**Sponsor Name**

*Date Created/ Revised*

**Procedure for**: Submitting SFSP Claims

**This Record Applies to:** All Sponsor Types

*When completed, this template will serve as your organization’s written procedure for the task above. All staff involved in this procedure must review and be knowledgeable on how to implement this. ODE CNP expects that following this procedure will produce accurate outcomes when replicated. Please complete all fillable fields, as applicable, to your program. If a field is not applicable, you may delete the information in the field. If an item has a checkbox, only select the item if it will be included in your procedure. If not, do not select the checkbox item. If you have any questions, please contact your assigned Child Nutrition Specialist.*

**Overview of Record:** Sponsor must use required SFSP documentation to prepare a monthly reimbursement claim for each participating site and must verify the accuracy of the claim for reimbursement by ensuring all meals claimed have supporting documentation. Prior to submitting the monthly reimbursement, Sponsors must review supporting SFSP documentation for accuracy, completeness and to ensure federal and state regulations are met. When submitting a monthly reimbursement, the Sponsor is certifying that the monthly claim is true and complete.

1. **Record Process & Timeline:** 
   1. The Position Title in CNPweb will compile all supporting documentation for each month (menus, menu documentation (CN labels, credited recipes, etc.) POS meal counts, and, if applicable, vendor or delivery receipts) within timeframe (two weeks of the last day of the respective month, the first week following the claim month, etc.)
      1. Position Title in CNPweb listed in Step 1 does not complete the documentation review. Position Title in CNPweb will submit the complied documentation to Position Title in CNPweb who will complete the documentation review prior to claim submission.
   2. The Position Title in CNPweb will review all documentation within number days of compiling to ensure the following:
      1. The point of service meal counts will be checked by describe process used to review consolidation of meal count. This process will ensure the following:
         1. POS meal counts have been consolidated accurately
         2. Only meals eligible for reimbursement are claimed
         3. Meal count records are complete
         4. If errors are found while reviewing point of service meal counts, Position Title in CNPweb will describe what steps staff will do to document the updated meal count and reason
      2. The menu will be reviewed for meal pattern and documentation compliance by describe process used to review menu prior to claim submission to ensure the following:
         1. Menu must reflect the meals actually served to participants
         2. Menus must have the complete date (month, day, and year) to match the claim month
         3. Recipes that are used have meal component crediting information
         4. Required documentation for items served are on file (CN Labels, MPFS, Standard of Identity, etc.)
         5. If errors are found while reviewing meal pattern and documentation compliance, Position Title in CNPweb will describe what steps staff will do to document the updated meal count and reason
         6. If documentation from the vendor is missing, Position Title in CNPweb will describe what steps staff will take to follow-up with the vendor
   3. The Position Title in CNPweb will have the Position Title in CNPweb double check all documentation listed in Step 2 within number days of completing the initial review.
   4. It is Position Title in CNPweb’s responsibility to submit the monthly claims into CNPweb for reimbursement within thirty days of the timeframe (last day of the respective month, two weeks of the last day of the respective month, etc.)
      1. The Position Title in CNPweb will complete a double check of the information Position Title in CNPweb entered in Step 5 to ensure the information entered into CNPweb is complete and accurate. This double check will occur within number days of Step 5 being completed.
   5. Position Title in CNPweb is responsible for describe what staff will do to ensure claims are submitted within the 60 day period. Example: Staff will have a calendar reminder to check the claim on a monthly basis to ensure claim has been submitted.

Position Title in CNPweb is responsible for printing the CNPweb claim/saving an image of the CNPweb claim as a pdf once the claim is submitted, as backup documentation for proof of claim submission.

1. **Where are the completed records kept:** Describe what location and what room all records needed for claim review will be held. Include any information that would be necessary for someone to locate these forms.
2. **Procedure back-ups:** 
   1. If Position Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will be responsible for these step(s).
   2. If Position Title in CNPweb is unavailable for Step Number(s) then Position Title in CNPweb will be responsible for these step(s).

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