

# 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:



#### Step 2:

			AGENCY OF	EDUCATION
Applications   Claims   Reports   S	ecurity Search	Programs	Year   Help	Log Out
Claims >			Program Year:	2019 - 202
Item	Description			
Claim - SFSP	Summer Food Service	Program Claims		
Claim Rates	View current claim rat	es		
Payment Summary	Summary of payments	s made to this Organization		



### Step 3:

		S	umme	er Foo	od Servic	e Progr	am	~~	VER	MONT
Applications	Claims	Reports	Security	Search			Programs	A Year	GENCY OF Help	EDUCATION Log Out
Claims > Claim	Year at a G	lance - SFSP	>					Prog	ram Year:	2019 - 2020
			2019 -	2020 SF	SP Claim Year	Summary				
Stati	us: Active					,				
1										
Type of Agency	y: Educatio	onal Instituti	ion							
Type of SFSP (	Organizatio	n: School F	ood Authority							
Claim Month	Nu	Adj umber	Cla Sta	im tus	Date Received	E Pro	)ate cessed			Earned Amount
Oct 2019										\$0.00
Nov 2019										\$0.00
Dec 2019										\$0.00
Jan 2020										\$0.00
Feb 2020										\$0.00
Mar 2020	$\leq =$									\$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 Tot	als		\$0.00
					< Back					

# Step 4:

					AGENCY	OF EDUCAT
Applications   Claims	Reports Security S	earch	_	Programs	Year Help	D Log Ou
Claims > Claim Year at a Gla	nce - SFSP >				Program Y	ear: 2019 - 2
	2019 - 2	2020 SFSP C	laim Month	Details		
Status: Active						
Type of Agency: Education	al Institution					
Type of Agency: Education Type of SFSP Organization	al Institution : School Food Authority					
Type of Agency: Education Type of SFSP Organization	al Institution : School Food Authority					
Type of Agency: Education Type of SFSP Organization Claim Month: March 2	aal Institution : School Food Authority 1020					
Type of Agency: Education Type of SFSP Organization Claim Month: March 2	al Institution : School Food Authority 1020 Adj	Date	Date	Date	Earned	
Type of Agency: Education Type of SFSP Organization Claim Month: March 2 Claim Items	al Institution : School Food Authority :020 Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
Type of Agency: Education Type of SFSP Organization Claim Month: March 2 Claim Items	aal Institution : School Food Authority :020 Adj Number Th	Date Received ere are no clai	Date Accepted ims for this m	Date Processed onth.	Earned Amount	Status
Type of Agency: Education Type of SFSP Organization Claim Month: March 2 Claim Items	al Institution : School Food Authority :020 Adj Number Th	Date Received <mark>ere are no clai</mark>	Date Accepted ims for this m	Date Processed onth. Total Earned	Earned Amount \$0.00	Status
Type of Agency: Education Type of SFSP Organization Claim Month: March 2 Claim Items	al Institution : School Food Authority 2020 Adj Number Th	Date Received ere are no clai	Date Accepted	Date Processed onth. Total Earned	Earned Amount \$0.00	Status
Type of Agency: Education Type of SFSP Organization Claim Month: March 2 Claim Items	al Institution : School Food Authority 2020 Adj Number Th	Date Received ere are no clai	Date Accepted	Date Processed onth. Total Earned	Earned Amount \$0.00	Status



# Step 5:

Claims > Claim Year	at a Glance -	SFSP >					Program \	Year: 2019 - 2
Chatury A								
Chabura								DEL
Chatura			2019 - 2020 SFS	SP Claim Sit	e List			
Status: 4	Active							
ype of Agency: Ec	ducational Ir	nstitution						
ype of SFSP Orga	nization: Sc	hool Food Au	thority					
Month/Year	Adju	stment	Date	Date	Date		Reaso	on
Claimed	Nu	mber	Received	Accepted	Processe	ed	Code	e
1ar 2020		0						
nternal Use Only								
nternal Use Only								
iternal Use Only				1st Meal	2nd Meal	Previous	_	
nternal Use Only	Site #	Site Na	me	1st Meal Amount	2nd Meal Amount	Previous Amount	Errors	Status
Actions	<b>Site #</b>	Site Na	me School	1st Meal Amount \$0.00	2nd Meal Amount \$0.00	Previous Amount \$0.00	Errors	Status
Actions Add	<b>Site #</b> 0003 0010	Site Na	me School School	<b>1st Meal</b> <b>Amount</b> \$0.00 \$0.00	<b>2nd Meal</b> <b>Amount</b> \$0.00 \$0.00	Previous Amount \$0.00 \$0.00	Errors	Status
Actions add	<b>Site #</b> 0003 0010	Site Na	me School School Tota	1st Meal Amount \$0.00 \$0.00	2nd Meal Amount \$0.00 \$0.00 <b>\$0.00</b>	Previous Amount \$0.00 \$0.00 <b>\$0.00</b>	Errors	Status Net \$0.
Actions Add	<b>Site #</b> 0003 0010	Site Na	me School School Tota	1st Meal Amount           \$0.00           \$0.00           \$0.00	2nd Meal Amount \$0.00 \$0.00 \$0.00	Previous Amount \$0.00 \$0.00 <b>\$0.00</b>	Errors	Status Net \$0.
Actions Add	Site # 0003 0010	Site Na	me School School Tota	1st Meal Amount           \$0.00           \$0.00           \$0.00	2nd Meal Amount \$0.00 \$0.00	Previous Amount \$0.00 \$0.00 <b>\$0.00</b>	Errors	Status Net \$0.
Actions Add	Site # 0003 0010	Site Na	me School School Tota	1st Meal Amount           \$0.00           \$0.00           \$0.00           \$0.00	2nd Meal Amount \$0.00 \$0.00 \$0.00	Previous Amount \$0.00 \$0.00 <b>\$0.00</b>	Errors	Status Net \$0

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#### Step 6:

	Sum	mer Foo	d Service	e Program	VERMON
Applications C	aims   Reports   Secur	ity Search		Programs	AGENCY OF EDUCAT s Year Help Log O
Claims > Claim Yea	r at a Glance - SFSP >				Program Year: 2019 -
				VIEW   MODI	FY   DELETE   INTERNAL USE O
	2	2019 - 2020 SI	SP Site Claim	Report	
Status:	Active		0003 Stat	us: Active SCHOOL	
Type of Agency: E	ducational Institution				
Type of Agency: E Type of SFSP Orga Month/Year Claimed	ducational Institution Inization: School Food Aut Adjustment Number	thority Date Received	Date Accepted	Date Processed	Reason Code
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020	ducational Institution inization: School Food Aut Adjustment Number 0	thority Date Received	Date Accepted	Date Processed	Reason Code
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020 General Infor	ducational Institution inization: School Food Aut Adjustment Number 0 mation Total N	thority Date Received Iumber of Days Av	Date Accepted	Date Processed	Reason Code CFDA Number 10.5
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020 General Infor 1. Breakfast	ducational Institution Inization: School Food Aut Adjustment Number 0 mation Total N Food	Date Received	Date Accepted verage Daily Attendance	Date Processed	Reason Code CFDA Number 10.5
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020 General Infor 1. Breakfast 2. AM Snack	ducational Institution inization: School Food Aut Adjustment Number 0 mation Total N Food	thority Date Received	Date Accepted	Date Processed	Reason Code CFDA Number 10.5
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020 General Infor 1. Breakfast 2. AM Snack 3. Lunch	ducational Institution Inization: School Food Aut Adjustment Number 0 mation Total N Food	thority Date Received	Date Accepted	Date Processed	Reason Code CFDA Number 10.5
Type of Agency: E Type of SFSP Orga Month/Year Claimed Mar 2020 General Infor 1. Breakfast 2. AM Snack 3. Lunch 4. PM Snack	ducational Institution inization: School Food Aut Adjustment Number 0 mation Total N Food	thority Date Received Umber of Days Served 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Date Accepted	Date Processed	Reason Code CFDA Number 10.5

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:

	First Meals Served	Second Meals Served	Camp First Meals Served	Camp Second Meals Served
. Breakfast	0	0	0	0
. AM Snack	0	0	0	0
. Lunch	0	0	0	0
. PM Snack	0	0	0	0
). Supper	0	0	0	0
on Reimbursable M	leals			
Γ	Meals Served to Ineligible Children	Meals Served to Program Adults	Meals Served to Non-Program Adults	
1. Breakfast	0	0	0	
. AM Snack	0	0	0	
3. Lunch	0	0	0	
4. PM Snack	0	0	0	
5. Supper	0	0	0	
nternal Use Only				
Internal Comments:				
Comment(s) to Organiz	ation:			
reated By:	Modified By:			

\* 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:

Applications	Claims Repo	orts Secu	rity Search			Programs	Year He	elp   Log Ou
Claims > Claim Ye	ar at a Glance -	SFSP >					Program	Year: 2019 - 2
								DELE
			2019 - 2020 SF	SP Claim Sit	e List			
Status:	: Active							
Vine of Agency:	Educational In	etitution						
ype of Agency.	Euucational In	ISULULION						
type of SESP Org	janization: Sch	hool Food Au	ithority					
type of SESP Org	janization: Scł	hool Food Au	ithority					
Month/Year	ganization: Sch Adjus Nur	hool Food Au stment nber	Ithority Date Received	Date Accepted	Date Process	ed	Reas Cod	on le
Month/Year Claimed Mar 2020	ganization: Sch Adjus Nur	hool Food Au stment nber 0	Date Received	Date Accepted	Date Process	ed	Reas Cod	on le
Month/Year Claimed Mar 2020	anization: Scl Adjus Nur	hool Food Au stment mber 0	Date Received	Date Accepted	Date Process	ed	Reas Cod	on le
Month/Year Claimed Mar 2020 nternal Use On	ganization: Sch Adjus Nur	hool Food Au stment mber 0	Date Received	Date Accepted	Date Process	ed	Reas Cod	on le
Month/Year Claimed Mar 2020 nternal Use On Actions	Adjus Adjus Nur	stment mber 0 Site Na	Date Received	Date Accepted 1st Meal Amount	Date Process 2nd Meal Amount	ed Previous Amount	Reas Cod	on le Status
Month/Year Claimed Mar 2020 Internal Use On Actions View   Modify	Adjus Adjus Nur ly <u>Site #</u> 0003	stment mber 0 Site Na	Date Received me School	Date Accepted	Date Process 2nd Meal Amount \$0.00	ed Previous Amount \$0.00	Reas Cod	on le Status Validated
Nype or SFSP Org Month/Year Claimed Mar 2020 Internal Use On Actions View   Modify View   Modify	Adjus Nur ly Site # 0003 0010	stment mber 0 Site Na	me School School	Date Accepted	Date Process 2nd Meal Amount \$0.00 \$0.00	ed Previous Amount \$0.00 \$0.00	Reas Cod	on le Status Validated Validated
Month/Year Claimed Mar 2020 Internal Use On Actions /iew   Modify /iew   Modify	Adjus Nur ly Site # 0003 0010	stment mber 0 Site Na	me School Tota	Date Accepted	Date           Process           2nd Meal           Amount           \$0.00           \$0.00           \$0.00	ed Previous Amount \$0.00 \$0.00 \$0.00 \$0.00	Reas Cod Errors	Status Status Validated Validated let \$3,133.2
ype or SFSP Org Aonth/Year Claimed Mar 2020 Internal Use On Actions Actions View   Modify	Adjus Nur ly Site # 0003 0010	stment mber 0 Site Na	me School Tota	Date Accepted	Date           Process           2nd Meal           Amount           \$0.00           \$0.00           \$0.00	ed Previous Amount \$0.00 \$0.00 \$0.00	Reas Cod Errors	Status Validated Validated Iet \$3,133.2
Month/Year Claimed Mar 2020 Internal Use On Actions View   Modify View   Modify	Adjus Nur ly Site # 0003 0010	stment mber 0 Site Na	me School Tota	Date Accepted	Date           Process           2nd Meal           Amount           \$0.00           \$0.00           \$0.00	ed Previous Amount \$0.00 \$0.00 \$0.00	Reas Cod Errors	on le Status Validateo Validateo Iet \$3,133.



#### Step 9:

		Summ	er Food S	ervice	Program	
Ар	plications Claims	Reports Security	Search		Programs	s Year Help Log Ou
Clai	ms > Claim Year at a G	Slance - SFSP >				Program Year: 2019 - 2
	2010	- 2020 SESP Clai	im For Deimburg	ement - Or	anization Info	rmation
	2019	- 2020 SFSF Cia	III FOI REIIIDUIS	ement - Or	yanization init	
	Status: Active					
ӯҏ	e of Agency: Education	onal Institution				
ур	e of SFSP Organizatio	on: School Food Authori	ty			
40	nth/Year	Adjustment	Date	Date	Date	Reason
				Date		
Cla	imed	Number	Received Ac	cepted	Processed	Code
Cla 1ar	imed 2020	Number I	Received Ac	cepted	Processed	Code
C <b>la</b> Mar	<b>imed</b> 2020	Number I	Received Ac	cepted	Processed	Code
la Mar	imed 2020	Number I	Received Ac	cepted	Processed	Code
Cla Mar Gei	imed 2020 neral Informatio	Number 1 0 on	Received Ac	cepted	Processed	Code
Cla Mar Gei	imed · 2020 neral Informatio	Number 1 0 on	Received Ac	cepted	Processed	Code
Cla Mar Gei	imed · 2020 neral Informatio	Number 1 0 on	From	- <u>To</u>	Processed	Code
ia 1ar Gei	imed - 2020 neral Information Period covered by	Number     I       0     0       on     0       y this claim:     (	<b>From</b> 03/01/2020		Processed	Code
Cla Mar Gel	imed - 2020 neral Informatio Period covered by Total number of p	Number     I       0     0       on     0       y this claim:     0       participating sites for 0	From 03/01/2020	- <u>To</u> 03/31/202	Processed	Code
Cla Mar Gel	imed - 2020 neral Informatio Period covered by Total number of p	Number     I       0     0       on     0       y this claim:     0       participating sites for of Number of Number of Distance     0	From 03/01/2020 Claim period:	TC	Processed	Code
Gla Mar Gei	imed - 2020 neral Informatio Period covered by Total number of p	Number 1 0 on y this claim: participating sites for of Participating	From 03/01/2020 Claim period: Total Number of Days	TC	Processed	Code
ia Aar Gel	imed - 2020 neral Informatio Period covered by Total number of p	Number 1 0 on y this claim: participating sites for of Participating Sites	From 03/01/2020 claim period: Total Number of Days Food Served	TC	Processed	Code
Gei	imed 2020 neral Information Period covered by Total number of p	Number 1 0 on y this claim: participating sites for of Participating Sites 2	From 03/01/2020 Claim period: Total Number of Days Food Served 12	TC	Processed	Code
Gen Gen	imed - 2020 neral Information Period covered by Total number of p Breakfast	Number 1 0 on y this claim: participating sites for of Participating Sites 2	From 03/01/2020 Claim period: Total Number of Days Food Served 12	TC	Processed	Code
Cla Mar Gei	imed - 2020 neral Information Period covered by Total number of p Breakfast AM Snack	Number 1 0 on v this claim: v	From 03/01/2020 Claim period: Total Number of Days Food Served 12 0	TC	Processed	Code
Cla Mar Gei 1.	imed 2020 neral Information Period covered by Total number of p Breakfast AM Snack Lunch	Number 1 0 on v this claim: v	From 03/01/2020 Claim period: Total Number of Days Food Served 12 0 12	 	Processed	Code
Cla Mar Gei  3.	imed 2020 neral Information Period covered by Total number of p Breakfast AM Snack Lunch PM Snack	Number 1 0 on v this claim: v	From 03/01/2020 claim period: Total Number of Days Food Served 12 0 12 0	- <u>Tc</u> 03/31/202 2	Processed	Code
<b>6</b> <b>6</b> <b>6</b> <b>6</b> <b>6</b> <b>6</b> <b>6</b> <b>6</b>	imed 2020 neral Information Period covered by Total number of p Breakfast AM Snack Lunch PM Snack	Number 1 0 on v this claim: v	From 03/01/2020 claim period: Total Number of Days Food Served 12 0 12 0	 	Processed	Code

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:

Rep	ort only meals	meeting the req	uirement on the	e 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 Tota (A+C+D+F)
	Breakfast	480	0	0	0	0	0	480
	AM Snack	0	0	0	0	0	0	0
0.	Lunch	480	0	0	0	0	0	480
1.	PM Snack	0	0	0	0	0	0	0
2.	Supper	0	0	0	0	0	0	0
/er	nded-Urban M	leals Served f	to Children					
Rep	ort only meals	meeting the req	uirement on the	e 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 Tota (A+C+D+F
з.	Breakfast	0	0	0	0	0	0	0
4.	AM Snack	0	0	0	0	0	0	0
5.	Lunch	0	0	0	0	0	0	0
6.	PM Snack	0	0	0	0	0	0	0
7.	Supper	0	0	0	0	0	0	0
loi	n Reimbursat	le Meals						
		Me to	als Served Ineligible Children	Meals Se to Prog Ac	rved Iram ti Jults	Meals Served o Non-Program Adults		
8.	Breakfast		0		0	0		
9.	AM Snack		0		0	0		
0.	Lunch		0		0	0		
1.	PM Snack		0		0	0		
2.	Supper		0		0	0		
rea	ted By:		Modified By	<i>r</i> :				
		ſ	$\sim$	Continue	Cancel			

# Step 11:





### Step 12:

	Sun	nmer Foo	d Service	Program	
Applications Cla	iims Reports Secu	urity Search		Programs	Year Help Log Out
Claims > Claim Year	at a Glance - SFSP >				Program Year: 2019 - 2020
	c	Summer Foo Claim Month De	od Service Prog tails for March	jram 2020	
Status: A	ctive				
Type of Agency: Ed Type of SFSP Organ	ucational Institution nization: School Food A	uthority			
	Adjustment	Date	Date Accented	Date Processed	Reason Code
Claimed	Number	Received	Accepted		
Month/Year Claimed Mar 2020	Number 0	03/26/2020	03/26/2020		Original
Claimed Mar 2020	0 Jumber: AROC6X	03/26/2020	03/26/2020		Original
Claimed Mar 2020 Confirmation N Thank you for	0 0 Number: AROC6X Your March 2020	03/26/2020	03/26/2020		Original
Month/Year Claimed Mar 2020 Confirmation N Thank you for An email confi	Number 0 Number: AROC6X your March 2020 rmation has been	03/26/2020	03/26/2020		Original
Month/Year Claimed Mar 2020 Confirmation N Thank you for An email confi	0 Number: AROC6X your March 2020 rmation has been	03/26/2020	03/26/2020		Original
Month/Year Claimed Mar 2020 Confirmation N Thank you for An email confi	Number 0 Number: AROC6X your March 2020 rmation has been	03/26/2020	o3/26/2020	4	Original

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.

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