

Section 1 – Introduction and General Instructions

Introduction

Automated Claims Processing

Effective (DATE TO BE ANNOUNCED), Food and Nutrition Division (FND) contractors may submit their claims for reimbursement for the Child Nutrition Programs electronically through the internet using the Special Nutrition Automated Processing System (SNAPS).



Texas State Agencies who are paid using Interagency Transfer Vouchers (ITV's) are exempt from submitting their claims through SNAPS. ITV's require original signatures.

The SNAPS claim system checks for data entry errors and required fields before a claim can be submitted. Claims will be submitted in '**real time**' and the claim will **not** submit unless all error edits have been corrected.

This user manual is designed to assist contractors in submitting online monthly claims using SNAPS automated claims process.

Benefits of SNAPS

- Enforces higher security standards
- Timely submittal of claims
- Upfront online edits that allow users to correct data prior to submitting claim
- Prevents possible data entry errors by transcribing unreadable handwriting or data entry typos
- Provides timely and efficient access to data
- Eliminates/reduces duplication of data entry
- Improves the accuracy of data

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General Instructions

Purpose The FND claim for reimbursement provides information required by the Texas Department of Agriculture (TDA) to determine the amount of reimbursement for contracting organizations that participate in the FND. The claims module of SNAPS is a replica of the paper Form H1532.

Submission Complete the online claim form(s) for each calendar month and program in which you will participate. Contractors will only be able to access the online claim forms for the program(s) in which they participate.

1. A contractor participating only in the Child and Adult Care Food Program (CACFP) Child Care Center – would **not** be able to file a claim for the National School Lunch Program (NSLP).
2. Submit only **one** claim per month, unless you need to submit an amended claim.
3. Claims must be submitted in month order.
4. Contractors who do not plan on submitting a claim for one of their service months **must** submit a '**zero**' claim. At the top of every claim form a check box is provided that designates a '**zero**' claim.
5. Check the box if you wish to file a '**zero**' claim. SNAPS will **not** accept out of sequence claims, **except** for Summer Food Service Program.
6. Claims for Second Meals may **not** be submitted electronically except in the Summer Food Service Program (SFSP). If you are not participating in the SFSP and have a claim for second meals, you have two options:
 - 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.

Claims are in '**real time**' and must pass **all error checks** before you can successfully submit your claim. SNAPS will validate all entries and prompt you to make corrections.

Online claims must be submitted to TDA no later than 60 days after the last day of the claim month. The date and time you submit the claim online is considered the claim date to TDA. Claim month and year shall **not** be greater than the current month and year. The claim must be between program beginning and ending month and year. The system only allows claims for '**claim months eligible on the contract**'.

Any claims filed after the 60-day deadline must be submitted on paper. You have until midnight of the 60th day after the last day of the claim month to submit your claim into SNAPS. If the 60th day falls on a weekend or holiday, the Contractor has until midnight of the next business day. **Check with your Field Operations Monitor for scheduled holidays.**

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If the SNAPS web site is down on the last day of the filing deadline, you must submit a paper claim via FAX **or** mail (if postmarked by the 60th day) **or** hand delivery to the TDA Financial Office. **You are responsible for submitting your claim on time.**

If you wait until the 60th day and cannot submit an electronic claim through SNAPS because your computer or internet service is not working properly, you must either find an alternative site to access SNAPS or submit your claim using the paper claim process as a late claim. Please refer to your FND Program Handbook for specific guidance on the timeframes and acceptable alternate procedures for submitting your claim.

Copies and Retention

Print a copy of each online claim form you submit which includes the confirmation number that the system automatically generates. SNAPS offers a "Printer Friendly" option to print your claim forms. Keep the copies for three years and 90 days from the end of the contract period.

(Exception: If audit findings, claims, or litigation have not been resolved by the end of the retention period, all forms and records must be retained until all issues are resolved).

Revising Claims

Once you have submitted claims for payment you cannot retrieve them. However, if you have submitted incorrect information then resubmit the claim with correct information and if payment has not been made the SNAPS system will overwrite the first claim submitted and pays accordingly. If payment has been made, the system will recognize your revised claim as an Amended Claim and adjust dollar amount on next payment voucher. Amended claims past this 60 day deadline is a late claim and must be filed on paper.

Amending Claims

You may also submit amended claims into SNAPS until **midnight** of the 60th day after the last day of the claim month. Amended claims past this 60 day deadline is a late claim and must be filed on paper.

Claim Processing

Claims may be submitted until **midnight** of the 60th 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. All claims will be processed according to the date and time received or submitted.