

Summer Food Service Program (SFSP) Claim for Reimbursement Submission Step-by-Step Guide

Instructions for submitting a claim for reimbursement in the Summer Food Service Program section of the online application and reimbursement system.

Note: Prior to beginning a claim for reimbursement for Non-Residential Camp sites, question 44 in the Site Application must be updated to include the "Actual Eligible ADP".

Step 1:



Summer Food Service Program

VERMONT
AGENCY OF EDUCATION

Applications | **Claims** | Reports | Security | Search

Programs | Year | Help | Log Out

The Agency of Education has issued [guidance to school food service programs on operations related to COVID-19](#). This guidance includes information on operations when school is in session, and when school is closed. Please read through the complete document, as it answers many of the important questions we have been hearing from you. We are currently working on additional guidance related to logistics of food distribution during school closures.

Additional up-to-date information can be found on the [Vermont Department of Health's website](#). The Agency of Education and Department of Health have issued [general guidance on school closures](#). Additional information on cleaning, information for families, and FAQs can be found on the [Agency of Education's COVID-19 webpage](#). USDA also has some information [on their website](#).

Step 2:



Summer Food Service Program

VERMONT
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Applications | **Claims** | Reports | Security | Search

Programs | Year | Help | Log Out


Claims > Program Year: 2019 - 2020

| Item | Description |
|---------------------|---|
| Claim - SFSP | Summer Food Service Program Claims |
| Claim Rates | View current claim rates |
| Payment Summary | Summary of payments made to this Organization |



Step 3:

Summer Food Service Program


VERMONT
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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP > Program Year: 2019 - 2020

2019 - 2020 SFSP Claim Year Summary

Status: Active

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

| Claim Month | Adj Number | Claim Status | Date Received | Date Processed | Earned Amount |
|----------------------------|------------|--------------|---------------|----------------|---------------|
| Oct 2019 | | | | | \$0.00 |
| Nov 2019 | | | | | \$0.00 |
| Dec 2019 | | | | | \$0.00 |
| Jan 2020 | | | | | \$0.00 |
| Feb 2020 | | | | | \$0.00 |
| Mar 2020 | | | | | \$0.00 |
| Apr 2020 | | | | | \$0.00 |
| May 2020 | | | | | \$0.00 |
| Jun 2020 | | | | | \$0.00 |
| Jul 2020 | | | | | \$0.00 |
| Aug 2020 | | | | | \$0.00 |
| Sep 2020 | | | | | \$0.00 |
| Year to Date Totals | | | | | \$0.00 |

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Step 4:

Summer Food Service Program

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Applications | Claims | Reports | Security | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP > Program Year: 2019 - 2020

2019 - 2020 SFSP Claim Month Details

Status: Active


Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

Claim Month: March 2020

| Claim Items | Adj Number | Date Received | Date Accepted | Date Processed | Earned Amount | Status |
|-------------------------------------|------------|---------------|---------------|----------------|---------------|--------|
| There are no claims for this month. | | | | | | |
| Total Earned | | | | | \$0.00 | |

< Back **Add Original Claim**

Step 5:



Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP > Program Year: 2019 - 2020

DELETE

2019 - 2020 SFSP Claim Site List

Status: Active

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Mar 2020 | 0 | | | | |


Internal Use Only

| Actions | Site # | Site Name | 1st Meal Amount | 2nd Meal Amount | Previous Amount | Errors | Status |
|---------------------|--------|-----------|-----------------|-----------------|-----------------|--------|-------------------|
| Add | 0003 | School | \$0.00 | \$0.00 | \$0.00 | | |
| Add | 0010 | School | \$0.00 | \$0.00 | \$0.00 | | |
| Total | | | \$0.00 | \$0.00 | \$0.00 | | Net \$0.00 |

DELETE

Step 6:

Summer Food Service Program



Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP >
Program Year: 2019 - 2020

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

2019 - 2020 SFSP Site Claim Report

Status: Active 0003 Status: Active

SCHOOL

Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority


| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Mar 2020 | 0 | | | | |

CFDA Number 10.559

General Information

To calculate the Average Daily Attendance, divide the total number of meals served by the Total Number of Days Food Served. Round down to the nearest whole number.

Step 7:

Self-Prep and/or Vended-Rural Meals Served to Children 

Report only meals meeting the requirement on the agreement. By completing the Camp Meals Served column, I certify that the Actual Eligible ADP for each Camp session is correct and accurate on the Site Application.

| | First Meals Served | Second Meals Served | Camp First Meals Served | Camp Second Meals Served |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 6. Breakfast | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 7. AM Snack | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 8. Lunch | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 9. PM Snack | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 10. Supper | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Non Reimbursable Meals

| | Meals Served to Ineligible Children | Meals Served to Program Adults | Meals Served to Non-Program Adults |
|---------------|-------------------------------------|--------------------------------|------------------------------------|
| 11. Breakfast | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 12. AM Snack | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 13. Lunch | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 14. PM Snack | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| 15. Supper | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Internal Use Only

Internal Comments:

Comment(s) to Organization:

Created By: Modified By:

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

* Note: for applicable sites, this will say “Vended-Urban Meals Served to Children”

For Open, Closed-Enrolled in Needy Area, and Closed Enrolled in Non-Needy Area sites, complete the fields in the black square. Open and Closed-Enrolled Sites will not have anything to report in the following fields:

- Camp First Meals Served
- Meals Served to Ineligible Children

For Non-Residential Camp sites, complete the fields in the green squares.

The following fields are likely not relevant for the current unanticipated school closure:

- Second Meals Served
- Camp Second Meals Served

- Meals Served to Program Adults
- Meals Served to Non-Program Adults

Repeat steps 5-7 for each site in operation that month and then proceed to step 8.

Step 8:

DELETE

2019 - 2020 SFSP Claim Site List

Status: Active

Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Mar 2020 | 0 | | | | |

Internal Use Only


| Actions | Site # | Site Name | 1st Meal Amount | 2nd Meal Amount | Previous Amount | Errors | Status |
|---|--------|-----------|-------------------|-----------------|-----------------|--------|-----------------------|
| View Modify | 0003 | School | \$1,566.60 | \$0.00 | \$0.00 | | Validated |
| View Modify | 0010 | School | \$1,566.60 | \$0.00 | \$0.00 | | Validated |
| Total | | | \$3,133.20 | \$0.00 | \$0.00 | | Net \$3,133.20 |

←

DELETE

Step 9:

Summer Food Service Program



Applications | Claims | Reports | Security | Search
Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP >
Program Year: 2019 - 2020

[VIEW](#) | [MODIFY](#)

2019 - 2020 SFSP Claim For Reimbursement - Organization Information

Status: Active

Type of Agency: Educational Institution
 Type of SFSP Organization: School Food Authority

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Mar 2020 | 0 | | | | |

General Information

1. Period covered by this claim:

| | | | |
|------|------------|----|------------|
| From | 03/01/2020 | To | 03/31/2020 |
|------|------------|----|------------|
2. Total number of participating sites for claim period: 2

| | Number of Participating Sites | Total Number of Days Food Served |
|--------------|-------------------------------|----------------------------------|
| 3. Breakfast | 2 | 12 |
| 4. AM Snack | 0 | 0 |
| 5. Lunch | 2 | 12 |
| 6. PM Snack | 0 | 0 |
| 7. Supper | 0 | 0 |

Question 1. "Period covered by this claim", will automatically populate with the first and last calendar days of the month. You must change the dates to reflect your approved operating dates for March (or for whichever month you are submitting a claim for reimbursement).


Step 10:

| Self-Prep and/or Vended-Rural Meals Served to Children | | | | | | | |
|---|------------------------|-------------------------|--------------------------|-----------------------|------------------------------|-------------------------------|------------------------------------|
| (Report only meals meeting the requirement on the agreement) | | | | | | | |
| | First Meals Served (A) | Second Meals Served (B) | Second Meals Allowed (C) | Camp Meals Served (D) | Camp Second Meals Served (E) | Camp Second Meals Allowed (F) | Reimbursable Meals Total (A+C+D+F) |
| 8. Breakfast | 480 | 0 | 0 | 0 | 0 | 0 | 480 |
| 9. AM Snack | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10. Lunch | 480 | 0 | 0 | 0 | 0 | 0 | 480 |
| 11. PM Snack | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12. Supper | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Vended-Urban Meals Served to Children | | | | | | | |
|--|------------------------|-------------------------|--------------------------|-----------------------|------------------------------|-------------------------------|------------------------------------|
| (Report only meals meeting the requirement on the agreement) | | | | | | | |
| | First Meals Served (A) | Second Meals Served (B) | Second Meals Allowed (C) | Camp Meals Served (D) | Camp Second Meals Served (E) | Camp Second Meals Allowed (F) | Reimbursable Meals Total (A+C+D+F) |
| 13. Breakfast | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14. AM Snack | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15. Lunch | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16. PM Snack | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17. Supper | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Non Reimbursable Meals | | | |
|-------------------------------|-------------------------------------|--------------------------------|------------------------------------|
| | Meals Served to Ineligible Children | Meals Served to Program Adults | Meals Served to Non-Program Adults |
| 18. Breakfast | 0 | 0 | 0 |
| 19. AM Snack | 0 | 0 | 0 |
| 20. Lunch | 0 | 0 | 0 |
| 21. PM Snack | 0 | 0 | 0 |
| 22. Supper | 0 | 0 | 0 |

Created By: _____ Modified By: _____



VIEW | MODIFY

Step 11:

Certification



I certify that the information on this voucher is true and correct to the best of my knowledge; that records are available to support this claim; and that it is in accordance with the terms of existing agreement and payment has not been received. I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal statutes.


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Submit For Payment



Step 12:

Summer Food Service Program



Applications | Claims | Reports | Security | Search Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SFSP > Program Year: 2019 - 2020

Summer Food Service Program Claim Month Details for March 2020

Status: Active


Type of Agency: Educational Institution
Type of SFSP Organization: School Food Authority

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Mar 2020 | 0 | 03/26/2020 | 03/26/2020 | | Original |

Confirmation Number: **AROC6X**

Thank you for your **March 2020** Claim Submission.

An email confirmation has been sent to:

Finished 

When you have finished submitting the claim for reimbursement, the email confirmation will be sent to whoever is listed as the "Claims Contact" in the Organization Application portion of the SFSP Application Packet.

This institution is an equal opportunity provider.