VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

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Harvest SFSP Claims Entry Instructions

This document addresses the process for creating, entering, submitting, reopening, and revising claims for reimbursement for the Summer Food Service Program (SFSP) within the Harvest Child Nutrition System.

Accessing Claims within Harvest

To access the Claims, click "Claims" in the menu at the top of the home screen, shown in the image below. The "Program Year" will display the current fiscal year. To see claims from past years, change the program year.
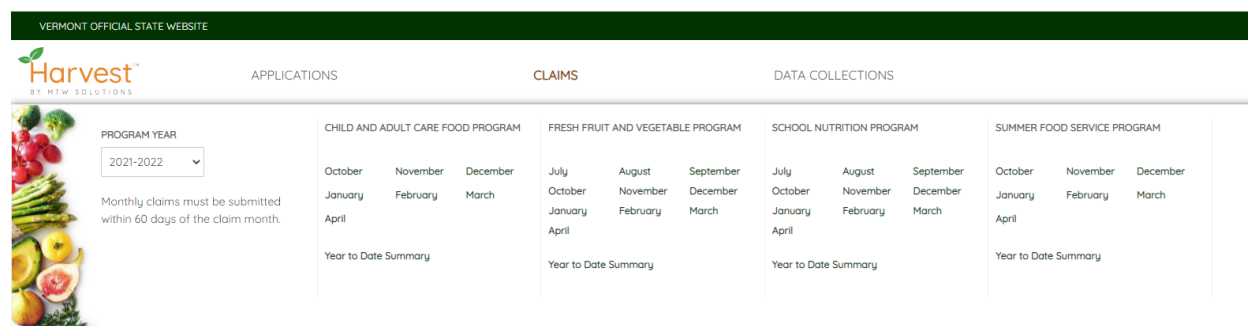
For the current Program Year, the system will display the programs for which the sponsor has an approved application packet on file and the claim months available for each program.

Below the list of months, each program will display a Year to Date Summary that shows each month through the year, the details of that claim, including payment amounts, revisions, and Vision Voucher Numbers. This Summary will be available in mid-2022.

Click the month for which you would like to access the claim for reimbursement.

Create Claim

Upon clicking a month for which a claim has not already been created, a message box will appear asking, "Are you sure you want to create a claim for *blank month*?"

Clicking "Yes" will create and open the claim for that month. Clicking "No" will result in no claim being created, and the grid of months will continue to display.

Entering an SFSP Claim

SFSP Claims are entered at the Site Level. Most sponsors have approved applications for multiple sites, while others have an approved application for only a single site. The sponsor should enter the claim amount for each site, and then return to the Main Claim page (Sponsor Level) in order to certify and submit the claim at the sponsor level.

The tabs at the Sponsor Level include:

- Claim
- Claim Summary
- Acknowledgement and Certification

Actions on the Site Listing Page

Once a claim has been accessed, the first page Claim will display a site list. The site listing shows the sites that have site applications in the current year Application Packet. If a site application is not approved to provide meal services during a given month, the site will show as "Ineligible" for that month, preventing the user from submitting a claim for that site. Users who do not have access to create or update a site will see "View" as an option after the sponsor has created a claim for that site. For users with the authority to create or update a site claim, they have the option to click "Start" for each site. When you click "Start", a message will pop up asking, "Are you sure you want to create the site claim?" If you click "Yes" it will take you to the Meals Claims page. If you click "No", you will remain on the site listing page.

The Meals Claims page will display the meal service types the site is operating per the Meal Service Operation tab of the Site Application. This is according to the Application Revision that is approved at the time the sponsor level claim is created.

If you provide second meals, enter the number in the "Second Meals Served" field for the applicable meal service type.

The "Site Cap" field re-displays from the Site Cap calculation for the applicable meal service type in the Meal Service Operation tab of the Site Application.

The "Average Daily Attendance" field is automatically calculated based on the entered "Total Number of Days Food Served" and the "First Meals Served" by meal service type. Clicking the Tab button to the next field will result in those calculations being performed. Please do not attempt to enter data into calculated fields.

If you provide Program Adult Meals or Non-Program Adult meals, enter the number served in the "Non Reimbursable Meals" section. For each meal service type, enter the number of "Meals Served to Program Adults' and "Meals Served to Non-Program Adults", as applicable.

At the bottom of the Meals Claims page, a "Save Page" button will display for users authorized to update claims. Upon clicking Save Page, the page will ensure that all required fields are completed, and any amounts entered are within limits of the approved application revision.

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Any error messages must be resolved, and re-saved, before any data will be saved on the Meals Claims page. If you leave the Meals Claims page, or timeout without having resolved those errors, the page will not record any updates made since the last successful save.

From the Meals Claims page, click the "Return to Claim" link in the top right section to return to the Site Listing, where additional sites can be completed until all sites are complete.

Site level pages are not submitted individually. Rather, the claim is submitted at the sponsor level on the Acknowledgement and Certification page.

Claim Summary

After all the sites for the month have been entered and saved, visit the Claim Summary page and review the information.

Submitting an SFSP Claim

Once the Claim Summary page has been visited, proceed to the Acknowledgement and Certification page. To submit the claim, you must:

1. Check the checkbox agreeing to the certifications.
2. Click the Accept & Submit button.

Notifications

The individual who submits the claim for the sponsor will receive an email notification upon approval of the claim.

Reopen a Claim

Once a claim has been submitted, but has not yet been sent to the State Payment System (or paid), the claim can be Reopened by the sponsor to make modifications. This differs from a claim Revision. If it is Reopened, the submission to the state is canceled. Reopened claims must be resubmitted in order to be reviewed. The following image illustrates the Reopen prompt.

Revise a Claim

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After a claim has been submitted, and that claim has been forwarded to the State Payment System (or paid), that claim can no longer be Reopened, but rather can be Revised. The prior claim revision will display, allowing the sponsor to add more sites, or modify existing sites on the claim month. The new total amount will display, but only the difference between the prior claim, and the current revision will be paid. If the amount of the revision is less than the prior claim, the difference will be taken against a future claim.

Claim Deadlines

Claims for Reimbursement must be submitted within 60 days of the last day of the claim month.

*For deadlines that fall on a Saturday, Sunday, or a Federal Holiday, the due date is the next business day (this is for all programs except Fresh Fruit and Vegetable Program (FFVP)).

[60-Day Deadline Dates for Claim for Reimbursement](#)

Exceptions for late claims may be approved by the Child Nutrition Program Director once in a 36-month period, by program. Please see the [Late Claim Procedure and Corrective Action Template](#).

Application Packet Revisions

If an application revision is needed in order to complete a claim, the claim will be deleted and they will need to start a new claim for reimbursement after the packet has been submitted and approved.

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