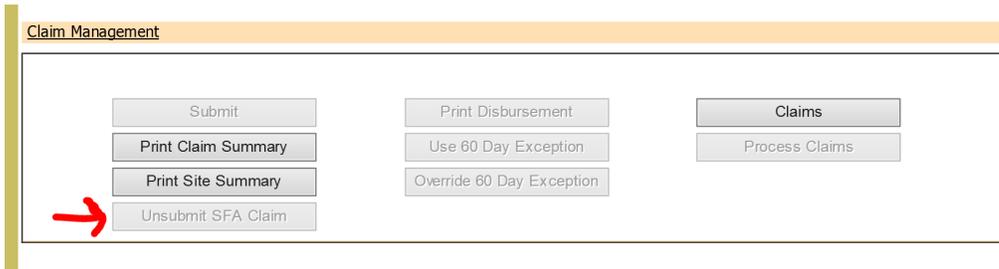


How to revise a Processed/Paid Claim

**Please note that the “Unsubmit” buttons are only available on a claim that has NOT yet been processed. Once our office has initiated the payment process, these buttons will no longer be available.



Please follow these steps to revise any claim that has already been processed:

- Proceed to the month in which you need to revise and click the “Revise” button



SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
Select	Revise	9	2018	11/08/2018	Approved	Unlocked	Original	Finished

Select the latest revision to enter a revised claim

- After clicking the revise button, you should get a message that explains a new claim has been inserted. Two claims will now be listed in the grid. Click “Select” on the “Rev #1” and proceed with your claim as normal. (the most recent version of a claim is the only one that can be revised).



SFA Parent Claim for Month and Year Requested

Select	Revise	Month	Year	Submit Date	Status	Claim Lock	Revised Claim	Processing Status
Select	Revise	9	2018		Incomplete	Unlocked	Rev #1	Not Started
Select	Revise	9	2018	11/08/2018	Approved	Unlocked	Original	Finished

Select the latest revision to enter a revised claim

- Revise any/all site claims as necessary and “Certify” each one.
- Although you may not need to revise all sites, the system will require you to “Certify” each one before you can click “Submit” on the View Claim Summary page. This works just as an original claim does.

****Remember that you must contact our office for assistance with revising any claims that are older than 60 days.****