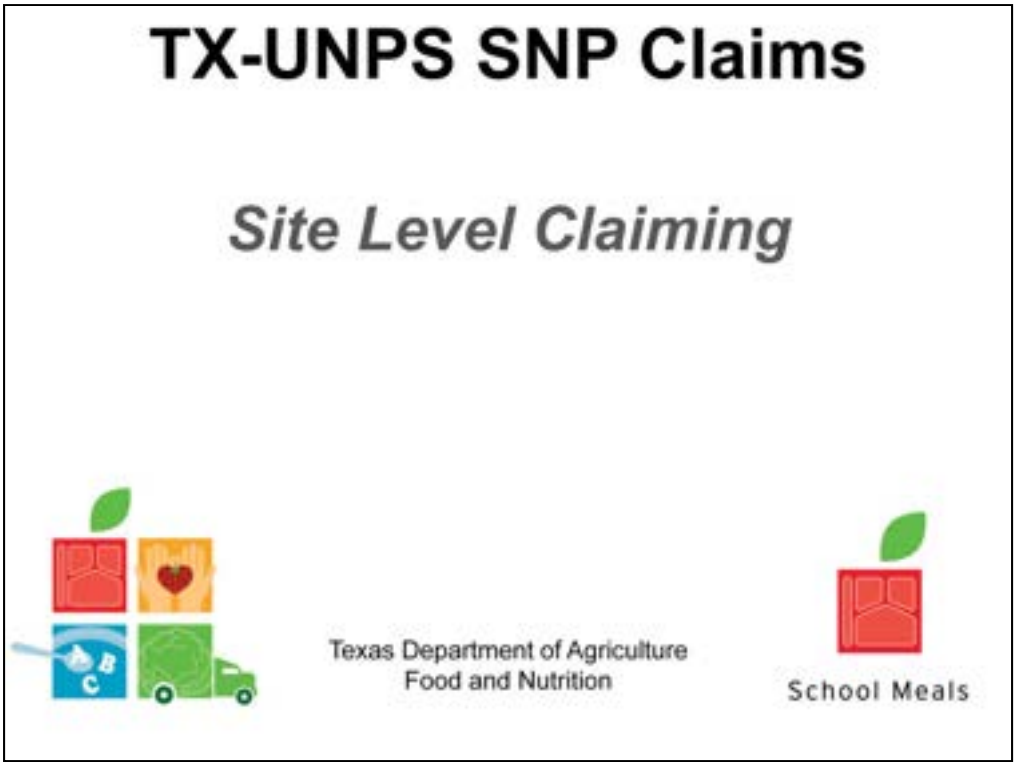


The Texas Department of Agriculture, Food and Nutrition, welcome you to TX-UNPS Training.

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.

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

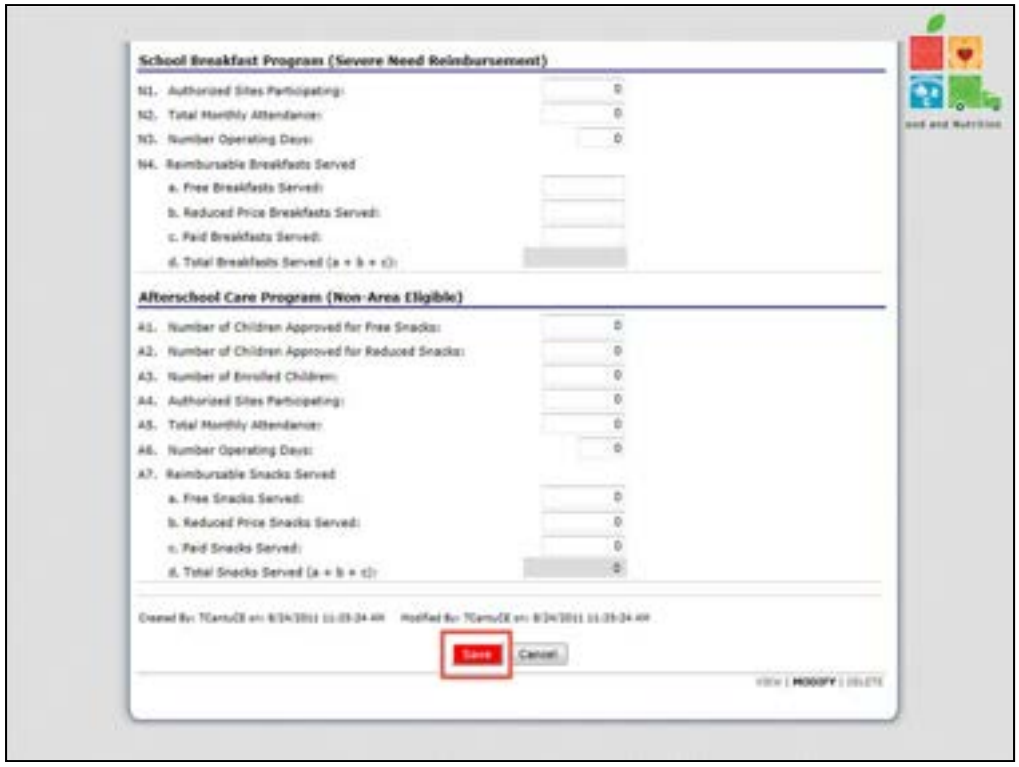
Select the month for which the CE wants to submit a claim. We are selecting JULY 2011 for this training.

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.

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



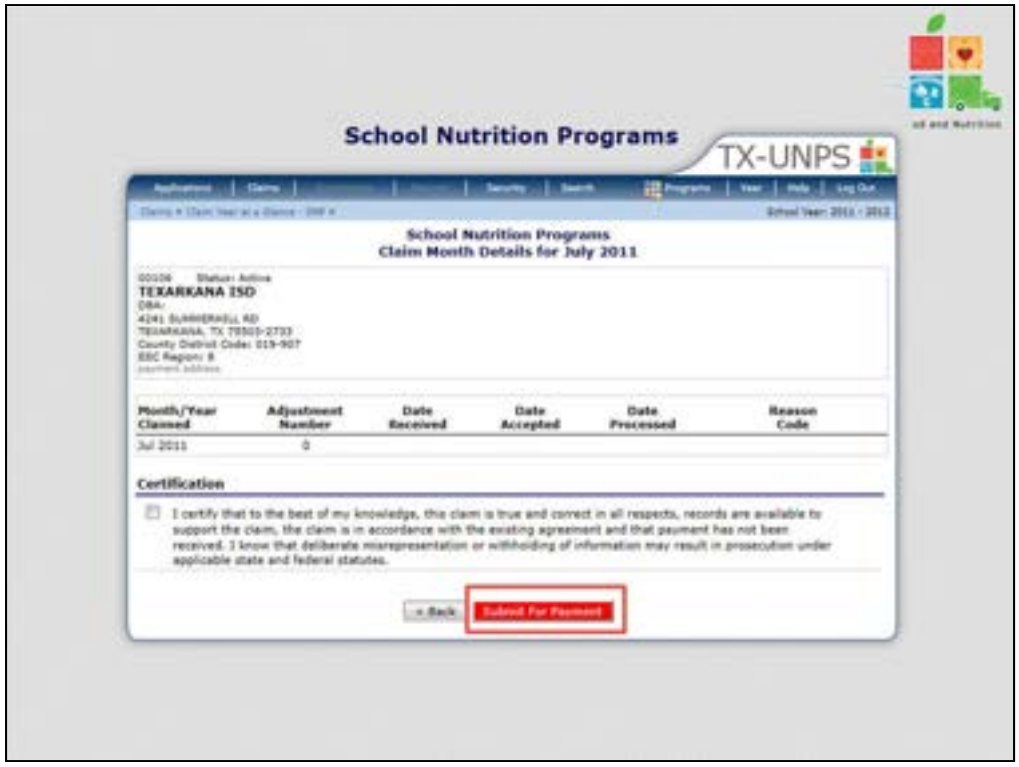
Once the CE has completed inputting the site's claim information, select the red SAVE button.

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.

After selecting Save, the CE is directed back to the site list. The CE will see that the site we just completed shows VALIDATED under the status column on the right hand side of the screen.

If there are additional sites showing the ADD link under the Actions column on the left hand side of the screen, those should entered as well at this time.

Select CONTINUE to proceed to the Submit for Payment Screen.



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.

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.

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

SNP Site Level Claiming Using the Point of Sale File

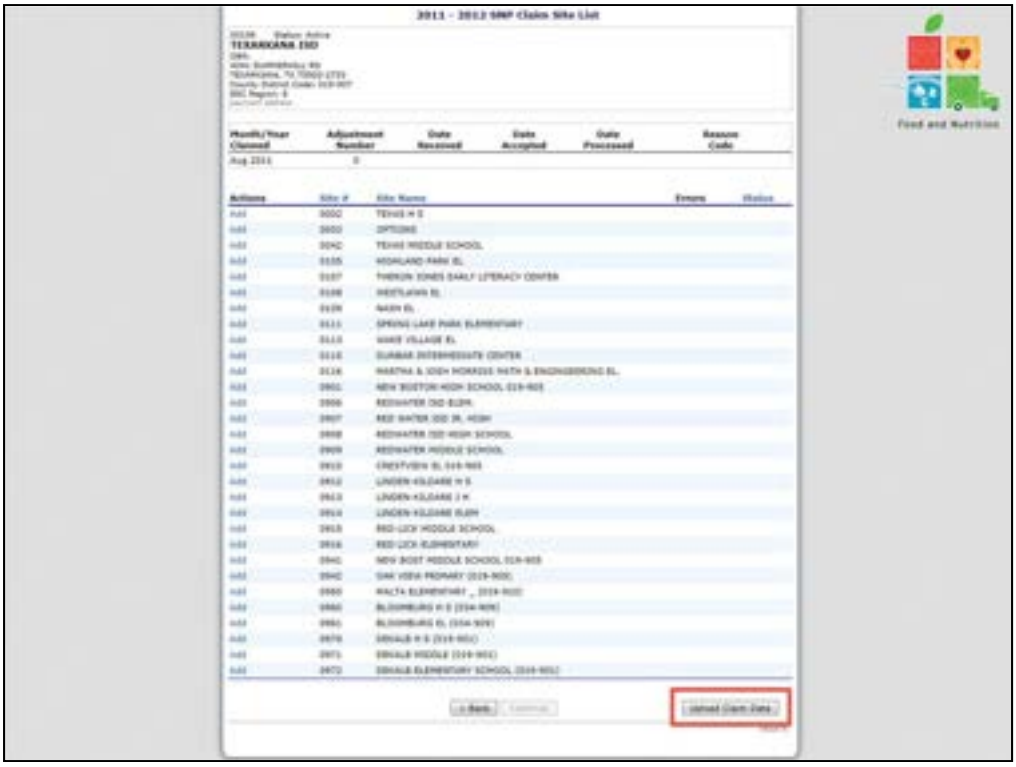
We will now review using the Point of Sale file to upload site claim data for SNP.

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

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.

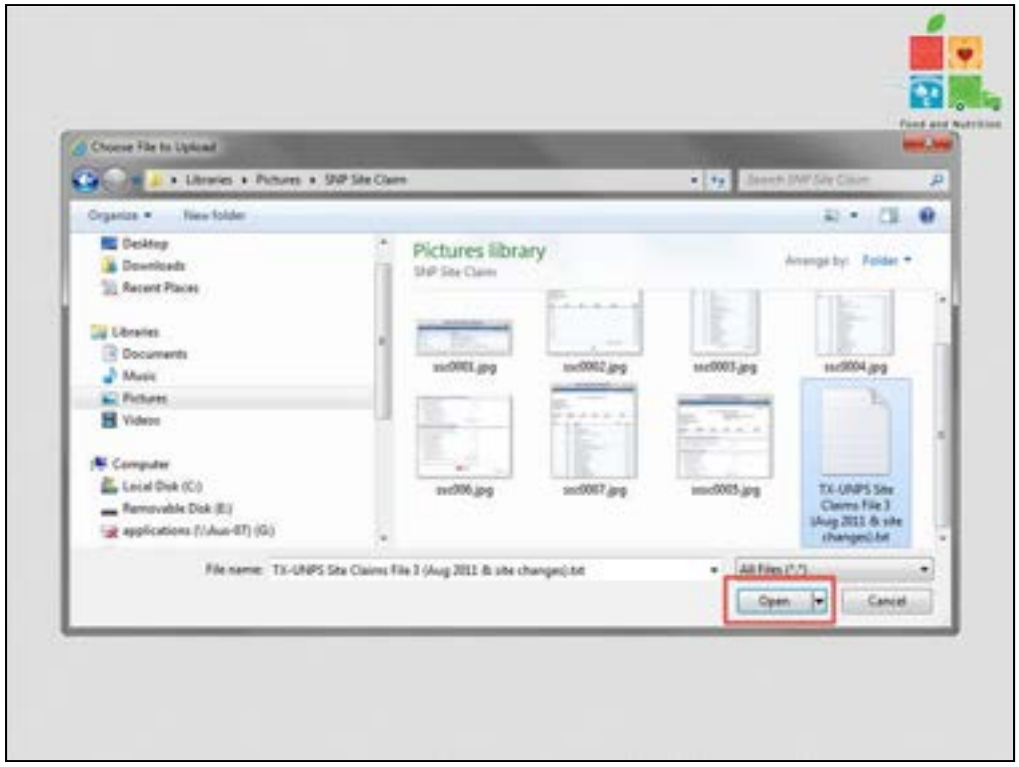
Select ADD ORIGINAL CLAIM



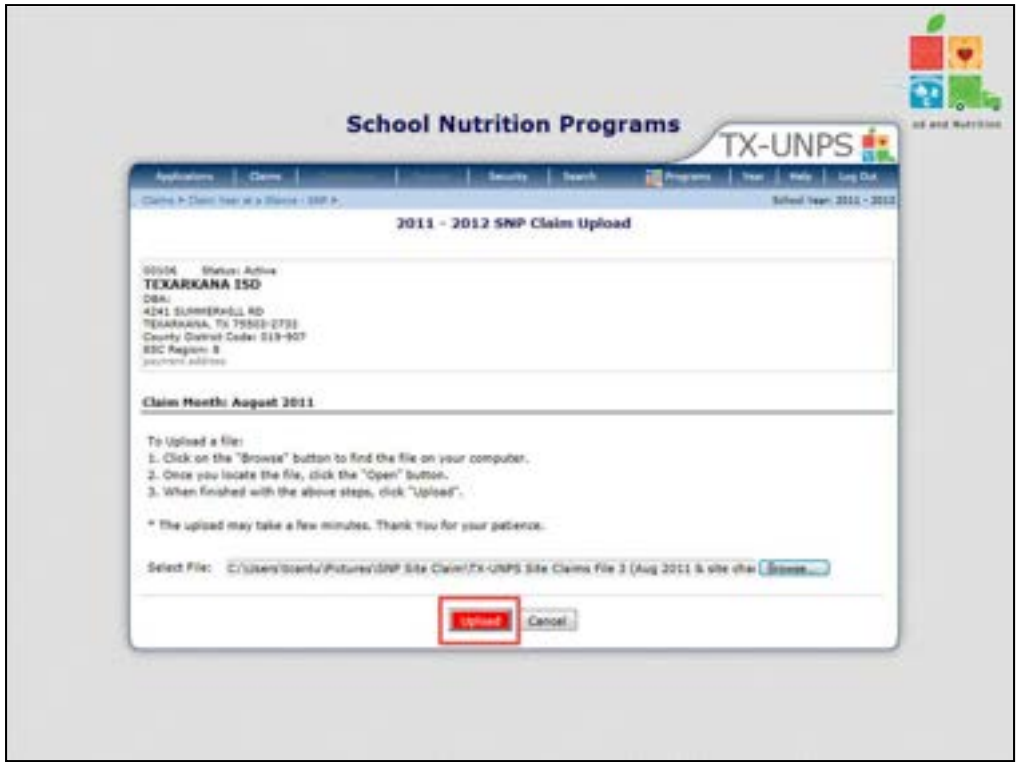
The CE will be directed to a screen with all of their approved sites listed. Once the CE has received their Point of Sale text file for the claim month from their POS vendor or internal department; select the UPLOAD CLAIM DATA Button at the bottom of the right hand side of the screen

Please note, that in this example we are in August, so this CE has ALL sites operating.

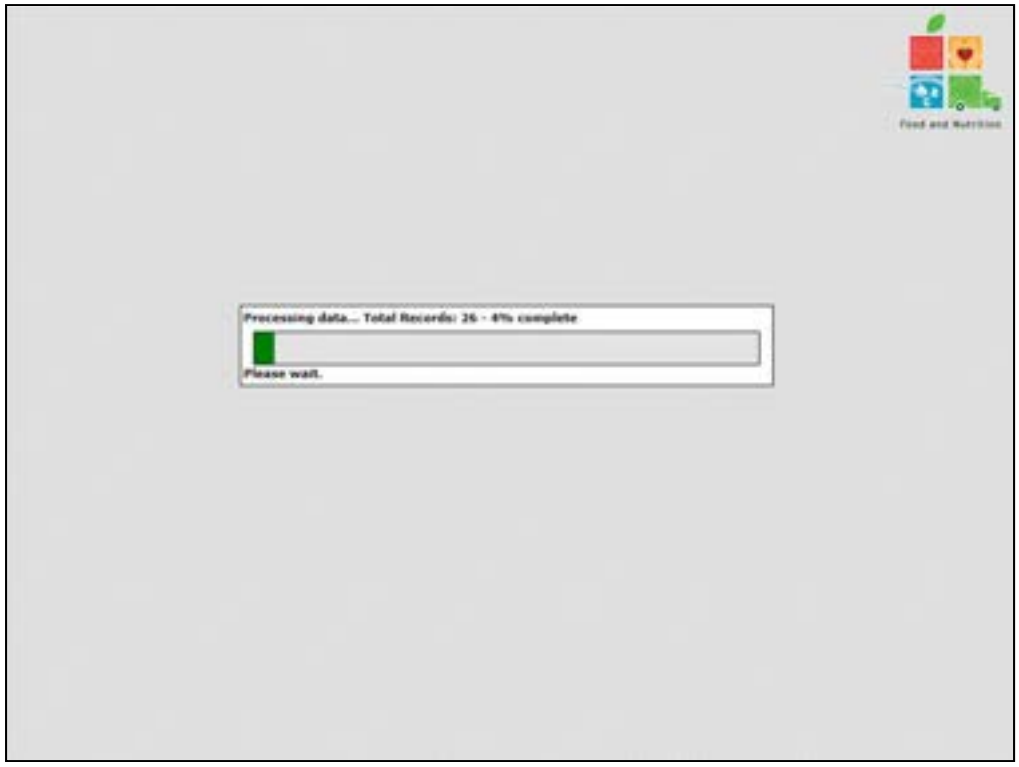
Select the BROWSE button to find and select the POS file for this claim month.



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.



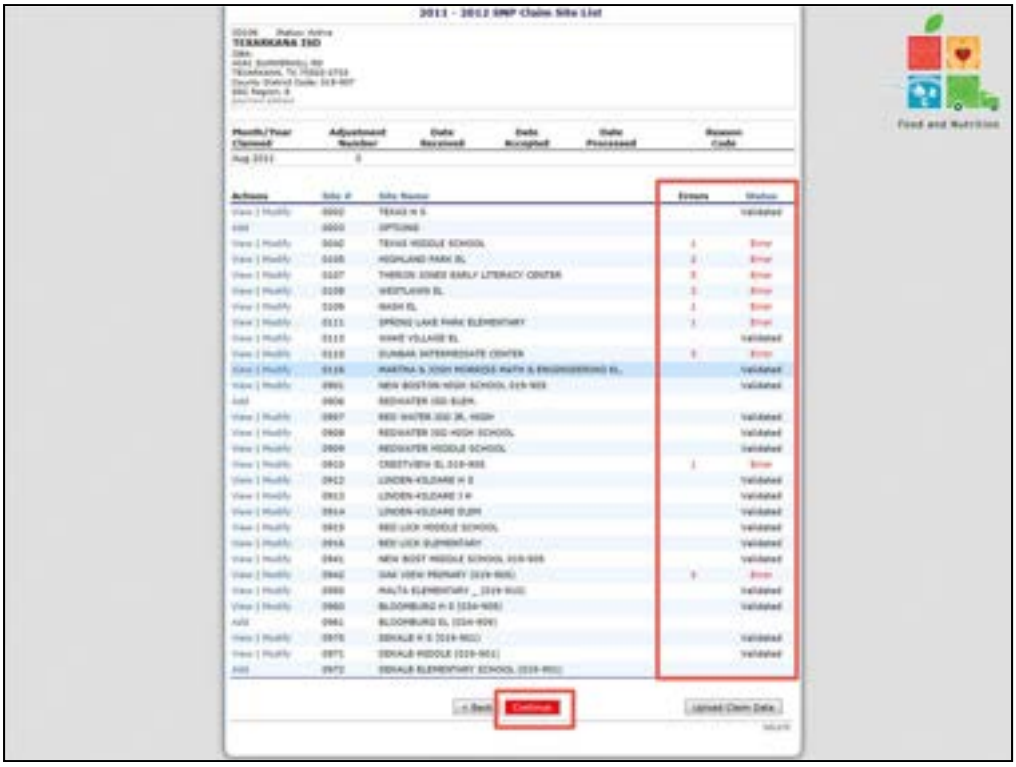
Once the CE has located and selected the POS file for the claim month, select the red UPLOAD button.



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

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.

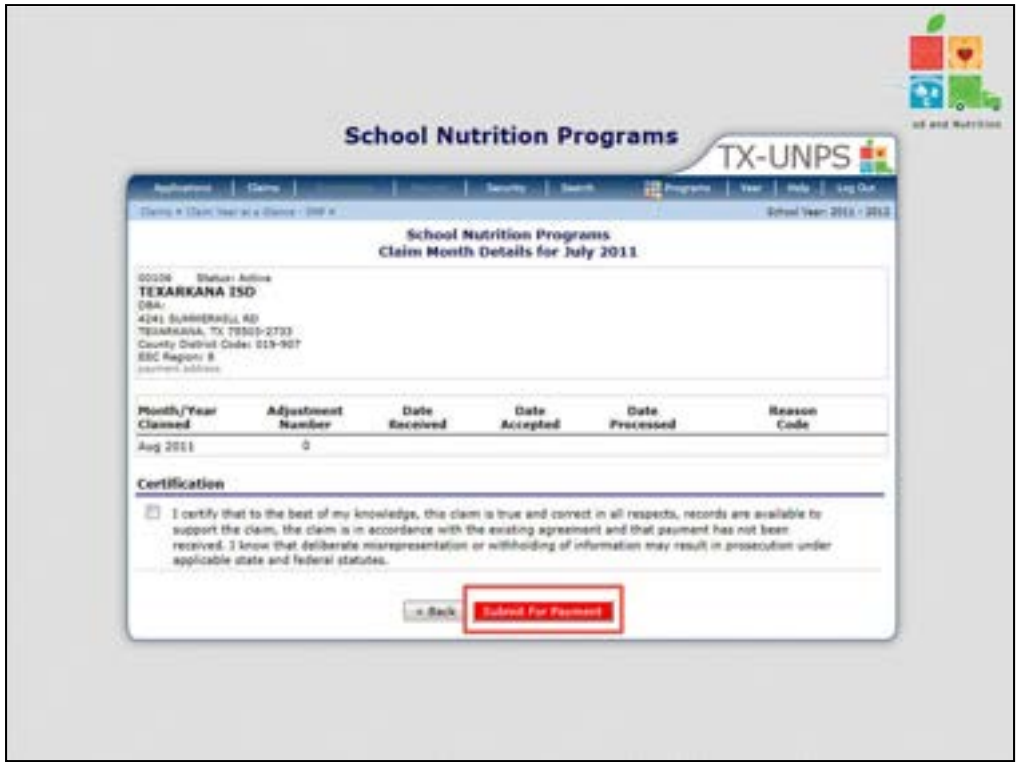


The CE will now see their Site Claim list. If any sites are in Error status, they must be corrected prior to selecting the red CONTINUE button.

CEs will select the modify link under Actions, on the left hand side of the screen, and manually correct the Sites showing errors.

Once all errors have been corrected, select the red CONTINUE button.

CEs: if you have questions about the errors in your POS file; first speak to your POS vendor/internal department. If they find no errors in their file, then speak to your ESCs to ensure that the information inputted was correct for the claim.

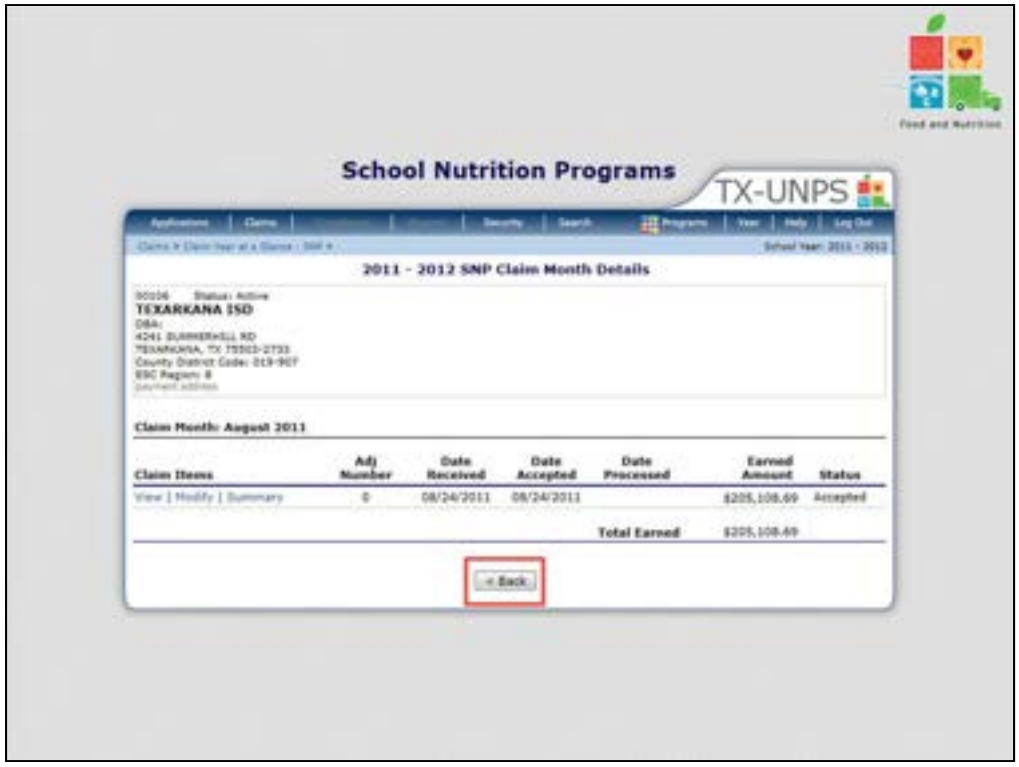


It is the CE's responsibility to read the certification statement and to select the check box if they feel that they can meet the requirements of the Certification statement.

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

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.

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

Food and Nutrition

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