists the required supporting documents based upon the LEA's answers to certain application questions. DESE SFS can manage the documents' receipt and status from within this feature.

Once the Application Packet has been submitted to DESE SFS for approval, the Date Submitted automatically displays and the packet status changes to **Submitted for Approval** at the bottom of the Applications menu. DESE SFS changes the packet status as the application is reviewed and contacts the LEA organization regarding any problems in the packet.

Applications Menu

The Applications menu is the starting point for all tasks related to the annual SNP Enrollment process. The figure below displays the Application menu items and descriptions:

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report

Figure 9: Applications Menu screen

To access the Applications Menu

1. On the blue menu bar, select **Applications.**
   The Applications Menu displays.

2. Select an application item to access that application function.

Application Packet

In order to participate in the School Nutrition Program (SNP), LEAs must submit an application packet to DESE SFS for review and approval. At the beginning of each program year, LEA data is rolled over and must be verified by LEA prior to submitting any claims.

The Application Packet contains the LEA application, building application(s), and other forms required as a part of the packet. After selecting Application Packet from the Applications menu, each required packet item and its status displays. If any packet item requires attention—such as an error within a form or a checklist item to be completed—a red notification displays on the right.

> **TIP:** DESE SFS cannot approve an application until all supporting documents have been received and reviewed. The Checklist feature automatically lists the required supporting documents based upon the LEA's answers to certain application questions. For more information, see Checklist.

Note: LEAs may not submit claims until their application packet has been approved for the respective program year.

To access the Application Packet

1. On the dark blue menu bar, select **Applications**.

2. On the menu, select **Application Packet**.

3. If necessary, select a School Year.

<div align="center">

Select School Year

</div>

00001
Jefferson School District
2410 Arbor View Circle
Jefferson City, MO 32494
JEFFERSON
Vendor #:

Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
NEW! 2010 - 2011	07/01/2010 - 06/30/2011	Application Packet on File
2009 - 2010	07/01/2009 - 06/30/2010	Application Packet on File
2008 - 2009	07/01/2008 - 06/30/2009	Not Started

< Back

Figure 10: Select School Year screen

4. Select the Packet Item you want to access.

Figure 11: Application Packet screen

To view or modify an application

1. From the Applications menu, select **Application Packet**.
   The Application Packet screen displays.

2. Select the **View** or **Modify** link for the LEA Application.
   The LEA Application displays.

3. Modify any desired information.

4. Select **Save.**

To revise an application

Note: Applications must be revised if the application has already been submitted and approved by DESE SFS. Once this happens, a "Revise" link displays in lieu of the "Modify" link that displays before the application is submitted.

1. From the Applications menu, select **Application Packet**.
   The Application Packet screen displays.

2. Select **Revise** for the LEA Application.

3. Modify any desired information.

4. Select **Save**.
   A confirmation screen displays.

SCHOOL NUTRITION PROGRAM USER MANUAL

2010 - 2011 SNP LEA Application

000-000
ABC School District
Address

Section A - LEA Type

A1. Type of agency: Public

Dates of Operation for Regular Term

A2. Opening Date: [   ] (mm/dd/yyyy)   Closing Date: [   ] (mm/dd/yyyy)

Authorized Representative

	Salutation	First Name	Last Name
A3. Name:	Ms.	Jessica	Robins

A4. Email Address: jrobins@mail.com

A5. Phone: (555) 876-3457 Ext: [   ] Fax: [   ]

A6. Title: Authorized Rep

Street Address

A7. Address: 2410 Arbor View Circle

A8. City: Jefferson City

A9. State: MO   Zip: 32494

A10. County: JEFFERSON - 50

Mailing Address

☐ Same as the Authorized Representative Street Address

A11. Address: 2410 Arbor View Circle

A12. P.O. Box:

A13. City: Jefferson City

A14. State: MO   Zip: 32494

* Note: All correspondence will be sent to the Authorized Representative.

Food Service Director (FSD) / Manager

☐ Same as the Authorized Representative

	Salutation	First Name	Last Name
A15. Name:	Ms.	Jessica	Robins

A16. Email Address: jrobins@mail.com

A17. Phone: (555) 876-3457 Ext: [   ] Fax: [   ]

A18. Title: Authorized Rep

Street Address

A19. Address: 2410 Arbor View Circle

A20. City: Jefferson City

A21. State: MO   Zip: 32494

Mailing Address

☐ Same as the FSD Street Address

A22. Address: 2410 Arbor View Circle

A23. P.O. Box:

A24. City: Jefferson City

A25. State: MO   Zip: 32494

Figure 12: SNP LEA Application screen (partial)

Building Application(s) - School Nutrition Programs

> **Note:** General application functionality is the same for SNP and Seamless Summer. The how-to's below are application for both programs, even if only one program screenshot displays.

LEAs must complete a Building Application for each of their buildings. The Building Application screen provides access to the Building's annual application for the School Nutrition Program for both new and renewing buildings. Buildings must complete a new application annually.

To access a building application

1. On the dark blue menu bar, select **Applications.**

2. On the menu, select **Application Packet**.

3. Select Year

4. Under Packet Item, select **Building Application(s) - School Nutrition Programs**. The [Year] Application Packet - SNP Building List screen displays.

2010 - 2011 Application Packet - SNP Building List

000-000
ABC School District
Address

Action		Bldg# / Bldg Name	Meal Count Ctr	Prep Ctr	LUN	BSC BRK	SN BRK	NAE SNK	AE SNK	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2009
		Totals	1	1	2	1	1	0	1	0	0		
View | Modify Admin	➡	1050 ABC High School	☐	☐	X		X		X			Rev. 2 / Pending Validation	0.00
View | Revise	✔	4020 Elementary School	☑	☑	X	X						Rev. 1 / Approved	0.00

Add Building Application

Total Buildings Enrolled: 2

[< Back] [Save]

Figure 13: Application Packet – SNP Building List screen

To add an application for a new building

1. From the Applications menu, select **Application Packet**.

2. Under Packet Item, select **Building Application(s) - School Nutrition Programs.**

3. Select **Add Building Application.**

4. Select the Building name for which to wish to add an application.

5. Enter all relevant information.

6. Select **Save.**

> **Note:** The buildings displayed on this screen are buildings that exist for a LEA, but who have not completed a building application.

To view or modify a building application

1. From the Applications menu, select **Application Packet**.

2. Under Packet Item, select **Building Application(s) - School Nutrition Programs.**

3. Select the **View** or **Modify** link in the Action column for the desired building.

4. Modify any desired information.

5. Select **Save**.

To delete a Building application

Note: A building application can only be deleted if the building has not yet been approved.

1. From the Applications menu, select **Application Packet**.

2. Under Packet Item, select **Building Application(s) - School Nutrition Programs.**

3. Select the **Modify** link for the building you wish to delete.

4. Select **DELETE** on the Edit menu in the top-right corner.

WARNING: Once the application has been deleted, it is permanently removed and cannot be restored. Use caution before deleting an application.

5. Select **Delete** at the bottom of the page.
   A confirmation displays.

To revise a building application

Note: You can only revise an approved application. An application may be modified if it has not already been submitted.

1. From the Applications menu, select **Application Packet**.

2. Under Packet Item, select **Building Application(s) - School Nutrition Programs.**

3. Select the **Revise** link for the desired building.

4. Modify any desired information.

   Note: To make any modifications, **MODIFY** must be selected on the Edit menu.

5. Select **Save**.
   A confirmation screen displays.

Food Service Management Company Contracts

If the LEA's school nutrition program is managed by a Food Service Management Company (FSMC), then Food Service Management Company Contract information is **required** as a part of the application packet.

To create a new Food Service Management Company Contract

1. From the Applications menu, select **Application Packet**.

2. Select the **Details** link for FSMC Contracts.
   The Food Service Management Company Contract List screen displays.

3. Select **Create New Contract.**

4. Complete the form.

Food Service Management Company Contract List

000-000
ABC School District
Address
Vendor #:

1.	**Company Name:** FSMC Name	**[edit]**	**Initial Contract Year:**	2011
	Type of Contract: Fixed Price		**Number of Renewal Years:**	0

Action	**Contract Year**	**Status**
Enter Information	(2010-2011) - Initial Year	Not Started

2.	**Company Name:** Food Service Company Name	**Initial Contract Year:**	2013
	Type of Contract: Cost + Fee	**Number of Renewal Years:**	3

Action	**Contract Year**	**Status**
View	(2012-2013) - Initial Year	Pending Approval
Update Current Year*	(2013-2014) - Renewal (1)	Not Started
Update Current Year*	(2014-2015) - Renewal (2)	Not Started
Update Current Year*	(2015-2016) - Renewal (3)	Not Started

* Renewal year information cannot be entered for future years.

Create New Contract   < Back

Figure 14: Food Service Management Company Contract List

5. Select **Save and Continue.**

6. Enter all information on the Yearly Information screen.

7. Select **Save**.
   A confirmation screen displays.

Food Service Management Company Contract

000-000
ABC School District
Address

Contract Information

1. Company Name: FSMC Name ▼

2. Initial Year: 2010-2011 ▼

Company Contact Information

Additional Contract Information

3. Company Type: A Food Service Management Company (Purchase of Management Services) ▼

4. Contract Type: Fixed Price ▼

5. FSMCs that submitted a bid:
   ☐ FSMC Name 1
   ☐ FSMC Name 2
   ☐ FSMC Name 3
   ☐ FSMC Name 4
   ☐ FSMC Name 5

6. Signed Date: 6/30/2010

7. Effective Date: 7/1/2010

8. Number of Optional Renewal Years: 4 ▼

9. Final Year of Contract: 2014-2015

10. Comments:

Save and Continue   Cancel

Figure 15: Food Service Management Company Contract screen

Food Service Management Company Contract - Yearly Information
Initial Year: 2014

000-000
ABC School District
Address

Contract Information -FSMC Name

Contact: FSMC Company Name
Address
Phone Number

Company Type: A Food Service Management Company (Purchase of Management Services)

Contract Type: Fixed Price   **Initial Year:** 2010-2011

Yearly Information	**2013 - 2014**
1. Fixed price per student lunch for the regular school year:	0.00
2. Fixed price per student breakfast for the regular school year:	0.00
3. Fixed price per student after school snack for the regular school year:	0.00
4. Fixed price per non-student lunch for the regular school year:	0.00
5. Fixed price per non-student breakfast for the regular school year:	0.00
6. The meal equivalent factor for the regular school year:	0.00
7. The meal equivalent factor for outside catered events for the regular school year:	0.00
8. Fixed price per student breakfast for summer school:	0.00
9. Fixed price per student lunch for summer school:	0.00

10. Comment:

Internal Use Only

Status: PENDING

Not approved

State-Only Comment:

Save   Cancel

Figure 16: Food Service Management Company Contract – Yearly Information screen

To delete a food service management company fact sheet

1. From the Applications menu, select **Application Packet**.
   The Application Packet screen displays.

2. Select the **Details** link for FSMC Contracts.

3. Select [**edit**] for the desired Contract.

4. On the Edit toolbar, select **DELETE**.

5. Select the **Delete** button.

> ⚠️ **WARNING:** Selecting the button permanently deletes the Food Service Management Company Fact Sheet from the application and it will not be recoverable once deleted

6. Select **Finish** to return to the Application Packet screen.

Checklist Summary

The Checklist Summary is automatically generated based upon answers to specific questions from the LEA and building applications and lists the supplemental documents that need to be submitted to DESE SFS outside of the SNP system. For example, paper contracts or addendum may need to be submitted to DESE SFS via mail. The Checklist Summary feature allows LEAs to keep track of documents and their dates of submission. DESE SFS users use this feature to check when documents have been received and to denote the status of the documents.

To access a checklist

1. On the dark blue menu bar, select **Applications.**

2. On the menu, select **Application Packet**.

3. Under Packet Item, select **Checklist Summary**.

SNP Checklist Summary

000-000
ABC School District
Address

LEA	Total Items	Submitted Items	Approved Items
ABC School District	0	0	0

School Nutrition Programs Buildings	Total Items	Submitted Items	Approved Items
1050 ABC High School	1	1	1
3000 Middle School	3	3	3
4020 Elementary School	0	0	0

Seamless Summer Option Buildings	Total Items	Submitted Items	Approved Items
1050 ABC High School	0	0	0

< Back

Figure 17: SNP Checklist Summary screen

To view a checklist

1. From the Applications menu, select **Application Packet**.

2. Under Packet Item, select **Checklist Summary**.

3. Select the LEA or Building you wish to view a checklist for.

> **Note**: Only LEA and buildings who have completed their application and who have additional required documents will have a checklist.

VIEW | **MODIFY** | INTERNAL USE ONLY

SNP Checklist

000-000	1050
ABC School District	ABC High School
Address	Address

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency	Document on File w/State Agency	Status	Status Date	Last Updated By
Assisted Nutrient Standard Menu Planning sample menus (lunch)	☑	04/21/2010	☑	Approved	04/19/2010	Developer
Sample Food Based Menus and Production Records (Breakfast)	☑	04/21/2010	☑	Approved	04/21/2010	Developer
Milk Policy Statement	☑	04/21/2010	☑	Approved	04/19/2010	Developer

Save   Cancel

Figure 18: SNP Checklist screen

Verification Report

LEAs use the verification report function to complete and submit the mandatory annual verification report to DESE SFS. The verification report contains information about buildings collecting applications, building enrollment, eligibility information, and results of verification. After the report has been submitted without errors, DESE SFS administrators can review the document. (For more information on error messages, see Error Processing.) Accessing the Verification Report options from the Applications menu provides access to view, modify and delete verification reports.

To complete or modify a verification report

1. From the applications menu, select **Verification Report**.
   The Verification Report screen displays.

2. Enter all applicable information into the text boxes and check boxes provided.

3. Select **Save**.
   A confirmation screen displays.

> **WARNING**: The report cannot be submitted until all fields have been completed without input errors. If you receive an error message after saving your report, you must correct the errors before proceeding. For more information about errors, see Error Processing.

Verification Report

000-000
ABC School District
Address

I. GENERAL INFORMATION

Contact Information

1. LEA Contact:
2. Phone: Ext:
3. Due Date: **December 15, 2011**

Schools and Enrollment

4. Buildings Collecting Applications: As of **October 1, 2010**, enter the number of buildings that collect Applications for free and reduced-price meals.

5. Enrollment of All Buildings Collecting Applications: As of **October 31, 2010**, enter the total student enrollment of buildings that collect Applications.

Type of Application Used

6. Applications:
   ☑ Household   This indicates your agency used the Household Application during the 2010 - 2011 school year.

II. ELIGIBILITY INFORMATION
All districts including Provision sponsors must complete this section.

Free Eligible - Exempt Free

7. Number of Students: As of **October 31, 2010**, enter the number approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head Start, pre-K Even Start, Residential Students in RCCIs, non-applicants approved by local officials)

Free Eligible - Categorically Eligible

8. Number of Students: As of **October 31, 2010**, enter the number of students approved as eligible for free meals based on a Food Stamp/Temporary Assistance or Food Distribution Program on Indian Reservations (FDPIR) case number submitted on an Application (categorically eligible).

9. Number of Application: As of **October 1, 2010**, enter the number of Applications approved as eligible for free meals based on a Food Stamp/Temporary Assistance or Food Distribution Program on Indian Reservations (FDPIR) case number submitted on an Application (categorically eligible).

Free Eligible - Income Eligible Free

10. Number of Students: As of **October 31, 2010**, enter the number of students approved as eligible for free meals based on income/household size information submitted on an Application. Include foster children (families of one) in this count.

11. Number of Applications: As of **October 1, 2010**, enter the number of Applications approved for the free eligible students entered in Item 10.

Reduced-Price Eligible - Income Eligible Reduce Price

Figure 19: Verification Report screen (Partial)

1. From the applications menu, select **Verification Report**.
   The View Verification Report screen displays.

2. On the Edit menu, select **DELETE**.
   A warning is displayed.

> **WARNING**: Selecting the button permanently deletes the Verification Report from the application and it will not be recoverable once deleted.

3. Select **Delete**.
   A confirmation screen displays.

4. Select **Finish** to return to the Applications menu.

Food Safety Inspections

The Food Safety Inspections screen allows LEAs to enter information and DESE SFS to access the information on the selected LEA's annual Food Safety Inspections form.

The Food Safety Inspections feature allows you to view, modify, or delete information pertaining to a building's Food Safety Inspections for a given school year. When a LEA user accesses the Food Safety Inspections page, all buildings associated with the LEA display and the number of Food Safety Inspections for each building is reported. If a building has fewer than two safety inspections conducted during the school year, a reason must be provided.

Note: Only enrolled buildings are listed. If the building has an application on file for the given year, it will be listed and the street address on that application will be displayed.

Once data has been entered for each building, the system will automatically produce a Food Safety Inspections Summary at the bottom of the form. The summary displays how many buildings have had one, two, three or more, or no inspections during the school year and the reasons why.

Before the Food Safety Inspections information can be submitted, the completer of the form must enter their name, email address, phone number, and title in the Certification section.

To access building food safety inspections

Note: Only enrolled buildings are listed. If the building has an application on file for the given year, it will be listed and the street address on that application will be displayed.

1. On the blue menu bar, select **Applications**.

2. On the menu, select **Food Safety Inspections**.
   The Building Food Safety Inspections screen displays.

To modify building food safety inspections

WARNING: If an approved form is modified and saved, the 'Approved' application status will be removed along with the approval date and approved by information. DESE SFS will need to review and re-approve the application.

1. From the Applications menu, select **Food Safety Inspections**.
   The Building Food Safety Inspections screen displays.

2. Modify any desired information.

   Note: To make any modifications, **MODIFY** must be selected on the Edit menu.

3. Select **Save**.
   A confirmation screen displays.

4. Select <**Edit** to return to the Building Food Safety Inspections screen you just modified.
   -OR-
   Select **Finish** to return to the Applications menu.

TIP: Be sure to enter your name, email address, phone number, and title in the Certification section of the food safety inspections form. This information is required in order to submit the LEA's packet.

To delete building food safety inspections

1. From the Applications menu, select **Food Safety Inspections**.
   The Building Food Safety Inspections screen displays.

2. On the Edit menu, Select **DELETE**.
   A warning displays.

WARNING: Selecting the button permanently deletes the Building Food Safety Inspection from the application and it will not be recoverable once deleted.

3. Select **Delete**.
   A confirmation screen displays.

4. Select **Finish** to return to the Applications menu.

Figure 20: Building Food Safety Inspections screen (Partial)

Financial Report

The Financial Report function allows LEAs to enter information and DESE SFS to access the information on the selected LEA's Financial Reports form.

To view a financial report form

1. If necessary, select a LEA using LEA Search.

2. On the blue menu bar, select **Applications**.
   The Applications menu screen displays.

3. On the menu, select **Financial Report**.
   The Financial Report Form screen displays.

4. Select **Add Financial Form.**

5. Enter Relevant information

6. Select **Next** and Parts 2 – 4 will appear**.**

7. If all looks correct, select **Save**.

8. If no corrections are necessary, select **Finish**.

2010 - 2011 SNP Financial Form Details

000-000
ABC School District
Address

Part 1 - REVENUES AND EXPENDITURES

1. Opening Balance (July 1) $ [   ]

2. Revenues for Reporting Period

    a. Program Revenues $ [   ]

    b. State Reimbursement $ [   ]

    c. Federal Reimbursement $ [   ]

    d. Nonprogram Revenues $ [   ]

    e. Total Revenues = Items 2: (a + b + c + d) $ 0.00

    f. Percent Program Revenues = Items 2: (a + b + c) /e   0.00 %

    g. Percent Nonprogram Revenues = (100 - Item 2f)   0.00 %

3. Expenditures for Reporting Period

    a. Food $ [   ]

    b. Salaries $ [   ]

    c. Employee Benefits $ [   ]

    d. Purchased Services $ [   ]

    e. Equipment Purchase $ [   ]

    f. Supplies $ [   ]

    g. Total Expenditures = Items 3: (a + b + c + d + e + f) $ 0.00

4. Adjustment to Balance $ [   ]

5. Adjustment to Balance for Food Management LEAs only $ [   ]

Figure 21: Financial Report Form (Partial)

4

Claims

The SNP Claims component allows LEAs to submit monthly online reimbursement claim requests to DESE SFS. The LEA begins by submitting a monthly reimbursement claim to the Missouri Department of Education. These claims are approved for payment once they have been cleared of all errors, submitted and accepted by DESE SFS.

About the Claims Process

A LEA organization submits a reimbursement claim to DESE SFS for every month in which one or more buildings participates in the School Nutrition Program. LEAs may enter information into the monthly claim form beginning at the first of every month. Organizations have sixty days from the last day of the claim month/year to submit an original claim

Note: Claims cannot be created for a month if there is no application in effect for that period (if you cannot access claims, be sure your application packet has been submitted without error and approved by DESE SFS).

At the time claims are submitted, they are checked by the system to ensure they conform to established business rules governing reimbursement claim eligibility and approval. The table below describes the steps necessary for submitting and processing a claim:

Performed by	Task
LEA	Complete LEA reimbursement claim forms for the program month
LEA	Resolve any errors in claim forms and submit claim to DESE SFS for processing
DESE SFS	Process claim and forward payment information to the appropriate department for payment

Claims Menu

LEAs use the Claims Menu to access claim functions, view current claim rates, or view payment summaries. From the menu, Select a claims item to access that claim function (see figure below).

Item	Description
Claim Entry	Claim Entry (School Nutrition Program)
Claim Entry - Seamless Summer	SSFO Claim Entry (Lunch, Breakfast, Snack, Supper)
FFVP Claim Entry	Fresh Fruit and Vegetable Claim Entry
Payment Summary	Payment Summary

Figure 22: Claims Menu

Claim Dates

Various dates display throughout the claims function of SNP. The table below lists and describes the dates used:

Date	Description
Date Created	This date is set to the current system date when the claim is created.
Date Modified	This date is set to the current system date when the claim is created and every time the claim is saved.
Date Received	This date is typically set to the date the claim was first submitted to DESE SFS. The date can be changed by DESE SFS via the Internal Use Only section of the claim form until the claim has been processed for payment. The value of this field is used to validate the 60 day claim rules. **Note**: DESE SFS staff will monitor all dates after the 60th day
Date Accepted	This date is set to the current system date every time the claim is submitted for payment and contains no errors. If errors are detected during the submit process, the date is not set. If a claim has been modified after it has been submitted, the submitted date is removed. This date is the actual date that the claim was "last" submitted and accepted for payment.
Date Processed	This is the date that the claim was added to a processing batch via the Payment Tracking module in the Accounting program. Once the claim has been added to a batch or "batched", it cannot be modified. If any changes are to be made to the claim, a revision will need to be created.

Claim Entry - SNP / Seamless Summer

Note: General claim functionality for SNP and Seamless Summer is the same. The how-to's below are applicable to claiming for both programs, even if only one program screenshot displays.

The Claim Entry function is used to enter, modify, and view claims for the School Nutrition Program. Original claims cannot be submitted if the received date is more than 60-days since the last day of claim month. Adjusted claims cannot be submitted if the received date is more than 90-days since the last day of the claim month. In order to create a claim in a given month, an application must be in effect for the period.

To access claim entry

1. Access the **SNP** module.
2. On the dark blue menu bar, select **Claims**.
3. Select **Claim Entry** or **Claim Entry – Seamless Summer**.
4. Select the desired Claim Month.

> **Note:** The current school year is the default year if no other school year has been selected. For help selecting a new school year, see Selecting a School Year.

Claim Summary

After selecting **Claim Entry** from the Claims menu, the Claim Year Summary for the selected year displays. This screen summarizes the Earned Amounts (the current value of the claim) the claim status, by month. Once DESE SFS has received the claim, the Date Received displays in the respective column. Once DESE SFS has processed the claim, the Date Processed appears in the respective column. The number in the Adjustment Number column refers to the number of times the original claim has been modified (Modified claims must be re-processed by DESE SFS). Selecting a claim month will take you to the Claim Month Details screen.

2009 - 2010 SNP Claim Year Summary

000-000
ABC School District
Address

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2009					$0.00
Aug 2009	1	Incomplete			$8,971.52
Sep 2009	0	Processed	06/22/2010	07/09/2010	$1,383.23
Oct 2009	0	Incomplete			$0.00
Nov 2009					$0.00
Dec 2009					$0.00
Jan 2010					$0.00
Feb 2010	0	Error	07/16/2010		$1,414.64
Mar 2010	0	Processed	07/16/2010	07/16/2010	$5,875.98
Apr 2010	0	Processed	07/09/2010	07/09/2010	$17,302.32
May 2010	0	Processed	07/08/2010	07/09/2010	$7,878.15
Jun 2010	0	Processed	07/09/2010	07/09/2010	$586.18
				Year to Date Totals	**$43,412.02**

< Back

Figure 23: Claim Year Summary screen

Site Claim Report

The Site Claim Report screen provides a place to enter building-level claim reporting data for the selected month. The figures below show a partial claim form which consists of sections for meal types. Only the program portions on the claim form the LEA is approved for will appear. The following figure is an example of a site claim report. Not all fields displayed may apply to your LEA organization.

2009 - 2010 SNP Site Claim Report

000-000	1050
ABC School District	ABC High School
Address	Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2010	0	07/16/2010			One Time Only

School Lunch Program

Buildings Served	National School Lunch Enrollment	Students Approved for Reduced Price Lunches	Students Approved for Free Lunches	Full Price Students
1040 - Middle School	250	0	0	250
Totals	250			250

		Count	*	Rate	=	Total
1.	Average Daily Attendance (ADA):	223				
2.	Number of Days Lunch Served:	10				
3.	Reimbursable Lunches Served Students Only					
	a. Full Price Lunches:	1,548		$ 0.2500		$ 387.00
	b. Reduced Price Lunches:			$ 2.2800		$ 0.00
	c. Free Lunches:			$ 2.6800		$ 0.00
	d. Total Lunches Reimbursable (a + b + c):	1,548				
4.	Total Lunch Reimbursement:					$ 387.00
5.	Student Lunches Not Reimbursable:	0				
6.	Adult Lunches:	0				
7.	Percent of Free and Reduced Price Lunches Served:					0.00 %
8.	Average Daily Participation (ADP)					155
9.	Percent ADP is of ADA:					69.51 %

School Breakfast Program

Buildings Served	Breakfast Enrollment
1040 - Middle School	250
Totals	250

		Count	*	Rate	=	Total
1.	Average Daily Attendance (ADA):	223				
2.	Number of Days Breakfasts Served:	10				
3.	Reimbursable Breakfasts Served Students Only					
	a. Full Price Breakfasts:	721		$ 0.2600		$ 187.46
	b. Reduced Price Breakfasts (In Basic Rate School):	0		$ 1.1600		$ 0.00
	c. Free Breakfasts (In Basic Rate School):	0		$ 1.4600		$ 0.00
	d. Total Breakfasts Reimbursable (a + b + c):	721				
4.	Total Breakfasts Reimbursement:					$ 187.46
5.	Student Breakfasts Not Reimbursable:	0				
6.	Adult Breakfasts:	0				
7.	Percent of Free and Reduced Price Breakfasts Served:					0.00 %
8.	Average Daily Participation (ADP)					73
9.	Percent ADP is of ADA:					32.74 %

Internal Use Only

Comments:

Comment(s) to Site:

Created By: jromero on: 7/16/2010 7:31:42 AM   Modified By: jromero on: 7/16/2010 7:41:13 AM

Save   Cancel

Figure 24: Building Claim Report screen

To add an original claim

Claims can be added for any eligible month in the school year, as long as an application is in effect for that period. Once a claim has been completed and submitted without error, DESE SFS can process the claim and batch the claim for payment.

WARNING: An original claim cannot be submitted if the received date is more than 60-days since the last day of claim month/year.

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.
2. Select the desired Claim Month.
3. Select **Add Original Claim**.

   Note: The **Add Original Claim** button only displays on Claim Month Details screens that currently have no claims created.

4. Under Actions, select **Add** to the left of the Building Name you wish to add an original claim for.
   The Building Claim Report screen displays.
5. Enter claim information for all enrolled programs.
6. Select **Save**.
7. If no Warnings or Errors to address, select **Finish**.
8. You will be taken back to the SNP Claim Building List page; select **Continue**.
9. Select the checkbox in the Certification section.
10. Select **Submit for Payment**

    A confirmation screen displays.

To submit claim for payment

WARNING: An original claim or upward adjusted claim cannot be submitted if the received date is more than 60-days since the last day of claim month/year.

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.
2. Select the desired Claim Month.
3. Select **Modify.**
4. Select **Continue.**
5. Select the checkbox in the Certification section.
6. Select **Submit For Payment**.

   A confirmation message displays.

School Nutrition Programs
Claim Month Details for February 2010

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Feb 2010	0	07/16/2010			One Time Only

Certification

☐ I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and payment has not been received. I further certify and assume full responsibility that the meal counts have been reviewed and analyzed in accordance with 7CFR 210.8.

< Back   Submit For Payment

Figure 25: Claim Month Details screen

To view or modify a claim

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.

2. Select the desired Claim Month.

2009 - 2010 SNP Claim Month Details

000-000
ABC School District
Address

Claim Month: June 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Modify | Summary	0				$0.00	Incomplete
				Total Earned	$0.00	

< Back

Figure 26: SNP Claim Month Details Screen (Incomplete)

2009 - 2010 SNP Claim Month Details

000-000
ABC School District
Address

Claim Month: September 2009

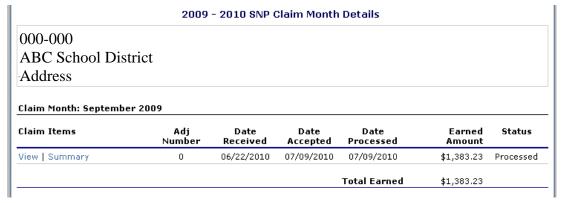| Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	06/22/2010	07/09/2010	07/09/2010	$1,383.23	Processed
				Total Earned	$1,383.23	

Figure 27: SNP Claim Month Details Screen (Processed)

3. Select the **View** or **Modify** link.

2009 - 2010 SNP Claim Building List

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2010	0	07/09/2010	07/09/2010	07/09/2010	Audit

Internal Use Only

Actions	Building #	Building Name	Errors	Status
View	1050	ABC High School		Paid
View	3000	Middle School		Paid

< Back   Continue

Figure 28: SNP Claim Building List screen

4. Under Actions, select **View** or **Modify** for the desired building.
   The Building Claim Report screen displays.

To view a claim summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.

2. Select the desired Claim Month.

3. Under Claim Items, select **Summary**.

   The Claim For Reimbursement Summary screen displays.

SNP Claim For Reimbursement Summary

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2010	0	07/09/2010	07/09/2010	07/09/2010	Audit

LEA Totals

Meal Type	Meals/Supplements Served	Reimbursement Federal Amount
National School Lunch Program		
Free	3,639	9,752.52
Reduced	1,076	2,453.28
Paid	6,400	1,600.00
Total	**11,115**	**13,805.80**
School Breakfast Program		
Free	1,795	2,620.70
Reduced	374	433.84
Paid	1,196	310.96
Total	**3,365**	**3,365.50**
Afterschool Meal Supplements		
Free	125	92.50
Reduced	90	33.30
Paid	87	5.22
Claim Reimbursement Total		**0.00**

LEA Claim Reimbursement Totals	
Current Claim Reimbursement Total	17,302.32
Previous Claim Reimbursement Total	0.00
Net Claim Reimbursement Total	**17,302.32**

Show Site Meal Details

< Back

Figure 29: SNP Claim For Reimbursement Summary screen

To revise a building claim

Downward adjusted claims may be revised at any time. Upward adjusted claims may be revised if the date of submission is within 90 days of the last day of the claim month. Revised claims must be re-processed by DESE SFS regardless of their original status.

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.

2. Select the desired Claim Month.
    The Claim Month Details screen displays.

2009 - 2010 SNP Claim Month Details

000-000
ABC School District
Address

Claim Month: April 2010

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
View | Summary	0	07/09/2010	07/09/2010	07/09/2010	$17,302.32	Processed
				Total Earned	$17,302.32	

< Back   Add Revision

Figure 30: SNP Claim Month Details – Revise screen

3. Select **Add Revision.**

DELETE

2009 - 2010 SNP Claim Building List

000-000
ABC School District
Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Apr 2010	1				

Internal Use Only

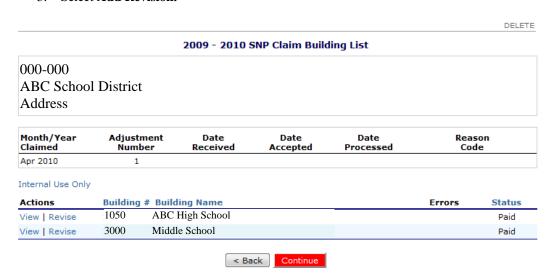| Actions	Building #	Building Name	Errors	Status
View | Revise	1050	ABC High School		Paid
View | Revise	3000	Middle School		Paid

< Back   Continue

Figure 31: SNP Claim Building List - Revise screen

4. Select **Revise** for the desired building.

5. Make any necessary changes to the claim.

6. Select **Save**.
   A confirmation screen displays.

To delete a building claim

1. From the Claims menu, select **Claim Entry** or **Claim Entry – Seamless Summer**.

2. Select the desired Claim Month.

3. Under Claim Items, select **Modify**.

4. Select **Modify** for the desired building
   -OR-
   Select **Delete** in the top-right corner to delete all building claims listed in the Claim Building List.

> **WARNING**: Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.

5. Select **Delete.**
    A confirmation screen displays.

6. Select **Finish**.

Fresh Fruit and Vegetable Claims

The Fresh Fruit and Vegetable Claims function within the Claims menu enables the sponsor user to enter claims specifically for the Fresh Fruit and Vegetable Program. If a sponsor does not participate in the Fresh Fruit and Vegetable Program, the FFV Claims menu option will not display. Upon selecting FFV Claims, the Fresh Fruit and Vegetable Claim Year Summary (show in the following figure) displays.

2009 - 2010 Fresh Fruit and Vegetable Claim Year Summary

Claim Month	Revision Number	Claim Status	Date Received	Date Processed	Month to Date	
					Earned Amount	Processed Amount
Jul 2009					$0.00	$0.00
Aug 2009	0	Error	09/18/2009		$7,202.25	$0.00
Sep 2009					$0.00	$0.00
Oct 2009					$0.00	$0.00
Nov 2009					$0.00	$0.00
Dec 2009					$0.00	$0.00
Jan 2010					$0.00	$0.00
Feb 2010					$0.00	$0.00
Mar 2010					$0.00	$0.00
Apr 2010					$0.00	$0.00
May 2010					$0.00	$0.00
Jun 2010					$0.00	$0.00

Year to Date Totals	$7,202.25	$0.00
Total Available Amount	$37,797.75	
Available Admin Amount	$4,500.00	

< Back

Grant Details

Site #	Site Name	Grant Date	Program Year	Grant Allocated			Spent			Remaining Balance
				Admin	Oper	Total	Admin	Oper	Total	
14108	Esperanza High (Continuation)	Jul 2009 - Jun 2010	2010	$4,500.00	$40,500.00	$45,000.00	$0.00	$7,202.25	$7,202.25	$37,797.75

Figure 32: Fresh Fruit and Vegetable Claim Year Summary

To add an original claim

Claims can be added for any eligible month in the school year, as long as an application is in effect for that period. Once a claim has been completed and submitted without error, DESE SFS can process the claim and batch the claim for payment.

> **WARNING**: An original claim cannot be submitted if received date is more than 60-days since last day of claim month/year.

1. From the Claims menu, select **FFV Claim Entry**.

2. Select the desired Claim Month.

2009 – 2010 Fresh Fruit and Vegetable Claim Month Details

000-000
ABC School District
Address

Claim Month: September 2009

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

[< Back]   [Add Original Claim]   [Submit For Payment]

Figure 33: FFV Claim Month Details

3. Select **Add Original Claim**.

> **Note**: The **Add Original Claim** button only displays on Claim Month Details screens that currently have no claims created.

2009 – 2010 Fresh Fruit and Vegetable Claim Site List

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2009	0				

Actions	Site #	Site Name	Errors	Status
Add	3000	Middle School		

[< Back]

Figure 34: FFV Claim – Site List

4. Select **Add** to begin a claim for the chosen building.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2009	0				

Claim Information

1. Number of Days of Operation for Fresh Fruit and Vegetable Program in this Report Month.

Claim Expenditures	Reviewed	Requested Expenditures	Approved Expenditures
2. Fresh Fruit and Vegetable Costs	no items	$0.00	$0.00
3. Operational Costs	no items	$0.00	$0.00
4. Administrative Cost	no items	$0.00	$0.00
Claim Totals		**$0.00**	**$0.00**

Claim Comments

5. Sponsor Comments *(required)*

6. Internal Use Only Comments

Created By: sponsor2 on: 9/20/2009 11:16:41 AM   Modified By: sponsor2 on: 9/20/2009 11:16:41 AM

Save   Cancel

Figure 35: Fresh Fruit and Vegetable Site Claim for Reimbursement screen

5. Enter the number of days for operation.

6. Select **Requested Expenditures** for each type of Claim Expenditure.

7. Enter the information for the Requested Expenditure type.

   Note: Select **More Lines** to add five more lines.

Fresh Fruit and Vegetable Program Site Claim for Reimbursement
Fresh Fruit and Vegetable Costs Items

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Sep 2009	0				

Fresh Fruit

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

More Lines   Total Cost $ 0.00 $ 0.00

Fresh Vegetables

	Product Description	Size/Weight of Shipping Unit	Number of Units	Cost per Unit	Total Unit Cost	Item Status
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

More Lines   Total Cost $ 0.00 $ 0.00

Fresh Fruit and Vegetable Costs	$ 0.00	$ 0.00

Save   Cancel

Figure 36: FFV Site Claim for Reimbursement – FFV Cost Items screen

8. Select **Save**.

9. Select **Finish**

10. Repeat Steps 6-9 until all parts of the claim have been entered.

11. Select **Sponsor Comments** to enter required comments.

12. Select **Save.**

13. Select **Save**.
    A confirmation screen displays.

To view or modify a claim

1. From the Claims menu, select **FFV Claim Entry**.

2. Select the desired Claim Month.

Claim Month: July 2008

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
Claim	Summary	0				$0.00	Pending
				Total Earned	$0.00	

Certification

☐ I certify that to the best of my knowledge and belief, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and payment has not been received. I further certify and assume full responsibility that the meal counts have been reviewed and analyzed in accordance with 7CFR 210.8.

[< Back] [Submit For Payment] [Upload Data]

Figure 37: FFV Claim Month Details screen

3. Under Claim Items, select **Claim**.

4. Modify any desired information.

> **Note:** This screen displays in **MODIFY** form by default. To view only, Select **VIEW** in the Edit menu (top-right corner).

5. Select **Save**.
   A confirmation screen displays.

To submit a claim for payment

1. From the Claims menu, select **FFV Claim Entry**.

2. Select the desired Claim Month.

3. Verify that all claim information is correct.

4. Select the certification box.

5. Select **Submit for Payment**.

To view a claim summary

The Claim Summary allows you to view a summary of the month's claim in an easy-to-read or print format. No modifications can be made from this page.

1. From the Claims menu, select **FFV Claim Entry**.

2. Select the desired Claim Month.

3. Under Claim Items, select **Summary**.

To delete a claim

> **Note:** Claims may only be deleted prior to being processed by DESE SFS. Once a claim's status is marked 'Processed', the original claim cannot be deleted.

1. From the Claims menu, select **FFV Claim Entry.**

2. Select the desired Claim Month.

3. Under Claim Items, select **Claim**.

4. Select **Delete** in the Edit menu in the upper-right corner.

WARNING: Once the claim has been deleted, it is permanently removed from the application and cannot be restored. Use caution before deleting a claim.	

5. Select **Delete.**
   A confirmation screen displays.

6. Select **Finish**.

Payment Summary

The Payment Summary screen provides a list of schedules and process dates for the selected school year. Each schedule number and process date represents payments that have been scheduled. The payment summary may include a portion of a claim, i.e., state or federal payment.

Payments from payment batches are grouped by program and sorted by date. The LEA's payment summary displays the following items:

Item	Description
Schedule Number	Number associated with a payment schedule from DESE SFS
Processed Date	Date the claim was processed by DESE SFS
Warrant Issue Date	Date the warrant was issued by DESE SFS
Earned Amount	Original amount of the claim at the time of submission
Adjustments	Any changes (+/-) to the claim from DESE SFS or LEA
Distribution Amount	Final amount to be paid to the LEA institution

To view a payment summary (by month)

1. Access the **Payment Summary** through the Claims menu.
   The LEA Payment Summary screen displays.

Payment Summary List

000-000
ABC School District
Address

Schedule Number	Processed Date	Warrant Issue Date	Earned Amount	Adjustments	Distribution Amount
0960008	07/16/2010		$ 5,875.98	$ 0.00	$ 5,875.98
0960007	07/15/2010		$ 25,766.65	$ 0.00	$ 25,766.65

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Figure 38: LEA Payment Summary List screen

2. Select the text of the schedule number you wish to view.
   The payment summary displays for all payments in the month of the batch.

Payment Summary

000-000
ABC School District
Address

Schedule Number	Schedule Process Date	Federal Year	Fund Authority
0960008	07/16/2010	2009-2010	USDA - Federal Funds

Account Description	Month	Transaction Description	Amount
School Lunch - Section 4			
	Mar 2010	Original Claim	$ 581.50
	Mar 2010	Distribution for Claim #1114	$ 581.50
School Lunch - Section 11			
	Mar 2010	Original Claim	$ 3,683.38
	Mar 2010	Distribution for Claim #1114	$ 3,683.38
After School Meal Supplements			
	Mar 2010	Original Claim	$ 93.60
	Mar 2010	Distribution for Claim #1114	$ 93.60
School Breakfast Program			
	Mar 2010	Original Claim	$ 1,515.90
	Mar 2010	Distribution for Claim #1114	$ 1,515.90
Special Milk Basic (Paid)			
	Mar 2010	Original Claim	$ 1.60
	Mar 2010	Distribution for Claim #1114	$ 1.60

Payment Schedule Summary

	Month	Description	Amount
	Mar 2010	School Lunch - Section 4	$ 581.50
	Mar 2010	School Lunch - Section 11	$ 3,683.38
	Mar 2010	After School Meal Supplements	$ 93.60
	Mar 2010	School Breakfast Program	$ 1,515.90
	Mar 2010	Special Milk Basic (Paid)	$ 1.60
		Total Payments	**$ 5,875.98**

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Figure 39: Payment Summary screen

3. Select **<Back** to return to the LEA Payment summary screen.