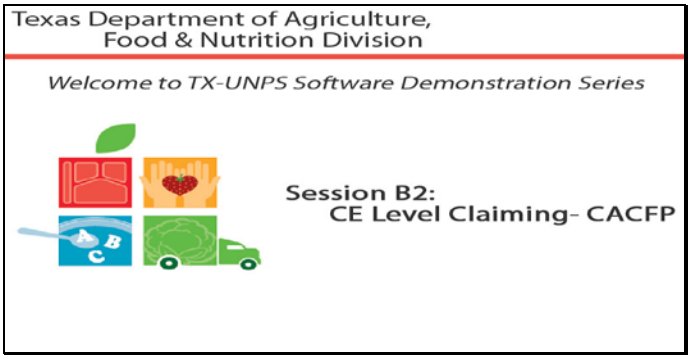


Slide 1 - Welcome

The Texas Department of Agriculture, Food & Nutrition, would like to welcome you to the TXUNPS Software Demonstration Series.

In this session, we will be reviewing CE Level Claiming for CACFP.

Slide 2 - Program/Claim Slide

Please click on which program you are operating: an Adult Day Care, a Child Care Center or will you be a Day Care Home Sponsor.

Slide 3 - ADC Title

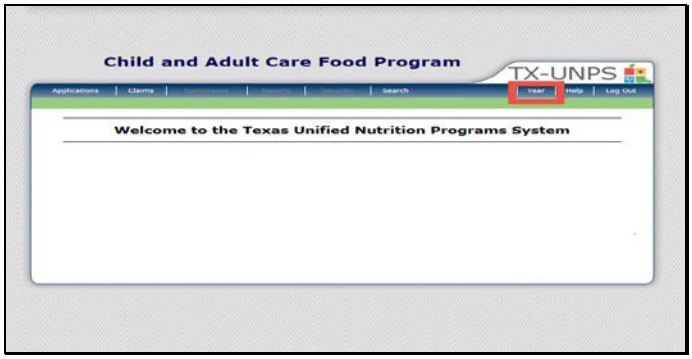
Welcome to Adult Day Care Center CE Level Claiming.

Slide 4 - CCC Title

Welcome to Child Care Center CE Level Claiming.

Slide 5 - DCH Title

Welcome to Day Care Home CE Level Claiming.

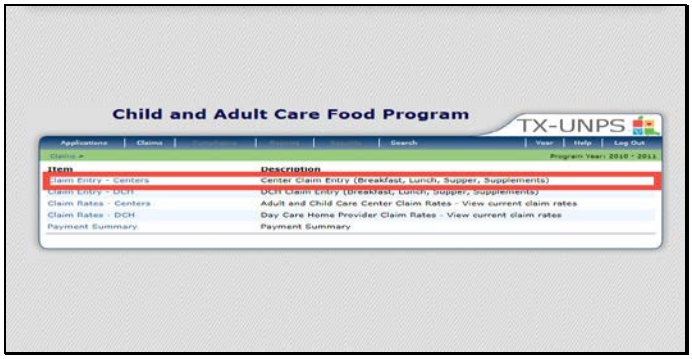


Slide 6 - Centers1

Once you have logged in to TXUNPS, select Year to make sure you are in the correct program year.

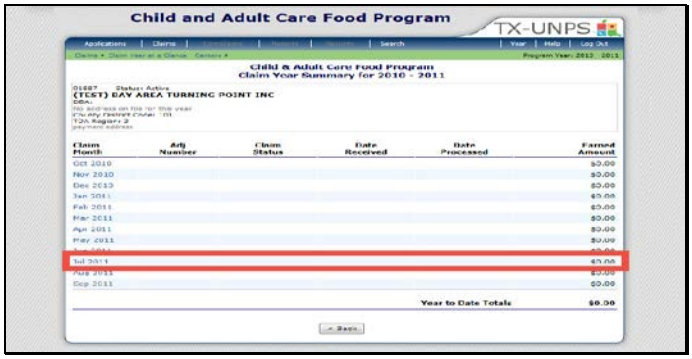
Slide 7

Once you have verified that the program year is correct, select Claims.



Slide 8

Select Claim Entry – Centers.

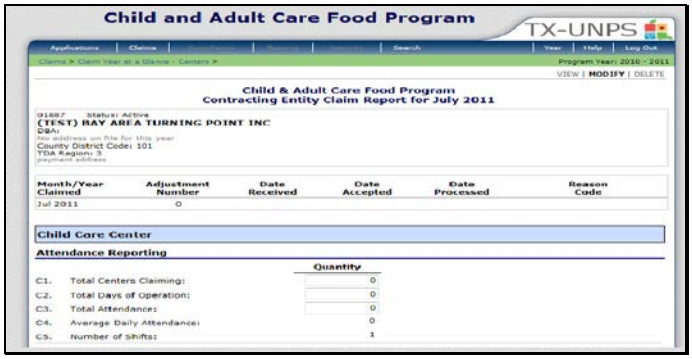


Slide 9

You will now be on the Claim Year Summary page. Select the month you wish to submit a claim.

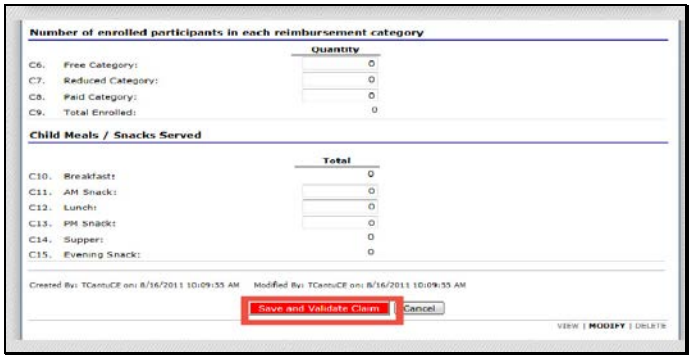
Slide 10

Select Add Original Claim.



Slide 11

Enter the claim information for the month.

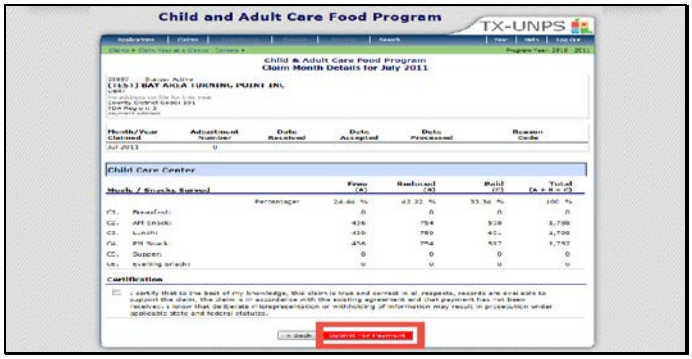


Slide 12

Select Save and Validate Claim once you have entered the claim information.

Please note: Saving the claim is not the same as submitting the claim.

If you are unsure of any of this information, please review your CACFP Handbook or call your local Community Operations Office.

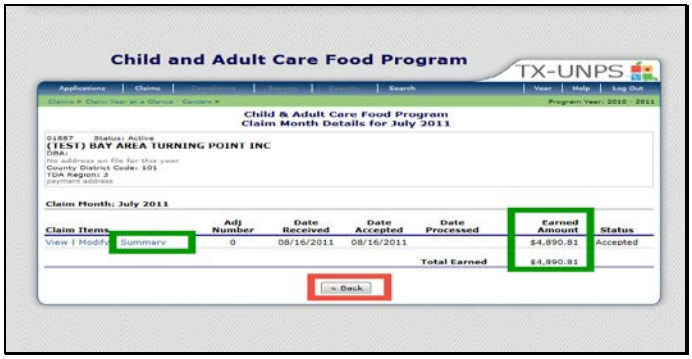


Slide 13

After all of your claims for the month have been inputted, and you selected continue, you will be directed to the Claim Month Detail Screen. Review the information, read and check the certification, and hit the red Submit for Payment button.

Slide 14

At this point you will be directed to a confirmation screen to confirm the submission of your claim. Click on the Finished button.



Slide 15

Please note: This screen will provide you with a great amount of detail in regards to your claim.

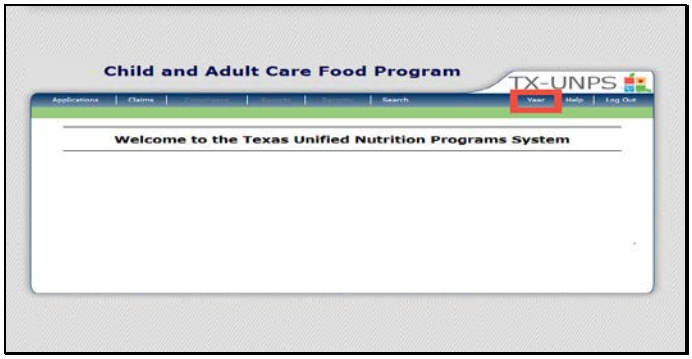
The Summary link will take you to a screen that breaks down each category of meal by free, reduced and paid and allows you to see what the reimbursement rates and estimated totals would be for your claim.

Earned amount is the estimated amount that you could be paid **BEFORE** any advances or previous claim adjustments you may have are deducted from the earned amount total.

Once you are finished reviewing this screen, please select Back.

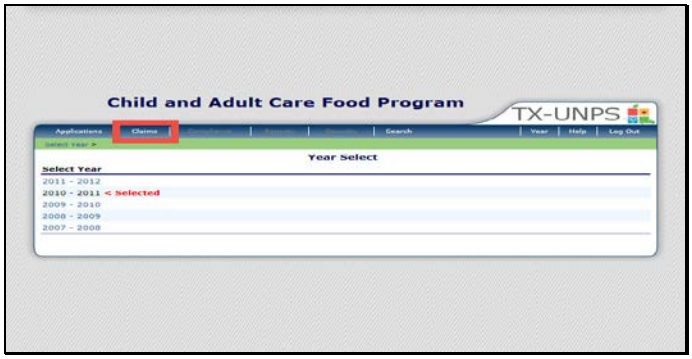
Slide 16

You will now be on the Claim Year Summary screen. Please remember that earned amount is only an estimate, and the actual amount reimbursed to you may be different.



Slide 17 - DCH CE Claim

Once you have logged in to TXUNPS, select Year to make sure you are in the correct program year

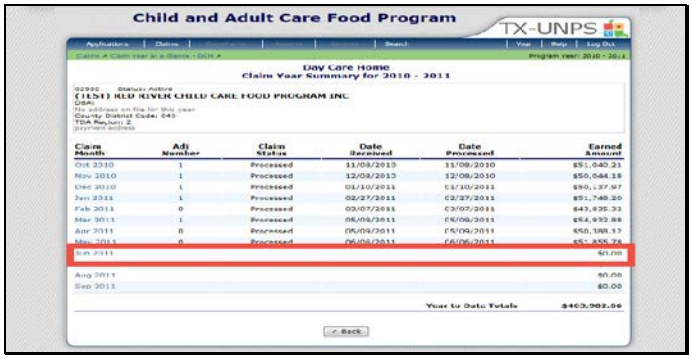


Slide 18

Once you have verified that the program year is correct, select Claims.

Slide 19

Select Claim Entry – DCH.



Slide 20

You will now be on the Claim Year Summary page. Select the month you wish to submit a claim.

Slide 21

Select Add Original Claim

Slide 22

Enter the claim information for the month on the above screen. Select Save once you have entered the claim information.

Please note: Saving the claim is not the same as submitting the claim.

If you are unsure of any of this information, please review your CACFP Handbook or call your local Community Operations Office.

Slide 23

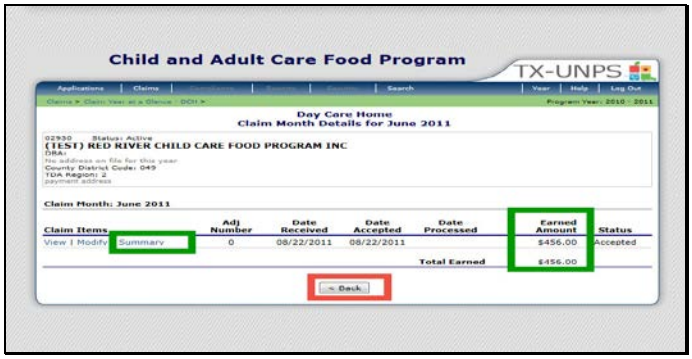
Please type in the text box provided your administrative costs for all of your providers. Then select the red Save and Validate Claim button.

Slide 24

After your claim for the month has been inputted, and you selected continue, you will be directed to the Claim Month Detail Screen. Review the information, read and check the certification, and hit the red Submit for Payment button.

Slide 25

At this point you will be directed to a confirmation screen to confirm the submission of your claim. Click on the Finished button.



Slide 26

Please note: This screen will provide you with a great amount of detail in regards to your claim.

The Summary link will take you to a screen that breaks down each category of meal by free, reduced and paid and allows you to see what the reimbursement rates and estimated totals would be for your claim.

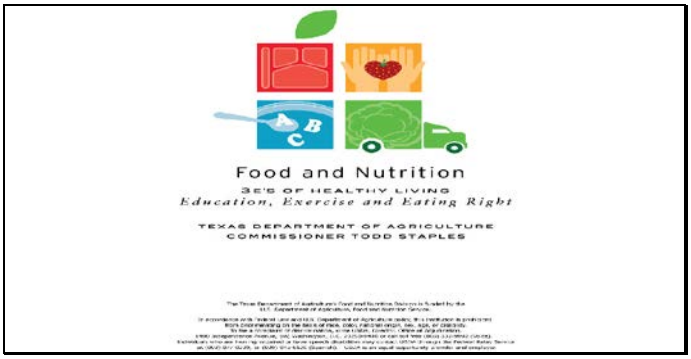
Earned amount is the estimated amount that you could be paid BEFORE any advances or previous claim adjustments you may have are deducted from the earned amount total.

Once you are finished reviewing this screen, please select Back.

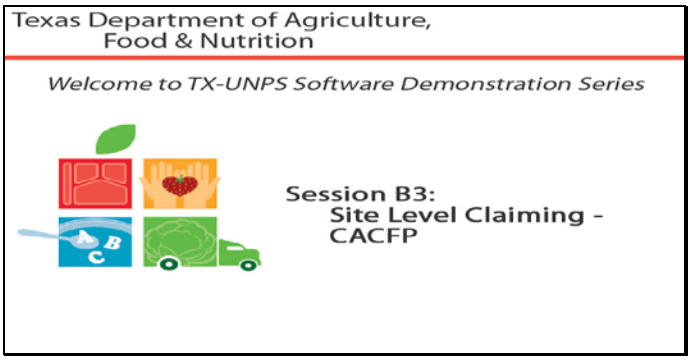
Slide 27

You will now be on the Claim Year Summary screen. Please remember that the earned amount is only an estimate, and the actual amount reimbursed to you may be different.

Slide 32 - Help desk



Slide 33 - Legal Screen



Slide 1 - Welcome

The Texas Department of Agriculture, Food & Nutrition, would like to welcome you to the TXUNPS Software Demonstration Series.

In this session, we will be reviewing Site Level Claiming for CACFP.

Slide 2 - Program/Claim Slide

Please click on which program you are operating: an Adult Day Care, a Child Care Center or will you be a Day Care Home Sponsor.

Slide 3 - ADC Title

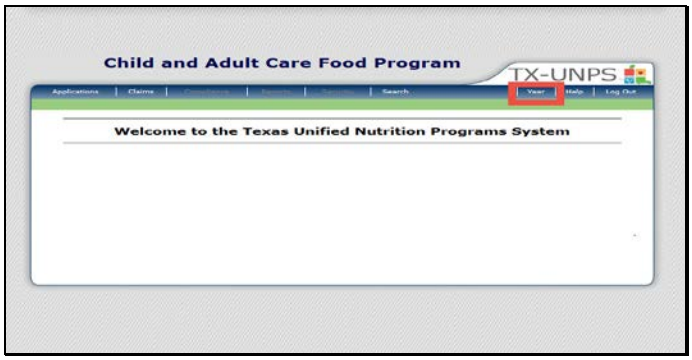
Welcome to Adult Day Care Center Site Level Claiming.

Slide 4 - CCC Title

Welcome to Child Care Center Site Level Claiming.

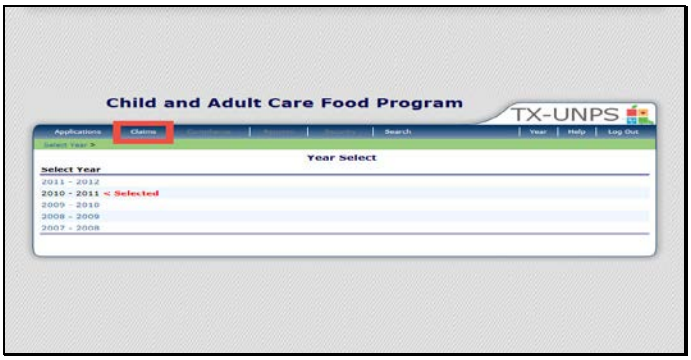
Slide 5 - DCH Title

Welcome to Day Care Home Site Level Claiming.



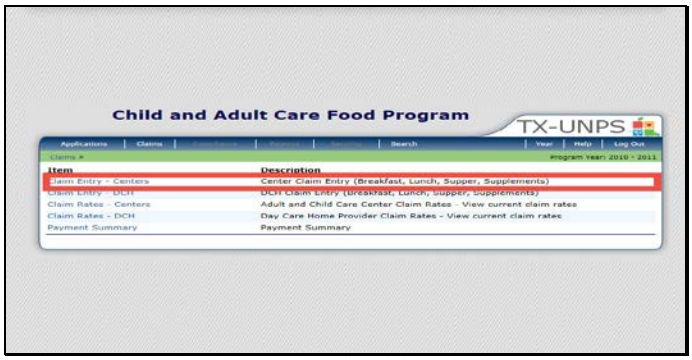
Slide 6 - Centers1

Once you have logged in to TXUNPS, select Year to make sure you are in the correct program year.



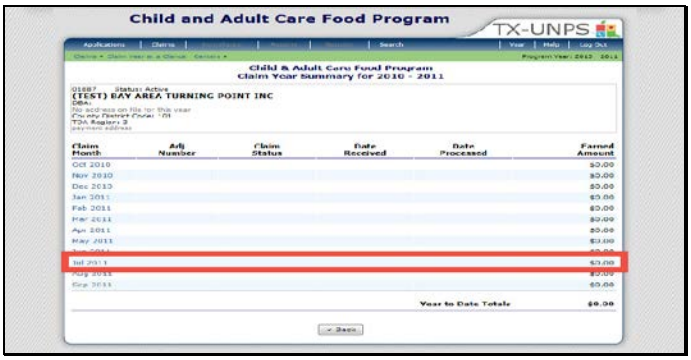
Slide 7

Once you have verified that the program year is correct, select Claims.



Slide 8

Select Claim Entry – Centers.

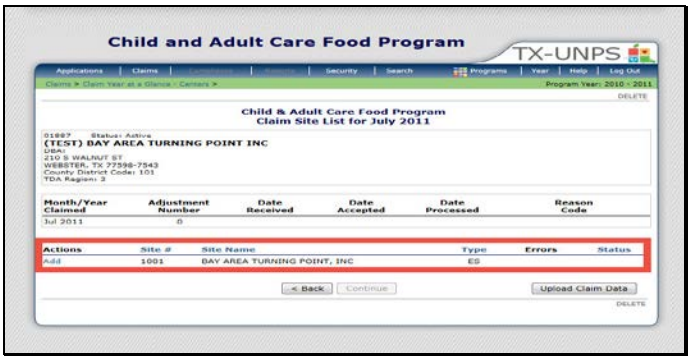


Slide 9

You will now be on the Claim Year Summary page. Select the month you wish to submit a claim.

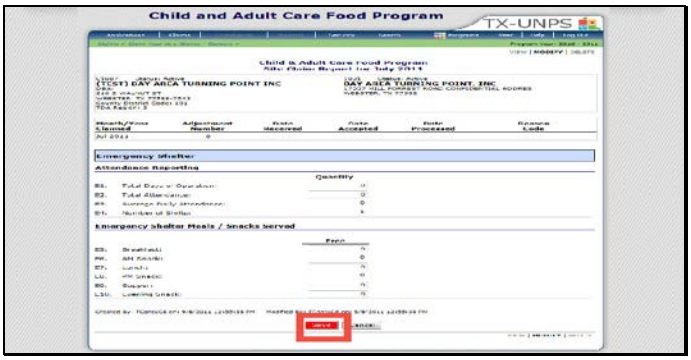
Slide 10

Select Add Original Claim.



Slide 11

You will be brought to a screen listing all sites that are associated with the CE. Select the site you wish to enter a claim for at this time.

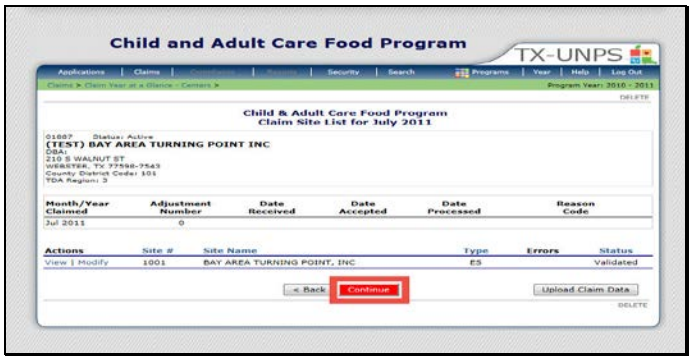


Slide 12

Enter the claim information for this site, and this site only, on the above screen. Select Save once you have entered the claim information.

Please note: Saving the claim is not the same as submitting the claim.

If you are unsure of any of this information, please review your CACFP Handbook or call your local Community Operations Office.



Slide 13

Once you have saved the claim, you will be directed back to the Claim Site List. If you have no other sites, or you have no other claims to input for the month, select continue.

If you had additional sites listed, you would follow the same steps to enter the claim information for each of those sites individually.

Slide 14

After all of your site claims for the month have been inputted, and you selected continue, you will be directed to the Claim Month Detail Screen. Review the information, read and check the certification, and hit the red Submit for Payment button.

Slide 15

At this point you will be directed to a confirmation screen to confirm the submission of your claim. Click on the Finished button.

Slide 16

Please note: This screen will provide you with a great amount of detail in regards to your claim.

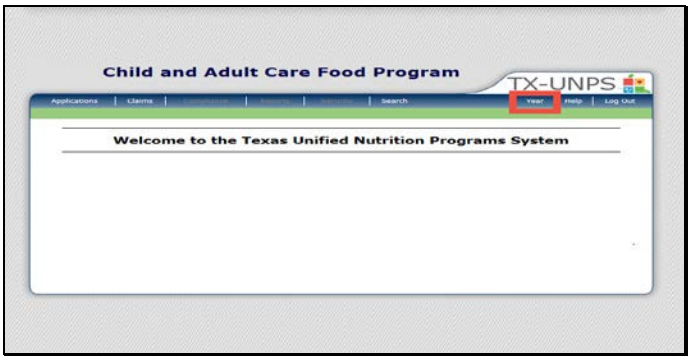
The Summary link will take you to a screen that breaks down each category of meal by free, reduced and paid and allows you to see what the reimbursement rates and estimated totals would be for your claim.

Earned amount is the estimated amount that you could be paid **BEFORE** any advances or previous claim adjustments you may have are deducted from the earned amount total.

Once you are finished reviewing this screen, please select Back.

Slide 17

You will now be on the Claim Year Summary screen. Please remember that earned amount is only an estimate, and the actual amount reimbursed to you may be different.

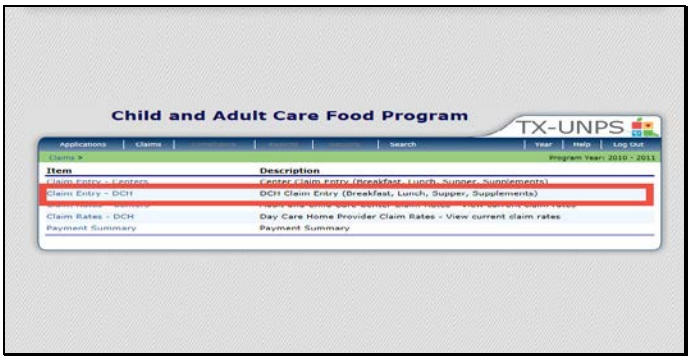


Slide 18 - DCH CE Claim

Once you have logged in to TXUNPS, select Year to make sure you are in the correct program year.

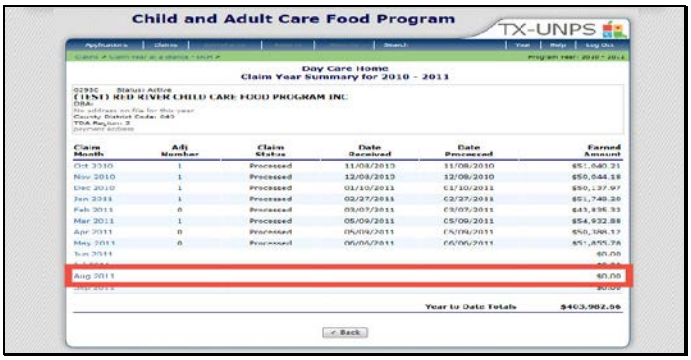
Slide 19

Once you have verified that the program year is correct, select Claims.



Slide 20

Select Claim Entry – DCH.

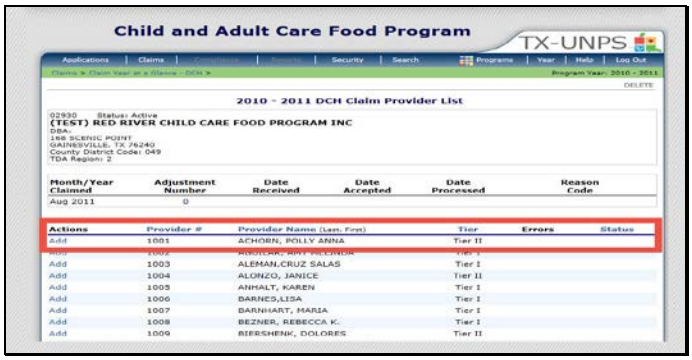


Slide 21

You will now be on the Claim Year Summary page. Select the month you wish to submit a claim.

Slide 22

Select Add Original Claim.



Slide 23

You will be brought to a screen listing all providers that are associated with the CE. Select the provider you wish to enter a claim for at this time.

Slide 24

Enter the claim information for this provider, and this provider only, on the above screen. Select Save once you have entered the claim information.

Please note: Saving the claim is not the same as submitting the claim.

If you are unsure of any of this information, please review your CACFP Handbook or call your local Community Operations Office.

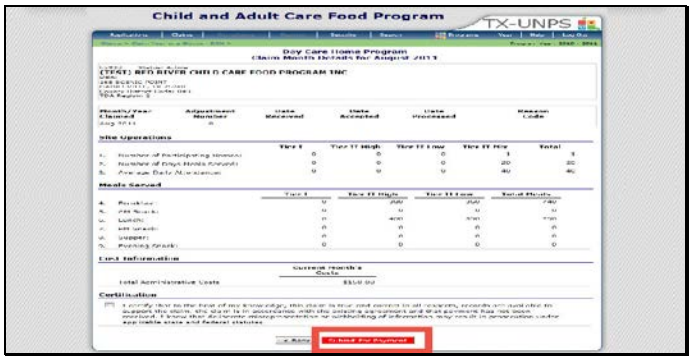
Slide 25

Once you have saved the claim, you will be directed back to the Claim Provider List. If you have no other providers, or you have no other claims to input for the month, select continue.

If you had additional providers listed, you would follow the same steps to enter the claim information for each of those providers individually.

Slide 26

Please type in the text box provided your administrative costs for all of your providers. Then select the red Save and Validate Claim button.

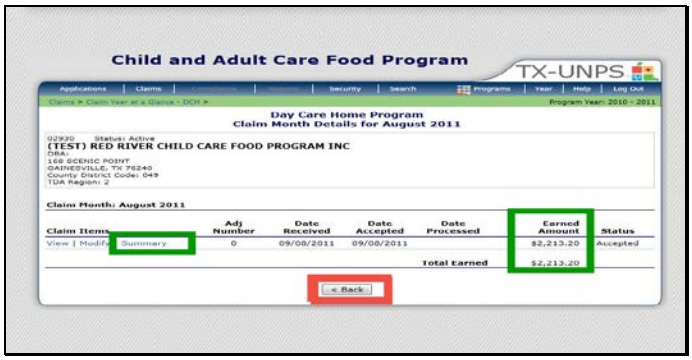


Slide 27

After your provider claims for the month has been inputted, and you selected continue, you will be directed to the Claim Month Detail Screen. Review the information, read and check the certification, and hit the red Submit for Payment button.

Slide 28

At this point you will be directed to a confirmation screen to confirm the submission of your claim. Click on the Finished button.



Slide 29

Please note: This screen will provide you with a great amount of detail in regards to your claim.

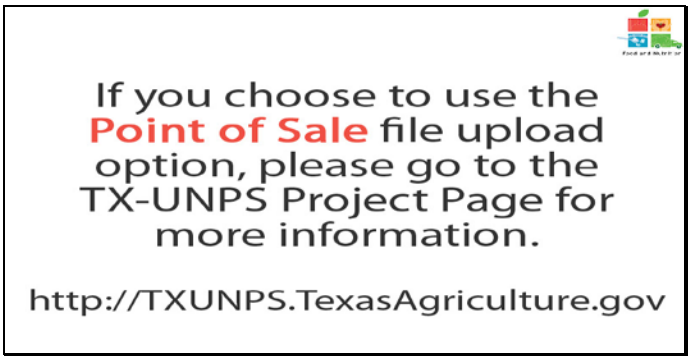
The Summary link will take you to a screen that breaks down each category of meal by free, reduced and paid and allows you to see what the reimbursement rates and estimated totals would be for your claim.

Earned amount is the estimated amount that you could be paid BEFORE any advances or previous claim adjustments you may have are deducted from the earned amount total.

Once you are finished reviewing this screen, please select Back.

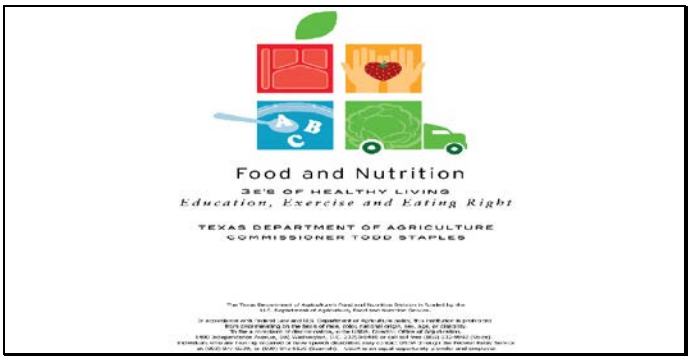
Slide 30

You will now be on the Claim Year Summary screen. Please remember that the earned amount is only an estimate, and the actual amount reimbursed to you may be different.



Slide 31 – Point of Sale

Slide 32 - Help desk



Slide 33 - Legal Screen