

TX-UNPS SNP Claims

Site Level Claiming



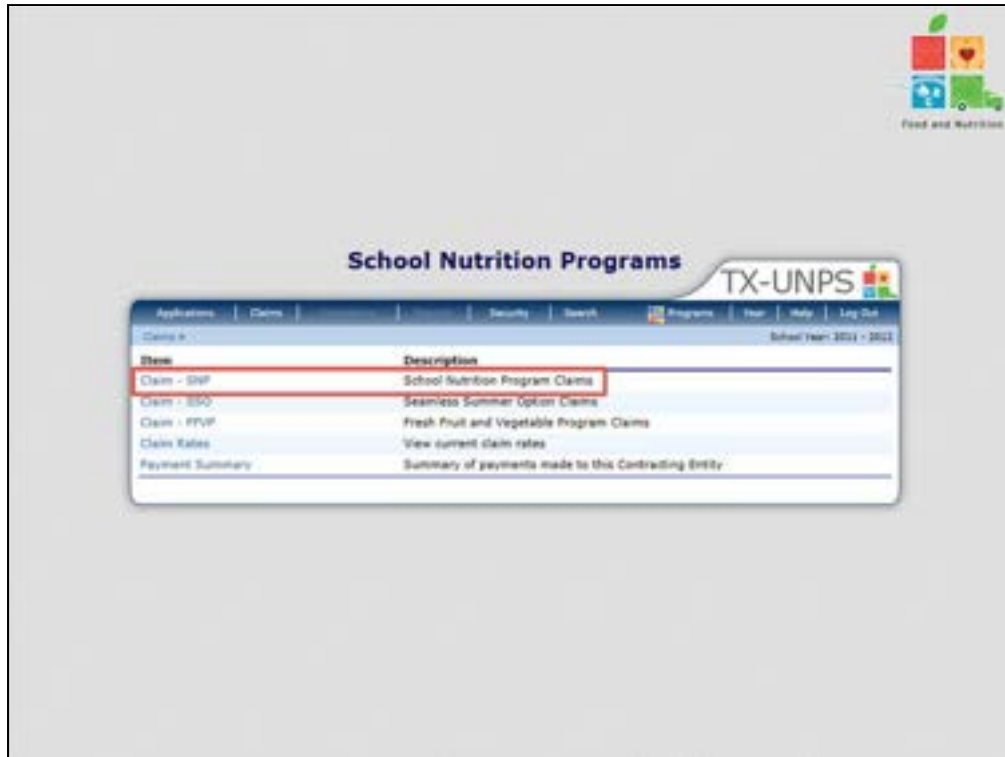
The Texas Department of Agriculture, Food and Nutrition, welcome you to TX-UNPS Training.

Today we will review site level claiming, both manual and POS processes, for School Nutrition Programs.

SNP Site Level Claiming Entered Manually

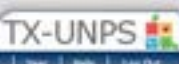



We will begin with manual entry for SNP Site Level Claiming.



Once the CE has logged in to TX-UNPS and selected the correct program year, select CLAIMS>CLAIM – SNP.

School Nutrition Programs

[Applications](#) | [Claims](#) | [Security](#) | [Search](#) | [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Claims > Claims Year at a Glance - SNP >

School Year: 2011 - 2012

2011 - 2012 SNP Claim Year Summary

00004 Status: Active
TEXARKANA ESD
 DBA:
 4141 SUMMITRIDGE RD
 TEXARKANA, TX 75781-0782
 County District Code: 019-907
 ESC Region: 8
your email address

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011					\$0.00
Aug 2011					\$0.00
Sep 2011					\$0.00
Oct 2011					\$0.00
Nov 2011					\$0.00
Dec 2011					\$0.00
Jan 2012					\$0.00
Feb 2012					\$0.00
Mar 2012					\$0.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
Year to Date Totals					\$0.00

[Back](#)

For the purpose of this training exercise we are using the 2011-2012 program year.

Select the month for which the CE wants to submit a claim. We are selecting JULY 2011 for this training.



School Nutrition Programs

TX-UNPS

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

Claims > Claim Year at a Glance | SNP > School Year: 2011 - 2012

2011 - 2012 SNP Claim Month Details

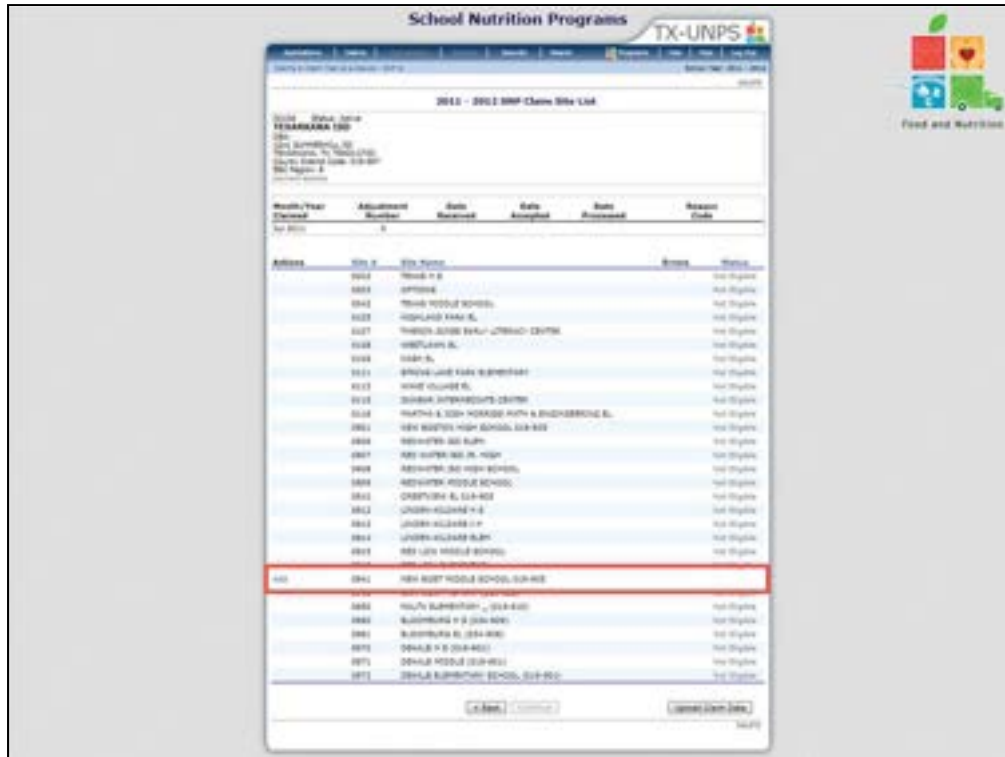
00106 Status: Active
TEXARKANA ISD
DBA:
4040 SUMMIT HILL RD
TEXARKANA, TX 75709-0733
County District Code: 059-907
SNC Region: 8
(payment address)

Claim Month: July 2011

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](#)

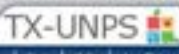

Select ADD ORIGINAL CLAIM



The CE will be directed to a screen with all of their sites. The CE selects the site they wish to submit a claim for, and select the ADD link on the left hand side of the screen.

Please note, that in this example we are in July, so this CE only has ONE operating site for July and all of the rest show ineligible.

School Nutrition Programs

Applications Claims Reports Security Search Programs Year Help Log Out
School Year: 2011 - 2012

[Home](#) | [MODIFY](#) | [DELETE](#)

2011 - 2012 SNP Site Claim Report

00104 Status: Active
TEXARKANA ISD
DBA:
 4242 SUMMITHILL RD
 TEXARKANA, TX 75503-2733
 County District Code: 008-807
 ESC Region: 8

0041 Status: Active
NEW BOST MIDDLE SCHOOL 019-905
DBA:
 1123 HART ST
 NEW BOSTON, TX 75579

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2011	0				


School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	0
G2. Number of Children Approved for Reduced Price Meals:	0
G3. Number of Enrolled Children:	0

National School Lunch Program

L1. Authorized Sites Participating:	0
L2. Total Monthly Attendance:	0
L3. Number Operating Days:	0
L4. Reimbursable Lunches Served	
a. Free Lunches Served:	0
b. Reduced Price Lunches Served:	0
c. Paid Lunches Served:	0
d. Total Lunches Served (a + b + c):	0

You, the CE, will now input all the necessary information for this site's July claim.



School Breakfast Program (Severe Need Reimbursement)

N1. Authorized Sites Participating:

N2. Total Monthly Attendance:

N3. Number Operating Days:

N4. Reimbursable Breakfasts Served

a. Free Breakfasts Served:

b. Reduced Price Breakfasts Served:

c. Paid Breakfasts Served:

d. Total Breakfasts Served (a + b + c):

Afterschool Care Program (Non-Area Eligible)

A1. Number of Children Approved for Free Snacks:

A2. Number of Children Approved for Reduced Snacks:

A3. Number of Enrolled Children:

A4. Authorized Sites Participating:

A5. Total Monthly Attendance:

A6. Number Operating Days:

A7. Reimbursable Snacks Served

a. Free Snacks Served:

b. Reduced Price Snacks Served:

c. Paid Snacks Served:


d. Total Snacks Served (a + b + c):

Created By: TCantuCE on: 8/24/2011 11:25:24 AM Modified By: TCantuCE on: 8/24/2011 11:25:24 AM

VIEW | MODIFY | DELETE

Once the CE has completed inputting the site's claim information, select the red SAVE button.

Please note: save does not mean submitted. In order to submit the claim for payment, the CE must have all claims saved with no errors and continue through the remaining screens.



 School and Nutrition

School Nutrition Programs

TX-UNPS

[Applications](#) | [Claims](#) | [Security](#) | [Search](#) | [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) > [Claim Year as a Claim](#) > 2011 >

School Year: 2011 - 2012

School Nutrition Programs Claim Month Details for July 2011

00004 Status: Active
TEXARKANA ISD
 DBA:
 4041 SUMMITRIDGE RD
 TEXARKANA, TX 75501-2733
 County District Code: 019-907
 ESC Region: 8
 Payment Address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2011	0				


Certification

☐ I certify that to the best of my knowledge, the claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

[Back](#)
[Submit For Payment](#)

It is the CE's responsibility to read the certification statement and to select the check box if they feel that they can meet the requirements of the Certification statement.

Select the red SUBMIT FOR PAYMENT button to submit the July claims.



 Food and Nutrition

School Nutrition Programs

TX-UNPS

[Applications](#) | [Claims](#) | [Security](#) | [Search](#) | [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Claims > Claim Year > Claims - 2011 >

School Nutrition Programs Claim Month Details for July 2011

00008 Status: Active
TEXARKANA ISD
 DBA:
 4241 SUMMIT RD
 TEXARKANA, TX 75503-2133
 County District Code: 019-967
 ESC Region: 9
 Payment Address:

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2011	0	08/24/2011	08/24/2011		Original

Confirmation Number: ECHCGA
 Thank you for your **July 2011** Claim Submission.
 An email confirmation has been sent to: carsonb@txkisd.net

The CE will be directed to the confirmation screen if their claim was successfully submitted.

Select the FINISHED button at this time.



The CE will now see the Claim Month Detail screen. A CE can view, modify or review the claim summary on this screen. If none of those options are needed, select the BACK button.

For the purpose of this training exercise we entered a Zero Dollar claim.

School Nutrition Programs

TX-UNPS

Applications

Claims

Security

Search

Programs

Year

Help

Log Out

Claims > Claim Year at a Glance - 001

School Year: 2011 - 2012

2011 - 2012 SNP Claim Year Summary

00104 Status: Active

TEXARKANA ISD

0845

4245 SUMMERHILL RD

TEXARKANA, TX 75503-2713

County District Code: 959-967

SNC Region: B

(parent address)

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011	0	Accepted	08/24/2011		\$0.00
Aug 2011					\$0.00
Sep 2011					\$0.00
Oct 2011					\$0.00
Nov 2011					\$0.00
Dec 2011					\$0.00
Jan 2012					\$0.00
Feb 2012					\$0.00
Mar 2012					\$0.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
Year to Date Totals					\$0.00

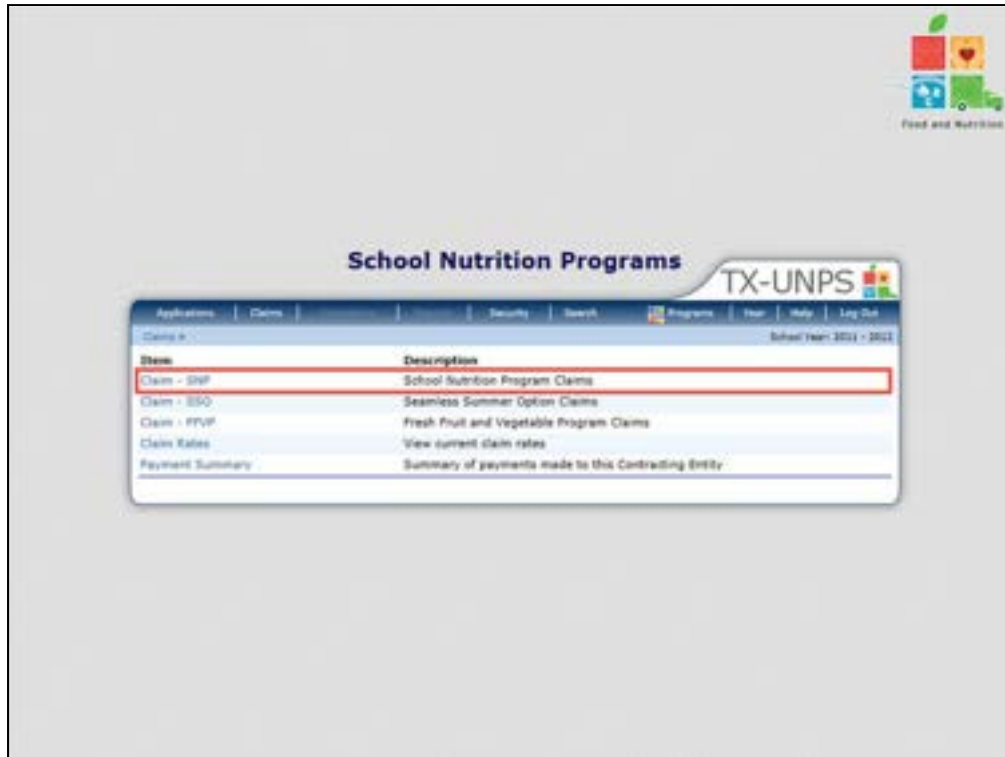
Back

The CE has been returned to the Claim Year Summary Screen.

SNP Site Level Claiming Using the Point of Sale File

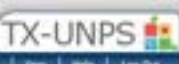



We will now review using the Point of Sale file to upload site claim data for SNP.



Once the CE has logged in to TX-UNPS and selected the correct program year, select CLAIMS>CLAIM – SNP.

School Nutrition Programs

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

Claims > Claim Year at a Glance > 000 >
School Year: 2011 - 2012


2011 - 2012 SNP Claim Year Summary

00106 Status: Active
TEXARKANA ISD
DBA:
4040 SUMMIT HILL RD
TEXARKANA, TX 75503-2710
County District Code: 959-969
ESC Region: 8
(claimant address)

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011	0	Accepted	08/24/2011		\$0.00
Aug 2011					\$0.00
Sep 2011					\$0.00
Oct 2011					\$0.00
Nov 2011					\$0.00
Dec 2011					\$0.00
Jan 2012					\$0.00
Feb 2012					\$0.00
Mar 2012					\$0.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
Year to Date Totals					\$0.00

For the purpose of this training exercise we are using the 2011-2012 program year.

Select the month for which you want to submit a claim. We are selecting AUGUST 2011 for this training.



Food and Nutrition

School Nutrition Programs

TX-UNPS

Applications

Claims

Security

Search

Programs

Year

Help

Log Out

Claims > Claim Year at a Glance > SNP > School Year: 2011 - 2012

2011 - 2012 SNP Claim Month Details

00106 Status: Active
TEXARKANA ISD
DBA:
4040 SUMMITHILL RD
TEXARKANA, TX 75709-0733
County District Code: 059-907
SNC Region: 8
(payment address)

Claim Month: August 2011

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

Select ADD ORIGINAL CLAIM

School Nutrition Programs

TX-UNPS

Food and Nutrition

Applications

Claims

Security

Search

Programs

Year

Help

Log Out

Claims > Claim Year at a Glance > SNP > School Year: 2011 - 2012

2011 - 2012 SNP Claim Upload

00106 Status: Active
TEXARKANA ISD
DBA:
4240 SUMMITHILL RD
TEXARKANA, TX 75703-0710
County District Code: 003-907
ESC Region: 8
(payment address)

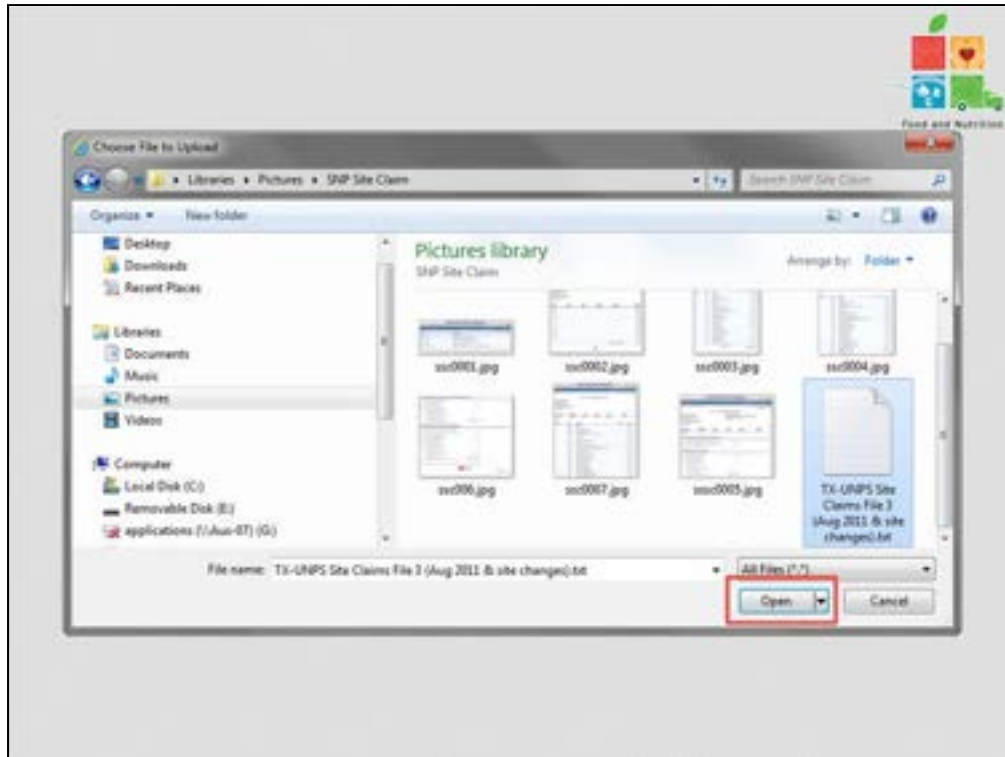
Claim Month: August 2011

To Upload a file:
1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

* The upload may take a few minutes. Thank You for your patience.

Select File:

Select the BROWSE button to find and select the POS file for this claim month.



A dialog box will pop up. The CE will locate and select the POS file for the appropriate claim month. They will then select OPEN on the dialog box.

School Nutrition Programs

TX-UNPS

Applications

Claims

Security

Search

Programs

Year

Help

Log Out

Claims > Claim Year at a Glance > SNP >

School Year: 2011 - 2012

2011 - 2012 SNP Claim Upload

00004 Status: Active

TEXARKANA ISD

DBA:

4241 SUMMERHILL RD

TEXARKANA, TX 75503-2733

County District Code: 019-907

ESC Region: 8

payment address:

Claim Month: August 2011

To Upload a file:

1. Click on the "Browse" button to find the file on your computer.
2. Once you locate the file, click the "Open" button.
3. When finished with the above steps, click "Upload".

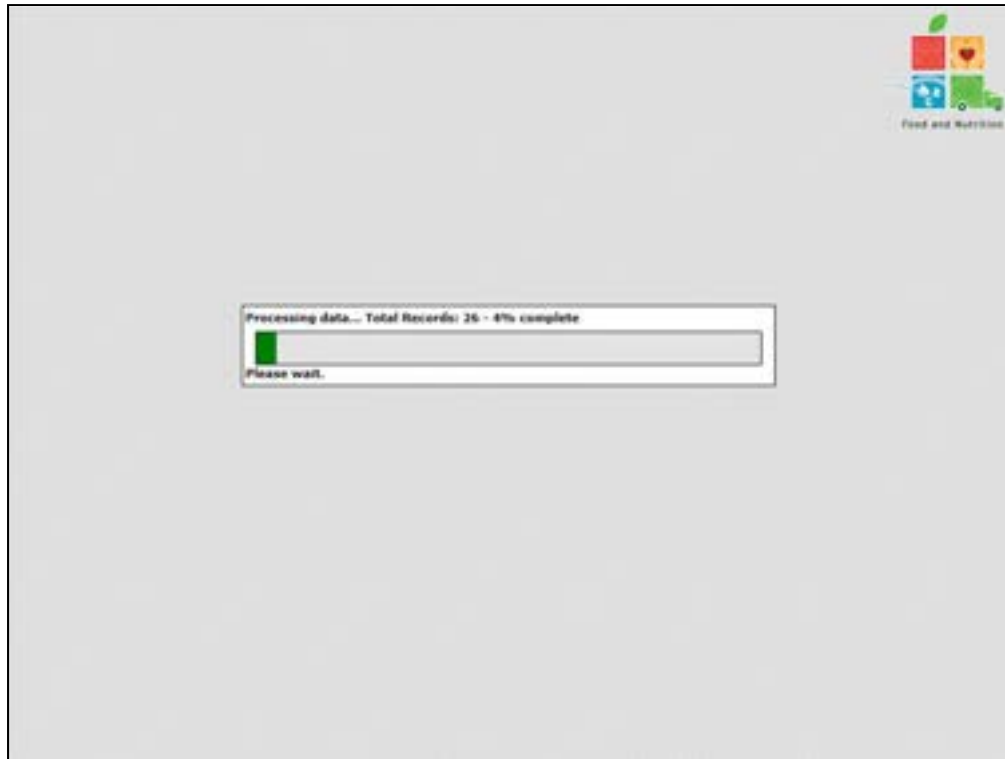
* The upload may take a few minutes. Thank You for your patience.

Select File: C:\Users\scant\Pictures\SNP Site Claim\TX-UNPS Site Claims File 3 (Aug 2011) & site file [Browse...](#)

Upload

Cancel

Once the CE has located and selected the POS file for the claim month, select the red UPLOAD button.



The next screen the CE will view will track the progress of the file upload.

ed and Nutrition

School Nutrition Programs

TX-UNPS

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

Claims > Claim Year > a Claim > 2011 >

School Year: 2011 - 2012

2011 - 2012 SNP Claim Upload

01006 Status: Active
TEXARKANA ISD
DBA:
4241 BURNINGWELL RD
TEXARKANA, TX 75503-2723
County District Code: 919-907
ERC Region: 8
payment address

Claim Month: August 2011

The following records could not be processed. You may key in the data or correct the problems and upload the file again.


Record	Code	Error Description
1	16511	Site ID must be numeric and is required. Value entered: CD. Record not processed.
28	16511	Site ID must be numeric and is required. Value entered: CW. Record not processed.

The Claim Site Upload has been processed.

Finish

Once the file upload is complete, the CE will be notified if there were errors and that the file was processed.

Select the FINISH button.



 School and Nutrition

School Nutrition Programs

TX-UNPS

Navigation | Claims | Security | Search | Programs | Year | Help | Log Out

Claim # 123456789 | Claim Year: 2011 | School Year: 2011 - 2012

School Nutrition Programs Claim Month Details for July 2011

00004 Status: Active
TEXARKANA ISD
 DBA:
 4041 SUMMITRIDGE RD
 TEXARKANA, TX 75505-2733
 County District Code: 019-907
 ESC Region: 8
 Payment Address:

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0				

Certification

☐ I certify that to the best of my knowledge, the claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

Back
Submit For Payment

It is the CE's responsibility to read the certification statement and to select the check box if they feel that they can meet the requirements of the Certification statement.

Select the red SUBMIT FOR PAYMENT button to submit the August claims.

School Nutrition Programs TX-UNPS

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

Claims > Claim Year 2011 > Claims - 100 >

School Year: 2011 - 2012

**School Nutrition Programs
Claim Month Details for July 2011**

00008 Status: Active
TEXARKANA ISD
DBA:
4241 SUMMIT RD
TEXARKANA, TX 75703-2133
County District Code: 019-967
ESC Region: 9
payment address

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2011	0	08/24/2011	08/24/2011		Original

Confirmation Number: ECHCGA

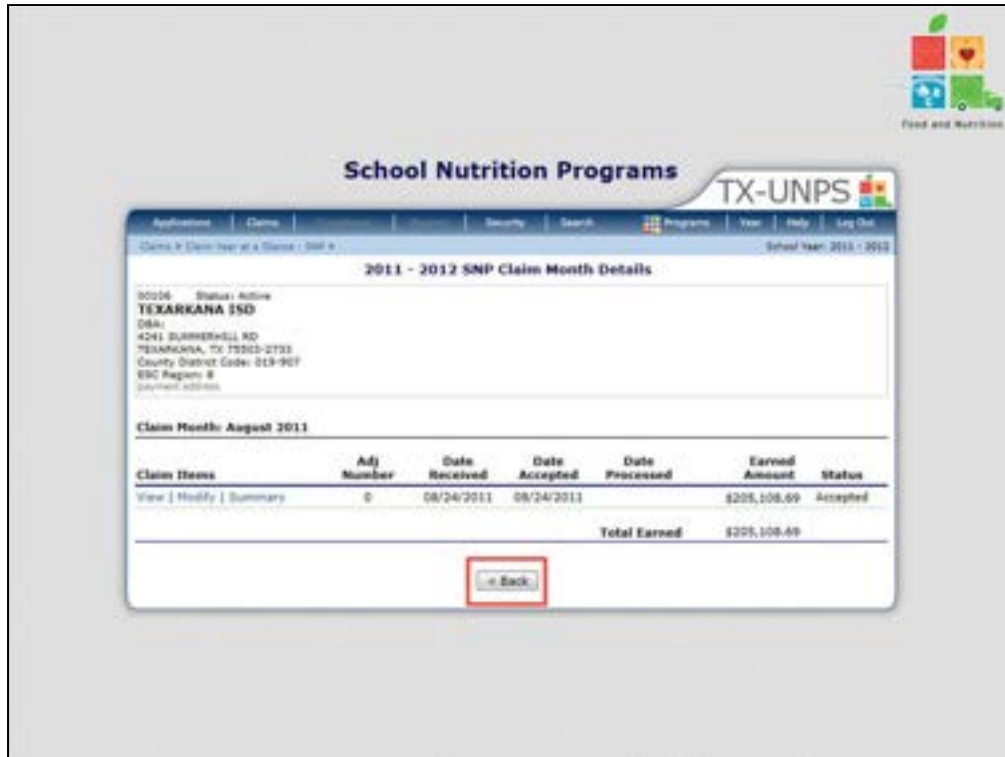
Thank you for your August 2011 Claim Submission.

An email confirmation has been sent to: carsonb@txkisd.net

Finished

You will be directed to the confirmation screen if your claim was successfully submitted.

Select the FINISHED button at this time.



The CE will now see the Claim Month Detail screen. A CE can view, modify or review the claim summary on this screen. If none of those options are needed, select the BACK button.

School Nutrition Programs

TX-UNPS

Applications

Claims

Programs

Year

Help

Log Out

Claims > Claim Year of a Claim - 399

School Year: 2011 - 2012

2011 - 2012 SNP Claim Year Summary

00106 Status: Active

TEXARKANA ESD

DBA:

4341 SUMMIT RD

TEXARKANA, TX 75603-3733

County District Code: 019-907

ESC Region: 8

(optional address)

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2011	0	Accepted	08/24/2011		\$0.00
Aug 2011	0	Accepted	08/24/2011		\$205,108.69
Sep 2011					\$0.00
Oct 2011					\$0.00
Nov 2011					\$0.00
Dec 2011					\$0.00
Jan 2012					\$0.00
Feb 2012					\$0.00
Mar 2012					\$0.00
Apr 2012					\$0.00
May 2012					\$0.00
Jun 2012					\$0.00
Year to Date Totals					\$205,108.69

Back

The CE has been returned to the Claim Year Summary Screen.



Food and Nutrition
3E'S OF HEALTHY LIVING
Education, Exercise and Eating Right

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER TODD STAPLES

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