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

Submit	Print Disbursement	Claims
Print Claim Summary	Use 60 Day Exception	Process Claims
Print Site Summary	Override 60 Day Exception	
Unsubmit SFA Claim		

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

Staff Quick-Picks									
Jul - 2018 Jan - 2019		Aug - 2018 Feb - 2019	3	Sep - 2018 Mar - 2019	Oct Apr	- 2018 - 2019	Nov - 20 May - 20	18 Dec - 19 Jun -	2018 2019
		SFA Pa	arent C	laim for Mo	nth and Yo	ear Reque	sted		
Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit</u> <u>Date</u>	<u>Status</u>	<u>Claim</u> <u>Lock</u>	<u>Revised</u> <u>Claim</u>	Processing <u>Status</u>	
Select	Revise	9	2018	11/08/2018	Approved	Unlocked	Original	Finished	
	1	Select	the late	est revision	to enter a	revised cla	im		

• 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).

					Staff Qui	ck-Picks					
	Jul - 20 Jan - 20	18	Aug - 2018 Feb - 2019	3	Sep - 2018 Mar - 2019	Oct - Apr -	2018 2019	Nov - 201 May - 201	8 Dec - 2018 19 Jun - 2018	}	
SFA Parent Claim for Month and Year Requested											
	Select	Revise	<u>Month</u>	<u>Year</u>	<u>Submit</u> <u>Date</u>	<u>Status</u>	<u>Claim</u> <u>Lock</u>	<u>Revised</u> <u>Claim</u>	Processing Status		
	Select	Revise	9	2018		Incomplete	Unlocked	Rev #1	Not Started		
•	Select	Revise	9	2018	11/08/2018	Approved	Unlocked	Original	Finished		
1			Selec	t the lat	ect revision	to enter a r	eviced chi				

- 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.*