



Summer Food Service Food Program Online Claim Manual

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Basic Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the ‘links’ at the top of the screen. The name of the link will tell you what screen you will go to.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a “linked-page” or “link.” If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the “Back” button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the “Back” icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the “Back” button you may then use the “Forward” button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

EXIT PROGRAM – Links at the top of screens include “Logout.” Click on this “Logout” link to exit from the entire program. If exiting the system prior to completing the claim, be sure to click on the “Continue” or “Save” button at the bottom of the screen you are working on. This will save the information from that page.

Logging on to Online Services

1. **Open your Internet Browser.** You may use Internet Explorer, Netscape, Firefox or Google Chrome. Screens WILL appear differently for each. Google Chrome is recommended but data will be accepted from any browser.
2. **Go to the following:** dpi.wi.gov/nutrition (Bookmark site at this point, NOT at later pages)
3. Click on **“Online Services.”**
4. Click on **“Online Services Log-in.”**
5. The following screen will appear asking for your Agency Code and password. If you have misplaced your password or to request a new password, contact Najat Shorette at 608-266-6856 as a primary contact or if not available, Jacque Jordee at 608-267-9134. *Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.*
 - 5a. Enter Agency Code (**without dashes**)
 - 5b. Enter Password
 - 5c. Click the “Submit” button

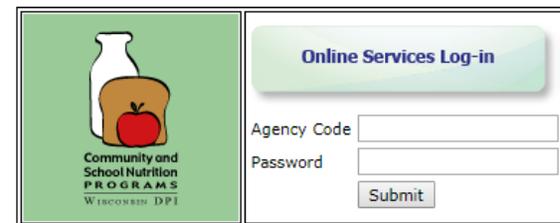
Time Limit on Entering Data:

A timer starts from the moment the FNS site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main “Login” screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer.



The screenshot shows the website dpi.wi.gov/nutrition. The navigation bar includes links for Home, Families & Students, Schools & Educators, Libraries, and Data & Media. The main content area features the Wisconsin Department of Public Instruction logo and a search bar. A dropdown menu is open under 'Wisconsin Child Nutrition Programs', with 'Online Services' highlighted and circled in red. Below the menu are two tiles: 'Community Nutrition' and 'School Nutrition'.

Wisconsin Child Nutrition Programs
Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Online Services.



The screenshot shows the 'Online Services Log-in' form. It features a logo for 'Community and School Nutrition Programs Wisconsin DPI' on the left. On the right, there is a button labeled 'Online Services Log-in' above two input fields: 'Agency Code' and 'Password'. A 'Submit' button is located below the password field.

Please do not bookmark this log-in webpage

6. From the Main Menu, select **“Summer Food Program.”**



7. From the Summer Food Program Menu, select **“Claim Reimbursement.”**



8. From the Claim Reimbursement Menu, select **“Enter-Modify Claim.”**
This button is used to submit a new claim or to modify the claim prior to DPI processing it.



All Sponsors: Claim Entry

1. Determine if claim is final – a claim is final if it is the **LAST** claim to be submitted for the summer **OR** the **ONLY** claim to be submitted for the summer.
2. Select the Claim Month to be entered from the drop-down box. If combining claims, select the month that has more than 10 operating days as the Claim Month.
3. Enter the number of Days of Service for the Claim Month. If combining claims, enter the number of Days of Service for the Claim Month **ONLY** (the month that has more than 10 operating days) at this point.
4. Complete the “Optional, Fill in only if Agency is Combining Claim Months” **ONLY** if combining claims.
 - 4a. If combining claim months, enter the information for the “prior” or “following” month based on the relationship of the month to be combined to the month that has more than 10 operating days. Leave the “prior” or “following” month **blank**, if it does not apply.
5. Click “Continue”

Is this the Final Claim?	<input type="text" value="▼"/>
Date Claim Month	<input type="text" value="▼"/> Year <input type="text" value="▼"/>
Days of Service for Claim Month	<input type="text"/>
Is Agency Combining Claim?	<input type="text" value="▼"/>
Optional, Fill in Only if Agency Combining Claim Months	
[Select Months to Combine]	
Prior Month	<input type="text" value="▼"/>
Prior Month Days of Service	<input type="text"/>
Following Month	<input type="text" value="▼"/>
Following Month Days Of Service	<input type="text"/>

 **CONTINUE**

All Sponsors: Claim Entry Continued

6. Listed will be ONE site number for all non-camp sites (open, open restricted, and enrolled) combined. NYSP sites will have its own number in the list.

Summer Food Service Program (SFSP)
List of Approved Site-Camp
10014 - Adams-Friendship School District

List below is/are site(s) approved for claim reimbursement. Select each site / camp by clicking a site number and provide participation information. Agency has to do this for all the site(s) listed below for your claim to be processed.

Site No.	Site-Camp Name	Type of Site	Participation Information
10014	Adams-Friendship School District	All Other Non-camp	Incomplete

CONTINUE

[\[General Info\]](#)

Summer Food Service Program (SFSP)
List of Approved Site-Camp
759464 - U W Eau Claire

List below is/are site(s) approved for claim reimbursement. Select each site / camp by clicking a site number and provide participation information. Agency has to do this for all the site(s) listed below for your claim to be processed.

Site No.	Site-Camp Name	Type of Site	Participation Information
759464	U W Eau Claire	NYSP Non-camp	Incomplete
3525	UW-Eau Claire - Upward Bound	Camp	Incomplete

CONTINUE

[\[General Info\]](#)

If the sponsor also has camp sites, the camp sites will be listed separately.

7. Click on the number in front of “All Others Non camp” or “NYSP Non camp” to begin entering meal count data for all of the non-camp sites. Click on the number in front of the camp site to enter meal count and session data for each camp site.

Non camp Sites: Claim Screens

- Each site that is approved to operate in the claim month will be listed by Site No., Site Name, and Type. The claim data for each site will need to be entered **separately**. Click on the Site No. for one of the sites to open the screen where claim data for all non-camp sites can be entered.
- Enter the TOTAL Days of Service for each site for the claim period. If combining claims, this will be the number of days in each month combined.
- Enter the total number of 1st meals served to CHILDREN only. Meals are reported by type (breakfast 1, lunch 1, supper 1, supplements 1). Only approved meal types can be claimed for reimbursement.

Summer Food Service Program (SFSP)
[Non-Camps Only Participation Reimbursement Information]

402647 - Boys & Girls Clubs of Greater Milwaukee

Listed below is/are Non-Camp Site(s) approved for selected date claim reimbursement. Click Site No. and provide participation informations for all Site(s) you like to submit claim.

Site No.	Site-Camp Name	Type of Site	Submitted
13195	LaVarnway Boys & Girls Club	Open	No
13196	PIEPER-HILLSIDE Boys & Girls Club	Open	No
13197	MARY RYAN Boys & Girls Club	Open	No
13198	Daniels Mardak	Open	No



Note: Optionally, to submit non-camp claim information using XLS file. Click the "Download Template file" link below and update the downloaded template file with your claim data and upload it using "Upload Claim File" link. Follow claim instruction for details on File Upload.

[Download Template File](#)
[Upload Claim File](#)

IMPORTANT – Report the number of 2nd meals served for each meal type (noted as Breakfasts 2, Lunches 2, Suppers 2, or Supplements 2) on the claim screen. If the total number of 2nd meals served by type exceeds the allowed 2% of the first meals served; report only the maximum number allowed to be claimed for reimbursement. Determine the number allowed by multiplying the number of first meals served by 2%. That number is the maximum number of 2nd meals that may be claimed.

Enter “0” (zeros) in the fields that do not apply. Do NOT use commas when entering numbers.

If a site was approved to operate but no meals will be claimed in the claim month, check the “Exclude” box.

Summer Food Service Program (SFSP)
[Non-Camps Only Participation Reimbursement Information]

402647 - Boys & Girls Clubs of Greater Milwaukee

Enter Zeros in meal column(s) that do not apply. Do not use commas when entering numbers.

	Days of Service	Breakfasts 1	Breakfasts 2	Lunches 1	Lunches 2	Suppers 1	Suppers 2	Supplements 1	Supplements 2	Total ADA	Exclude
13195 - LaVarnway Boys & Girls Club	<input type="text"/>	<input type="checkbox"/>									
13196 - PIEPER-HILLSIDE Boys & Girls Club	<input type="text"/>	<input type="checkbox"/>									
13197 - MARY RYAN Boys & Girls Club	<input type="text"/>	<input type="checkbox"/>									
13198 - Daniels Mardak	<input type="text"/>	<input type="checkbox"/>									



- The ADA (Average Daily Attendance) calculates automatically from the number of meals and days of service entered for each site. Do not change the calculated ADA.

Non camp Sites: Claim Screens Continued

- When finished entering the number of meals served by type, click on the “Save” button at the bottom of the page to continue.
- After clicking on the “Save” button as indicated above, the screen to the right will appear. The word “Complete” should be indicated behind each site number for which the data was entered. **If your agency is also entering camp site data, please go to page 10 for further instructions.**

IMPORTANT: If you only have one site number, and the word “Complete” has appeared on this screen, proceed by clicking on “Continue” to review data and submit claim! If “Incomplete” appears, the data has not been entered or accepted correctly. In that instance, click on the Site No. and re-enter the meal data as described above.

Summer Food Service Program (SFSP)
List of Approved Site-Camp
10014 - Adams-Friendship School District

List below is/are site(s) approved for claim reimbursement. Select each site / camp by clicking a site number and provide participation information. Agency has to do this for all the site(s) listed below for your claim to be processed.

Site No.	Site-Camp Name	Type of Site	Participation Information
10014	Adams-Friendship School District	All Other Non-camp	Complete

CONTINUE

[\[General Info\]](#)

- Sponsors with a large number of SFSP sites, may wish to upload an Excel file with meal counts instead of entering the meal counts for each site manually into the claim system. On the non-camps site list page, click “Download Template File.”
- Open the Excel file download and *remove all column headers*. Delete the Excel row for any site(s) that did not operate in the claim month and then save to your computer. Note: You can create your own Excel file to upload into the claim system as long as it is in the same format as the prototype.
- Enter the Days of Service and Meal Counts (for first and second meals served to CHILDREN) for the claim period and save to your computer.
- Back on the non-camps site list screen in Online Services, click “Upload Claim File.” A screen will pop-up, “Uploaded Site(s) Claim Information.”

9a. Click the “Choose File” button.

Summer Food Service Program (SFSP)
[Non-Camps Only Participation Reimbursement Information]
402647 - Boys & Girls Clubs of Greater Milwaukee

Listed below is/are Non-Camp Site(s) approved for selected date claim reimbursement. Click Site No. and provide participation information for all Site(s) you like to submit claim.

Site No.	Site-Camp Name	Type of Site	Submitted
13195	LaVarnway Boys & Girls Club	Open	Yes
13196	PIEPER-HILLSIDE Boys & Girls Club	Open	Yes
13197	MARY RYAN Boys & Girls Club	Open	Yes
13198	Daniels Mardak	Open	Yes

CONTINUE

Note: Optionally, to submit non-camp claim information using XLS file. Click the "Download Template file" link below and update the downloaded template file with your claim data and upload it using "Upload Claim File" link. Follow claim instruction for details on File Upload.

[Download Template File](#) [Upload Claim File](#)

Non camp Sites: Claim Screens Continued

- 9b. Select the Excel claim file from your computer and click **“Open.”**
- 9c. Back on the Uploaded Site(s) Claim Information page, click **“Upload.”** All data from the Excel spreadsheet will populate on the “Non-Camps Only Participation Reimbursement Information” page.
- 9d. Click **“Save.”**
- 9e. Make sure each site that you are claiming for is indicated as “Complete” and hit the **“Continue”** button. If any site is “Incomplete” go back and modify the claim data prior to submitting the claim.

IMPORTANT: If you only have one site number, and the word “Complete” has appeared on this screen, proceed by clicking on “Continue” to review data and submit claim! If “Incomplete” appears, the data has not been entered or accepted correctly. In that instance, click on the Site No. and re-enter the meal data as described above.

- 10. Review the claim information entered. If the information is correct, enter the claim Preparer Name and Telephone No. and click **“Submit.”**

**Summer Food Service Program (SFSP)
Uploaded Site(s) Claim Information**

402647 - Boys & Girls Clubs of Greater Milwaukee

Selected Date Claim: 08/01/2019

[Uploaded Site(s) Claim Information]

Click Browse button to select Excel (XLS/XLSX) File that contain(s) Site Information

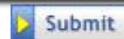
Selected File : No file chosen



[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 over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may result in prosecution under applicable State and Federal statutes.

Preparer Name and Telephone No.:



[\[General Info\]](#) [\[Camp-Noncamp Site\(s\) List\]](#)

- 11. A second screen will appear which will confirm the submission of the claim **YOU ARE DONE.** For more information on how to modify, print or view your claim turn to page 12.

Sponsors with Camp Sites

1. Camp sites are issued their own camp site code within the on-line system. These camp site codes can be found on the approved Site Application. Each camp site approved for the claim period will appear on this screen.
2. To begin entering camp site enrollment and meal count data, click on the corresponding camp site code.

Summer Food Service Program (SFSP)
List of Approved Site-Camp
759464 - U W Eau Claire

List below is/are site(s) approved for claim reimbursement. Select each site / camp by clicking a site number and provide participation information. Agency has to do this for all the site(s) listed below for your claim to be processed.

Site No.	Site-Camp Name	Type of Site	Participation Information
759464	U W Eau Claire	NYSP Non-camp	Incomplete
3525	UW-Eau Claire - Upward Bound	Camp	Incomplete

CONTINUE

[\[General Info\]](#)

1. Fields to enter session data will appear. Up to 15 sessions may be entered for each camp site.
2. The following information is entered for each specific session:
 - beginning and ending date;
 - total days of service;
 - average daily attendance;
 - total children enrolled
 - number of “Needy” Children – this is the number of children approved ‘needy’ or for free or reduced price school meals
 - number of meals served to CHILDREN, by type (Breakfast, Lunch, Supper, Supplements). Only approved meal types can be claimed for reimbursement.

Summer Food Service Program (SFSP)
[Camps Only Participation Reimbursement Information]
759464 - U W Eau Claire

3525 - UW-Eau Claire - Upward Bound (Camp)

Provide Number of Meals Served Per Session to Eligible Children in May, 2008 for Reimbursement
Enter Zeros in meal column(s) that do not apply. Do NOT use commas when entering numbers.

Sess.#	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	Days of Service	ADA	Total Kids	Needy Kids	Breakfast	Lunches	Supper	Supplement
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Enter “0” (zeros) in the fields that do not apply. Do NOT use commas when entering numbers.

Determining ADA: 1. Identify each individual session’s primary meal service (i.e. meal service with highest total number meals served) during the claim period; 2. Divide the total number of meals served at the session’s primary meal service by the number of operating days for that session, for that claim period, to obtain the session’s ADA. Round up. After entering data for each session, click on “Continue” at the bottom of the page to continue.

Camp Sites Continued

1. After clicking on the “Continue” button as indicated above, the screen to the right will appear. The word “Complete” should be indicated behind the site number in which the data was entered. .
2. **IMPORTANT:** If the word “Complete” has appeared on this screen for each site number that is listed, proceed by clicking on “Continue” to review data and submit claim! If “Incomplete” appears, the data has not be entered or accepted correctly. In that instance, click on the site number and re-enter the meal data as described above.

Summer Food Service Program (SFSP)
List of Approved Site-Camp
759464 - U W Eau Claire

List below is/are site(s) approved for claim reimbursement. Select each site / camp by clicking a site number and provide participation information. Agency has to do this for all the site(s) listed below for your claim to be processed.

Site No.	Site-Camp Name	Type of Site	Participation Information
759464	U W Eau Claire	NYSP Non-camp	Complete
3525	UW-Eau Claire - Upward Bound	Camp	Complete

[General Info]

1. Review the claim information entered. If information is correct, enter the claim Preparer Name and Telephone No. and click on “Submit”
2. A second screen will appear which will confirm the submission of the claim.

YOU ARE DONE. For more information on how to modify, print or view your claim, see below.

759464 - U W Eau Claire

Review claim information, certify it by entering your name and phone number and submit it for reimbursement.

Is this the Final Claim?	No	Prior Month
Claim Date:	05/01/2008	Prior Month Days of Service
Days of Service for Claim Month	10	Following Month
Is Agency Combining Claim?	No	Following Month Days Of Service

Participation By Type of Site (Non-camps Only)

Type of Site	Number of Sites	Days of Service	Total ADA	Meal Type	Breakfasts	Lunches	Suppers	Supplements
NYSP Non-camp	1	10	100	1st Meal	900	1,000	0	0
				2nd Meal	0	0	0	0

Participation By Type of Site (Camps Only)

Sess.#	Start Date mm/dd/yyyy	End Date mm/dd/yyyy	Days of Service	ADA	Total Kids	Needy Kids	Breakfast	Lunches	Supper	Supplement	
UW-Eau Claire - Upward Bound	1	05/19/2008	05/30/2008	10	100	100	97	900	1,000	900	0

[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 over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim 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 criminal statutes.

Preparer Name and Telephone No.:

Viewing and Printing Claims

You can view and/or print claim(s) after it has been submitted to DPI via the “View-Print” Menu.

1. To obtain the **View/Print Screen**, select
 - Home,
 - Summer Food Program,
 - Claim Reimbursement,
 - View/Print Claim.
2. Select Claim Month and Year from the drop down list box, and
3. Click the “**Search**” button.

If the claim is found for the given criteria, the claim and the date the claim was submitted will appear. Click on the words “New (paid)” under the “Claim Type” link to view or print the detailed claim



Modifying a Claim

After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Processing of claims at DPI is completed, in most cases, on Tuesday mornings. After a claim has been processed by DPI it CANNOT be modified on-line.

Modifying On-Line: Required method of modifying a claim that has NOT been processed. To modify on-line, simply follow the steps for entering a claim that begin on page 4 of this manual. The unprocessed claim will be available for selection on the Participation Reimbursement Information – Parent Form screen.

Modifying After Claim has been Processed: This method is required once the claim has been processed by DPI. For modifying a claim that has already been processed, print the claim by following directions in the *SFSP Internet Claim Manual* to “View/Print Claim.” Draw a line through any item that needs to be changed (e.g., number of meals, average daily attendance) and write in the correct number(s). Sign, date, and fax to Federal Aids and Audit section at 608/267-9207 or e-mail a scanned copy to Najat.Shorette@dpi.wi.gov.

Frequently Asked Questions

1. COMBINING CLAIM MONTHS - WHEN CAN/SHOULD THIS BE DONE?

- When there are 10 operating days or less in the initial month of operation, the initial month can be combined with the claim for the subsequent month;
- When there are 10 operating days in the final month of operation, the final month can be combined with the preceding month;
or
- Three consecutive months may be combined as long as this combined claim only includes 10 operating days or less from each of the initial and final months' of program operations.

2. CLAIMS DUE – WHEN?

- Claims are due within 60 of the last day of the claiming month.
- IF days of service for final claim month are LESS THAN TEN, the due date of the claim is sixty days from the last day of operation.

3. CAN THE JUNE CLAIM BE SUBMITTED IN JUNE?

- YES. A claim may be submitted for the month of June in June ONLY IF IT IS MARKED AS THE FINAL CLAIM (see Page 6).

GENERAL CLAIMS QUESTIONS

1. IS THERE ANY TIME WHEN I CAN NOT ENTER A CLAIM?

Yes. When the Payment Process Package that pays the claims is running we cannot take claims. This process usually lasts only a short time and is usually done on Tuesday mornings, but not always. If this Process is running you will get an error message telling you to wait one hour, then retry. Otherwise the Claims area of the Internet site is available anytime from anywhere. As long as our server is online (which it always should be) we will accept any claim data or requests for past claims information.

2. CLAIM DATA WON'T GO INTO SYSTEM

There are “edit-checks” on certain fields on the claim forms. These edit-checks will not allow certain data to be entered, e.g., total meals for month could not exceed enrollment times days operating. If you think you have valid data and the claim system will not accept it, please call your Contact person for the specific area. If necessary, a paper claim may need to be submitted in some instances.

3. WHY or WHEN WOULD I MODIFY A CLAIM?

If a previous claim’s data is incorrect and it has NOT been paid, you can change the data so it is correct. Once the claim is paid, it can NOT be modified.

4. SUBMITTED PAPER LAST MONTH, CAN I DO INTERNET THIS MONTH?

Claims may be submitted by either paper or Internet, no matter what was done previously. If submitting by paper, the payment process will take longer.

5. DAY SHOWS IN DATE CLAIMS, WHY?

Even though most claims are monthly, there are some times when a specific day is needed on a paid claim. Therefore, claims’ dates should be entered as “7/1/20” for July 2020, “7/20” would NOT be a valid date to enter in the ‘Date Claims’ column.

6. CAN'T GET INTO PROGRAM TO ENTER INFORMATION

The system checks the agency code against our valid contract file. If you do not have a valid contract on file for the specific program you are trying to enter into, you can not even access the screens. If you think you have a valid contract and still cannot get into the entry screen you desire, please call your program's Contact person.

7. ERROR MESSAGE DOESN'T SHOW UNTIL I LEAVE FIELD, WHY?

We cannot check the specific field data against our database until you have proceeded to the next field. If you then get an error message, return to previous field and correct error. If you cannot figure out why you are getting this error, please call your program's Contact person.

Contacts

If you have misplaced your password or wish to request a new password, please contact:

Primary Contact: Najat Shorette at 608-266-6856; Najat.Shorette@dpi.wi.gov
Secondary Contact: Jacque Jordee at 608-267-9134; jacqueline.jordee@dpi.wi.gov
Fiscal Fax: 608-267-9207

Jacque Jordee and Najat Shorette can also assist you in completing the claim on-line if you are experiencing problems.