

## How to submit an NSLP Claim

**Step 1:** Please select the applicable claim that will be submitted for reimbursement.

### Staff Quick-Picks

Jul - 2022	Aug - 2022	Sep - 2022	Oct - 2022	Nov - 2022	Dec - 2022
Jan - 2023	Feb - 2023	Mar - 2023	Apr - 2023	May - 2023	Jun - 2023

**Step 2:** Please click the Select button. After doing this, the district's school sites will appear under the View Claim Summary button.

#### SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022		Incomplete	Unlocked	Original	Not Started



Select the latest revision to enter a revised claim

**Step 3:** Please select the applicable site that will be submitting a claim for reimbursement.

#### Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit
<input type="button" value="Select"/>		ES (105)		\$0.00	
<input type="button" value="Select"/>		HS (715)		\$0.00	
<input type="button" value="Select"/>		MOBILE SITE (M01)		\$0.00	
1					



**Step 4:** Please choose NSLP found in the Site claim Data droplist.

#### Site Claim Data

SELECT CLAIM TYPE

NSLP

FFVP

SSO



**Step 5:** The school site's claim will appear. Please enter the information required (ex: number of days operated, enrollment, F/R/P numbers, meal counts, etc.). After doing this, please save and certify the claim. After doing this, a time stamp will appear and the save/certify button will be disabled out.

Site Claim Certified By: EDGAR SARAVIDA Certified On: 9/9/2022 10:13:19 AM



## How to submit an NSLP Claim

**Step 6:** Please check that the Submit Date column has dates for every claim that was saved and certified.

Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
Select	ES (105)	Complete	Unlocked	\$70.80	09/09/2022
Select	HS (715)	Complete	Unlocked	\$4,875.00	09/09/2022
Select	MOBILE SITE (M01)			\$0.00	
1					

**Step 7:** After completing step 6, please click on the View Claim Summary button. The View Claim Summary is an overview of all the site claims combined. Please review the claim and see step 8.

View Claim Summary

Site Listing for Current Claim

Select	Name	Status	Claim Lock	Claim Sub Total	Submit Date
Select	ES (105)	Complete	Unlocked	\$70.80	09/09/2022
Select	HS (715)	Complete	Unlocked	\$4,875.00	09/09/2022
Select	MOBILE SITE (M01)			\$0.00	
1					

**Step 8:** After reviewing the claim and if all is correct, then click the Submit button. After doing this, a time stamp will appear and the submit button will be disabled out.

Claim Management

Submit      Print Disbursement

Print Claim Summary      Use 60 Day Exception

Print Site Summary      Override 60 Day Exception

Unsubmit SFA Claim

Claim Management

SFA Claim Submitted by: EDGAR SARAVIA on 9/9/2022

Submit      Print Disbursement

Print Claim Summary      Use 60 Day Exception

Print Site Summary      Override 60 Day Exception

Unsubmit SFA Claim

The claim is submitted now.

## How to submit an NSLP Claim

**Helpful Tips:** Here are a few helpful tips to ensure the claim is submitted.

**Tip 1:** If you see Not Started under the Processing Status, then the Child Nutrition State Office has not received the claim. Please review steps 1-8 above.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022		Incomplete	Unlocked	Original	Not Started



Select the latest revision to enter a revised claim

**Tip 2:** If you see To Be Processed under the Processing Status, then, yes, the Child Nutrition State Office has received the claim. In general, claims are processed every Tuesday noon time and deposits are made to district's account the following Friday. Claims are not paid the last full week of each month.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022	09/09/2022	Certified	Unlocked	Original	To Be Processed



Select the latest revision to enter a revised claim

**Tip 3:** If you see Pending Send To Mainframe under the Processing Status, then the claim is in the process of being paid and waiting approval. A claim cannot be revised during this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022	09/09/2022	Certified	Unlocked	Original	Pending Send To Mainframe



Select the latest revision to enter a revised claim

## How to submit an NSLP Claim

**Tip 4:** If you see Sent to Treasurer under the Processing Status, then the claim is approved and is in the process of being deposited. A claim cannot be revised during this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022	09/09/2022	Certified	Unlocked	Original	Sent to Treasurer

Select the latest revision to enter a revised claim

**Tip 5:** If you see Finished under the Processing Status, then the Child Nutrition State Office has deposited this reimbursement into your district's account. A claim can be revised after this process.

SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
<input type="button" value="Select"/>	<input type="button" value="Revise"/>	9	2022	09/09/2022	Approved	Unlocked	Original	Finished

Select the latest revision to enter a revised claim