

# TX-UNPS SNP Claims

## *Site Level Claiming*



Texas Department of Agriculture  
Food and Nutrition



School Meals

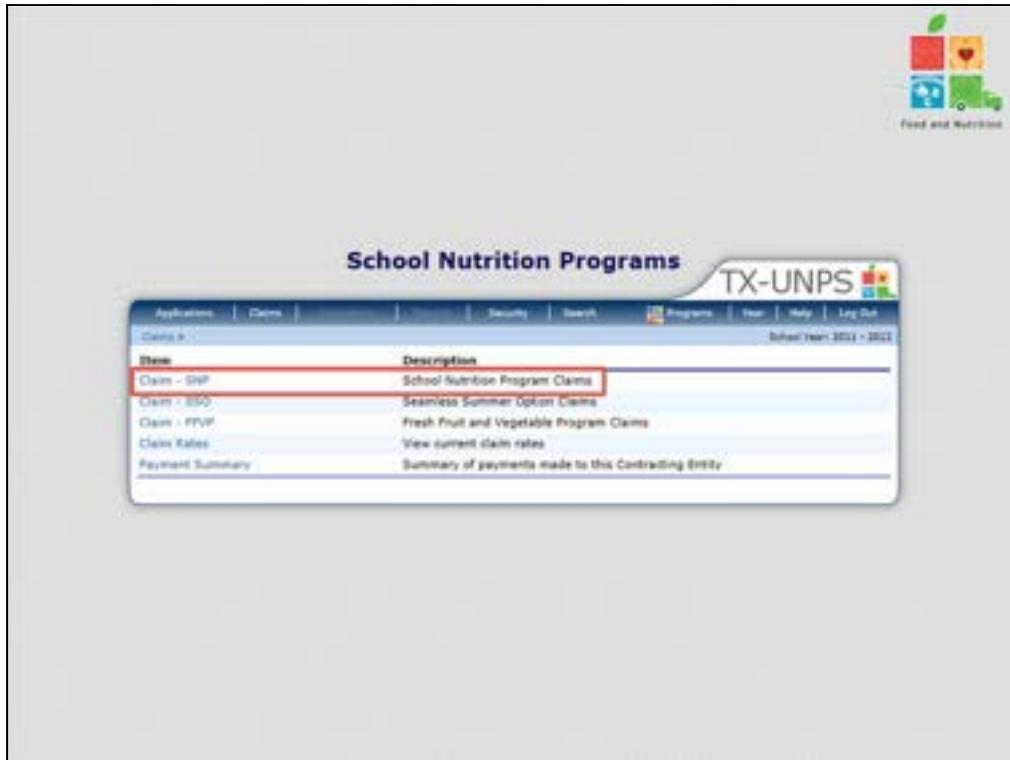
The Texas Department of Agriculture, Food and Nutrition, welcome you to TX-UNPS Training.

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 TX-UNPS

Applications | Items | Security | Search | Programs | Year | Help | Sign Out

Claim # Claim Year at A Status - 2011-2012 School Year: 2011-2012

**2011 - 2012 SNP Claim Year Summary**

00104 Status: Active  
**TEXARKANA ISD**  
DBA:  
4241 SUMMERSIDE RD  
TEXARKANA, TX 75501-2703  
County/District Code: 018-905  
ESC Region: B  
postmark 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 | Help | Log Out

School Year: 2011 - 2012

Claims > Claim Month Details > 2011-12

**2011 - 2012 SNP Claim Month Details**

GC106 Status: Active  
**TEXARKANA ISD**  
DBA:  
4241 SUMMERHILL RD  
TEXARKANA, TX 75503-2733  
County/District Code: 029-807  
BBC Region: B  
(Department address)

**Claim Month: July 2011**

Claim Items	AJ# 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**

TX-UNPS

Applications | Clients | [Reports](#) | Search | [Log Out](#)

[Clients](#) > [Claim New at a Site/Client - 019-905](#)

School Year: 2011-2012

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

**2011 - 2012 SNP Site Claim Report**

00104 Status Active <b>TEXARKANA ISD</b> DBA: 4242 SUMMERHILL RD TEXARKANA, TX 75503-0750 County District Code: 019-907 BBC Region: E	0041 Status Active <b>NEW BOSTON MIDDLE SCHOOL 019-905</b> L2CD HONY B N 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. Rimbursable Lunches Served:	
a. Free Lunches Served:	
b. Reduced Price Lunches Served:	
c. Paid Lunches Served:	
d. Total Lunches Served (a + b + c):	

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

<b>School Breakfast Program (Severe Need Reimbursement)</b>	
A1. Authorized Sites Participating:	0
A2. Total Monthly Attendance:	0
A3. Number Operating Days:	0
A4. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	
b. Reduced Price Breakfasts Served:	
c. Paid Breakfasts Served:	
d. Total Breakfasts Served (a + b + c):	
<b>Afterschool Care Program (Non-Area Eligible)</b>	
A1. Number of Children Approved for Free Snacks:	0
A2. Number of Children Approved for Reduced Snacks:	0
A3. Number of Enrolled Children:	0
A4. Authorized Sites Participating:	0
A5. Total Monthly Attendance:	0
A6. Number Operating Days:	0
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: TCarroll on 8/24/2011 11:09:24 AM Modified By: TCarroll on 8/24/2011 11:09:24 AM	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
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.

2013 - 2014 SNP Client Site List					
<p><b>TEKAMAH ISO</b>          100A          Hwy. 22, Box 144          Tekamah, NE 68360          County: Cassette County (009-000)          0022 Region - S          incorrect address</p>					
Month/Year Classified	Assignment Number	Date Received	Date Assigned	Date Processed	Status Code
Oct 2013	0				
<b>Actions</b>	<b>Site #</b>	<b>Site Name</b>	<b>From</b>	<b>To</b>	
	0002	TEKIE H S	New Requests		
	0003	OPTOMS	New Requests		
	0040	TEKNA-MIDDLE SCHOOL	New Requests		
	0055	HIGHLAND PARK HS	New Requests		
	0057	THEODORE JAMES EARLY LITERACY CENTER	New Requests		
	0058	WESTLAKE HS	New Requests		
	0059	NASH HS	New Requests		
	0061	SPRING LAKE PARK ELEMENTARY	New Requests		
	0062	UNITE VILLAGE HS	New Requests		
	0063	ZURWA INTERDISCIPLINARY CENTER	New Requests		
	0064	MARTHA & JOSEPH HORNECK PATH & ENGINEERING HS.	New Requests		
	0065	NEW BOSTON HIGH SCHOOL 018-000	New Requests		
	0066	KEDWATER JOH HS	New Requests		
	0067	KEDWATER JOH DR. WESB	New Requests		
	0068	KEDWATER JOH HIGH SCHOOL	New Requests		
	0069	KEDWATER MIDDLE SCHOOL	New Requests		
	0070	KEDWATER HS 019-000	New Requests		
	0062	LINDEN-KLORINE H S	New Requests		
	0063	LINDEN-KLORINE J M	New Requests		
	0064	LINDEN-KLORINE HS	New Requests		
	0065	LLCD-LICK MIDDLE SCHOOL	New Requests		
	0066	LLCD-LICK MIDDLE SCHOOL	New Requests		
<b>Actions</b>	<b>Site #</b>	<b>Site Name</b>	<b>From</b>	<b>To</b>	
	0040	NEW BOET MIDDLE SCHOOL 019-000	VALIDATED		
	0040	NEW BOET ELEMENTARY 019-000	New Requests		
	0060	BLOOMBURG HS 019-000	New Requests		
	0061	BLOOMBURG HS 019-000	New Requests		
	0070	EDNALE H S 019-000	New Requests		
	0071	EDNALE MIDDLE 019-000	New Requests		
	0072	EDNALE ELEMENTARY SCHOOL 019-000	New Requests		

[Save](#) [Cancel](#) [Print](#) [CONTINUE](#)

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.

The screenshot shows a computer screen displaying the TX-UNPS School Nutrition Programs software. The title bar reads "School Nutrition Programs" and "TX-UNPS". The main window is titled "Claim Month Details for July 2011". It displays a table with one row of data:

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

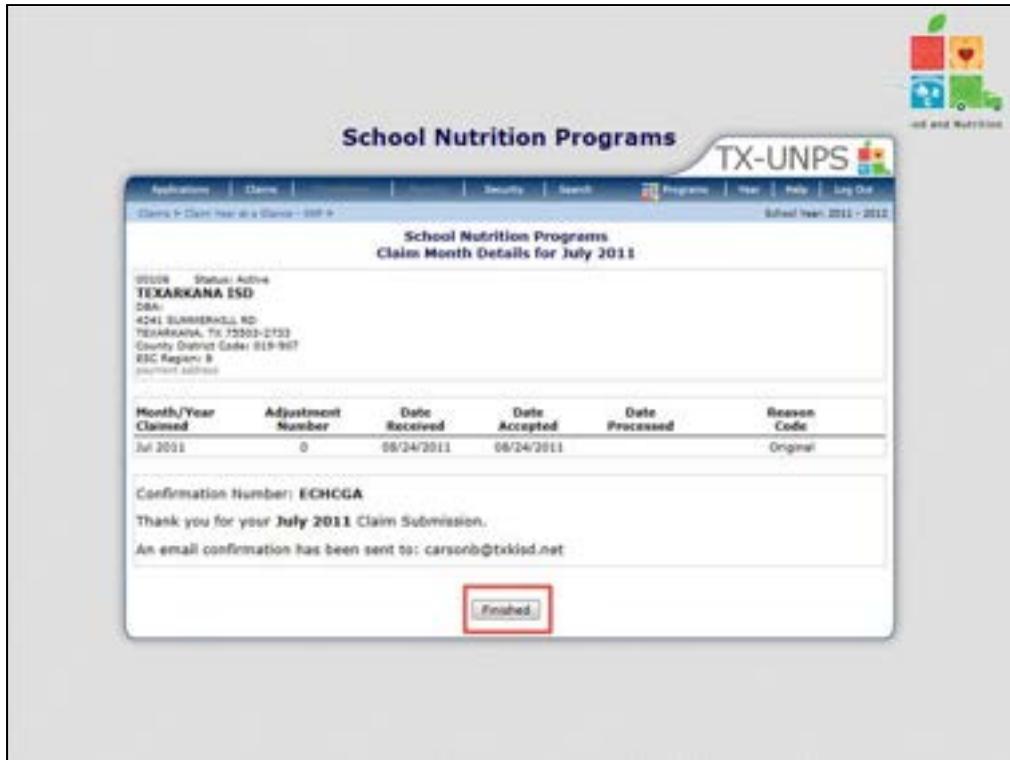
Below the table is a section titled "Certification" with a checkbox and a statement:

I certify that to the best of my knowledge, this 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.

At the bottom of the window are two buttons: "x Back" and a red-bordered button labeled "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.



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

School Year: 2011 - 2012

Claims > Claim Year at a Glance > 2011 >

**2011 - 2012 SNP Claim Year Summary**

00106 Status: Active  
**TEXARKANA ISD**  
DBAN  
4242 BURGESSHILL RD.  
TEXARKANA, TX 75503-2730  
County/District Code: 019-907  
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

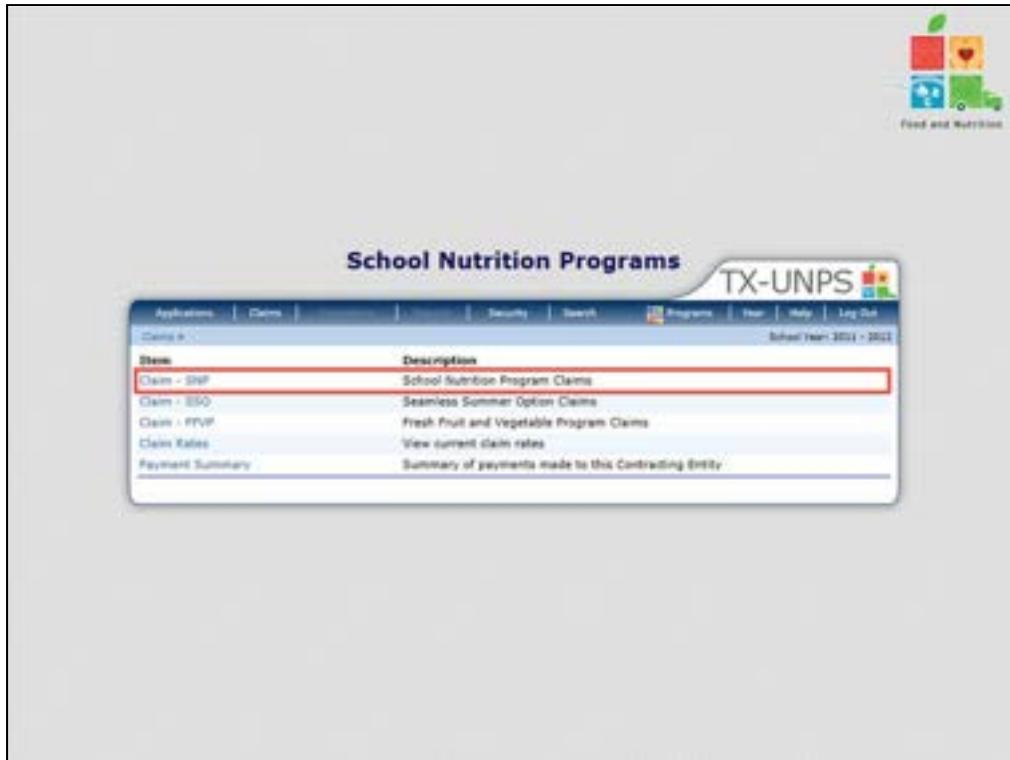
[« Back](#)

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 TX-UNPS

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

School Year: 2011 - 2012

2011 - 2012 SNP Claim Year Summary

00106 Status: Active  
TEXARKANA ISD  
DBAN  
4242 BURGESSHILL RD.  
TEXARKANA, TX 75503-2730  
County/District Code: 019-907  
EBC Region: B  
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

[« Back](#)

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.



## School Nutrition Programs

TX-UNPS

Applications | Claims | Security | Search | Progress | Help | Log Out

School Year: 2011 - 2012

Claims > Claim Month Details > 2011-12

**2011 - 2012 SNP Claim Month Details**

GC106 Status: Active  
**TEXARKANA ISD**  
DBA:  
4241 SUMMERHILL RD  
TEXARKANA, TX 75503-2733  
County/District Code: 029-807  
BBC Region: B  
Document address:

Claim Month: August 2011

Claim Items	AJ# 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](#)

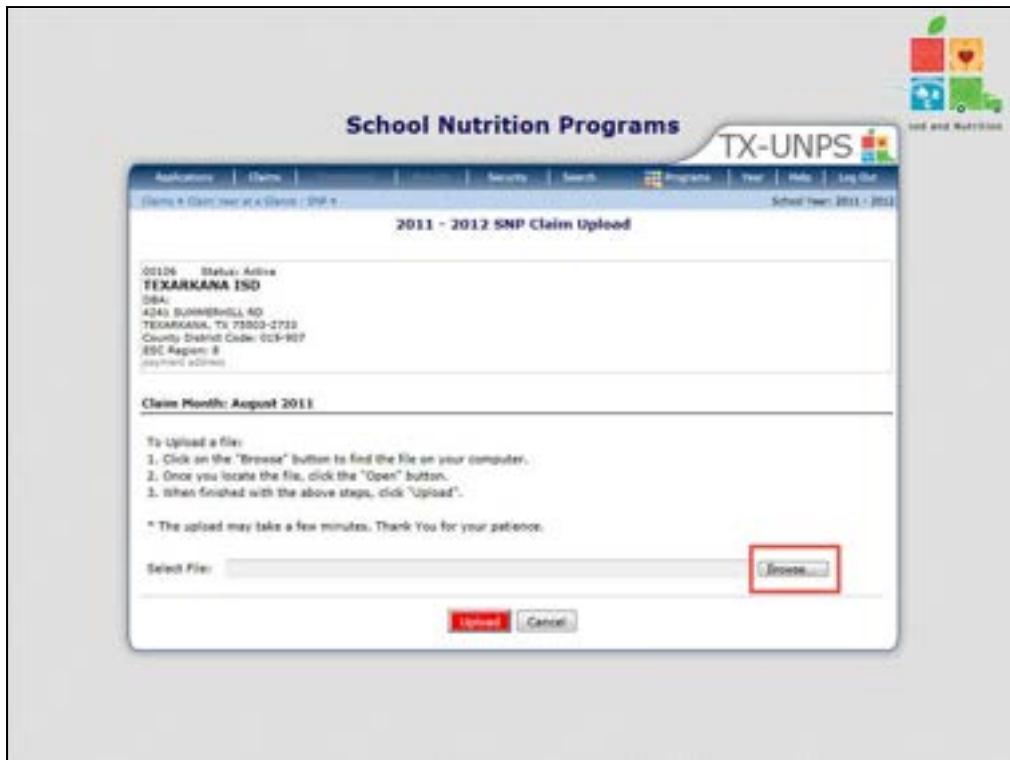
Select ADD ORIGINAL CLAIM

2011 - 2012 SBP Claim Site List						
Station Address TEXARKANA ISD 2000 Southompson Rd Texarkana, Tx 75503-2773 County-Partial Codes 103-107 102, Region: 8 Last Update: 8/20/2011						
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code:	
Aug 2011	0					
<b>Site Name</b>	<b>Site #</b>	<b>Site Name</b>	<b>Firms</b>	<b>Value</b>		
0101	00002	TEXAS H S				
0101	00003	DPTECHS				
0101	00402	TEXAS FREELINE SCHOOL				
0101	01355	MORLAND PARK ISL				
0101	01357	THOMAS TORCH EARLY LITERACY CENTER				
0101	01358	WESTLAKE ISL				
0101	01359	NAVIN ISL				
0101	01360	SPRING LAKE PARK ELEMENTARY				
0101	01361	WATER VILLAGE ISL				
0101	01362	SURNAME INDEMNITY CENTER				
0101	01363	MARTHA & JOHN MORRISSEY MATH & ENGINEERING ISL				
0101	01601	NEW BOLETON HIGH SCHOOL 103-107				
0101	01900	REEDHAYER ISD 103-107				
0101	02007	REED WATER ISD DR. REEDH				
0101	02008	REEDHAYER ISD HIGH SCHOOL				
0101	02009	REEDHAYER PRIMARY SCHOOL				
0101	02010	CRESTVIEW ISL 103-107				
0101	02012	LINDEN-KILDARE H S				
0101	02013	LINDEN-KILDARE J M				
0101	02014	LINDEN-KILDARE ISL				
0101	02015	REED-LIND ELEMENTARY				
0101	02016	REED-LIND PRIMARY 103-107				
0101	02040	SAK VISIT PRIMARY 103-107				
0101	02040	WALTA ELEMENTARY 103-107				
0101	02040	BLIZZARD H S 103-107				
0101	02040	BLIZZARD ISL 103-107				
0101	02070	DRIVE H S 103-107				
0101	02070	DRIVE MIDDLE 103-107				
0101	02070	DRIVE ELEMENTARY SCHOOL 103-107				

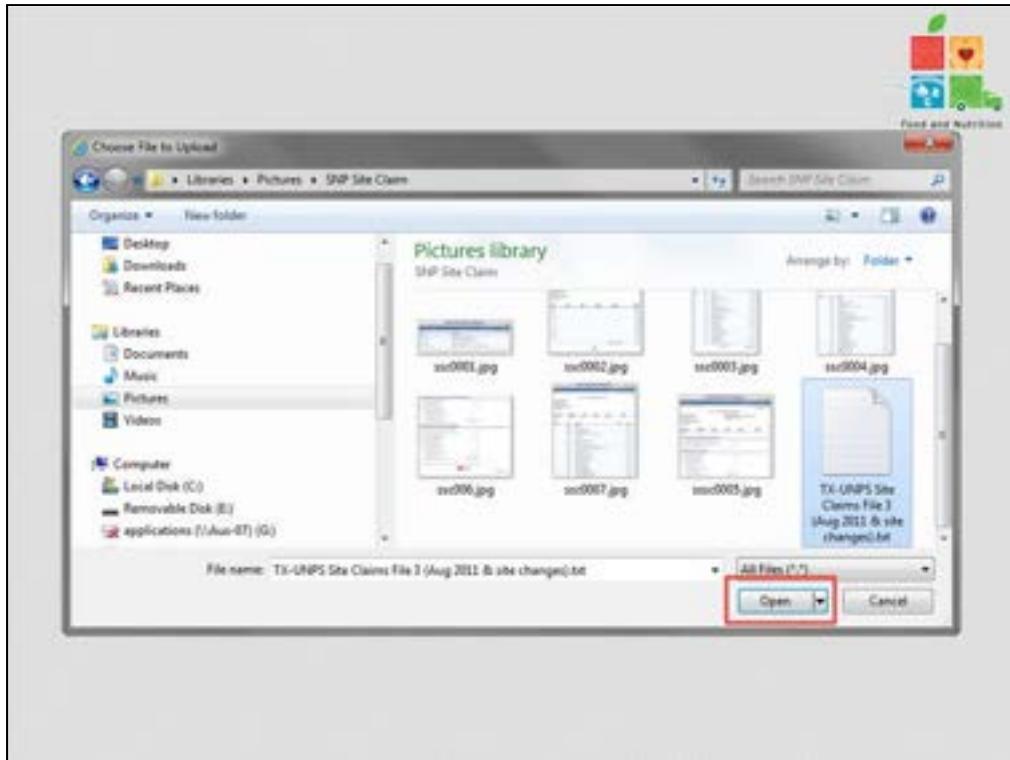


The CE will be directed to a screen with all of their approved sites listed. Once the CE has received their Point of Sale text file for the claim month from their POS vendor or internal department; select the UPLOAD CLAIM DATA Button at the bottom of the right hand side of the screen

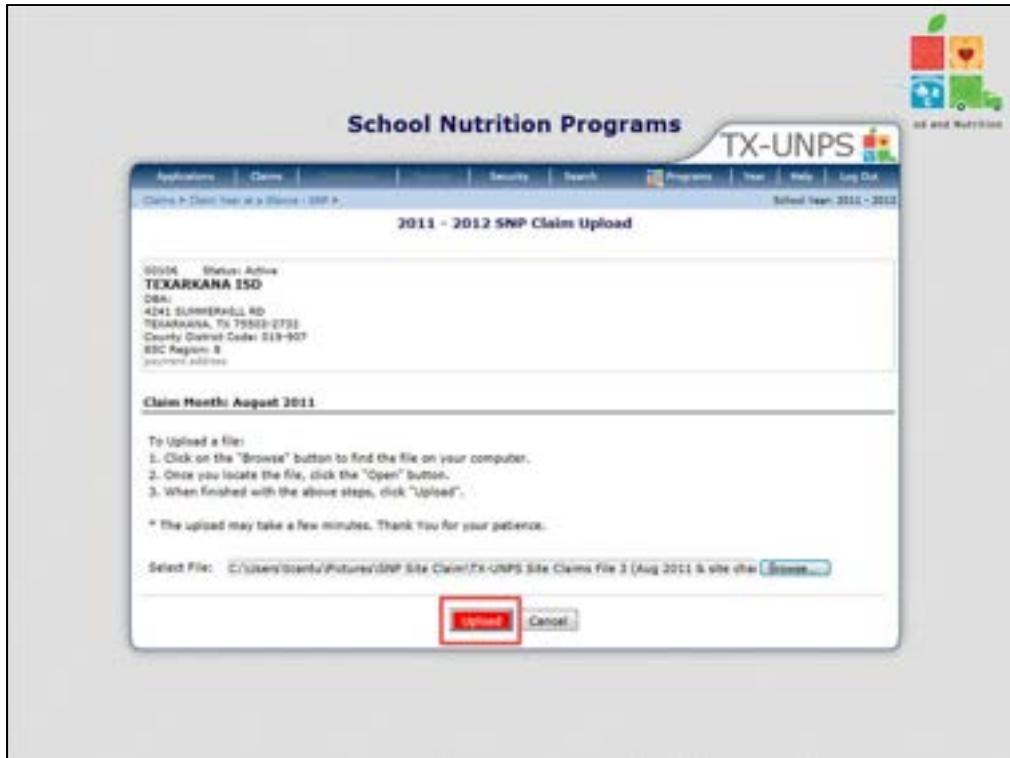
Please note, that in this example we are in August, so this CE has ALL sites operating.



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.

The screenshot shows the TX-UNPS School Nutrition Programs software interface. At the top right is the USDA School Nutrition logo. The main title is "School Nutrition Programs" and "TX-UNPS". Below the title, the menu includes Applications, Claims, Reports, Search, Programs, Year, Help, and Log Out. The date "School Year: 2011 - 2012" is displayed. The main content area is titled "2011 - 2012 SNP Claim Upload". It shows a site record for "TEXARKANA 250" with address information. A section titled "Claim Month: August 2011" contains a message about unprocessable records. A table lists two errors: Record 1 has code 145111 and Record 28 has code 145111, both with the error message "Site ID must be numeric and is required. Value entered: CD. Record not processed.". Below the table, a message states "The Claim Site Upload has been processed." and features a red-bordered "Finish" button.

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.

2013 - 2014 SBMP Claims Site List						
<b>TEKAMAHKA INC</b> 1200 4041 Kammeyer Rd Waco, Texas, 76708-3702 County (District Office) 203-007 800. Report. # (Leave blank)		 Food and Nutrition				
Phone/Fax/ Email	Address/Zip/ Number	Date Received	Date Assigned	Date Processed	Status Code	
Aug 2011	0					
<b>Actions</b>	<b>Site #</b>	<b>Site Name</b>	<b>Status</b>	<b>Message</b>		
View   Modify	0000	TEXAS H S	Validated			
View	0000	OPTIMIZE	Validated			
View   Modify	0000	TEXAS MIDDLE SCHOOL	Error			
View   Modify	0000	HIGHLAND PARK ISL	Error			
View   Modify	0007	THREE RIVERS EARLY LITERACY CENTER	Error			
View   Modify	0008	WESTLAWN ISL	Error			
View   Modify	0009	WASH ISL	Error			
View   Modify	0013	SPRING LAKE PARK ELEMENTARY	Error			
View   Modify	0015	WHITE VILLAGE ISL	Validated			
View   Modify	0018	BURNET INTERMEDIATE CENTER	Error			
View   Modify	0118	MARINA N JOHN PENDALE MATH & ENVIRONMENTAL SC.	Validated			
View	0995	NEW BOSTON HIGH SCHOOL 201-900	Validated			
Add	0996	REEDHILL ISD BLDG	Validated			
View   Modify	0997	REED HOLLOW ISD DR. HORN	Validated			
View   Modify	0998	REEDHILL ISD HIGH SCHOOL	Validated			
View   Modify	2000	REEDHILL MIDDLE SCHOOL	Validated			
View   Modify	0910	CEDARVIEW ISD 9-12	Error			
View   Modify	0912	LONDON-KILLEEN H S	Validated			
View   Modify	0913	LONDON-KILLEEN J W	Validated			
View   Modify	0914	LONDON-KILLEEN BLDG	Validated			
View   Modify	0915	REED LICK MIDDLE SCHOOL	Validated			
View   Modify	0916	REED LICK ELEMENTARY	Validated			
View   Modify	0945	NEW BOSTON MIDDLE SCHOOL 201-900	Validated			
View   Modify	0946	DAE VINE PRIMARY (201-900)	Error			
View   Modify	0948	MALTA ELEMENTARY 201-900	Validated			
View   Modify	0960	BLOOMBURG H E (201-900)	Validated			
Add	0961	BLOOMBURG ISL (201-900)	Validated			
View   Modify	0970	SEKAU H S 2019-900	Validated			
View   Modify	0971	SEKAU MIDDLE (201-900)	Validated			
Add	0972	SEKAU ELEMENTARY SCHOOL (201-900)	Validated			

(Saved claim data.)

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.

The screenshot shows a computer screen displaying the TX-UNPS School Nutrition Programs software. The title bar reads "School Nutrition Programs" and "TX-UNPS". The main window is titled "Claim Month Details for July 2011". It displays a table with one row of data:

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

Below the table is a section titled "Certification" with a checkbox and a "Submit For Payment" button.

I certify that to the best of my knowledge, this 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

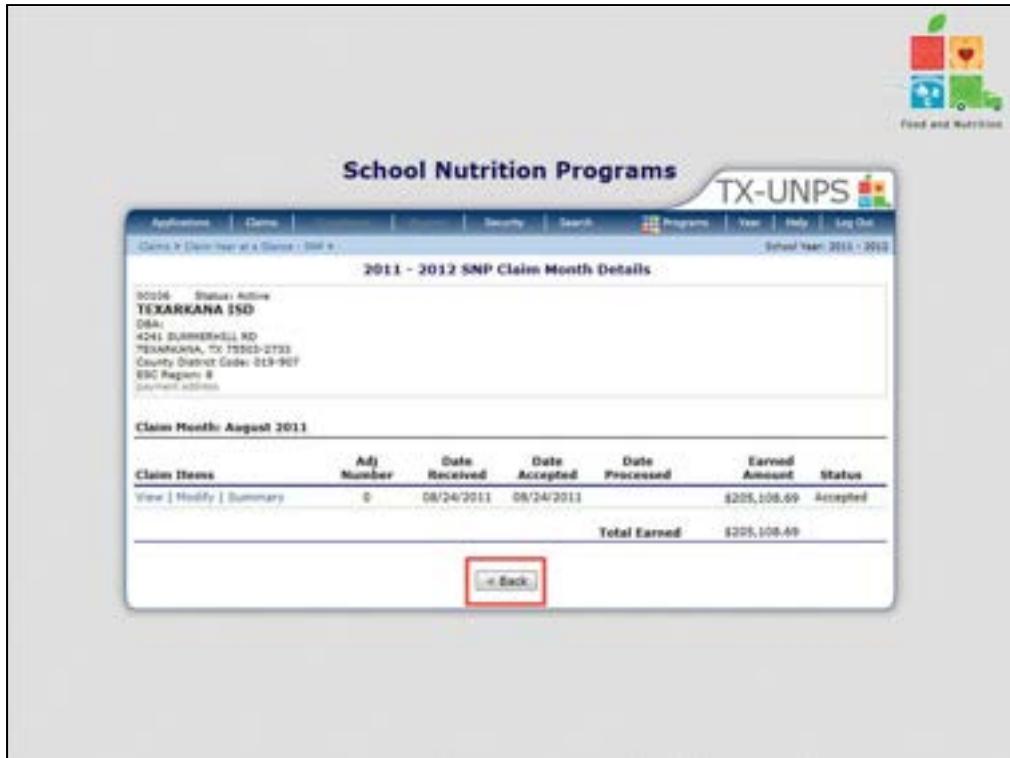
It is the CE's responsibility to read the certification statement and to select the check box if they feel that they can meet the requirements of the Certification statement.

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

The screenshot shows the TX-UNPS School Nutrition Programs software interface. At the top right is the USDA Nutrition logo. The main title is "School Nutrition Programs". Below it is "TX-UNPS". A sub-header reads "Claim Month Details for July 2011". On the left, there's a sidebar with "Status: Active" and "TEXARKANA ESD" information, including address and EEC Region. The main content area has a table with columns: Month/Year Claimed, Adjustment Number, Date Received, Date Accepted, Date Processed, and Reason Code. One row shows "Aug 2011", "0", "08/24/2011", "08/24/2011", "08/24/2011", and "Original". Below the table, a message says "Confirmation Number: ECHCGA" and "Thank you for your August 2011 Claim Submission. An email confirmation has been sent to: carsonb@txkisd.net". At the bottom is a red-bordered "Finished" button.

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

Appliances | Balances | Security | Search | Programs | Year | Help | Log Out

Claims & Claim Year of a Client - SNP

School Year: 2011-2012

**2011 - 2012 SNP Claim Year Summary**

00106 Status: Active  
**TEXARKANA ISD**  
2564 BURMEERHILL RD  
TEXARKANA, TX 75503-2739  
County District Codes: 018-807  
ESC Region: 8  
Current 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		<b>\$295,108.69</b>
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 \$295,108.69

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



## Food and Nutrition

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

**TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER TODD STAPLES**

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