

Submitting Yearly Elderly Nutrition (EN) Improvement Program Claims in Online Services

The Elderly Nutrition (EN) Improvement Program claim must be submitted via DPI Online Services by August 31 annually.

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The Elderly Nutrition (EN) Improvement Program was created by the Wisconsin Legislature to subsidize schools who wish to serve a noontime meal to the community’s elderly citizens. The state’s EN Improvement Program reimburses school sponsors for 15 percent of the actual annual cost of serving an EN lunch, to a maximum of 50 cents per meal. Since the state aid amount is based on claimed cost, it is important that you report an accurate cost amount. Only persons 60 years of age or older, and their spouses of any age, are eligible for this program.

Public Schools Using WUFAR: We require that the EN Improvement Program be operated under Fund 50. EN has been assigned Revenue Source Code 617, Program/Project Code 545. The annual revenues and expenditures must be reported in the *Elderly Nutrition Improvement Program (EN)* column on the Annual Financial Report (AFR).

Sites for which meals are being claimed must be indicated on Schedule A of the current school year’s approved online contract. If the online contract does not indicate the SFA is sponsoring the EN Program, your claim will not be processed. We also need a paper-based contract for you to add the program to your SFA.

Entering an EN Improvement Program Claim

1. Select School Nutrition Program from the menu bar.



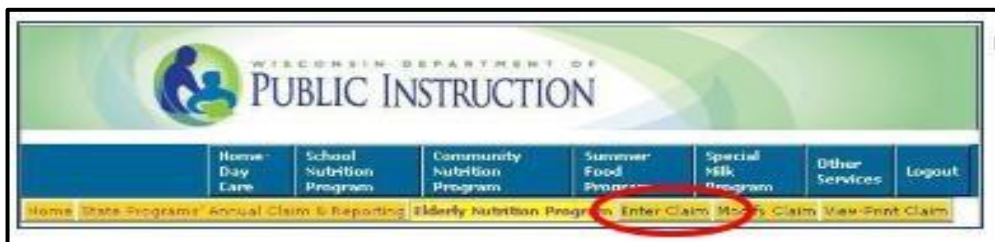
2. Select *State Programs' Annual Claim & Reporting*.



3. Select *Elderly Nutrition Program* from the menu bar.



4. Select *Enter Claim* from the menu bar.



5. Enter **total lunches served** on *Enter Claim* screen, as well as **total expenditures**. Because this is an annual claim, the only month option is June. Please select the correct year. For example, a 2019-20 school year claim would be June 2020. When finished entering the information, enter the preparer's name and telephone number. When the claim is completely filled out, click on the "Submit" button. Enter "0" (zeros) in the fields that do not apply. *Do NOT use commas when entering numbers.*

The screenshot shows the 'Enter Claim' screen for the Annual Elderly Nutrition Program. The form includes the following fields and elements:

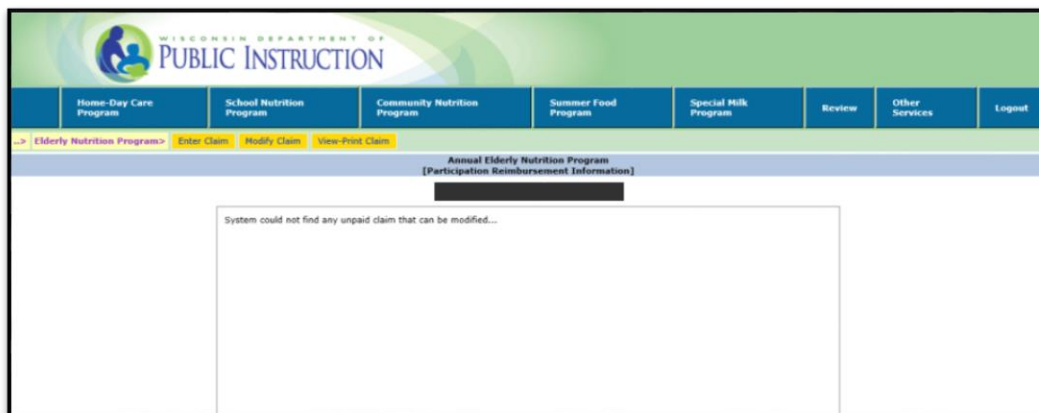
- Claim Date: Month Year
- Total Lunches:
- Total Expenditures: \$
- CERTIFICATION: I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. 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.:
- Submit button

Modifying an EN Improvement Program Claim

1. Select *Modify Claim* from the menu bar.

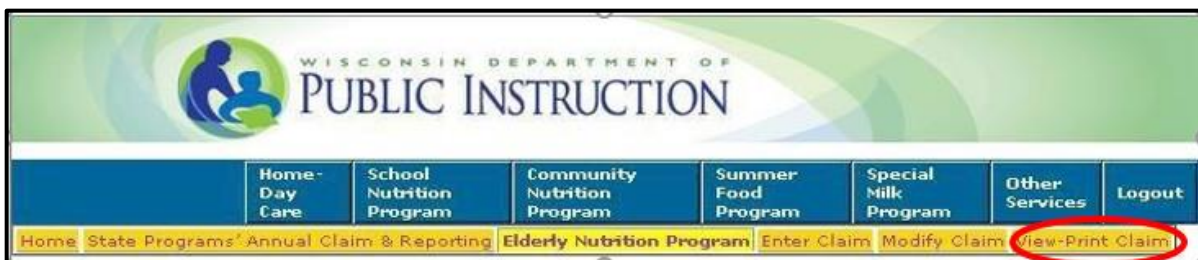


After entering a claim for reimbursement, SFAs may modify the claim until the time the claim is processed by DPI. After a claim is in Paid status, it **cannot** be modified online. Submit this corrected claim by fax or email to the attention of Jacqueline Jordee, fax 608-267-9207; email Jacqueline.jordee@dpi.wi.gov. If you have questions, contact Jacque at 608-267-9134.



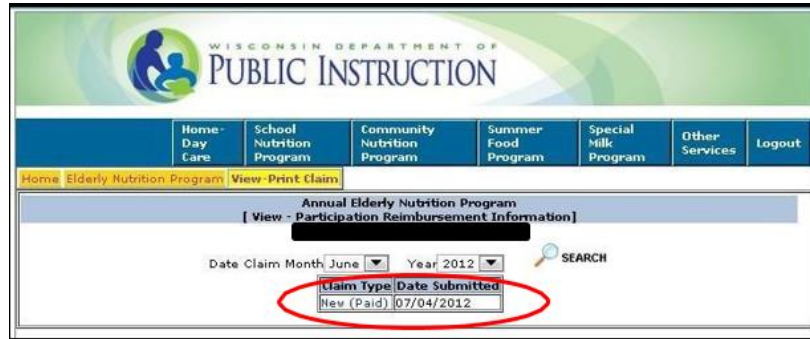
View-Print an EN Improvement Program Claim

1. Select *View-Print Claim* from the menu bar. 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.

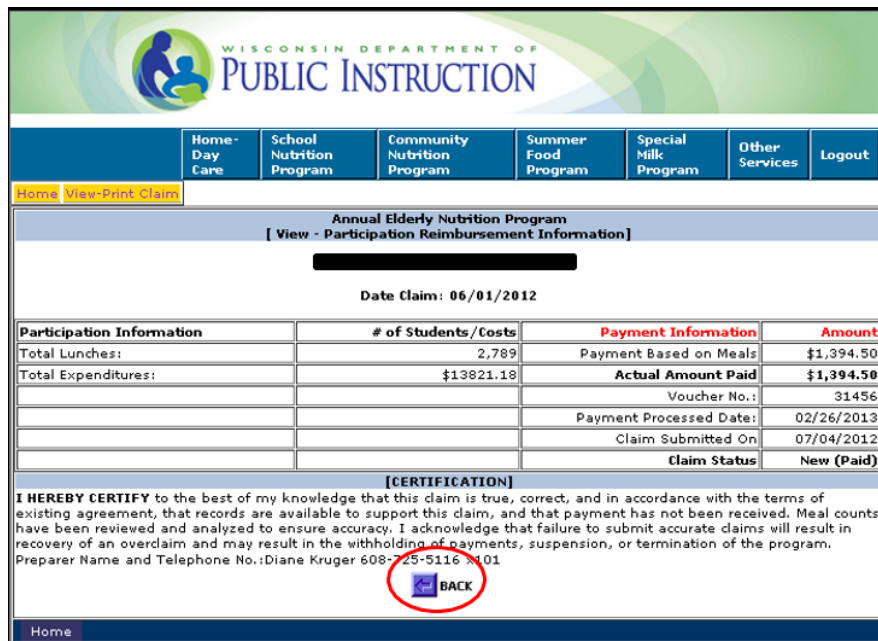


2. Select the date claim month (June) and year from the drop down list box and click the *Search*. If a claim is found for the given criteria, it will appear below *Claim Type*.

Click the hyperlink to view the full claim information.



3. This information is not modifiable. You can print the claim by clicking the print button of your browser. If required, use the “Back” button to view more claims.



Official DPI Nondiscrimination Clause

The Wisconsin Department of Public Instruction (DPI) does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability. The DPI provides equal access to the Boys Scouts and other designated youth groups.

Wis. Stat. 118.13 Pupil discrimination prohibited

(1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The department's coordinator for this program is [Paul Sherman](#), (608) 267-9157, (800) 441-

4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.

Reasonable Accommodation

Reasonable accommodation, including the provision of informational material in an alternative format, will be provided for qualified individuals with disabilities upon request.

To request accommodation, please contact [Denise Kohout](#), (608) 266-0282, (800) 441-4563, or Wisconsin Department of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841.