SCHOOL NUTRITION PROGRAMS

Site-based Online Claims Manual

How to submit, modify, and view-print claims for the National School Lunch Program, the School Breakfast Programs, and the Afterschool Snack Programs.

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Wisconsin Department of Public Instruction
Jill K. Underly, PhD, State Superintendent
Madison, Wisconsin

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About Submitting Monthly Child Nutrition Claims

- All claims must be submitted electronically by accessing the Department of Public Instruction (DPI) Wisconsin Child Nutrition Program Online Services webpage.
- A separate claim must be submitted every month, even if the month consists of only one day of meal service for students.
- The **monthly edit check**, for each school site participating, for each program, will be needed for claim information.
- Processing of submitted claims occurs each Tuesday morning, unless that day is a holiday, in which case the processing happens the following day. Payment processing does not occur in the last two weeks of June and the last two weeks of December so that DPI's Business Office can do fiscal and year-end close-outs.
- Only one claim for each Child Nutrition Program can be submitted per claim processing period (Tuesday to Monday). Reimbursement payment is received via electronic deposit through Aids Banking.

Deadlines

60 Calendar Day Cut-off Deadlines for Submitting Reimbursement Claims
Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. The following chart indicates the deadline for each monthly claim period.

Claiming Month	Last Day for Submitting in Online Services
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)

If the 60th day falls on a Saturday, Sunday, or federal holiday, the claim is due on the next business day. In this situation, the claim cannot be submitted online. Instead, an Excel claim attachment will need to be emailed to DPI accounting at jacqueline.darrow@dpi.wi.gov.

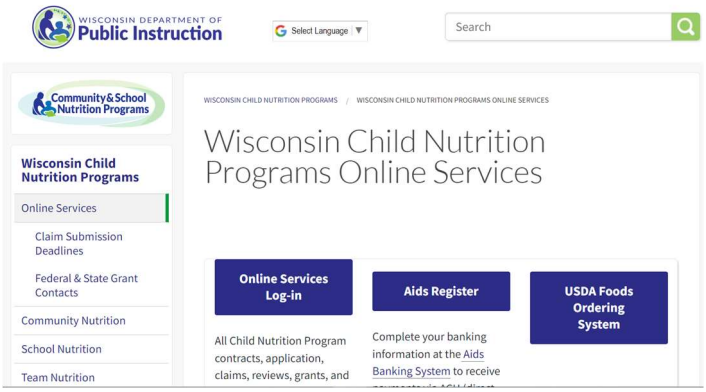
Late Claims
USDA requires the DPI to deny claims submitted more than 60 days after the end of the claiming month, but DPI is allowed to approve one claiming exception per 36-month period for **each** child nutrition program: **School Meal Programs include** the School Breakfast Program (Regular School Breakfast OR School Breakfast Severe Need OR Seamless Summer Breakfast), National School Lunch Program (National School Lunch OR Regular OR Area Eligible Afterschool Snack Programs OR Seamless Summer Lunch) and the Special Milk Program. An exception is allowed for one National School Lunch Program and one School Breakfast program, if requested for the same month.

An exception for any of these programs would count as the LEAs one-time exception for School Meal Programs. To request a one-time exception, submit the Excel Template File for the claiming month and a completed One-Time Exception Corrective Action Plan form to: Federal & State Grants Accountant, Jacqueline Darrow, jacqueline.darrow@dpi.wi.gov.

Accessing DPI Online Services for the Child Nutrition Programs

1. Go to the DPI Child Nutrition Programs webpage dpi.wi.gov/nutrition. Click on *Online Services* on the left navigation bar, which will open the Online Services webpage.

2. On the Online Services page dpi.wi.gov/nutrition/online-services, click the *Online Services Log-in* button for access to submitting claims. Bookmark the Online Services page as a favorite!



3. At the *Log-in* page, **enter the Agency Code and password. Do not bookmark the *Log-in* page.** To bookmark, please go back to Step 2 and bookmark the Online Services page.

4. **Click the *Log-in* button**. (The *Reset* button will clear all data entered in fields so it may be reentered.)

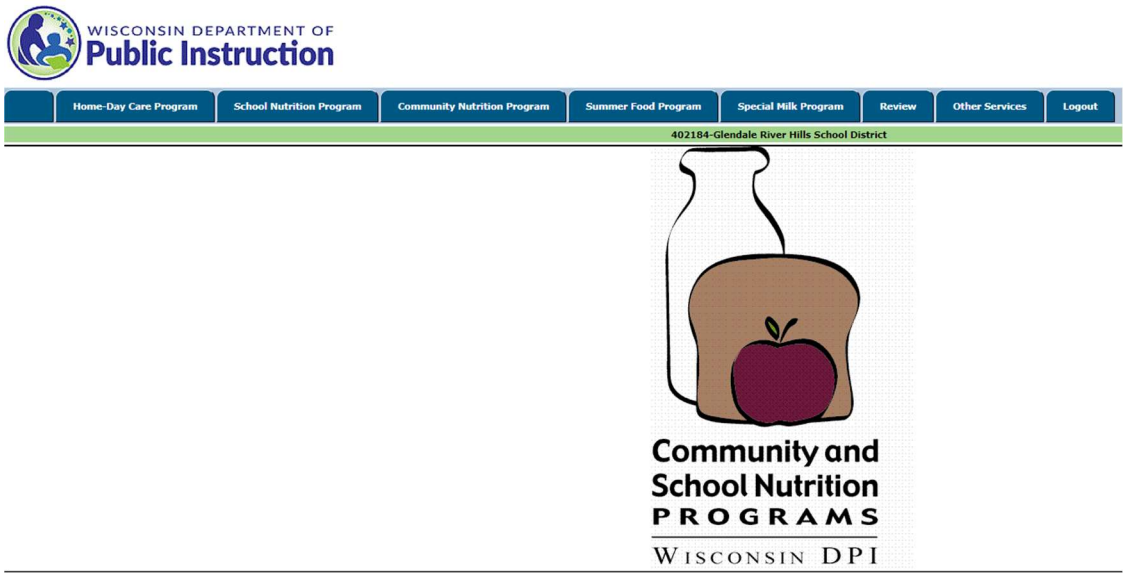
- The **agency code** is the six-digit agency code/number.
    - Do not use hyphens. Use only the numerals in the agency code.
    - Do not enter leading zeroes: Example, if the agency code is "012345", enter "12345".

- Type the agency-specific **password**.

To retrieve a forgotten password, please contact the Federal and State Grants Program at 608-267-9134.

The menu bar on the Online Services screen has the following menu options:

- Home-Day Care: For home day care providers only.
- **School Nutrition Program: For school agencies participating in School Nutrition Programs.**
- Community Nutrition Program: For agencies participating in the Child and Adult Care Food Program (CACFP).
- Summer Food Program: For agencies participating in the Summer Food Service Program (SFSP).
- Special Milk Program (SMP): For agencies (school or non-school) participating in the Special Milk Program.
- Review: For CACFP users.
- Other Services: This button links to the Unique Entity ID (SAM) entry page for agencies new to the DPI Child Nutrition Programs.
- Log Out: Takes the user back to the online services page. Logout when finished with the online claiming portal.



Submitting a National School Lunch Program (NSLP) Claim

1. Once logged into Online Services, select *School Nutrition Program* from the menu bar.

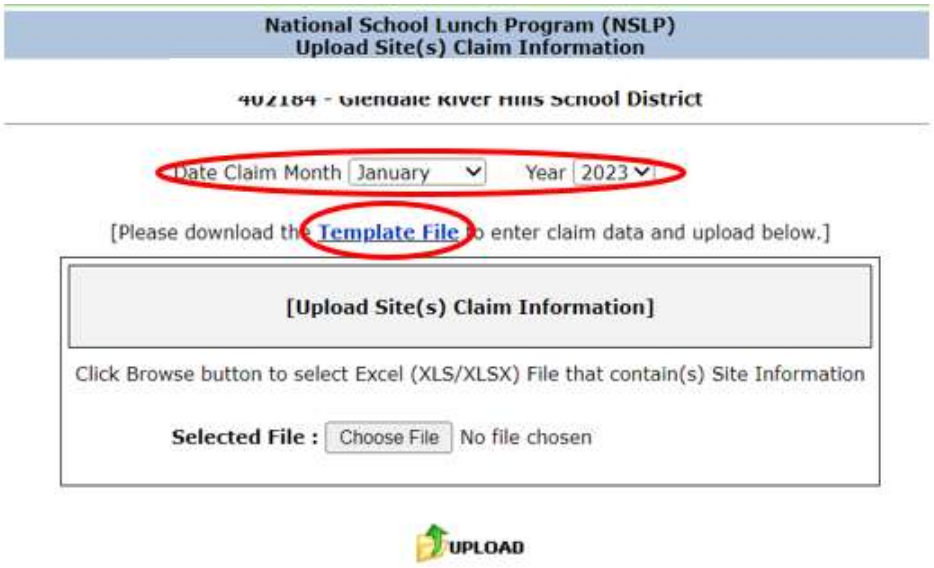
2. Select *Monthly Reimbursement Claim*

3. Select *National School Lunch Program*

4. Select *Enter Claim* to enter a new claim for reimbursement.

5. At the claim screen, select the **month** and the **correct year** from the drop-down boxes for which a claim will be submitted.

6. Then, click on "**Template File**."



7. An Excel Template File will open with all participating sites in the agency, listed by school code. (School codes are on Schedule A of the agency's on-line contract.) It will also indicate the SFA code, the program for which a claim is submitted and the date of the claim. All fields will be prepopulated with zeroes.

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

8. **Student Approved Free -** Enter the highest number of students who are approved for free meals during the claiming month at each site, based on approved free applications on file and/or through direct certification.

   For CEP sites, **Student Approved Free** is calculated by multiplying the site's free claiming percentage by the site's enrollment. **In this example, school code 20 and 210 are CEP sites.**

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

9. **Student Approved Reduced** - Enter the highest daily number of students who are approved for reduced-price meals for each site during the claiming month, based on approved applications on file and/or through direct certification. *Since sites 20 and 210 are CEP sites, site 40 is the only site which has reduced eligible students.*

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

10. **Days Operating -** Enter the number of days the site served lunches during claiming month. *(This number may be different for each site.)*

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

11. **Enrollment -** Enter number of enrolled students who had access to NSLP at each site during the claiming month. "Enrolled" students are formally approved to attend school in the SFA. **Do not include half-day kindergarten and pre-kindergarten students if they do not have access to the lunch program.** "Third Friday" enrollment data can be used if monthly enrollment is not computed. The number of enrolled students can never be less than Average Daily Attendance.

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

12. **ADA (average daily attendance)** - Enter the ADA for each site. The ADA calculated for the month cannot exceed the reported enrollment. This figure is entered as a whole number (not a percent) and is **the number of students present at school who have access to the lunch program**. This is not participation (the number of students eating lunch).

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

13. **Free Student Meals** - Enter the number of lunches served to students approved for free meals at each **NON-CEP** site during the claiming month. *Since site 40 is the only non-CEP site, only the free meals served at that site are entered in this column.*

	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Stude
2	540735	20	NSL	9/1/2023	252	0	20	300	285	0	
3	540735	40	NSL	9/1/2023	200	80	20	400	380	3790	
4	540735	210	NSL	9/1/2023	599	0	20	680	646	0	

14. **Reduced-Price Student Meals** - Enter the number of lunches served to students approved for reduced-price meals at the site during the claiming month. *Since site 40 is the only non-CEP site, only the reduced meals served at that site are entered in this column.*

	B	C	D	E	F	G	H	I	J	K	L	M
1	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
2	20	NSL	9/1/2023	252	0	20	300	285	0	0	0	5700
3	40	NSL	9/1/2023	200	80	20	400	380	3790	1510	2000	0
4	210	NSL	9/1/2023	599	0	20	680	646	0	0	0	12920

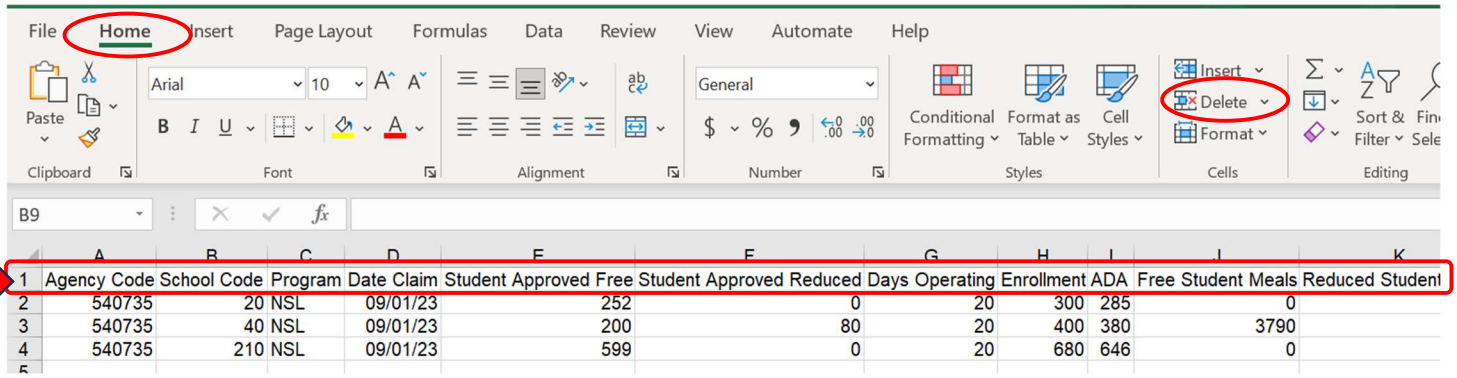
15. **Paid Student Meals** - Enter the number of lunches served to paid students at each **NON-CEP** site during the claiming month. *Since site 40 is the only non-CEP site, only the paid meals served at that site are entered in this column.*

	B	C	D	E	F	G	H	I	J	K	L	M
1	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
2	20	NSL	9/1/2023	252	0	20	300	285	0	0	0	5700
3	40	NSL	9/1/2023	200	80	20	400	380	3790	1510	2000	0
4	210	NSL	9/1/2023	599	0	20	680	646	0	0	0	12920

16. **Total CEP Meals** – Enter the **total** number of lunches served to students at the CEP site. *The free and paid claiming percentages approved in the agency's online contract will auto-calculate the number of free and paid lunches to claim. Since site 40 is the only non-CEP site, this cell is 0 (zero).*

	B	C	D	E	F	G	H	I	J	K	L	M
1	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
2	20	NSL	9/1/2023	252	0	20	300	285	0	0	0	5700
3	40	NSL	9/1/2023	200	80	20	400	380	3790	1510	2000	0
4	210	NSL	9/1/2023	599	0	20	680	646	0	0	0	12920

17. **Delete the top row of headings**. To do this, a) highlight the entire first row, b) click on "Home" on the top menu, c) click on "Delete".



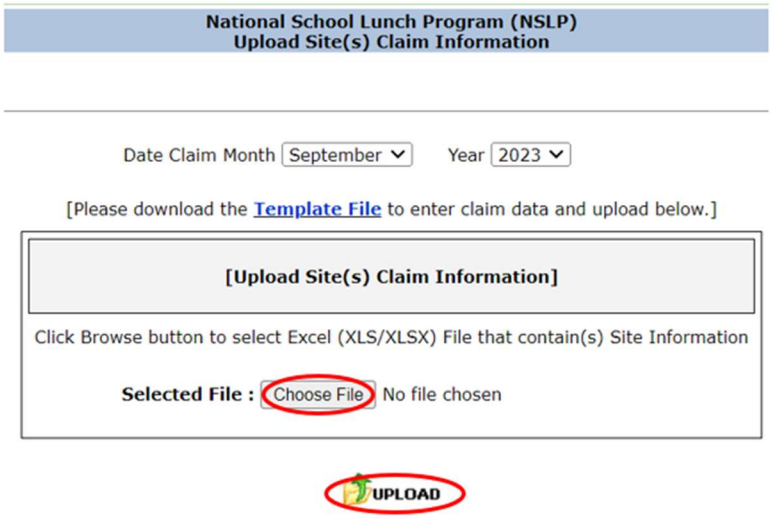
	A	B	C	D	E	F	G	H	I	J	K
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student
2	540735	20	NSL	09/01/23	252	0	20	300	285	0	
3	540735	40	NSL	09/01/23	200	80	20	400	380	3790	
4	540735	210	NSL	09/01/23	599	0	20	680	646	0	

After deleting the headings, the data for the first school moves up to the first row.

	A	B	C	D	E	F	G	H	I	J	K	L
1	540735	20	NSL	09/01/2023	252	0	20	300	285	0	0	0
2	540735	40	NSL	09/01/2023	200	80	20	400	380	3790	1510	2000
3	540735	210	NSL	09/01/2023	599	0	20	680	646	0	0	0

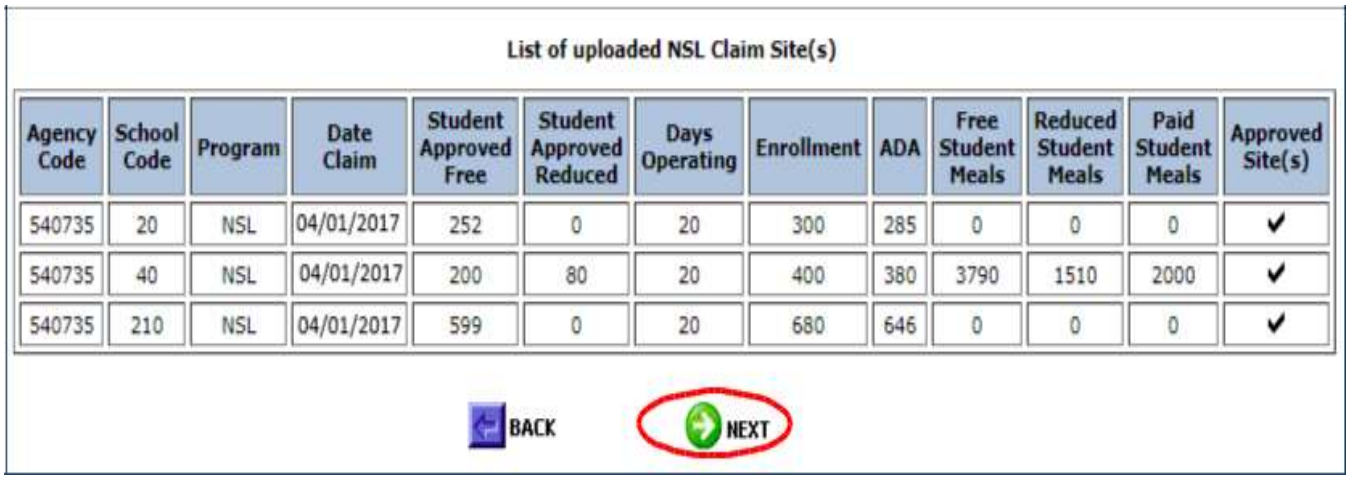
18. Save the electronic Excel file with deleted headings and label it with the program and month of claim. It is strongly recommended to create and name a folder only for all the saved monthly reimbursement claims.

19. Return to the claim screen (should still be logged in).
Click on *Choose File* and choose the file that was just saved.



20. Click *UPLOAD* to upload the Excel Template File into the online claiming portal.

21. The page below will auto populate based on the uploaded Excel Template File. **Review the numbers for accuracy.** Ensure all sites are listed on the claim with no error messages, then click *NEXT*. If there are error messages, refer to the section in this manual on Troubleshooting.

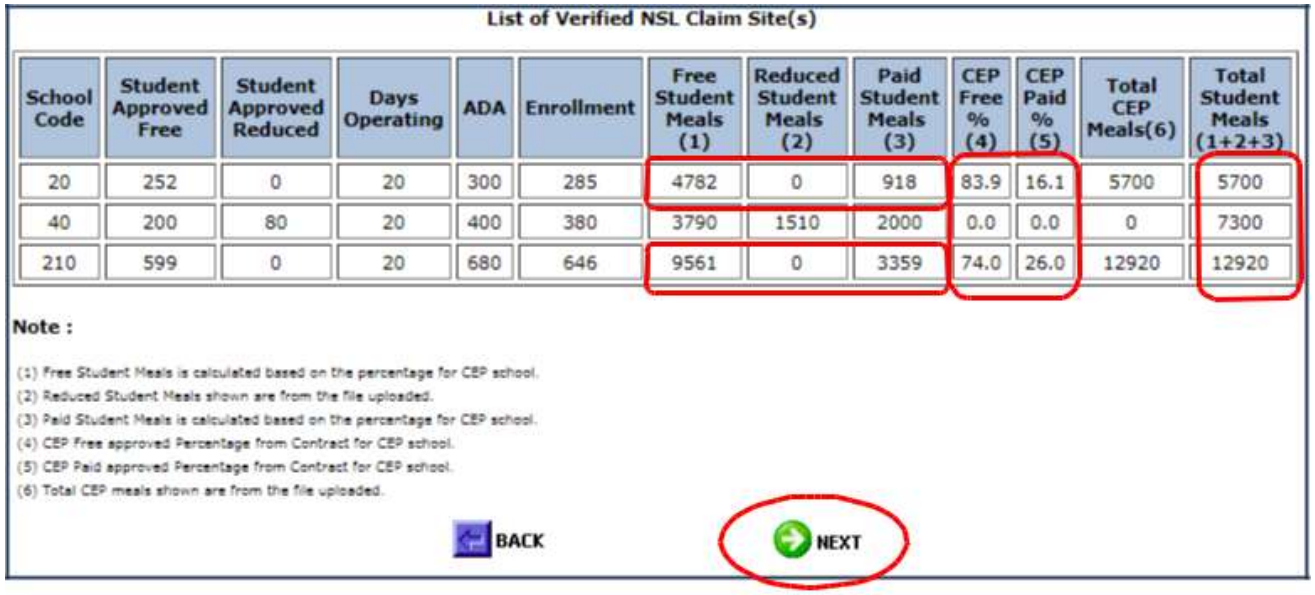


List of uploaded NSL Claim Site(s)

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Approved Site(s)
540735	20	NSL	04/01/2017	252	0	20	300	285	0	0	0	✔
540735	40	NSL	04/01/2017	200	80	20	400	380	3790	1510	2000	✔
540735	210	NSL	04/01/2017	599	0	20	680	646	0	0	0	✔

BACK NEXT

22. This screen shows the total lunches that are being claimed by category for each site. In this example, **CEP sites 20 and 210 have auto-calculated the number of free and paid lunches to claim based on the site's free and paid claiming percentages, pulled from the agency's online contract, and multiplied by the total CEP lunches served at that site. There should not be reduced lunches claimed for the CEP sites.** Ensure the totals are correct and click *NEXT*.



List of Verified NSL Claim Site(s)

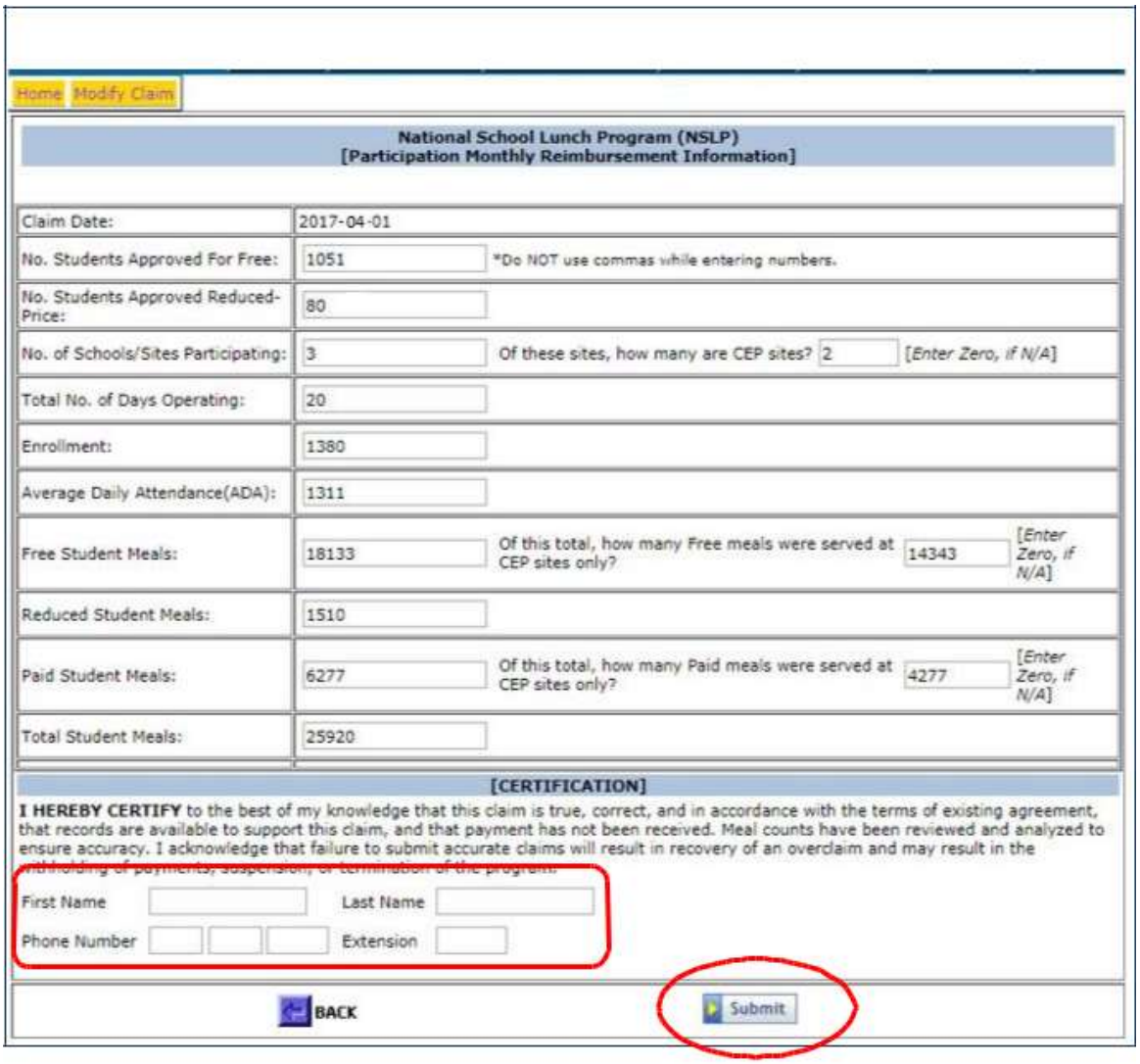
School Code	Student Approved Free	Student Approved Reduced	Days Operating	ADA	Enrollment	Free Student Meals (1)	Reduced Student Meals (2)	Paid Student Meals (3)	CEP Free % (4)	CEP Paid % (5)	Total CEP Meals(6)	Total Student Meals (1+2+3)
20	252	0	20	300	285	4782	0	918	83.9	16.1	5700	5700
40	200	80	20	400	380	3790	1510	2000	0.0	0.0	0	7300
210	599	0	20	680	646	9561	0	3359	74.0	26.0	12920	12920

Note :

(1) Free Student Meals is calculated based on the percentage for CEP school.
(2) Reduced Student Meals shown are from the file uploaded.
(3) Paid Student Meals is calculated based on the percentage for CEP school.
(4) CEP Free approved Percentage from Contract for CEP school.
(5) CEP Paid approved Percentage from Contract for CEP school.
(6) Total CEP meals shown are from the file uploaded.

BACK NEXT

23. After clicking NEXT, the below page will auto-populate. Verify all information on the claim, enter CERTIFICATION information (contact information), and click *Submit* to submit the claim.


Home Modify Claim

National School Lunch Program (NSLP)
[Participation Monthly Reimbursement Information]

Claim Date:	2017-04-01			
No. Students Approved For Free:	1051	*Do NOT use commas while entering numbers.		
No. Students Approved Reduced-Price:	80			
No. of Schools/Sites Participating:	3	Of these sites, how many are CEP sites?	2	[Enter Zero, if N/A]
Total No. of Days Operating:	20			
Enrollment:	1380			
Average Daily Attendance(ADA):	1311			
Free Student Meals:	18133	Of this total, how many Free meals were served at CEP sites only?	14343	[Enter Zero, if N/A]
Reduced Student Meals:	1510			
Paid Student Meals:	6277	Of this total, how many Paid meals were served at CEP sites only?	4277	[Enter Zero, if N/A]
Total Student Meals:	25920			

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program.

First Name Last Name

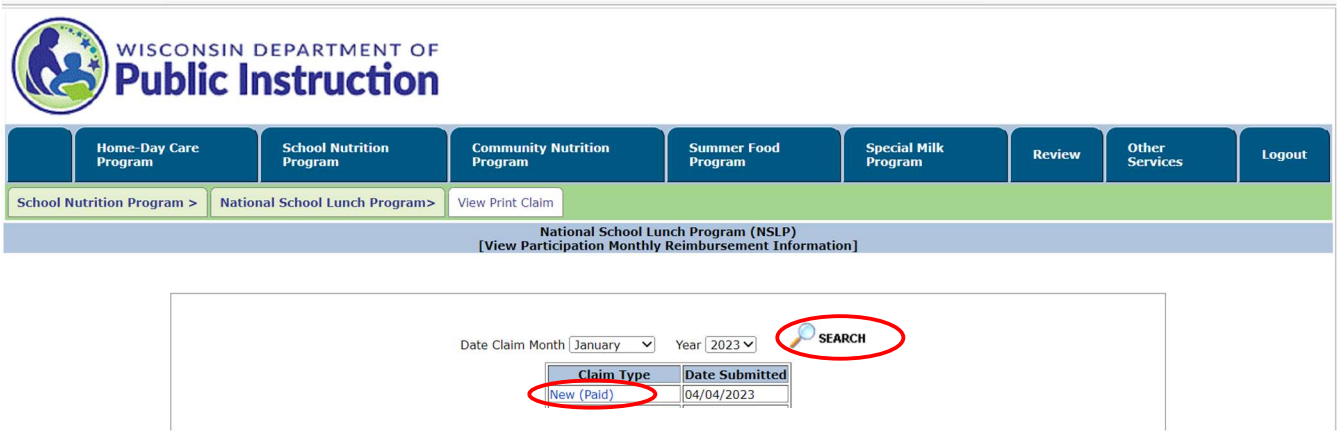
Phone Number Extension

BACK Submit

View-Print a NSLP Claim

1. Select *View Print Claim* to view and/or print a claim. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.

2. Select date claim **month** and **year** from the drop-down list boxes and click *SEARCH* button. If a claim is found for the given criteria, it will appear in the box below the Claim Type. Click the hyperlink to view the submitted claim information.



3. A list of all the individual school site's claiming information will appear at the bottom of the claim. Complete a final check of the submitted information. Because this claim is "New (Unpaid)" and has not been processed for payment, it may be modified.

Date Claim: 04/01/2017

Participation Information	Total # of Students/Meals *(Include CEP #)*	CEP Sites/Meals *(Out of Total # of Sites/Meals)*	Payment Information	Amount
No. Students Approved For Free:	178		**Total Meal Reimbursement** (Include *PBR Payment shown below.)	**$4,383.66**
No. Students Approved Reduced-Price:	10		Commodity Charges Credited:	$0.00
No. of Schools/Sites Participating:	3	2	Commodity Charges Recovered:	$0.00
Total No. of Days Operating:	20		**Total Net Payment:**	**$4,383.66**
Enrollment:	300		Voucher No.:	19773
Average Daily Attendance(ADA):	270		Date Submitted:	05/30/2017
Free Student Meals:	1,181	831	Date Processed:	
Reduced Student Meals:	100		Date Paid:	
Paid Student Meals:	719	219	**Claim Status**	**New (Unpaid)**
Total Student Meals:	2,000		PBR Payment:	$120.00

*PBR = Performance Based Reimbursement

List of Verified NSL Claim Site(s)

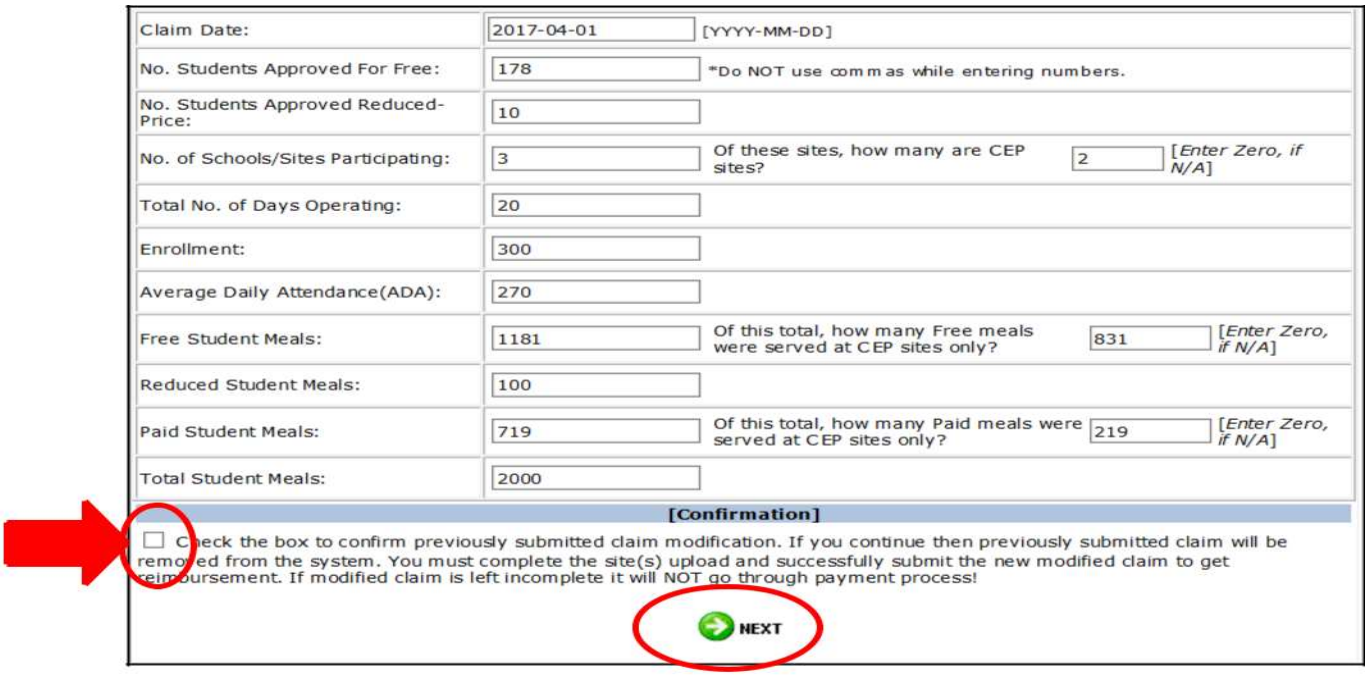
School Code	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	CEP Free % (4)	CEP Paid % (5)	Total CEP Meals
20	84	0	20	100	95	461	0	89	83.9	16.1	550
40	20	10	20	100	90	350	100	500	0.0	0.0	0
210	74	0	20	100	85	370	0	130	74.0	26.0	500

Modifying an NSL *Unpaid* Claim

1. Open the saved Excel Template File that needs to be modified and make the changes needed. Save the Excel Template File again to the named Monthly Claim folder.

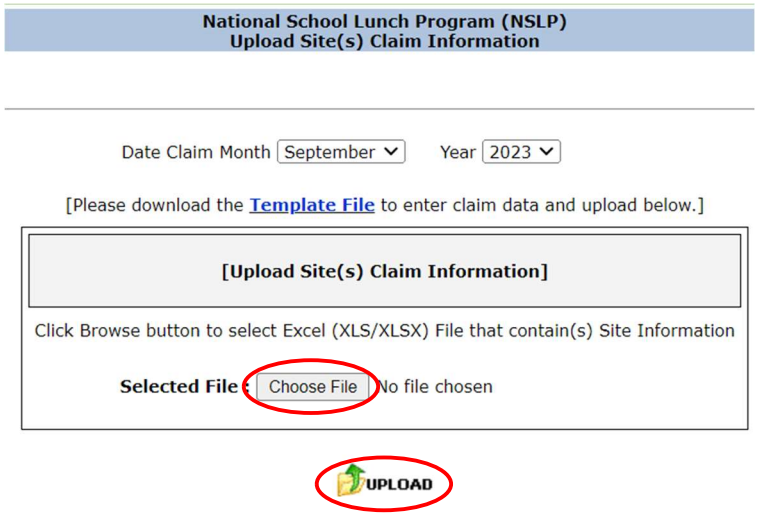
2. In Online Services, select *Modify Claim* from the menu to modify an unpaid and unprocessed NSLP claim for reimbursement.

3. The unpaid submitted claim will appear. To modify the claim, "check the box" in the lower left corner, then click the *NEXT* button at the bottom.



This will remove the previously submitted claim from the system, and the screen will revert to the claim site upload.

4. Upload the corrected Excel Template File.



If the claim is in Paid status, the claim CANNOT be modified online. A Claim Adjustment must be submitted via email to DPI accounting. See "Submitting a Claim Adjustment" in this manual.

Submitting School Breakfast (SB) and SB Severe Need Claims

1. Log into Online Services, select *School Nutrition Program* from the menu bar.

2. Select *Monthly Reimbursement Claim*.

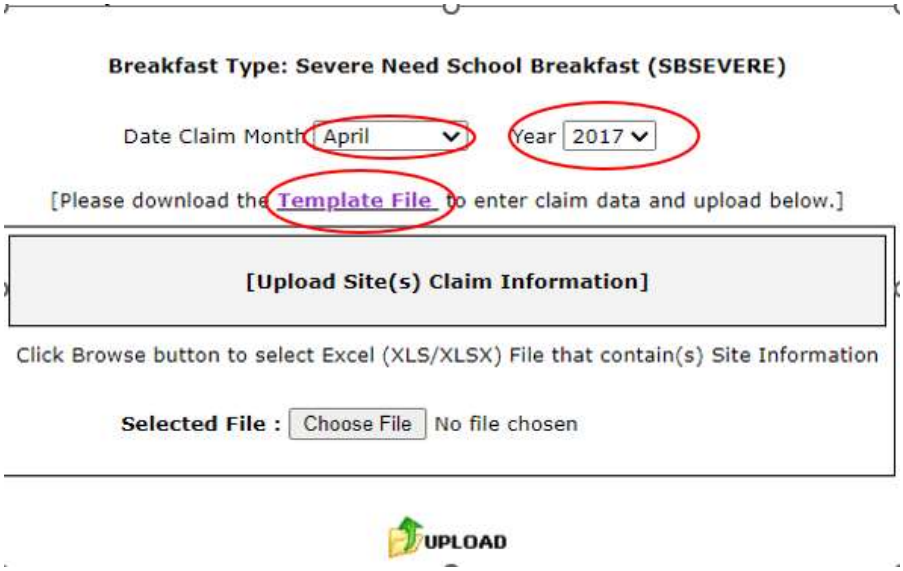
3. Select *School Breakfast Program*.

4. Select *Enter-Modify Claim* to enter a new claim for reimbursement.

5. To Enter- Modify a Regular School Breakfast, or Severe Need School Breakfast, select which type of School Breakfast claim is needed from the drop-down box, **If the agency has schools that are in Regular School Breakfast and Severe Need School Breakfast, two claims will need to be submitted, one for Regular School Breakfast and one for Severe Need Breakfast.**

6. At the claim screen, first, select the **month** for the claim and the **correct year** from the drop-down boxes.

7. Then, click on *Template File.*



8. An Excel Template File will appear with all sites in the agency that participate in Severe Need Breakfast, listed by school code. (School codes are on Schedule A of the agency's on-line contract.) ***Note: Average Daily Attendance (ADA) will be left at zero (0) since ADA data is not collected for breakfast claims.***

	A	B	C	D	E	F	G	H	I
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA
2	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0
3	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0
4	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0

9. **Student Approved Free -** Enter the <u>highest</u> number of students who are approved for free meals during the claiming month at each site, based on approved free and reduced-price applications on file and/or through direct certification.

   For CEP sites, **Student Approved Free** is calculated by multiplying the site's free claiming percentage by the site's enrollment. **In this example, school code 20 and 210 are CEP sites.**

	A	B	C	D	E	F	G	H	I
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA
2	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0
3	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0
4	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0

10. **Student Approved Reduced -** Enter the <u>highest</u> daily number of students who are approved for reduced price meals for each site during the claiming month, based on approved reduced applications on file and/or through direct certification. *Since sites 20 and 210 are CEP sites, site 40 is the only site which has reduced eligible students.*

	A	B	C	D	E	F	G	H	I
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA
2	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0
3	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0
4	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0

11. **Days Operating -** Enter the number of days that each site served breakfasts during the claiming month.

	A	B	C	D	E	F	G	H	I
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA
2	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0
3	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0
4	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0

12. **Enrollment -** Enter the number of enrolled students who had <u>access</u> to the Severe Need Breakfast Program at the site during the claiming month. Enrolled students are approved to attend a school in the SFA. Do not include half-day kindergarten and pre-kindergarten students if they do not have access to the breakfast program.

	A	B	C	D	E	F	G	H	I
1	Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA
2	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0
3	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0
4	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0

ADA (average daily attendance) – Leave this at zero (0) for breakfast claims since ADA data is not collected for breakfast programs.

13. **Free Student Meals** - Enter the number of Severe Need breakfasts served to students approved for free meals at each **NON-CEP** site during the claiming month. Since site 40 is the only non-CEP site, only the free severe need breakfasts served at that site are entered in this column.

G	H	I	J	K	L	M
Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
20	300	0	0	0	0	5700
20	400	0	3790	1510	2000	0
20	680	0	0	0	0	12920

14. **Reduced Price Student Meals** - Enter number of Severe Need breakfasts served to students approved for reduced price meals at the site during the claiming month. Since site 40 is the only non-CEP site, only the reduced Severe Need breakfasts served at that site are entered in this column.

G	H	I	J	K	L	M
Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
20	300	0	0	0	0	5700
20	400	0	3790	1510	2000	0
20	680	0	0	0	0	12920

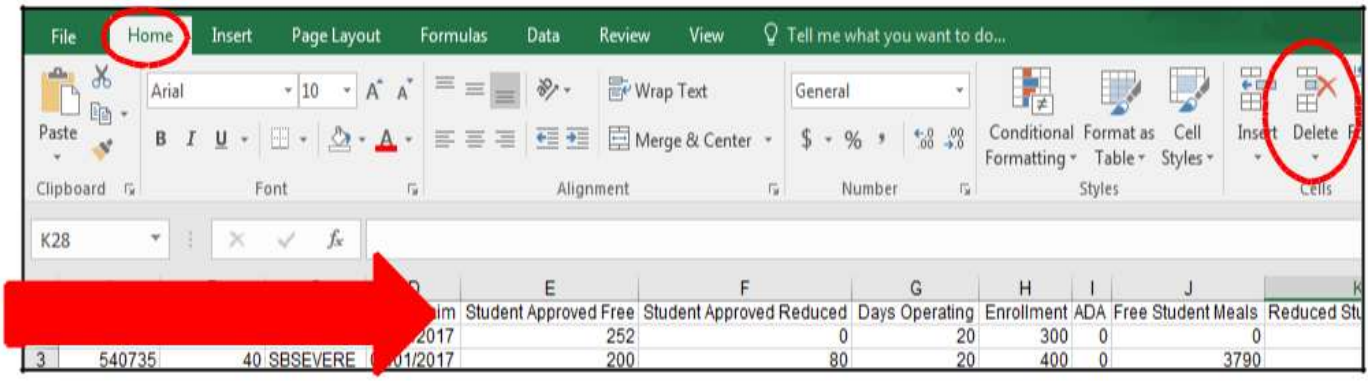
15. **Paid Student Meals** - Enter the number of Severe Need breakfasts served to paid students at each **NON-CEP** site during the claiming month. Since site 40 is the only non-CEP site, only the paid Severe Need breakfasts served at that site are entered in this column.

G	H	I	J	K	L	M
Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
20	300	0	0	0	0	5700
20	400	0	3790	1510	2000	0
20	680	0	0	0	0	12920

16. Total CEP Meals – Enter the **total** number of Severe Need breakfasts served to students at each CEP site. The free and paid claiming percentages approved in the agency's online contract will auto-calculate the number of free and paid breakfasts to claim. Since site 40 is the only non-CEP site, this cell is zero (0).

G	H	I	J	K	L	M
Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
20	300	0	0	0	0	5700
20	400	0	3790	1510	2000	0
20	680	0	0	0	0	12920

17. **Delete the top row of headings**. To do this, a) highlight the entire first row, b) click on *Home* on the top menu, c) click on *Delete*.



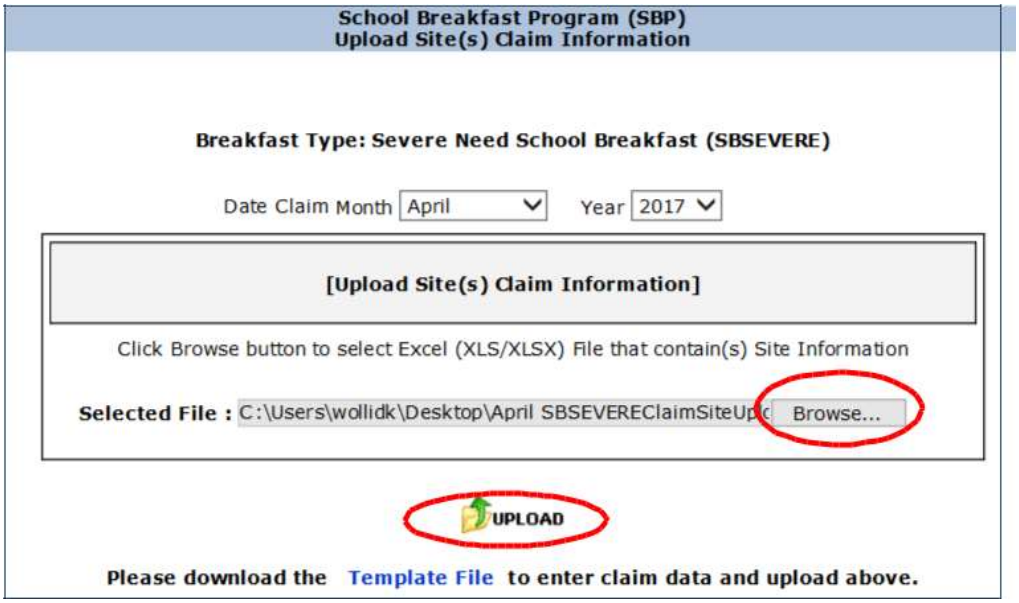
After deleting the headings, the data for the first school moves up to the first row.

	A	B	C	D	E	F	G	H	I	J
1	540735	20	SBSEVERE	04/01/2017	252	0	20	300	0	0
2	540735	40	SBSEVERE	04/01/2017	200	80	20	400	0	3790
3	540735	210	SBSEVERE	04/01/2017	599	0	20	680	0	0

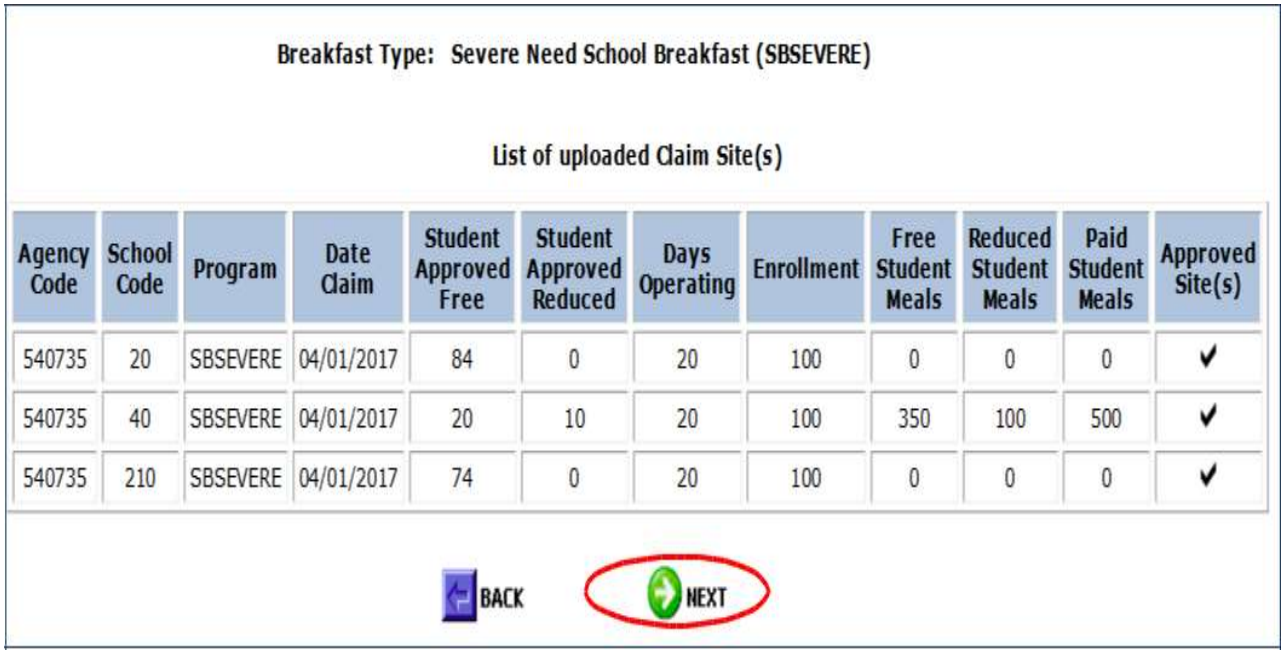
18. Save the electronic Excel Template File with deleted headings and label it with the program type and month of claim. It is strongly recommended to create and name a folder just for all saved monthly reimbursement claims.

19. Return to the claim screen (should still be logged in).
Click on *Browse* and choose the saved file for program and month.

20. Click *UPLOAD* to upload the Excel Template File into the online claiming portal.



This page will auto populate based on the uploaded Excel Template File. Review the numbers to ensure all sites are listed on the claim and there are no error messages, then click NEXT**.** If there are error messages refer to the section in this manual on Troubleshooting.



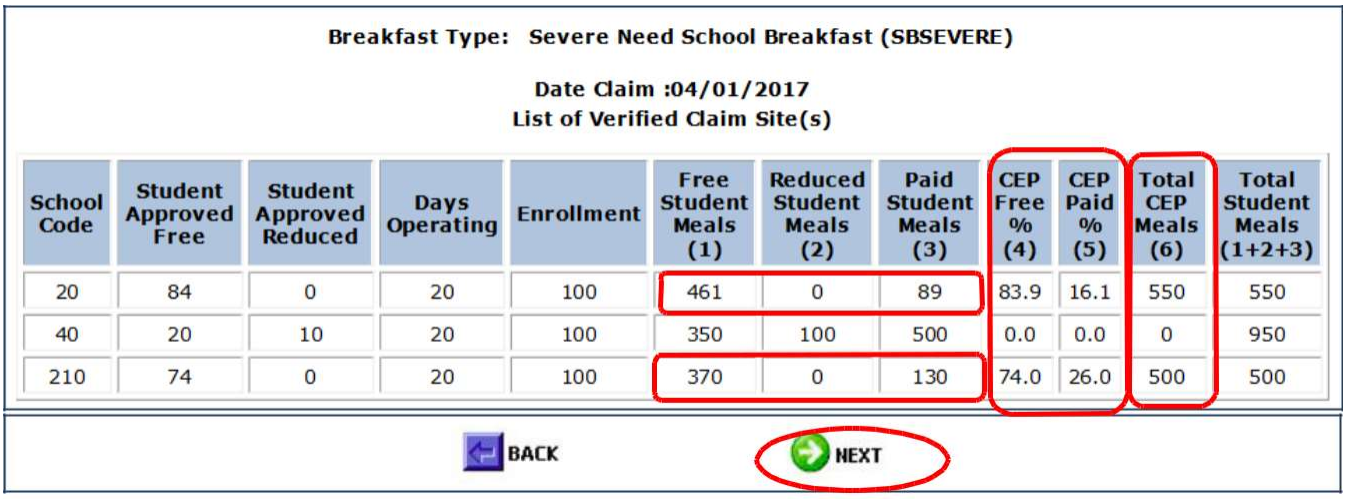
Breakfast Type: Severe Need School Breakfast (SBSEVERE)

List of uploaded Claim Site(s)

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	Free Student Meals	Reduced Student Meals	Paid Student Meals	Approved Site(s)
540735	20	SBSEVERE	04/01/2017	84	0	20	100	0	0	0	✔
540735	40	SBSEVERE	04/01/2017	20	10	20	100	350	100	500	✔
540735	210	SBSEVERE	04/01/2017	74	0	20	100	0	0	0	✔

BACK NEXT

22. This screen shows total Severe Need breakfasts that are being claimed by category for each site. In this example, **CEP sites 20 and 210 have auto-calculated the number of free and paid Severe Need breakfasts, based on the site's free and paid claiming percentages, multiplied by the total CEP breakfasts served at that site. There are no reduced Severe Need breakfasts claimed for the CEP sites.** Ensure the totals are correct and click *NEXT*.



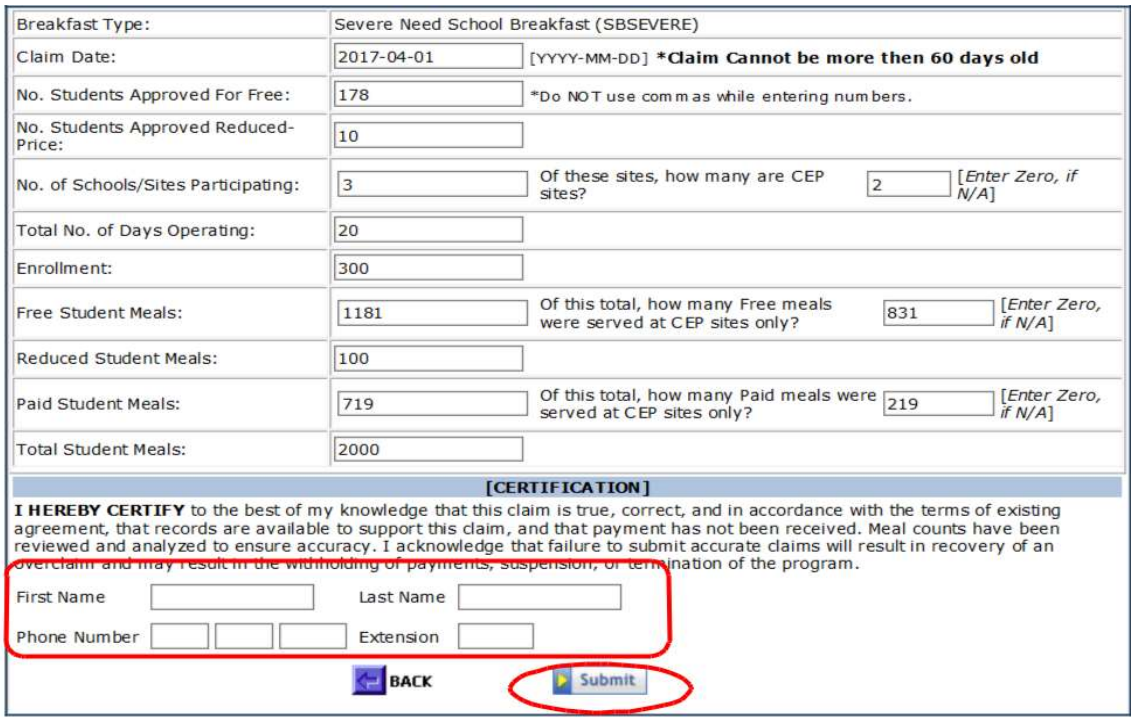
Breakfast Type: Severe Need School Breakfast (SBSEVERE)

Date Claim :04/01/2017
List of Verified Claim Site(s)

School Code	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	Free Student Meals (1)	Reduced Student Meals (2)	Paid Student Meals (3)	CEP Free % (4)	CEP Paid % (5)	Total CEP Meals (6)	Total Student Meals (1+2+3)
20	84	0	20	100	461	0	89	83.9	16.1	550	550
40	20	10	20	100	350	100	500	0.0	0.0	0	950
210	74	0	20	100	370	0	130	74.0	26.0	500	500

BACK NEXT

23. This page will auto-populate. Verify the information on the claim, enter CERTIFICATION information (contact information), and click *Submit* to submit claim.



Breakfast Type:	Severe Need School Breakfast (SBSEVERE)		
Claim Date:	2017-04-01 [YYYY-MM-DD] ***Claim Cannot be more then 60 days old**		
No. Students Approved For Free:	178 *Do NOT use commas while entering numbers.		
No. Students Approved Reduced-Price:	10		
No. of Schools/Sites Participating:	3	Of these sites, how many are CEP sites?	2 [*Enter Zero, if N/A*]
Total No. of Days Operating:	20		
Enrollment:	300		
Free Student Meals:	1181	Of this total, how many Free meals were served at CEP sites only?	831 [*Enter Zero, if N/A*]
Reduced Student Meals:	100		
Paid Student Meals:	719	Of this total, how many Paid meals were served at CEP sites only?	219 [*Enter Zero, if N/A*]
Total Student Meals:	2000		

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program.

First Name Last Name

Phone Number Extension

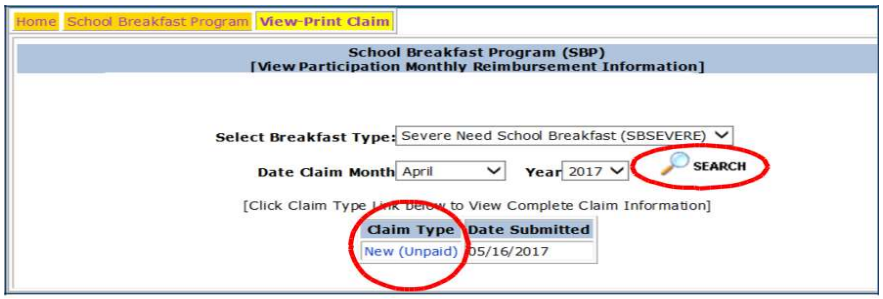
BACK Submit

View-Print a SB Program Claim

1. Select *View-Print Claim* to view and/or print a claim. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.

2. Select the Breakfast type (Regular School Breakfast or Severe Need School Breakfast) from the drop-down box and click *Continue*.

3. Select the date claim **month** and **year** from the drop-down list boxes and click the **"SEARCH"** button. If a claim is found for the given criteria, it will appear in the box below the *Claim Type*. Click the hyperlink to view the full claim information.



4. A list of all individual school site's claiming information will appear at the bottom of the claim. Complete a final check of the submitted information. Because this claim is "New (Unpaid)" it has not been processed for payment, it may be modified.

Date Claim: 04/01/2017

Breakfast Type: Severe Need School Breakfast (SBSEVERE)

Participation Information	# of Students/Meals (Include CEP #)	CEP Sites/Meals (Out of Total # of Sites/Meals)	Payment Information	Amount
No. Students Approved For Free:	178		Total Meal Reimbursement	$2,791.75
No. Students Approved Reduced-Price:	10		Voucher No.:	19773
No. of Schools/Sites Participating:	3	2	Date Submitted:	05/31/2017
Total No. of Days Operating:	20		Date Processed:	
Enrollment:	300		Date Paid:	
Free Student Meals:	1,181	831	Claim Status	New (Unpaid)
Reduced Student Meals:	100			
Paid Student Meals:	719	219		
Total Student Meals:	2,000			

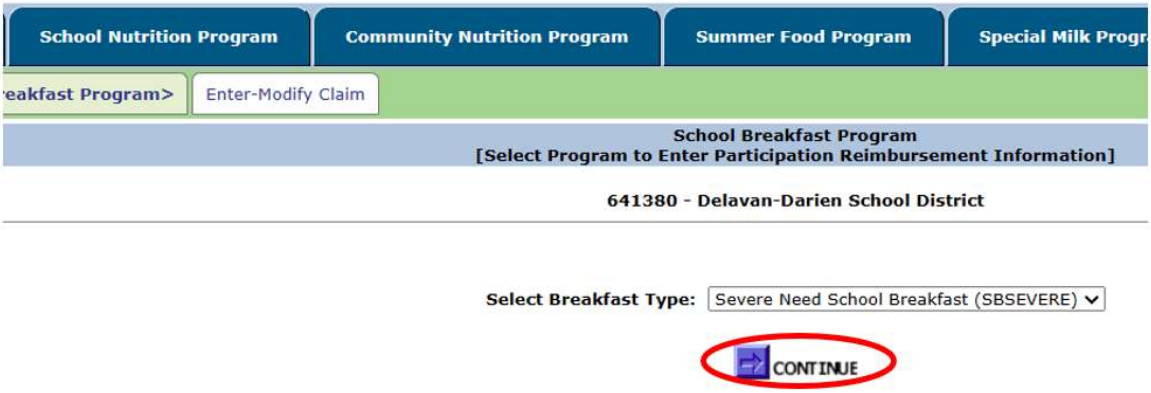
List of Verified Claim Site(s)

School Code	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	Free Student Meals	Paid Student Meals	Reduced Student Meals	CEP Free % (4)	CEP Paid % (5)	Total CEP Meals
20	84	0	20	100	461	89	0	83.9	16.1	550
40	20	10	20	100	350	500	100	0.0	0.0	0
210	74	0	20	100	370	130	0	74.0	26.0	500

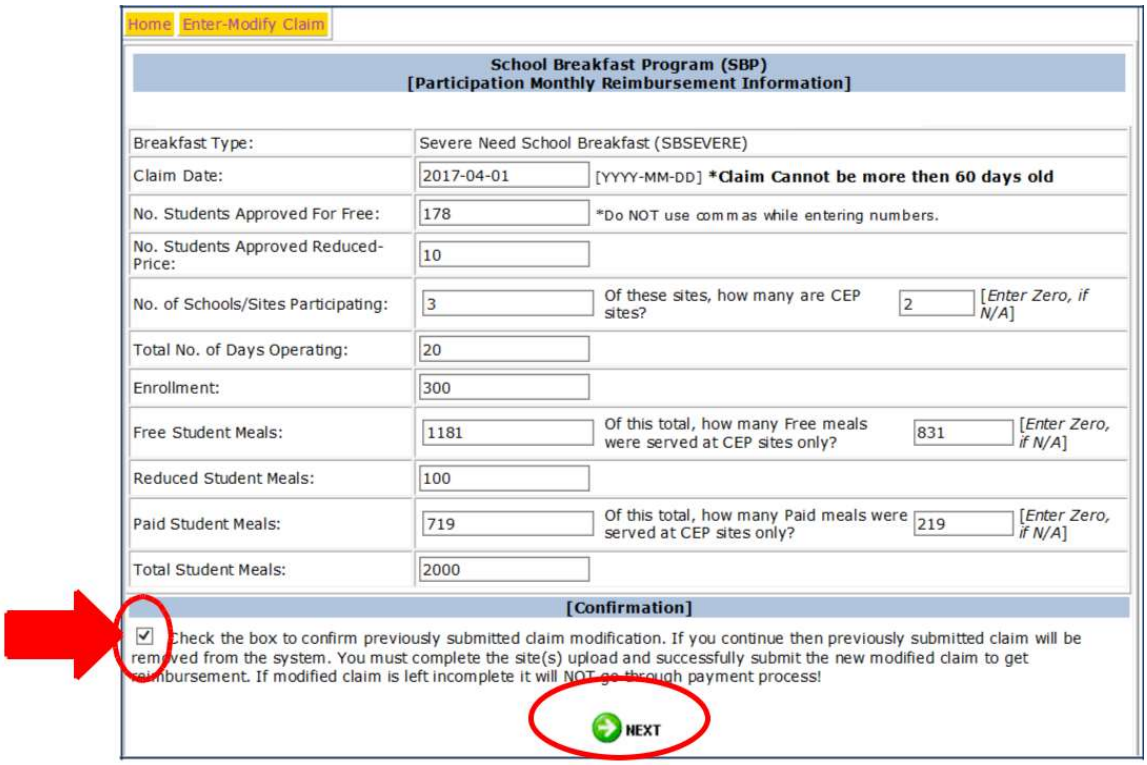
Modifying a SB/Severe Need SB *Unpaid* Claim

1. Open the saved Excel Template File that needs to be modified and make the necessary changes. "Save" the corrected Excel Template File.

2. In Online Services, select *Enter-Modify Claim* from the menu to modify an **unpaid and unprocessed** claim for breakfast reimbursement, and select the breakfast type from the drop-down box for the claim, then click continue.

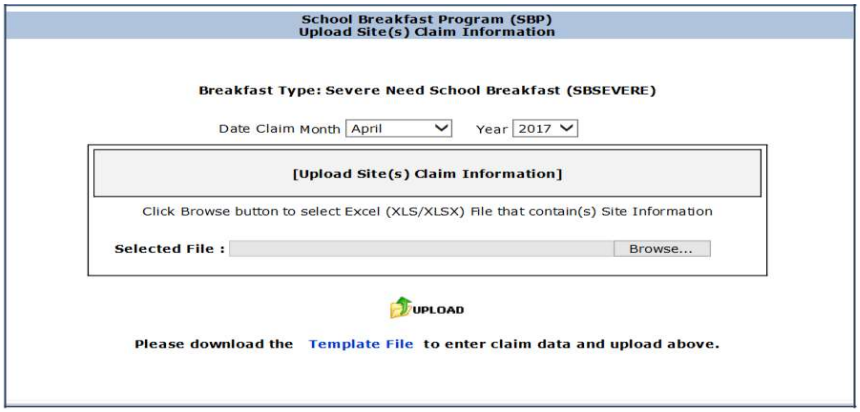


3. The unpaid submitted claim will appear. To modify the claim, "check the box" in the lower left corner, then click the "Next" button at the bottom.



This will remove the previously submitted claim from the system. The next screen will be the claim site upload.

4. Upload the modified Excel Template File.



If a claim is in "Paid" status, the claim CANNOT be modified online. A Claim Adjustment must be submitted via email to DPI accounting. See "Submitting a Claim Adjustment" in this manual.

Afterschool Snack Program

The Snacks (SK_NSL) is for sites that are not area eligible, and snacks are claimed for reimbursement based on individual student eligibility.

The Snacks-Area Eligible (SK- NSLAE) is for sites that are area eligible, and all snacks are claimed for free reimbursement regardless of each individual participant's eligibility for free or reduced-price meals.

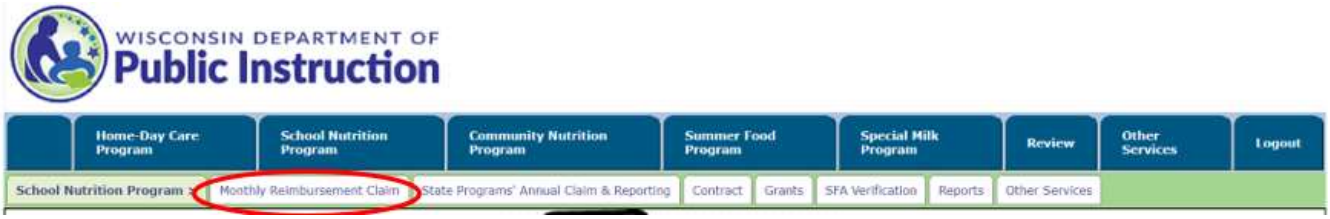
An Afterschool Snack Program site qualifies as area eligible, if 50 percent or more of the enrollment are eligible for free or reduced-price meals or if it is located within the attendance area of a school which has at least 50 percent of its enrollment eligible for free or reduced-price meals.

CEP sites are area eligible if the *individual* site Identified Student Percentage (ISP) X **1.6** is equal to or greater than 50 percent. Thus, a CEP school is area eligible if a school's individual ISP is at least 31.50 percent (e.g., individual school ISP of 31.50% x 1.6 = 50.4%), or the school is located within the attendance area of another school that is area eligible.

If a CEP school **does not** qualify as area eligible (e.g., individual school ISP of 30.000% x 1.6 = 48.0%), they use the same **group** claiming percentage (free and paid) that they use to claim meals under the NSLP and SBP. They would not have individual meal eligibility to claim. If some school snack sites are eligible and some are not, the school must file two separate claims, entering participation information on the appropriate screen.

Submitting an Afterschool Snack Program Claim (not area eligible)

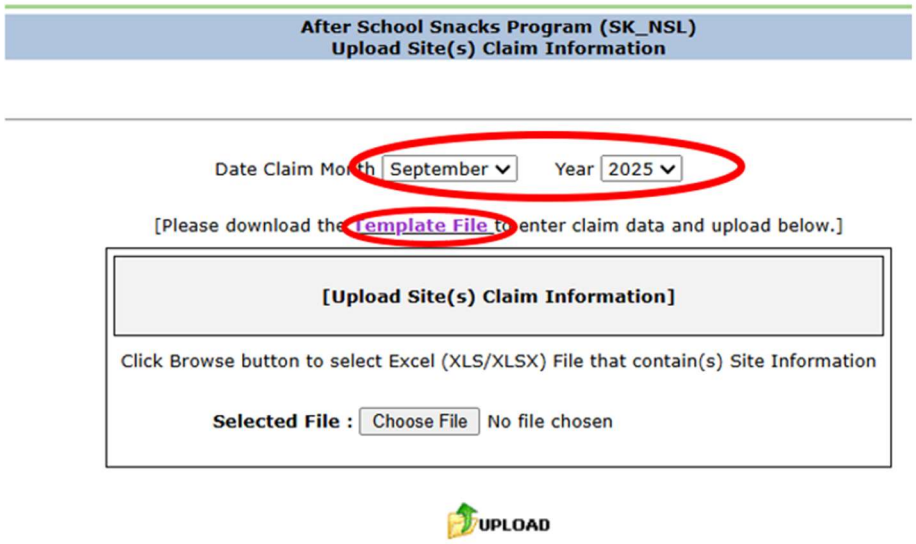
1. Log into Online Services, select *School Nutrition Program* from the menu bar. Then select *Monthly Reimbursement Claim*.



2. Select **After-School Snacks** - *If the agency has schools that are in Afterschool Snack Program and Afterschool Snack Program-Area Eligible, two claims need to be submitted: one for Afterschool Snack and one for Afterschool Snack Program- Area Eligible.* First, a regular Afterschool Snack claim.

3. Select *Enter-Modify Claim* to enter a new claim for reimbursement.

This is the claim screen. Select the **month** for which a claim needs to be submitted and the **correct year** from the drop-down boxes. Then click on *Template File*.



4. An Excel Template File will appear with all the Afterschool Snack sites (not area eligible) in the agency, listed by school code.

Note: *Enrollment and Total CEP Meals are "0" as we do not collect this information for Afterschool Snack claims.*

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	0	0	0	0	0	0	0	0	0
206216	110	SK_NSL	04/01/2017	0	0	0	0	0	0	0	0	0

5. **Student Approved Free -** Enter the highest number of students who are approved for **free** meals during the claiming month at each site, based on approved free applications on file and/or through direct certification.

   For CEP sites (not eligible area), student approved **free** is calculated by multiplying the site's free claiming percentage by the site's enrollment.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

6. **Student Approved Reduced** - Enter the highest daily number of students who are approved for **reduced-price** meals for each site during the claiming month, based on approved applications on file. (CEP sites do not have reduced eligible students.)

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

7. **Days Operating -** Enter the number of days the site served snacks during claiming month. This may be different for each site.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

11. ADA (average daily attendance) - Enter the average daily attendance (ADA) for after-school snack for the claiming month at the school. These boxes are for the number of students **attending** the *afterschool snack enrichment activities, **not** the number of students eating snacks. The ADA may be different at each site.*

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

12. **Free Student Meals** - Enter the number of afterschool snacks served to students approved for free meals at the site during the claiming month. **This is for CEP and Non-CEP schools.**
    Notice that Total CEP Meals in column M is zero (0) for all schools.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

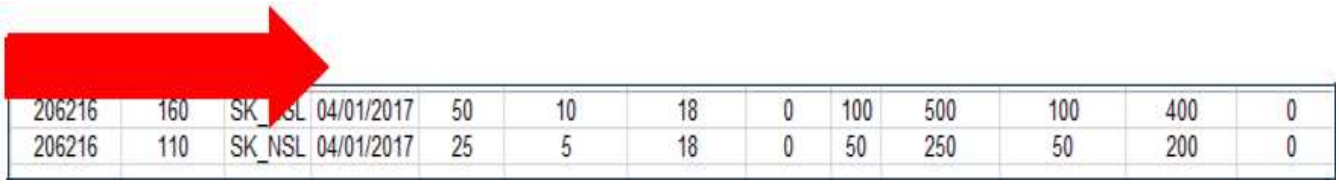
13. **Reduced-Price Student Meals** - Enter the number of afterschool snacks served to students approved for reduced price meals at the site during the claiming month.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

14. **Paid Student Meals** - Enter the number of afterschool snacks served to paid students at the site during the claiming month. *Notice that for Snack Claims, the Total CEP Meals is at zero (0) for all schools.*

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

15. **Delete the top row of headings**. To do this, a) highlight the entire first row, b) click on "Home" on the top menu, c) click on "Delete".



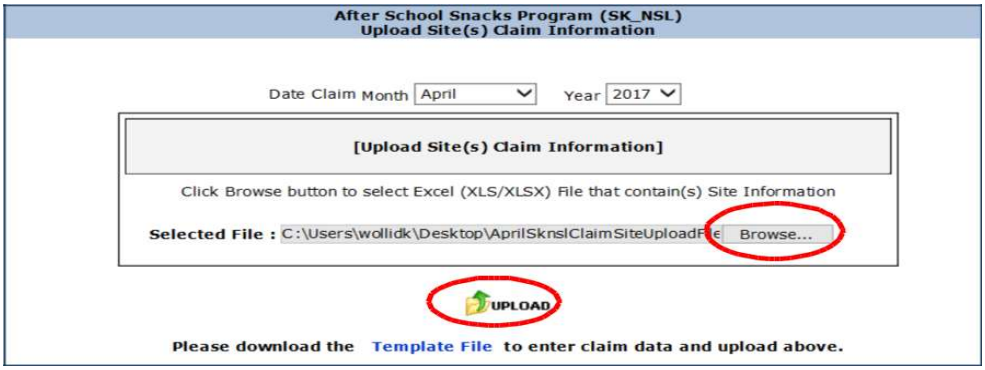
206216	160	SK_NSL	04/01/2017	50	10	18	0	100	500	100	400	0
206216	110	SK_NSL	04/01/2017	25	5	18	0	50	250	50	200	0

Please note that after deleting the headings, the data for the first school moves up to the first row.

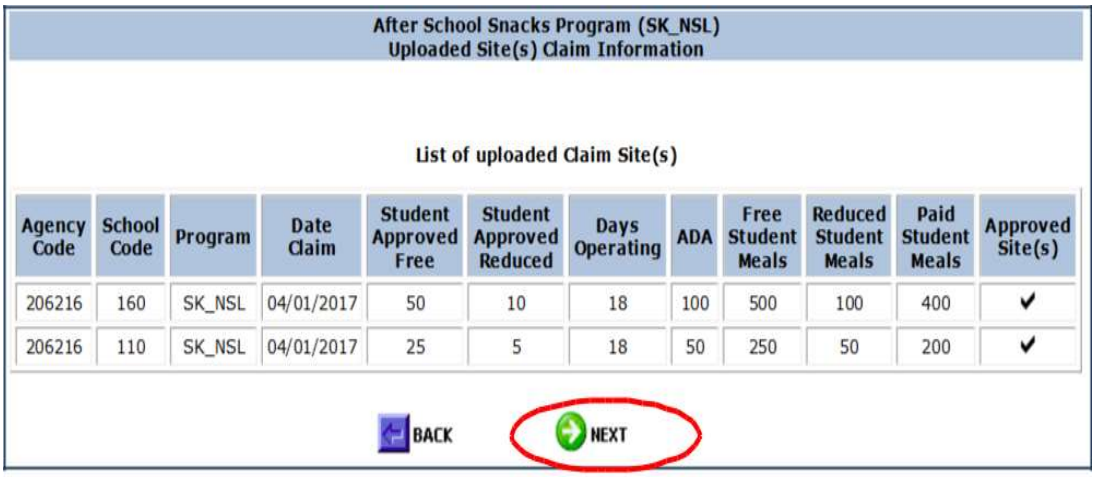
16. "Save" the electronic Excel Template File with deleted headings and label it with the claim type and month of claim. It is strongly recommended that a folder be created only for saved monthly reimbursement claims.

17. Return to the claim screen (should still be logged in.). Click on *Browse* and choose the saved file.

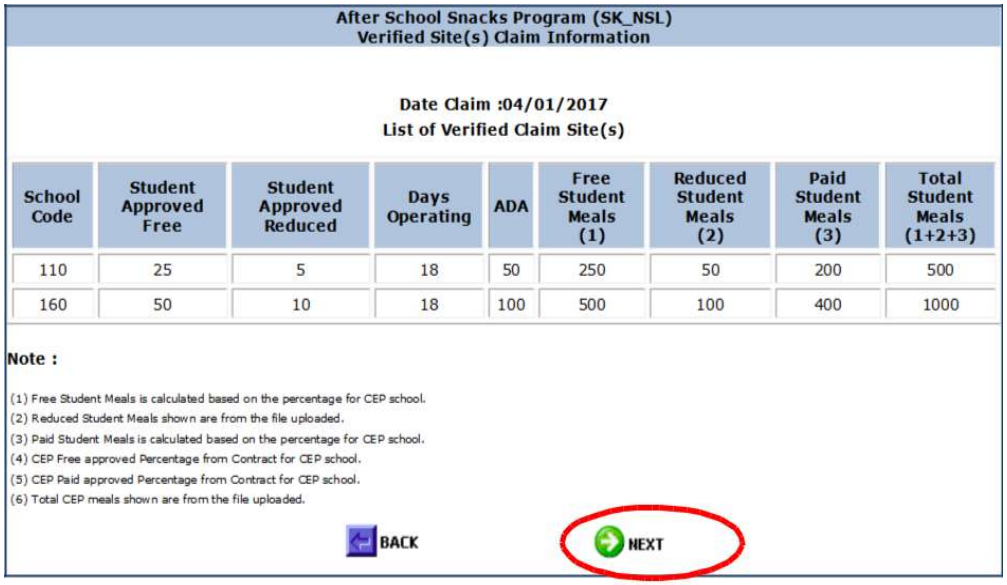
18. Click *UPLOAD* to upload the Excel Template File into the online claiming portal.



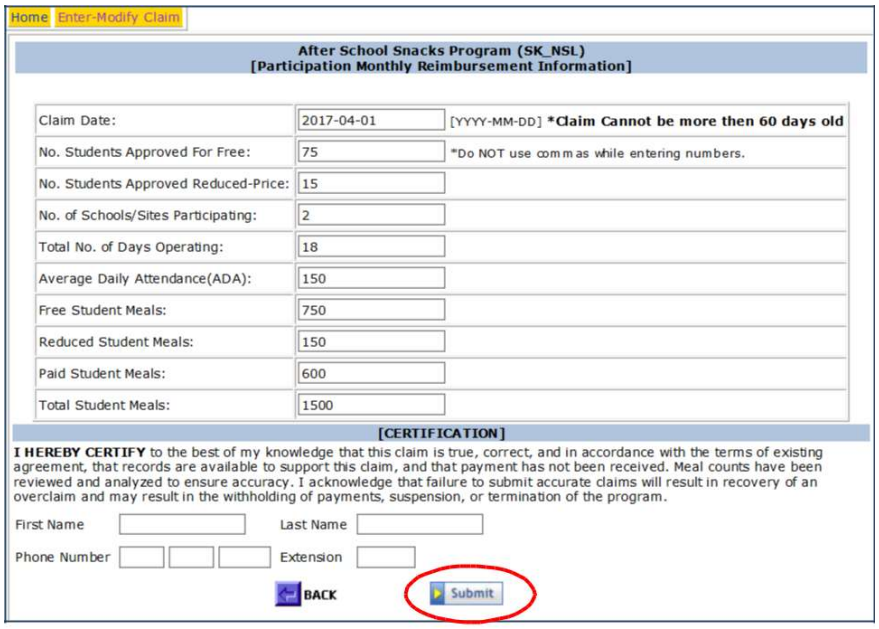
19. This page will auto populate based on the uploaded Excel Template File. Review the information. Ensure all non-area eligible sites are listed on the claim and there are no error messages, then click *NEXT*. If there are error messages refer to the section in this manual on Troubleshooting.



20. This screen shows the total afterschool snacks to be claimed, by category, for each site.



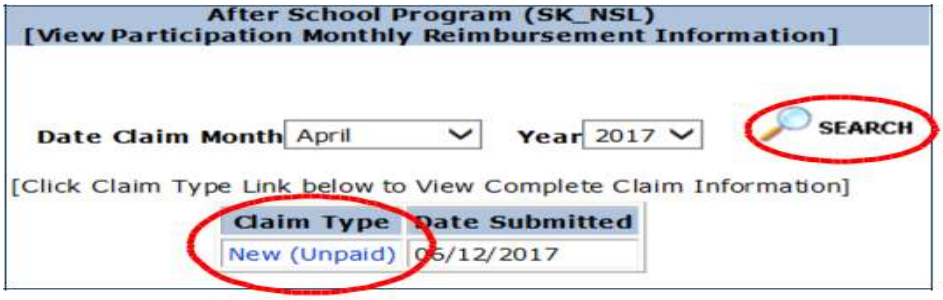
21. This page will auto-populate. Check the claim information, enter CERTIFICATION information (contact information), and click *Submit* to submit the claim.



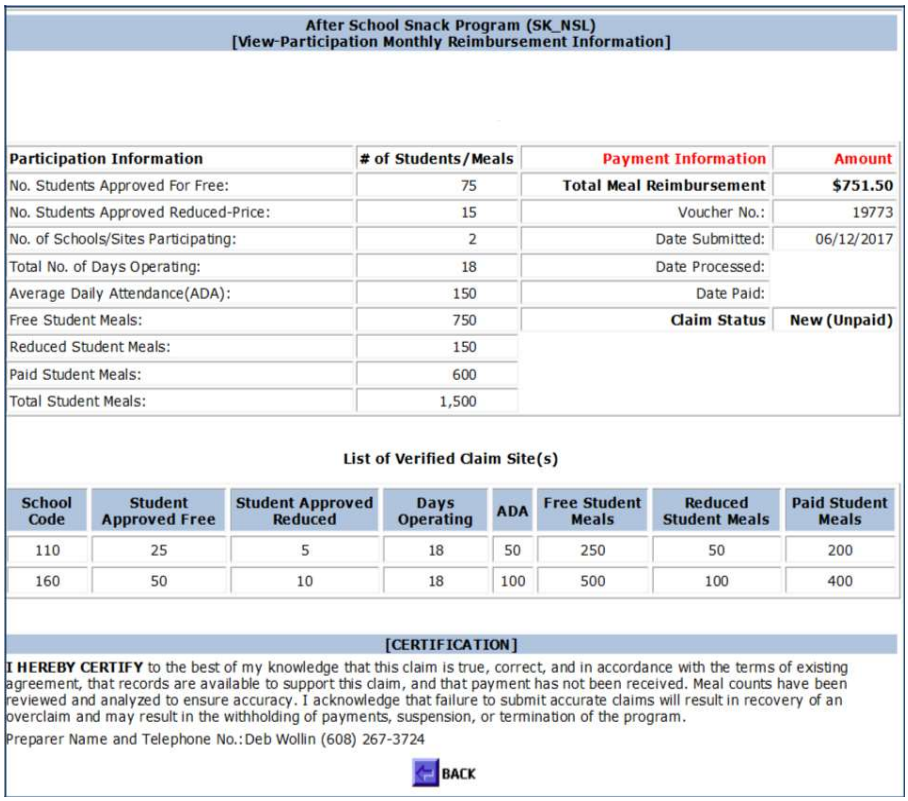
View-Print an Afterschool Snack Program Claim

1. Select *View-Print Claim* to view and/or print a claim. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.

2. Select date claim **month** and **year** from the drop-down list boxes and click *SEARCH* button. If a claim is found for the given criteria, it will appear in the box below the *Claim Type*. Click the hyperlink to view the full claim information.



3. Claiming information for all school sites will appear at the bottom of the claim, again, do a final check of the submitted information. This claim is listed as "New (Unpaid)" which means it has not been processed for payment and can be modified online.



After School Snack Program (SK_NSL)
[View-Participation Monthly Reimbursement Information]

Participation Information	# of Students/Meals	Payment Information	Amount
No. Students Approved For Free:	75	**Total Meal Reimbursement**	**$751.50**
No. Students Approved Reduced-Price:	15	Voucher No.:	19773
No. of Schools/Sites Participating:	2	Date Submitted:	06/12/2017
Total No. of Days Operating:	18	Date Processed:	
Average Daily Attendance(ADA):	150	Date Paid:	
Free Student Meals:	750	**Claim Status**	**New (Unpaid)**
Reduced Student Meals:	150		
Paid Student Meals:	600		
Total Student Meals:	1,500		

List of Verified Claim Site(s)

School Code	Student Approved Free	Student Approved Reduced	Days Operating	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals
110	25	5	18	50	250	50	200
160	50	10	18	100	500	100	400

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program.

Preparer Name and Telephone No.:Deb Wollin (608) 267-3724

BACK

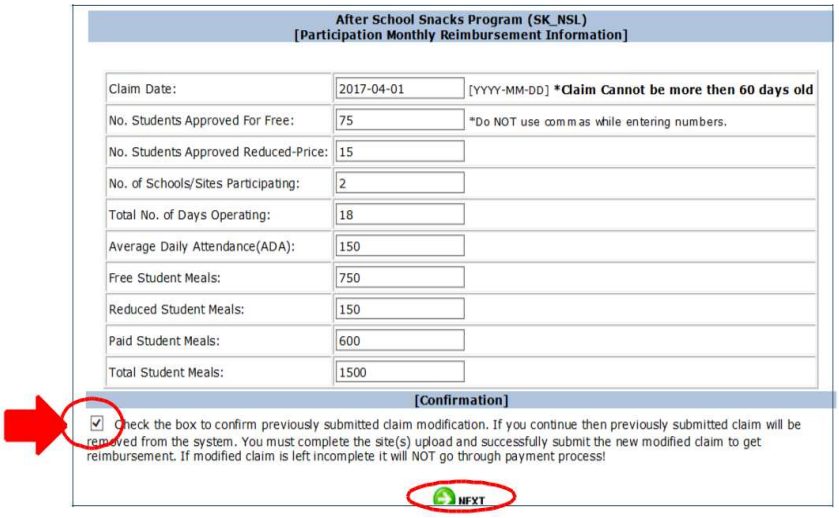
Modifying an Afterschool Snack *Unprocessed* Claim

1. Open the saved Excel Template File that needs to be modified and make the necessary changes. Save the Excel Template File again.

2. In Online Services, select *Modify Claim* from the menu to modify an **unpaid and unprocessed** Afterschool Snack claim for reimbursement.

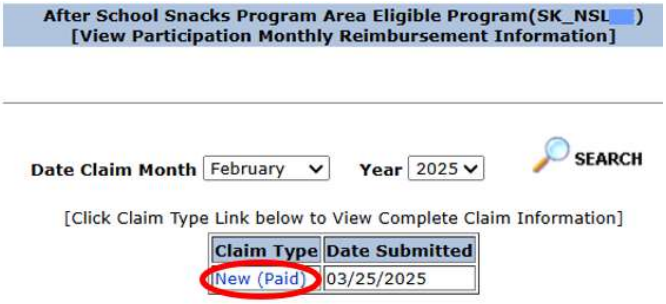
3. The unpaid submitted claim will appear. If it is to be modified, check the box in the lower left corner, then click the *NEXT* button at the bottom.

This will remove the previously submitted claim from the system, and it will return to the claim site upload.



4. Upload the Excel Template File with the corrected numbers.

If a claim is in Paid status, the claim CANNOT be modified online.



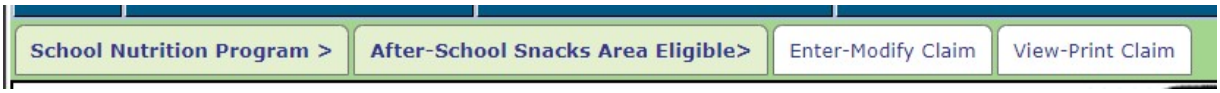
A Claim Adjustment must be submitted via email to: DPI accounting @ jacqueline.darrow@dpi.wi.gov . Refer to Submitting a Claim Adjustment When in Paid Status in this manual.

Submitting an Area Eligible Afterschool Snack Program Claim

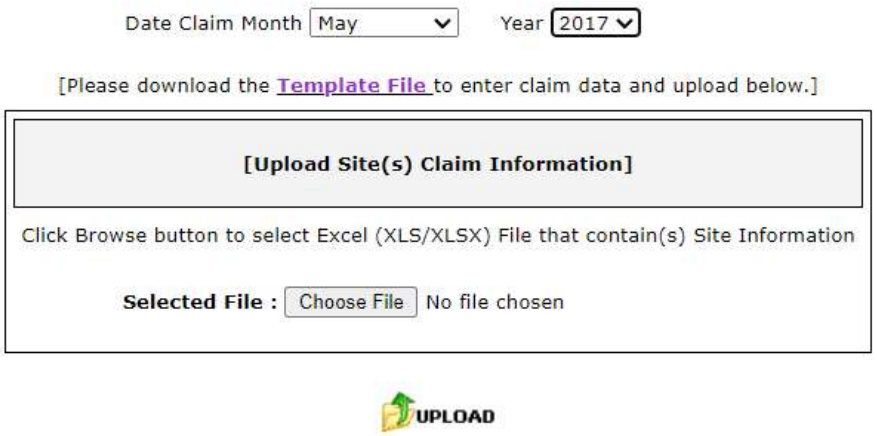
1. Log into Online Services, select *School Nutrition Program* from the menu bar. Then select *Monthly Reimbursement Claim.*

2. Select **Afterschool Snacks Area Eligible** - *If the agency has schools that are in both Afterschool Snacks and Afterschool Snacks - Area Eligible, two claims will need to be submitted: one for Afterschool Snacks and one for Area Eligible Afterschool Snacks.*

3. Select *Enter-Modify Claim* to enter a new claim for reimbursement.



4. Select the month and the **correct year** from the drop-down box for the **claim**. Then click on *Template File.*



5. An Excel Template File will appear with all Afterschool Snack Area Eligible sites in the agency, listed by school code. (School codes are on Schedule A of the SFA's on-line contract.) Student Approved Free, Student Approved Reduced, Enrollment, Reduced Student Meals, Paid Student Meals, and Total CEP Meals are zero (0), as we do not collect this information for Afterschool Snack Area Eligible claims because all meals served are free at area eligible sites.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
564753	160	SK_NSLAE	05/01/2017	0	0	0		0	0	0	0	0

6. **Days Operating -** Enter number of days the site served snacks during claiming month. This may be different for each site.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
564753	160	SK_NSLAE	05/01/2017	0	0	20		45	900	0	0	0

7. **Average Daily Attendance (ADA)** - Enter the ADA for afterschool snack for the claiming month at the school. These boxes are for the number of students *attending* the afterschool snack enrichment activities, **not** *the number of students eating snacks.* The ADA may be different at each site.

Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
564753	160	SK_NSLAE	05/01/2017	0	0	20		45	900	0	0	0

8. **Free Student Meals** - Enter the number of area-eligible afterschool snacks served to students at the site during the claiming month. **This is for CEP and Non-CEP schools.** Notice that for Snack Claims, Total CEP Meals is zero (0) for all schools.

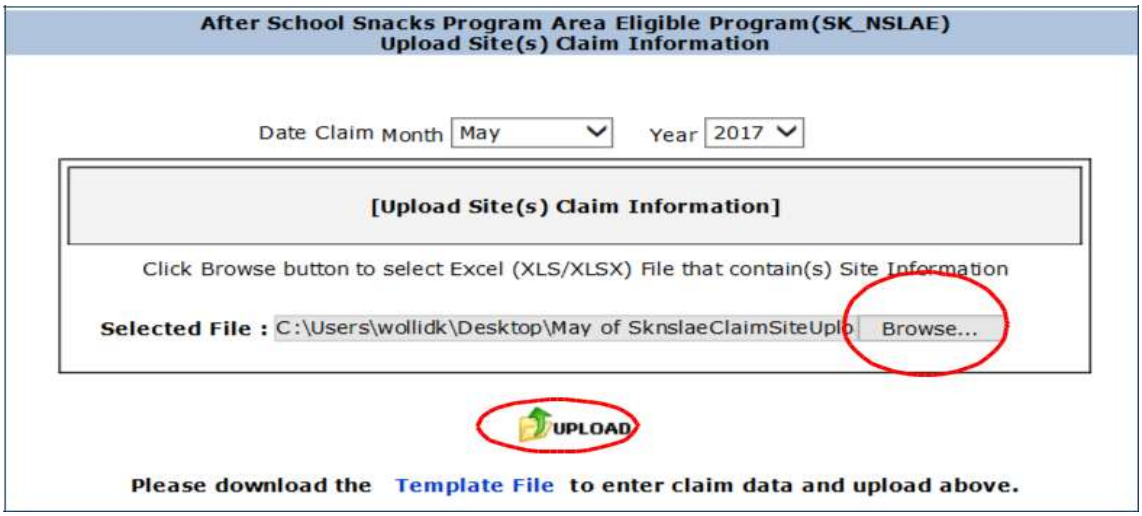
Agency Code	School Code	Program	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals
564753	160	SK_NSLAE	05/01/2017	0	0	20		45	900	0	0	0

9. **Delete the top row of headings**. To do this, a) highlight the entire first row, b) click on "Home" on the top menu, c) click on "Delete".

564753	160	SK_NSLAE	05/01/2017	0	0	20	0	45	900	0	0	0

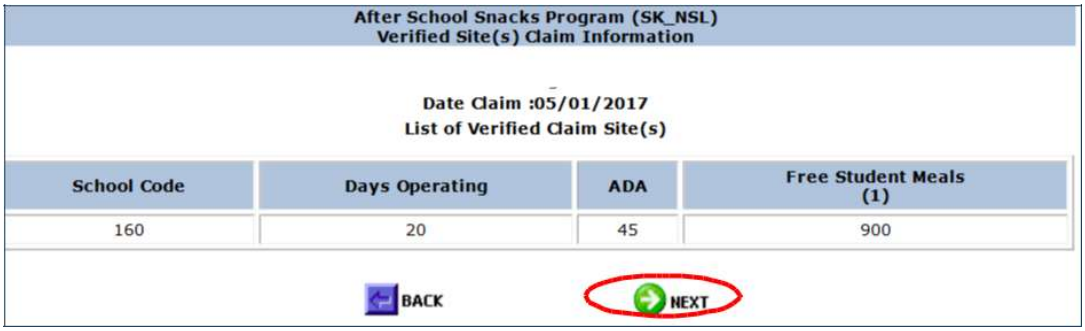
10. Save the electronic Excel Template File with deleted headings and label it with the month of claim and program. It is recommended that a folder be created for all saved monthly claims.

11. Return to the claim screen (should still be logged in). Click on *Browse* and choose the saved file. Click *UPLOAD* to upload the Excel Template File into the online claiming portal.

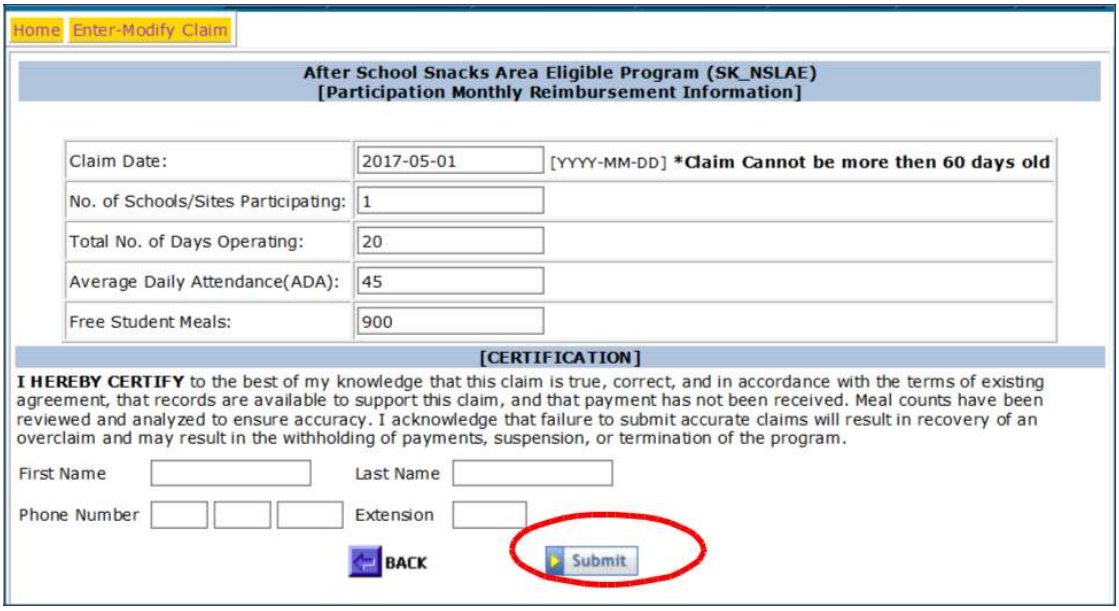


12. Ensure all of the Afterschool Snack-Area Eligible sites are listed on the claim and no error messages, then click *NEXT*.

13. This screen shows the total Afterschool Snacks-Area Eligible being claimed for each site.



14. This page will auto-populate. Check all information on the claim, enter CERTIFICATION information (SFA contact information), and click *SUBMIT* to submit the claim.

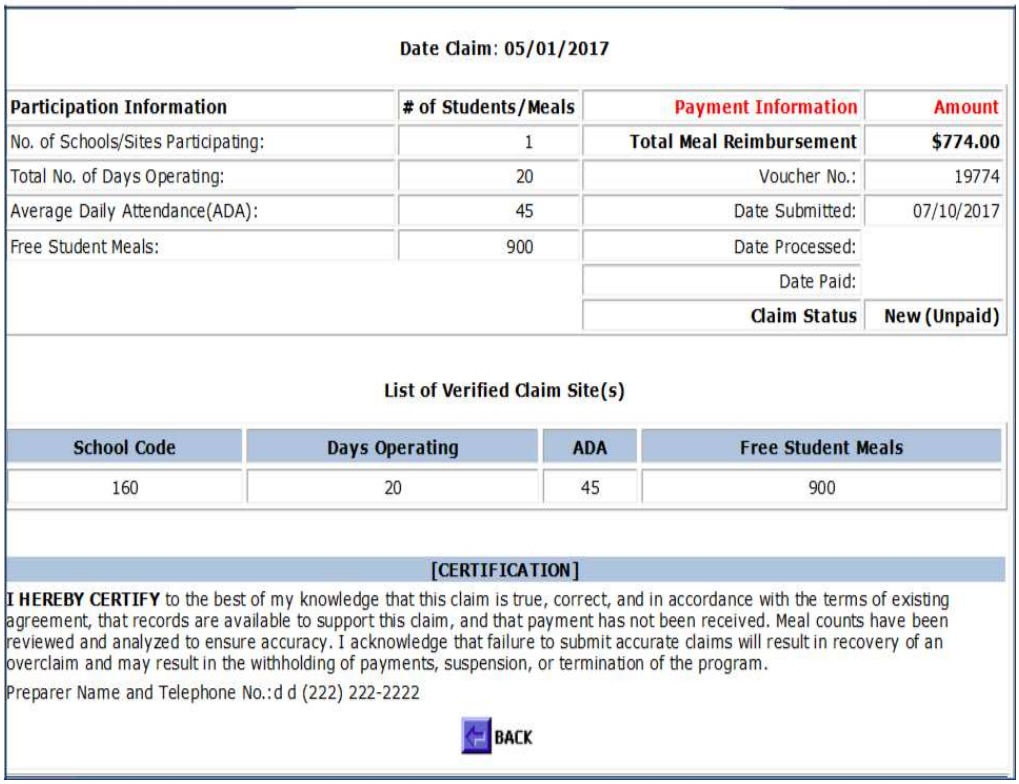


View-Print an Area Eligible Afterschool Snack Program Claim

1. Select *View-Print* to view and/or print a claim. A claim may be viewed and/or printed after it has been submitted to DPI. The claim does not have to be processed to be viewed.

2. Select date claim **month** and **year** from the drop-down list boxes and click *SEARCH* button. If a claim is found for the given criteria, it will appear in the box below the Claim Type. Click the hyperlink to view the full claim information.

3. A list of claiming information from all school sites will appear at the bottom of the claim, do a final check of the submitted information. This claim is "New (Unpaid)" which means it has not been processed for payment and can be modified online.



Date Claim: 05/01/2017

Participation Information	# of Students/Meals	Payment Information	Amount
No. of Schools/Sites Participating:	1	**Total Meal Reimbursement**	**$774.00**
Total No. of Days Operating:	20	Voucher No.:	19774
Average Daily Attendance(ADA):	45	Date Submitted:	07/10/2017
Free Student Meals:	900	Date Processed:	
		Date Paid:	
		Claim Status	**New (Unpaid)**

List of Verified Claim Site(s)

School Code	Days Operating	ADA	Free Student Meals
160	20	45	900

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an overclaim and may result in the withholding of payments, suspension, or termination of the program.

Preparer Name and Telephone No.:d d (222) 222-2222

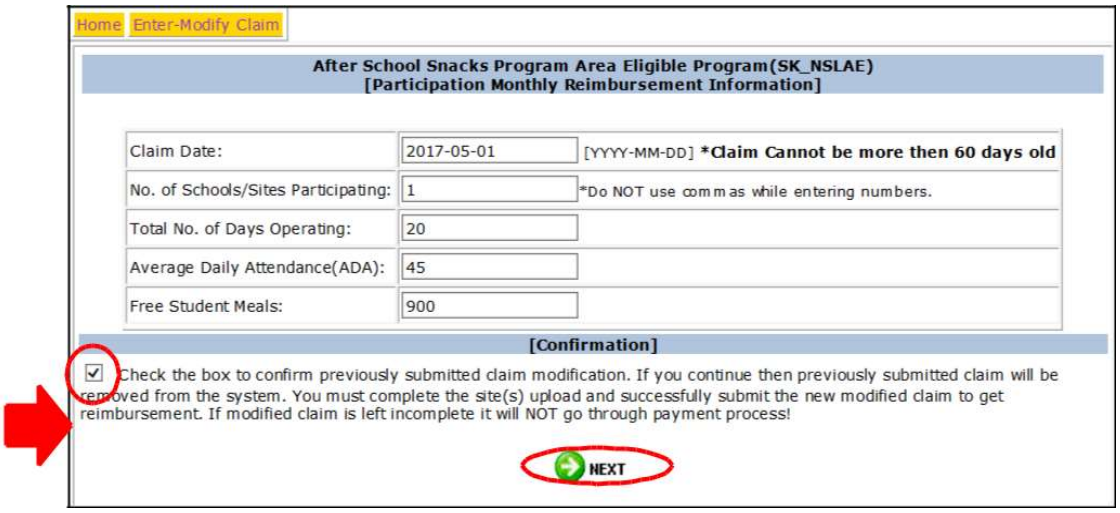
BACK

Modifying an Afterschool Snack Area Eligible *Unprocessed* Claim

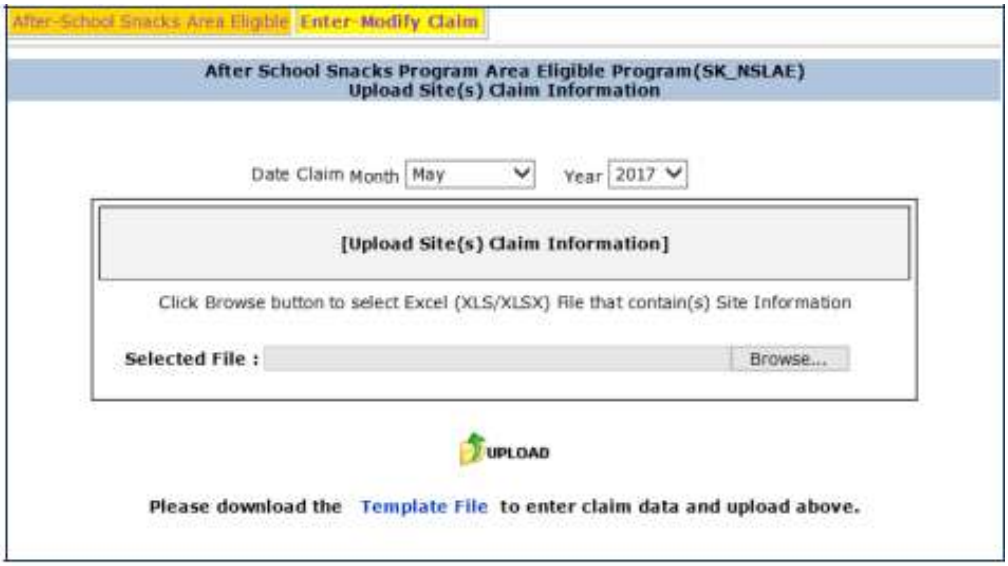
1. Open the Excel Template File that needs to be modified and make the necessary changes. Save the corrected Excel Template File.

2. In Online Services, select *Modify Claim* from the menu to modify an **unpaid and unprocessed** Afterschool Snack claim for reimbursement.

3. The unpaid submitted claim will appear. If the claim needs to be modified, check the box in the lower left-hand corner. After clicking *NEXT*, the previously submitted claim will be removed from the system.



4. Upload a new Excel Template File with the corrected numbers.



If claim is in "Paid" status, the claim CANNOT be modified online. A Claim Adjustment *must* be submitted via email to DPI accounting. See Submitting a Claim Adjustment When in Paid Status in this manual.

NSL or SBP Summer School Claim

When operating summer school under NSL or SBP, students are claimed under the school code where the student is **enrolled**, not the school code where the student is eating. ***Do not set up additional entities within the software system to accommodate summer school meal service.***

Use the school year enrollment number for each school code claiming meals and the ADA for the average number of students for that school code, who attend summer school each day. Enrollment is based upon the school year for which the claim is being submitted.

For June, enrollment would be the previous year's enrollment and school code where the student attended. For July and August, enrollment would be the new school year's enrollment for the school the student will be attending. An alternate claiming process is required for Seamless Summer Option (SSO) meals. SSO meals are claimed at the site meals are served. Please access the SSO Claiming Manual for SSO claiming instructions.

Appendix A

REPORTING PRE-KINDERGARTENERS AND KINDERGARTENERS

The following explains how to report kindergartners and pre-kindergartners on the edit check and the monthly reimbursement claim. As a general rule, if kindergartners or pre-kindergartners have access to the National School Lunch Program, they are to be included in both the Enrollment and the Average Daily Attendance (ADA) figures.

1. Kindergartners/pre-kindergartners who go either full days or half days daily, and have access to lunch, **are to be included** in the Enrollment as well as the ADA figures.

2. Half-day kindergartners/pre-kindergartners, who do not have access to lunch at school, **should not be included** in the Enrollment or the ADA figures.

Appendix B

Required Edit Check for National School Lunch Program

U.S. Department of Agriculture (USDA) regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. The purpose of the edit check is to identify errors in the schools' lunch counts and/or problems with the meal counting and claiming procedures so that necessary corrections are made. The prototype daily participation/edit check form is provided by DPI. However, school agencies are not required to use this form but must perform an edit check after completing the calculations shown on the bottom of the form. Those school agencies with computerized meal counting systems or in process of purchasing such a system should ask vendors about the edit check feature.

USDA's Required Edit Check Procedures for Each School

1. ***Obtain and record the highest number of students in each category.***
   - Obtain the highest number of students approved for free and for reduced price lunches.
   - Obtain the highest student enrollment in the schools submitting lunch participation data for the month. Exclude those students who do not have access to the lunch program (e.g., half-day kindergarten and/or pre-kindergarten students) when arriving at the enrollment figure to use in the edit check.
   - **Subtract the number of students approved for free and reduced-price meal benefits from the student enrollment to obtain the number of students for the paid category.**
2. ***Compute the attendance factor.***
   - Divide the average daily attendance for students by the school enrollment to obtain the attendance factor. The attendance factor is the number of students in attendance and is not the number of students participating in the school lunch program.

   Note: The attendance factor must be calculated at least once each school year but should be computed each month.
3. ***Calculate the "highest number of lunches expected for any day" by eligibility category.***
   - Multiply the highest number of students in each category by the attendance factor.
4. ***Compare the "highest number of lunches expected for any day" to the daily counts recorded on the participation record for each of the eligibility categories.***
5. ***Evaluate any daily lunch counts that exceed the "highest number of lunches expected".***
   - The school may find that students approved for free or reduced-price lunches attend at a higher daily rate than those students in the paid category.
   - Documentation such as daily attendance records or check-off rosters may be used to support daily counts that exceed the "highest number of lunches expected".
   - Scan the daily counts and evaluate any that appears unusual, such as transposed digits, counts reported in the wrong category or questionable patterns in daily counts.
6. ***Correct any lunch count reporting errors that are discovered during the edit check before consolidating counts for the reimbursement claim.***

Example of a School's Required Edit Check

- The school's highest number of students approved for free meal benefits during the month is 15
- The school's highest number of students approved for reduced price meal benefits during the month is 8
- School's highest daily enrollment for students with access to the lunch program is 239
- School's highest number of students in the paid category: 239 – 23 = 216
- School's average daily attendance is 230 School's attendance factor: 230 ÷ 239 = .962

	Highest # Of Students Approved in Month Any Serving		Attendance Factor (average daily attendance ÷ school enrollment)		Highest # Of Lunches Expected for Day
Free	15	X	.962	=	14.4 or 15
Reduced-Price	8	X	.962	=	7.7 or 8
Paid	216	X	.962	=	207.8 or 208

Although it is not required to complete an edit check incorporating an attendance factor for breakfast, USDA regulations prohibit claiming for free and reduced-price breakfasts in excess of the number of children approved for free and reduced-price breakfasts.

Daily Participation record/Edit Check

MONTH/YEAR: **SCHOOL:**

		LUNCH			BREAKFAST		
SERVICE DAYS	DATE	FREE	REDUCED PRICE	PAID	FREE	REDUCED PRICE	PAID
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTALS							

REQUIRED EDIT CHECK FOR SCHOOL LUNCH PROGRAM

	Highest # of Students Approved in Month		Attendance Factor (avg. daily attendance ÷ school enrollment)		Highest # of Lunches Expected for Any Serving Day
Free		X		=	
Reduced Price		X		=	
Paid		X		=	

CEP MEAL COUNT EDIT FORM – Internal Control

USDA regulations require school agencies to complete an edit check for each of its schools that participate in the National School Lunch Program prior to consolidation of the daily lunch counts for the monthly reimbursement claim. School agencies are not required to use this particular form but must perform an edit check after completing the calculations shown on the bottom of the form.[1]

Name of School:			**Month and Year:**		
Service Days	Number Reimbursable Breakfasts Served[1]	Number Non-Reimbursable Breakfasts Served[2]	Number Reimbursable Lunches Served	Number Non-Reimbursable Lunches Served[2]	**Comment** (if daily meal count exceeds the Attendance-Adjusted Enrollment below)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total	0	0	0	0	
Highest Daily Enrollment For This Month:		Attendance Factor:		Attendance-Adjusted Enrollment:	0

Compare Attendance-Adjusted Enollment to Daily Meal Count			
Free Claiming Percentage*		Paid Claiming Percentage*	
Number Breakfast meals to claim for Free*	0	(total breakfasts served x Free claiming percentage)	
Number Breakfast meals to claim for Paid*	0	(total breakfasts served x Paid claiming percentage)	
Number Lunch meals to claim for Free*	0	(total lunches served x Free claiming percentage)	
Number Lunch meals to claim for Paid*	0	(total lunches served x Paid claiming percentage)	
Total Non-Reimbursable Breakfasts and Lunches served		0	

295
Highest Daily Enrollment

X

0.915
Attendance Factor

=

269.93 or 270
Attendance-Adjusted Enrollment

270
Attendance-Adjusted Enrollment

Compared to

XXX
Daily Meal Count

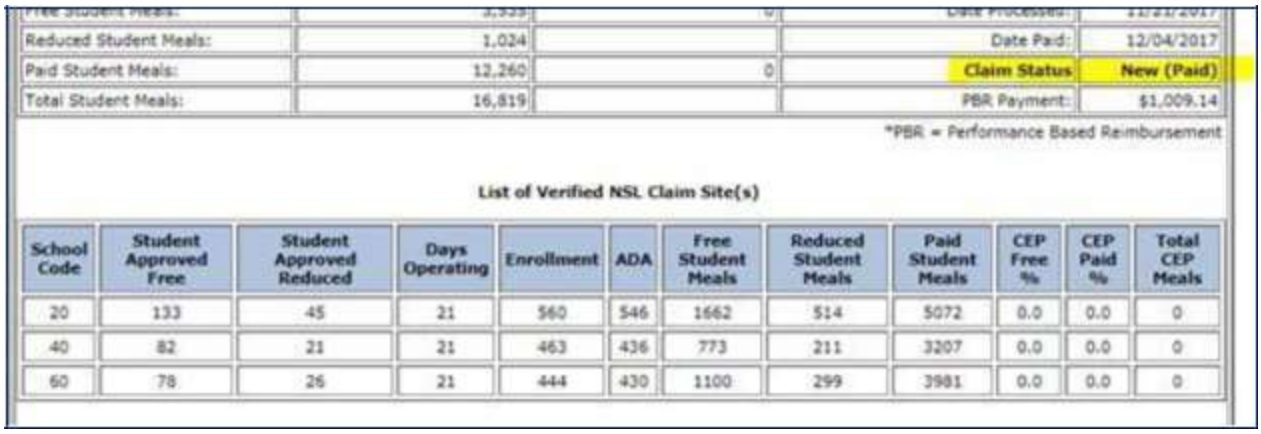
How to Submit a Claim Adjustment when Claim is Already in Paid Status

Once a claim is paid, agencies can no longer modify a claim in Online Services. When agencies need to submit a claim adjustment, an Excel Template File showing only the adjustments from the paid claim should be emailed to jacqueline.darrow@dpi.wi.gov.

Claims may be adjusted up to 90 days following the last day of the full month covered by the claim.

1. Open the Excel Template File that needs the adjustment.
2. Enter only the differences from the claim that was paid. Use a negative ("-") number when need to decrease the claim number and a positive ("+") for additions to the claim. If there are no changes in a cell, enter a "0" (zero).

For example, a district was paid for this claim, and later realized there were errors:



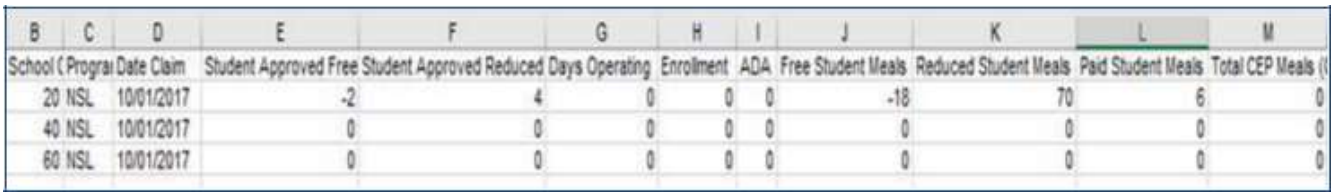
Reduced Student Meals:	1,024		Date Paid:	12/04/2017
Paid Student Meals:	12,260	0	Claim Status	New (Paid)
Total Student Meals:	16,819		PBR Payment:	$1,009.14

*PBR = Performance Based Reimbursement

List of Verified NSL Claim Site(s)

School Code	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	CEP Free %	CEP Paid %	Total CEP Meals
20	133	45	21	560	546	1662	514	5072	0.0	0.0	0
40	82	21	21	463	436	773	211	3207	0.0	0.0	0
60	78	26	21	444	430	1100	299	3981	0.0	0.0	0

For the adjustment, the district emailed this Excel sheet to DPI Accounting Darrow: Jacqueline.darrow@dpi.wi.gov. It shows an overclaim of 18 free meals and an underclaim of 70 reduced price meals and 6 paid meals:



B	C	D	E	F	G	H	I	J	K	L	M
School (	Prograi	Date Claim	Student Approved Free	Student Approved Reduced	Days Operating	Enrollment	ADA	Free Student Meals	Reduced Student Meals	Paid Student Meals	Total CEP Meals ((
20	NSL	10/01/2017	-2	4	0	0	0	-18	70	6	0
40	NSL	10/01/2017	0	0	0	0	0	0	0	0	0
60	NSL	10/01/2017	0	0	0	0	0	0	0	0	0

If the adjustment results in additional funds to be paid to the agency (an underpayment), the SFA will receive an ACH deposit. Details can be found on the Aids Register Information | Wisconsin Department of Public Instruction If the adjustment results in an overpayment to the agency, the amount owed back to DPI will be deducted from the next reimbursement claim payment.

Frequently Asked Questions

1. **Claims Due – When?**
   Claims are due within SIXTY CALENDAR DAYS of the last day of the claiming month (example: The September 2025 claim is due November 29, 2025). However, if the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day. It will need to be submitted via email, using the Excel Template File, to DPI accounting at jacqueline.darrow@dpi.wi.gov. Please plan accordingly to avoid 'paper' claim submissions.

2. **Is There Any Time When A Claim Cannot be Submitted?**
   Yes. 1) When the Payment Process for claims is running, the "Enter Claims" part of Online Services cannot be accessed. This process usually lasts only a short time and is typically done on Tuesday mornings with few exceptions. If this process is running, an error message will be received, indicating to wait one hour and then retry. 2) If a claim has already been submitted for a program that needs to be processed, another claim cannot be submitted for the same program. Online Services only allows one unprocessed claim per program in the system. Other than these exceptions, the "Enter Claims" area of the Online System is available anytime from anywhere. When the DPI server is online, claim data or requests for past claims information will be accessible.

3. **Claim Data and Errors**
   There are "edit-checks" on certain fields on the claim forms. These edit-checks will not allow certain data to be entered. If the Internet site will not accept the claim data and it is thought that valid data was entered, please email Jacqueline Darrow to: jacqueline.darrow@dpi.wi.gov.

4. **Why or When Would I Modify a Claim?**
   If a previous claim's data is incorrect, and it has **NOT been paid** (listed as New (Unpaid)), a new claim with the correct data can be submitted again. Once the claim is **paid**, it **CANNOT be modified online**. An Excel Template File with the adjustments will need to be emailed to: jacqueline.darrow@dpi.wi.gov.

5. **I Can't Get into Online Program to Enter Information**
   The Online System checks the agency code against our valid contract file. If a valid/approved contract is not on file for a specific program, the agency will not be able to access the screens. If there is a valid contract on file and cannot access the claim entry screen, please call the School Nutrition Team at 608-267-9228.

Per USDA regulation, § 210.16(a)(5) Food service management companies: SFAs must retain signature authority on the State agency-school food authority agreement (contract), free and reduced-price policy statement, and claims. Therefore, an employee of the Food Service Management Company cannot attest to and submit the online contract nor submit claims for federal reimbursement. Completing and/or updating the online contract and submitting federal claims is considered Signature Authority. Signature Authority cannot be delegated to the FSMC. Thus, **the Authorized Representative of the SFA must submit the online contract. All federal claims, submitted by an SFA that contracts with a Food Service Management Company, must be submitted by an authorized SFA staff member**. A Food Service Management Company employee may not submit claims on behalf of the SFA.

Troubleshooting Submitting Monthly Child Nutrition Claims

Spinning wheel
Try switching browsers. Do not use the browser Firefox (Mozilla). Use Internet Explorer or Chrome to submit claims. Ensure browsers are up to date.

Cannot edit Excel Template File
After opening the template, be sure to click on "Enable Editing" at top of file. Then save the template.

The date or the program name is wrong on the Excel Template File
Do not change any of the information that populates in columns A through D on the template. Columns A through D will auto-populate from the information in the SFA Online Contract and from the Date selected from the dropdown. If these columns are wrong, then either the online contract needs to be updated, or the correct date must be selected from the dropdown before the claim can be submitted.

School code number is incorrect or missing on the Excel Template File
School codes in column B of the template auto populate from Schedule A of the SFA's approved Online Contract. If the school codes are incorrect or school codes are missing, ensure the correct claim date is selected from the date dropdown before clicking on "Template". If the school codes are not correct, please review and update Schedule A of the Online Contract.

Common error messages
"Invalid data value" for every column on row 1 – User failed to delete header.
"Claim for month/year is not due for reimbursement." – User failed to select the correct date month and year from the dropdown.
"File has invalid Date Claim" – User changed the date in the template.
"Average Daily Attendance must be less than OR equal to Enrollment – User entered a percentage or decimal for the ADA. The ADA must be a whole number, rounded up to the next whole number.
"Free/Reduced Student Meals are too high. Please contact DPI Federal Fiscal Unit" – The contact for Federal Fiscal Unit is jacqueline.darrow@dpi.wi.gov.
"Data upload failed due to incorrect number of columns." – User should not delete any columns even if they are "0".
Red X under approved sites – User failed to select the correct dropdown before clicking on Template and incorrect school codes auto-loaded into Excel sheet, or online contract needs to be updated.
"Reduced Student Meals value is too high" – Contact jacqueline.darrow@dpi.wi.gov or 608-267-9134.
"Total Student Meals should be more than zero" – If a site does not serve meals for the claiming month and columns J through M are "0", delete the row for that site. (For example, some schools may not serve Afterschool Snack for the month of August, so when submitting the August snack claim, that site's row should be deleted.)

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:
(833) 256-1665 or (202) 690-7442; or

3. email:
program.intake@usda.gov

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