



# Introduction to SNAPs

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The objective of this online training is to assist you in submitting monthly claims electronically, using the Special Nutrition Automated Processing System (SNAPS). SNAPs automated claims process is a part of the total system.



# Automated Claims Processing

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- SNAPS includes a portion of the claims module.
- SNAPS claim system checks for data entry and calculation errors before claim is submitted.
- Claims are submitted in '**real time**' and the claim will **not** submit unless all error edits have been corrected.



# Benefits

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- Enforces higher security standards
- Timely submittal of claims
- Upfront online edits
- Prevents possible data entry errors
- Provides timely and efficient access to data
- Eliminates/reduces duplication of data entry
- Improves the accuracy of data



# General Instructions

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- Complete the online claim form(s) for each calendar month and each program in which you participate
  - Submit ONE claim per month, unless you have an amended claim
- SNAPS will NOT accept out of sequence claims, except for Summer Food Service Program
  - Submit a ZERO claim if you do not plan on submitting a claim for one of your service months



# Claiming Second Meals

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- Claims for second meals may not be submitted electronically except in the Summer Food Service Program.
- If you are NOT participating in the Summer Food Service Program, you have two options for claiming second meals :



# Claiming Second Meals

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- Submit an electronic claim, excluding only second meals. In addition, submit an amended paper claim with all items completed, including both the first and second meals claimed, with the necessary documentation

OR

- Submit the entire claim on paper with the necessary documentation.



# Submission Of Claims

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- Claims are in 'real time' and must pass all error edit checks.
- SNAPS validates all entries and prompts you to make corrections.
- The system only allows 'claim months eligible on the contract'.
- You have until midnight of the 60<sup>th</sup> day after the last day of the claim month to submit your claim in SNAPS.



# Submission Of Claims

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- If the 60<sup>th</sup> day falls on a weekend or holiday, the Contractor has until midnight of the next business day. Check with your field office for scheduled holidays.
- Any claims filed after the 60-day deadline is a LATE claim and must be submitted on paper.
- If the SNAPS web site is down on the day of the filing **deadline**, find another means to submit your claim.



# Submission Of Claims

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- You are still responsible for submitting your claim before the 60-day deadline.
- Paper claims may be faxed (1 – 888 – 232 – 2759), mailed, or brought in person to the TDA Financial Office (Stephen F. Austin Bldg, 1700 N. Congress Ave, Austin, 10<sup>th</sup> floor) before the filing deadline.
- You are responsible for submitting your claim on time.



# Copies and Retention Of Claim Forms

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- Print a copy of each online claim form you complete, which includes a confirmation number.
- Keep all copies for three years and 90 days from the end of the contract period.
- If audit findings, claims, or litigation have not been resolved by the end of the retention period, then retain forms until all issues are resolved.



# Revising Claims

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- Once claims are 'submitted for payment' they cannot be retrieved.
- However, you may resubmit the entire claim with corrections.
- SNAPS will overwrite the first claim submitted and pay accordingly, if the claim has **not** paid.
- If payment has been made, the system recognizes claim as an Amended Claim and adjust dollar amount on next pay voucher.



# Amended Claims

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- Amended claims can be submitted in SNAPs until midnight of the 60<sup>th</sup> day after the last day of the claim month.
- Amended claims after the 60<sup>th</sup> day is a LATE claim and must be submitted on paper.  
Fax # 1-888-232-2759



# Claim Processing

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- Claims may be submitted until midnight of the 60<sup>th</sup> day after the last day of the claim month.
  
- All claims will be processed with the same payment schedule whether they are submitted electronically or on paper.



# Claim Processing

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- Claims will be processed according to the date and time received.
  
- You will be prompted to make error corrections before you can successfully submit your claim for processing.



# Payment Schedule

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- Refer to your FND Program Handbook for specific guidance on timeframes, payments and acceptable procedures for submitting your claim for payment.



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You have completed your review of this Section!