

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.



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.

Claims > Claim		liance Reports	Security Search	Programs Year	Help Log Out
	Year at a Glance - SNP >			Sd	iool Year: 2011 - 201
		2011 - 2012 S	SNP Claim Year Su	Immary	
00106 Star TEXARKAN DBA: 4241 SUMMER TEXARKANA, T County District ESC Region: 8 payment addres	tus: Active A ISD HILL RD X 75503-2733 t Code: 019-907				
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned
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
					\$0.00
Apr 2012					\$0.00
Apr 2012 May 2012					\$0.00
Apr 2012 May 2012 Jun 2012					

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.

	Scho	ol Nutri	tion Pre	ograms		
					TX-UN	IPS
Applications Claims 6	moliance	Reports Sec	urity Searc	h Programs	Year Hel	p Log Out
claims > claim year at a Giance * SNP	2011	- 2012 SNP (Claim Montl	Details	School 1	rear: 2011 - 2012
Claim Month: July 2011	Adj	Date	Date	Date	Earned	
	T	nere are no cla	ims for this m	ionth.	Amount	Status
				Total Earned	\$0.00	
		C Back	d Original Clair			
		< Dack AU	d Original Clair			

Select ADD ORIGINAL CLAIM

00106 Status: TEXARKANA 1 DBA: 4241 SUMMERHIL TEXARKANA, TX 7 County District Co ESC Region: 8 Dayment accress	LL RD 75503-2733 ode: 019-907		2011 - 20	12 SNP Claim	ite List			DEU
00106 Status: TEXARKANA I DBA: 4241 SUMMERHIL TEXARKANA, TX 7 County District Co ESC Region: 8 payment accress	: Active ISD LL RD 75503-2733 ode: 019-907							
Month/Year Claimed	Adjust	ment	Date	Date	Date	ed	Reason	
Jul 2011	0							
Actions	Site #	Site N	Name				TOTS	Status
	0002	TEXAS	SHS				1	lot Eligible
	0003	OPTIO	ONS				,	lot Elipible
	0042	TEXAS	MIDDLE SCHO	DL				lot Elipible
	0105	HIGH	AND PARK FL				,	Int Flinible
	0107	THER	ON JONES FARL	UTERACY CENTE				lot Fligible
	0105	WEST	AWN FI					Int Flinible
	0109	NASH	EL					lot Eligible
	0111	SPRIN	G LAKE PARK E	EMENTARY			,	ot Eligible
	0113	WAKE	VILLAGE EL					Int Flinible
	0115	DUNB	AR INTERMEDIA	TE CENTER				lot Eligible
	0116	MARTI	HA & JOSH MOR	RISS MATH & ENG	NGEERING EL		,	lot Eligible
	0901	NEW 8	BOSTON HIGH S	CHOOL 019-905			,	ot Eligible
	0906	REDW	ATER ISD ELEM				,	lot Eligible
	0907	RED V	VATER ISD JR. H	IGH			,	lot Eligible
	0908	REDW	ATER ISD HIGH	SCHOOL			,	lot Eligible
	0909	REDW	ATER MIDDLE S	CHOOL			7	lot Eligible
	0910	CREST	TVIEW EL 019-9	05			1	lot Eligible
	0912	LINDE	N-KILDARE H S				1	lot Eligible
	0913	LINDE	N-KILDARE J H					lot Eligible
	0914	LINDE	N-KILDARE ELE	м			1	lot Eligible
	0915	RED L	ICK MIDDLE SC	HOOL			,	lot Eligible
Add	0941	NEW 5	BOST MIDDLE S	CHOOL 019-905				
	0950	MALTA	A ELEMENTARY	(019-910)				lot Eligible
	0960	BLOOM	MBURG H S (03	-909)			,	lot Eligible
	0961	BLOOM	MBURG EL (034	909)			,	lot Eligible
	0970	DEKA	LB H S (019-901)			,	lot Eligible
	0971	DEKAL	LE MIDDLE (019	-901)			,	lot Eligible
	0972	DEKAL	LB ELEMENTARY	SCHOOL (019-901)		,	lot Eligible
Add	0912 0913 0914 0915 0950 0950 0950 0950 0950 0951 0971 0972	LINDE LINDE RED L NEW 8 MALTA BLOOM BLOOM DEKAL DEKAL	IN-KILDARE H S IN-KILDARE J H IN-KILDARE ELE BOST MIDDLE S A ELEMENTARY MBURG H S (03- MBURG EL (034 LB H S (019-90) LB ELEMENTARY LB ELEMENTARY	M HOOL CHOOL 019-905 (019-910) (019-910) (019-910) SCHOOL (019-901 SCHOOL (019-901 Isatk) (Continue)	[Upload Cla	iot E lot E lot E lot E lot E lot E lot E lot E lot E

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.

Claims > Claim Vear at a Glance - SNP > School Vear: 2011 - 20 VIEW MODIFY DELET 2011 - 2012 SNP Site Claim Report OUIGE Status: Active TEXARKANA ISD School Vear: 2011 - 2012 SNP Site Claim Report D0106 Status: Active TEXARKANA ISD SPAR: ISA SUMMERHILL RD NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 IZIS HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 S	Applications	Claims Complian		Security Sear	rch Programs	Year Help Log Out
VIEW MODIFY DELET 2011 - 2012 SNP Site Claim Report 2011 - 2012 SNP Site Claim Report 00106 Status: Active NEW ROST MIDDLE SCHOOL 019-905 1215 HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 1215 HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 1215 HWY 8 N NEW BOST MIDDLE SCHOOL 019-905 1215 HWY 8 N NEW BOSTON, TX 75570 Code Onto Status: Active Month/Year Adjustment Date Date Pace School Nutrition Program General Information School Nutrition Program General Information Stational School Lunch Program O National School Lunch Program I Aditorizational School Lunch Program I Aditorizational School Lunch Served: I I Authorized Sites Participating: I I I I I	Claims > Claim Ye	ar at a Glance - SNP >				School Year: 2011 - 2013
2011 - 2012 SNP Site Claim Report 00106 Status: Active 0941 Status: Active PEXARKANA ISD NEW BOST MIDLE SCHOOL 019-905 1215 HWY 8 N DPBA: NEW BOST MIDLE SCHOOL 019-905 1215 HWY 8 N NEW BOSTON, TX 75502-2733 NEW BOSTON, TX 75570 Dounty District Code: 019-907 125 HWY 8 N SEC Region: 8 New BOSTON, TX 75570 Month/Year Adjustment Date Date Reason Claimed Number Received Accepted Processed Code Value 0 School Nutrition Program General Information School Nutrition Program General Information S1. Number of Children Approved for Free Meals: 0 0 School Lunch Program S2. Number of Enrolled Children: 0 0 School Lunch Program 1. Authorized Sites Participating: 0 0 0 2. Total Monthly Attendance: 0 0 0 3. Number Operating Days: 0 0 0 4. Reinbursable Lunches Served: 0 0 0 0						VIEW MODIFY DELETE
00106 Status: Active 0941 Status: Active PEXARKANA ISD NEW BOST MIDDLE SCHOOL 019-905 1241 SUMMERTILL RD NEW BOST MIDDLE SCHOOL 019-905 1241 SUMMERTILL RD NEW BOSTON, TX 75570 Denny District Code: 019-907 NEW BOSTON, TX 75570 Stochool Nutritico Program General Information Date School Nutrition Program General Information O S1. Number of Children Approved for Free Meals: 0 S2. Number of Enrolled Children: 0 S3. Number of Enrolled Children: 0 National School Lunch Program 0 Authorized Sites Participating: 0 .1. Authorized Sites Participating: 0 .3. Number Operating Days: 0 .4. Reimbursable Lunches Served: 0 .5. Reduced Price Lunches Served: 0			2011 - 2012 S	NP Site Claim	Report	
PBA: 1215 HWY 8 N NEW BOSTON, TX 75502-2733 Ounty District Code: 019-907 SSC Region: 8 Month/Year Adjustment Date Date Date Reason Claimed Number Received Accepted Processed Code UI 2011 0 School Nutrition Program General Information SSC Number of Children Approved for Free Meals: 0 SSC Number of Children Approved for Reduced Price Meals: 0 S3. Number of Enrolled Children: 0 National School Lunch Program 1. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served: 0 b. Reduced Price Lunches Served: 0	00106 Status	: Active ISD		0941 Stat NEW BOST	us: Active	019-905
TEXARXANA, TX 75503-2733 County District Code: 019-907 SSC Region: 8 Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Uil 2011 0 School Nutrition Program General Information S1. Number of Children Approved for Free Meals: 0 S2. Number of Children Approved for Reduced Price Meals: 0 S3. Number of Enrolled Children: 0 Vational School Lunch Program 0 0 Xational School Lunch Served: 0 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served: 0 5. Reduced Price Lunches Served: 0	DBA: 4241 SUMMERHI	LL RD		1215 HWY 8 M NEW BOSTON	TX 75570	
Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Claimed 0 <	TEXARKANA, TX County District C ESC Region: 8	75503-2733 ode: 019-907				
Jul 2011 0 School Nutrition Program General Information S1. Number of Children Approved for Free Meals: 0 S2. Number of Children Approved for Reduced Price Meals: 0 S3. Number of Children Approved for Reduced Price Meals: 0 S3. Number of Children Approved for Reduced Price Meals: 0 S4. Number of School Lunch Program 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served: 0 b. Reduced Price Lunches Served: 0	Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
School Nutrition Program General Information S1. Number of Children Approved for Free Meals: 0 S2. Number of Children Approved for Reduced Price Meals: 0 S3. Number of Enrolled Children: 0 Vational School Lunch Program 0 1. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served: 0 b. Reduced Price Lunches Served: 0	Jul 2011	0				
S1. Number of Children Approved for Free Meals: 0 S2. Number of Children Approved for Reduced Price Meals: 0 S3. Number of Enrolled Children: 0 Vational School Lunch Program 0 1. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served 0 a. Free Lunches Served: 0 b. Reduced Price Lunches Served: 0	School Nutrit	ion Program Gene	ral Information			
52. Number of Children Approved for Reduced Price Meals: 0 53. Number of Enrolled Children: 0 National School Lunch Program 11. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served 0 a. Free Lunches Served: 0 b. Reduced Price Lunches Served: 0	G1. Number of	Children Approved for	Free Meals:		0	
	G2. Number of	Children Approved for	Reduced Price Meals:		0	
National School Lunch Program 1. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served 0 a. Free Lunches Served: 0 b. Reduced Price Lunches Served: 0	G3. Number of	Enrolled Children:			0	
1. Authorized Sites Participating: 0 2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served 0 a. Free Lunches Served: 0	National Sch	ool Lunch Program				
2. Total Monthly Attendance: 0 3. Number Operating Days: 0 4. Reimbursable Lunches Served 0 a. Free Lunches Served: 0 b. Reduced Price Lunches Served: 0	L1. Authorized	Sites Participating:			0	
3. Number Operating Days: 0 4. Reimbursable Lunches Served a. Free Lunches Served: b. Reduced Price Lunches Served: Image: Comparison of Compa	L2. Total Mont	hly Attendance:			0	
A. Reimbursable Lunches Served a. Free Lunches Served: b. Reduced Price Lunches Served:	L3. Number O	perating Days:			0	
a. Free Lunches Served: b. Reduced Price Lunches Served:	L4. Reimbursal	ble Lunches Served				
b. Reduced Price Lunches Served:	a. Free Lur	iches Served:				
	b. Reduced	Price Lunches Served	:			
	d Tabello	nchar Served (a + b +	· c):			

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

N1. Authorized Sites Participating:	0	
N2. Total Monthly Attendance:	0	
N3. Number Operating Days:	0	
N4. Reimbursable Breakfasts Served		
a. Free Breakfasts Served:		
b. Reduced Price Breakfasts Served:		
c. Paid Breakfasts Served:		
d. Total Breakfasts Served (a + b + c):		
Afterschool Care Program (Non-Area Eligible)		
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:	0	
b. Reduced Price Snacks Served:	0	
c. Paid Snacks Served:	0	
d. Total Snacks Served (a + b + c):	0	
Created By: TCantuCE on: 8/24/2011 11:35:24 AM Modified By: TCantuCE o	n: 8/24/2011 11:35:24 AM Cancel	
	V	IEW 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.

TEXARKANA, TX County District C ESC Region: 8 payment address	LL RD 75503-2733 ode: 019-907			-27
Month/Year Claimed	Adjust	nent Date Date Date er Received Accepted Processed	Reason Code	Food and I
Jul 2011	0			
Antione	Cite di	Cite Name	E	
Actions	0002	TEYAS H S	Not Elizible	
	0003	OPTIONS	Not Eligible	
	0042	TEXAS MIDDLE SCHOOL	Not Eligible	
	0105	HIGHLAND PARK FL	Not Eligible	
	0107	THERON JONES FARLY LITERACY CENTER	Not Eligible	
	0108	WESTLAWN FL	Not Eligible	
	0109	NASH EL	Not Eligible	
	0111	SPRING LAKE PARK FLEMENTARY	Not Eligible	
	0113	WAKE VILLAGE FL	Not Fligible	
	0115	DUNBAR INTERMEDIATE CENTER	Not Eligible	
	0116	MARTHA & JOSH MORRISS MATH & ENGINGEERING EL	Not Fligible	
	0901	NEW BOSTON HIGH SCHOOL 019-905	Not Eligible	
	0906	REDWATER ISD FLEM	Not Eligible	
	0907	RED WATER ISD 18, HIGH	Not Eligible	
	0908	REDWATER ISD HIGH SCHOOL	Not Fligible	
	0909	REDWATER MIDDLE SCHOOL	Not Eligible	
	0910	CRESTVIEW EL 019-905	Not Eligible	
	0912	LINDEN-KILDARE H S	Not Eligible	
	0913	LINDEN-KILDARE 1 H	Not Eligible	
	0914	LINDEN-KILDARE ELEM	Not Fligible	
	0915	RED LICK MIDDLE SCHOOL	Not Eligible	
	0916	RED LICK ELEMENTARY	Not Eligible	
View Modify	0941	NEW BOST MIDDLE SCHOOL 019-905	Validated	
	0942	OAK VIEW PRIMAKT (013-303)	Not engine	
	0950	MALTA ELEMENTARY _ (019-910)	Not Eligible	
	0960	BLOOMBURG H S (034-909)	Not Eligible	
	0961	BLOOMBURG EL (034-909)	Not Eligible	
	0970	DEKALB H S (019-901)	Not Eligible	
	0971	DEKALB MIDDLE (019-901)	Not Eligible	
	0070	DEKALB ELEMENTARY SCHOOL (019-901)	Not Fligible	

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.

Claims > Claim Year at a Glance - SNP > School Nutrition Programs Claim Month Details for July 2011 00106 Status: Active TEXARKANA ISD DBA: 4241 SUMREHILL RD TEXARKANA, TX 75509-2733 County District Code: 019-907 ESC Regions 8 Prymetri address Date Date Reason Code Month/Year Adjustment Number Date Date Processed Code Jul 2011 0 Certification 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.	Applications	Claims Complian	e Reports	Security Searc	h Programs	Vear Help Log Out
School Nutrition Programs Claim Month Details for July 2011 00106 Status: Active TEXARKANA TSD DBA: 4241 SUMMERHIL RD TEXARKANA. TX 75509-2733 County District Code: 019-907 ESC Regions 8 payment address Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Jul 2011 0 0 Certification Code I 1 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. J know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.	Claims > Claim Year	at a Glance - SNP >				School Year: 2011 - 2013
00106 Status: Active TEXARKANA ISD DBA: 4241 SUMMERHILL R0 TEXARKANA TY 75503-2733 County District Code: 019-907 ESC Region: 8 payment address Month/Year Adjustment Date Date Date Reason Claimed Number Received Accepted Processed Code Jul 2011 0 Certification 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.			School N Claim Month	utrition Progra Details for July	ms y 2011	
Claimed Number Received Accepted Processed Code Jul 2011 0 <th>County District Cod ESC Region: 8 payment address Month/Year</th> <th>Adjustment</th> <th>Date</th> <th>Date</th> <th>Date</th> <th>Reason</th>	County District Cod ESC Region: 8 payment address Month/Year	Adjustment	Date	Date	Date	Reason
Certification 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.	Claimed	Number	Received	Accepted	Processed	Code
	Certification I certify the support the received. I applicable s	It to the best of my k claim, the claim is in know that deliberate state and federal state	nowledge, this clair accordance with th misrepresentation ites.	m is true and correct he existing agreeme or withholding of inf	t in all respects, record int and that payment h formation may result in	s are available to as not been prosecution under

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.

	-				TX-UNPS 🚺
Applications	Claims Complian	ce Reports	Security Sean	ch Programs	Year Help Log Out
		School N Claim Month	lutrition Progra Details for Jul	ams ly 2011	
DBA: 4241 SUMMERHILI TEXARKANA, TX 7: County District Cor ESC Region: 8 payment address Month/Year	RD 5503-2733 de: 019-907 Adjustment	Date	Date	Date	Reason
Claimed	Number	Received	Accepted	Processed	Code
Confirmation I Thank you for	Number: ECHCGA	Claim Submissio	on.		
	iniation has been	sent to: carson	Finished		

The CE will be directed to the confirmation screen if their claim was successfully submitted.

Select the FINISHED button at this time.

	Scho	ol Nutri	tion Pro	ograms		
					TX-UN	IPS
Applications Claims C	ompliance	Reports Se	urity Searc	n Programs	Year He	p Log Out
Claims > Claim Year at a Glance - SNI	2011	- 2012 SNP	Claim Month	Details	School	Year: 2011 - 201
Claim Month: July 2011	Adj	Date	Date	Date	Earned	Status
View Modify Summary	0	08/24/2011	08/24/2011	FICESSE	\$0.00	Accepted
				Total Earned	\$0.00	
		<	Back			

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.

		ingrice.	Security Search	Programs Year	Help Log Out
Claims > Claim \	rear at a Glance - SNP >			5	School Year: 2011 - 201
		2011 - 2012 :	SNP Claim Year Su	Immary	
00106 Stat TEXARKAN/ DBA: 4241 SUMMERI- TEXARKANA, TJ County District ESC Region: 8 payment address	us: Active A ISD HILL RD K 75503-2733 Code: 019-907				
Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned
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
				March Data Table	10.00

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



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.

and a second second second			occurrent occurrent	Programs re	
Claims > Claim	Year at a Glance - SNP >				School Year: 2011 - 2013
		2011 - 2012	SNP Claim Year St	ummary	
00106 Stat TEXARKAN DBA: 4241 SUMMER TEXARKANA, T County District ESC Region: 8 payment address	tus: Active A ISD HILL RD X 75503-2733 : Code: 019-907				
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

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.

Applications Claims Claims Claims Claims Claims Programs Vear Help Log Out Claims > Claim Month Details OU106 Status: Active TEXARKANA TSD DBA: OU106 Status: Active TEXARKANA TSD DBA: OUTO Status: Active TEXARKANA TSD DBA: OUTO Status: Active TEXARKANA TS 75503-2723 County District Code: 019-907 ESC Region: 8 payment address Claim Month: August 2011 There are no claims for this month. Total Earned Status Total Earned Status		Scho	ol Nutri	tion Pro	ograms	<u>punning</u>	
Applications Claims Claims Claims Claims Claims Claims Claims Claims Vear Help Log Out Claims > Claim Vear a Glance - SNP > 2011 - 2012 SNP Claim Month Details OUID6 Status: Active TEXARKANA ISD DBA: 4241 SUMBERHILL RD TEXARKANA, TX 75503-2733 County District Code: 019-907 ESC Region: 8 payment address Adj Date Date Adie Claim Month: August 2011 Claim Items Adj Date Date Processed Earned Amount Status Total Earned \$0.00						TX-UN	IPS 🕌
Claims > Claim Vear at a Glance - SNP > School Year: 2011 - 201 2011 - 2012 SNP Claim Month Details 00106 Status: Active TEXARKANA ISD DBA: 4241 SUMBERHILL RD TEXARKANA, TX 75503-2733 County District Code: 019-907 ESC Region: 8 payment address Claim Month: August 2011 Claim Month: August 2011 Claim Items Adj Number Date Received Date Accepted Date Processed Earned Amount Status There are no claims for this month. Total Earned \$0.00	Applications Claims ©	mpliance	Reports Sec	urity Searc	h 📑 Programs	Year Hel;	p Log Out
2011 - 2012 SNP Claim Month Details DBA: TEXARKANA ISD DBA: 241 SUMMERHILL RD TEXARKANA TX 75503-2733 County District Code: 039-907 ESC Region: 8 pyrmer: address Claim Month: August 2011 Claim Month: August 2011 Claim Items Adj Date Date There are no claims for this month. Total Earned \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Claims > Claim Year at a Glance - SNP	>				School \	/ear: 2011 - 2012
00106 Status: Active TEXARKANA ISD DBA: 4241 SUMBERHILL RD TEXARKANA, TX 75503-2733 County District Code: 019-907 ESC Region: 8 payment address. Claim Month: August 2011 Claim Month: August 2011 Claim Items Adj Date Date Date Earned Amount Status There are no claims for this month. Total Earned \$0.00 < Back Add Original Claim		2011	- 2012 SNP (Details		
Claim Items Number Received Accepted Processed Amount Status There are no claims for this month. Total Earned \$0.00 < Back Add Original Claim	ESC Region: 8 payment address Claim Month: August 2011	Adj	Date	Date	Date	Earned	Chathar
Total Earned \$0.00		Number	iere are no cla	ims for this m	nonth.	Amount	Status
< Back Add Original Claim					Total Earned	\$0.00	
< Back Add Original Claim							
			< Back Ad	d Original Clair	n		

Select ADD ORIGINAL CLAIM

00106 Status: TEXARKANA I DBA: 4241 SUMMERHILI TEXARKANA, TX 77 County District Co ESC Region: 8 payment address	Active SD . RD 5503-2733 de: 019-907	2011 - 201		te List			
Month/Year Claimed	Adjustn	er Received	Date	Date	Rea	ion le	Food and Nu
Aug 2011	0						
Actions	Site #	Site Name			Errors	Status	
Add	0002	TEXAS H S					
Add	0003	OPTIONS					
Add	0042	TEXAS MIDDLE SCHOOL					
Add	0105	HIGHLAND PARK EL					
Add	0107	THERON JONES EARLY	ITERACY CENTER				
Add	0108	WESTLAWN EL					
Add	0109	NASH EL					
Add	0111	SPRING LAKE PARK ELE	MENTARY				
Add	0113	WAKE VILLAGE EL	0511750				
Add	0115	DUNBAR INTERMEDIATI	CENTER				
bbA	0116	MARTHA & JOSH MORRI	SS MATH & ENGIN	SEEKING EL.			
Add	0901	NEW BOSTON HIGH SCI	1005 019-902				
Add	0900	REDWATER ISD ELEM.					
Add	0907	RED WATER ISD JK. HIC					
bba	0908	REDWATER MIDDLE SCI	1001				
bbb	0910	CRESTVIEW EL 019-905	1002				
Add	0912	LINDEN-KILDARE H S					
Add	0913	LINDEN-KILDARE J H					
Add	0914	LINDEN-KILDARE ELEM					
Add	0915	RED LICK MIDDLE SCHO	OL				
Add	0916	RED LICK ELEMENTARY					
Add	0941	NEW BOST MIDDLE SCH	IOOL 019-905				
Add	0942	OAK VIEW PRIMARY (01	9-905)				
Add	0950	MALTA ELEMENTARY _ (019-910)				
Add	0960	BLOOMBURG H S (034-	909)				
Add	0961	BLOOMBURG EL (034-9	09)				
Add	0970	DEKALB H S (019-901)					
Add	0971	DEKALB MIDDLE (019-9	01)				
	0972	DEKALB ELEMENTARY S	CHOOL (019-901)				

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.

	or inacticion i rog	TX-UNPS
Applications Claims Compliance	Reports Security Search	Programs Vear Help Log Out
Claims > Claim Year at a Glance - SNP >		School Year: 2011 - 201
20	011 - 2012 SNP Claim Uploa	ad
00106 Status: Active		
DBA:		
4241 SUMMERHILL RD TEXARKANA, TX 75503-2733		
County District Code: 019-907		
payment address		
Claim Month: August 2011		
 Opload a file: Click on the "Browse" button to find the file 		
 Once you locate the file, click the "Open" b 	outton.	
3. When finished with the above steps, click "	"Upload".	
* The uplead may take a few minutes. Thank	You for your patience	
The upload may take a few minutes. mank	Tou for your patience.	
Select File:		Browse
		[Diowse]
	Upload Cancel	

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.

		TX-UNPS
Applications Claims Complia	ance Reports Security Search	Programs Year Help Log Out
Claims > Claim Year at a Glance - SNP >	2011 - 2012 SNP Claim Uplo	ad
County District Code: 019-907 ESC Region: 8 payment address Claim Month: August 2011		
To Upload a file: 1. Click on the "Browse" button to fi 2. Once you locate the file, click the 3. When finished with the above ste	find the file on your computer. e "Open" button. eps, click "Upload".	
* The upload may take a few minut	tes. Thank You for your patience.	
Select File: C:\Users\tcantu\Pictur	res\SNP Site Claim\TX-UNPS Site Claims File	e 3 (Aug 2011 & site chai Browse

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.

		TX-UNPS
Applicatio	ns Claim	s Compliance Reports Security Search I Programs Year Help Log Out
Claims > Cla	im Year at a Gl	Ince - SNP > School Year: 2011 - 201 2011 - 2012 SND Claim Upload
ESC Region payment add Claim Mo The follow again.	nth: August	2011 s could not be processed. You may key in the data or correct the problems and upload the file
-	Code	Error Description Site ID must be numeric and is required. Value entered: CO. Record not processed
Record	10011	
Record 1 28	16511	Site ID must be numeric and is required. Value entered: CW. Record not processed.

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.

00106 Status:	Active	2011 - 201	a one cranif of			
DBA: 4241 SUMMERHILI TEXARKANA, TX 7: County District Co ESC Region: 8 payment address	RD 5503-2733 de: 019-907					
Month/Year Claimed	Adjustr	nent Date Der Received	Date Accepted	Date Processed	Rea	ison
Aug 2011	0					
Actions	Site #	Site Name			Errors	Status
View Modify	0002	TEXAS H S				Validated
Add	0003	OPTIONS				
View Modify	0042	TEXAS MIDDLE SCHOO	L		1	Error
View Modify	0105	HIGHLAND PARK EL			2	Error
View Modify	0107	THERON JONES EARLY	LITERACY CENTER		5	Error
View Modify	0108	WESTLAWN EL			3	Error
View Modify	0109	NASH EL			1	Error
View Modify	0111	SPRING LAKE PARK EL	EMENTARY		1	Error
View Modify	0113	WAKE VILLAGE EL				Validated
View Modify	0115	DUNBAR INTERMEDIAT	E CENTER		3	Error
View Modify	0116	MARTHA & JOSH MORR	ISS MATH & ENGIN	GEERING EL.		Validated
View Modify	0901	NEW BOSTON HIGH SC	HOOL 019-905			Validated
Add	0906	REDWATER ISD ELEM.				
View Modify	0907	RED WATER ISD JR. HI	GH			Validated
View Modify	0908	REDWATER ISD HIGH	SCHOOL			Validated
View Modify	0909	REDWATER MIDDLE SC	HOOL			Validated
View Modify	0910	CRESTVIEW EL 019-90	5		1	Error
View Modify	0912	LINDEN-KILDARE H S				Validated
View Modify	0913	LINDEN-KILDARE J H				Validated
View Modify	0914	LINDEN-KILDARE ELEM				Validated
View Modify	0915	RED LICK MIDDLE SCH	OOL			Validated
View Modify	0916	RED LICK ELEMENTARY				Validated
View Modify	0941	NEW BOST MIDDLE SC	HOOL 019-905			Validated
View Modify	0942	OAK VIEW PRIMARY (0	(010 010)		3	Error
View Modify	0950	PIALIA ELEMENTARY	(013-310)			Validated
view Modify	0960	BLOOMBURG H S (034-	(606)			validated
Add	0961	DEVOID H S (010 001)	(60)			Validated
View Modify	0970	DEKALD H S (019-901)	001)			Validated
view Modify	09/1	DEKALB MIDDLE (019-	901) SCHOOL (010 001)			validated
Add	0972	DEKALB ELEMENTARY	SCHOOL (019-901)			
		< B:	Continue		Upload	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.

Claim Vear at a Glance - SNP > School Nutrition Programs Claim Month Details for July 2011 00106 Status: Active TEXARKANA ISD DBA: 4241 SUMMERHILL RD TEXARKANA, IX 75303-2733 County District Code: 019-907 ESC Regions & Payment address Date Date Month/Year Adjustment Number Date Date Reason Claimed Number Received Accepted Processed Code Aug 2011 0 Certification 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.	Applications	Claims Complian	e Reports	Security Searc	h 🎹 Programs	Vear Help Log Out
School Nutrition Programs Claim Month Details for July 2011 00106 Status: Active TEXARKANA ISD DBA: 4241 SUMMERHILL RD TEXARKANA, TX 75503-2733 County District Code: 019-907 ESC Region: 8 payment address Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Month/Year Adjustment Number Date Received Date Accepted Date Processed Reason Code Aug 2011 0 0 0 0 Certification 0 0 0 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.	Claims > Claim Year	at a Glance - SNP >				School Year: 2011 - 2013
00106 Status: Active TEXARKANA ISD DBA: 4241 SUMMERHILL RD TEXARKANA TX 75503-2733 County District Code: 019-907 ESC Region: 8 payment address Month/Year Adjustment Date Date Date Reason Claimed Number Received Accepted Processed Code Aug 2011 0 Certification 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.			School N Claim Month	utrition Progra Details for July	ms y 2011	
Claimed Number Received Accepted Processed Code Aug 2011 0 <th>County District Cod ESC Region: 8 payment address Month/Year</th> <th>e: 019-907 Adjustment</th> <th>Date</th> <th>Date</th> <th>Date</th> <th>Reason</th>	County District Cod ESC Region: 8 payment address Month/Year	e: 019-907 Adjustment	Date	Date	Date	Reason
Certification 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.	Claimed Aug 2011	0 Number	Received	Accepted	Processed	Code
	Certification I certify that support the received. I applicable s	t to the best of my k claim, the claim is in know that deliberate tate and federal state	nowledge, this clair accordance with tl misrepresentation ites.	n is true and correc he existing agreeme or withholding of inf	t in all respects, record int and that payment h formation may result in	s are available to as not been prosecution under

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.

					TX-UNPS 📑
Applications	Claims Complian	ce Reports	Security Sear	ch Programs	Year Help Log Out
and the second field		School N Claim Month	utrition Progra Details for Ju	ams ly 2011	
DBA: 4241 SUMMERHILI TEXARKANA, TX 7: County District Coi ESC Region: 8 payment address	RD 5503-2733 de: 019-907 Adjustment	Date	Date	Date	Reason
Claimed	Number	Received	Accepted	Processed	Code
Confirmation I Thank you for	Number: ECHCGA your August 2011	Claim Submissio	n. h@tykisd net		-
		sent to: carson	Finished		

You will be directed to the confirmation screen if your claim was successfully submitted.

Select the FINISHED button at this time.

	Scho	ol Nutri	tion Dr	arame		
	Scho	or Nutri		Jyrams	TX-UN	IPS 🛔
Applications Claims C	òmoliance	Reports Sec	curity Search	h 🏢 Program	is Year Hel	p Log Out
Claims > Claim Year at a Glance - SNR	>				School 1	Year: 2011 - 201
	2011	- 2012 SNP	Claim Month	Details		
County District Code: 019-907 ESC Region: payment address Claim Month: August 2011	Adj	Date	Date	Date	Earned	Shahua
Claim Items	Number	Received	Accepted	Processed	Amount	Status
view [Pibliny] Summary	U	00/24/2011	00/24/2011		\$205,108.69	Accepted
				Total Earned	\$205,108.69	
			Back			

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.

		Manarica Manorita	Security Search	Programs Vear	Help Log Out
Claims > Claim	Year at a Glance - SNP >				School Year: 2011 - 201
		2011 - 2012 9	SNP Claim Year S	ummary	
00106 Stat TEXARKAN/ DBA: 4241 SUMMERH TEXARKANA, T County District ESC Region: 8 payment address	us: Active A ISD HILL RD X 75503-2733 Code: 019-907				
Claim Month	Adj Number	Claim Status	Date Received	Date	Earned Amount
Jul 2011	0	Accepted	08/24/2011	- Ar	\$0.00
Aug 2011	0	Accepted	08/24/2011		\$205,108.69
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
1					\$0.00
Jun 2012					

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

