

Submitting Claims to the State

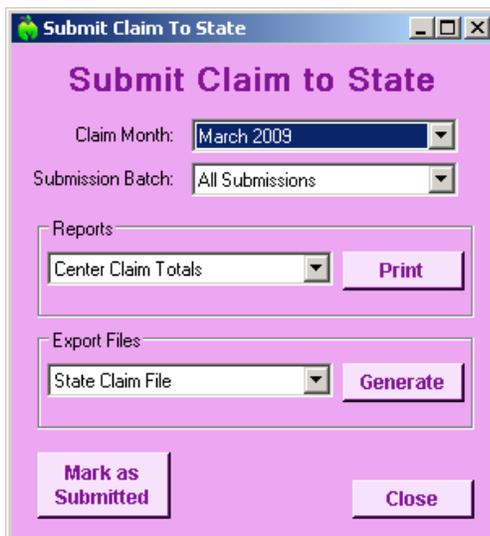
Overview

Once each of your individual center claims are processed and you've reviewed the Office Error Report (OER), you are ready to submit all your claims to your state agency.

Depending upon how your state agency works, you may submit one set of numbers for your agency as a whole (**Aggregate Claiming**), or you may submit numbers for each center's claim individually (**Site Based Claiming**). Minute Menu provides the tools to submit either way. And if your state agency allows it, Minute Menu will create an upload file that can be uploaded to your state agency's web site to automate the process.

Getting Ready to Submit

When you're ready to get started, go to **Claims >> Submit Claim to State**.



By default, the Claim Month will be your current claim month. (Each month, when you're done with claim, you can advance to the next month via Claims >> Advance Claim Month).

You can choose to print a variety of different reports:

- Center Claim Totals – Total Meal Counts broken down by center. Use this for Site Based Claiming.
- Participant Totals by Center – Offers F/R/P and Title XX breakdowns by center. Also used for Site Based Claiming.
- State Summary – Aggregate totals of all meal counts for all centers. Use this for Aggregate Claiming.
- Summary by FRP – Aggregate totals that reconcile pre-disallowed (pre-processed) meal counts with

claim counts (determined as a result of running Process Claims). Sometimes useful for Aggregate Claiming.

- Monthly Receipt Totals – Total of receipts by expense category broken down by center. (Aggregate totals are also reported on the State Summary).
- Non Profit Status Report – Compares receipt totals with claim totals for all centers to demonstrate whether a center is operating the CACFP on a non-profit basis.

State Claim Upload Files

A few states allow you to transmit information electronically, rather than manually typing the information in the state's web system. If you operate in one of these states, the [Generate] button will be enabled. Click [Generate] and Minute Menu will create a claim file that can be uploaded to the state website. Once the file is generated, login to the state web site, and then choose to

upload the file you just saved. (It's important to remember where you saved it and what the file name is; you'll be prompted for this info when you click [Generate]).

When you do this, be sure you've set Minute Menu up so that it knows the number you've been assigned by the state agency. This is done in Administration >> Manage Policies, policy A01.

Claim Submission Batches

Each time you submit claim numbers to the state, you should click the [Mark as Submitted] button on this screen. This tells Minute Menu that all the claim information in the system at that time for that month is now finalized and has been submitted to the state for reimbursement. This effectively locks that claim information down, so if it's ever changed after it has been marked as submitted, those changes are tracked separately from the original claim(s). This way, you can easily identify inadvertent changes.

In addition, you may find it occasionally necessary to submit an amended claim to the state. This can happen if you discover that one of your centers' claims had some missing paperwork initially, and so you initially submitted one set of numbers for that center to the state, but subsequently you wanted to correct the submission with the new set of numbers. This can also happen if one center sent in paperwork late, and so was left out of your initial submission to the state. When you click [Mark Claim as Submitted] button, Minute Menu will automatically track the difference between an original claim submission and an amendment.

The Submission Batch drop down box will be populated with all the various submission batch choices for a given month. Initially, it will have only two choices: All Submissions, and Not Yet Submitted. Once you mark a batch as submitted, the "Not Yet Submitted" group will be assigned to the current date. So at that time you'd see an All Submissions choice and another choice that is a date, for example: 3/15/2010. If you process any claims after you mark as submitted, a third choice will then appear, again as Not Yet Submitted. And once that batch is submitted, that will again become a date. So you'd then have All Submissions, 3/15/2010, and say, 4/15/2010.

When printing reports from this function, certain reports will list data specific to the claim submission batch. So you can easily see the month as a whole (if you choose All Submissions), or one specific submission batch's data (if you choose that specific submission batch). If you only have one submission batch in a month, then there is no difference between All Submissions and that batch (whether it's Not Yet Submitted or a specific date).

Center Error Reports & List Claims

When centers print their Center Error Reports, if you have not clicked [Mark Claim as Submitted], the center will see a message on the report that indicates that the report isn't final until submitted to the state. Once you Mark the Claim as Submitted, the center will no longer see that message.

In addition, when you view the List Claims function, the “Submitted” column reflects this same information. A claim can have Yes, No, or Partially listed as a choice, where Yes indicates you have marked the claim as submitted to the state, No indicates you haven’t, and Partially indicates that a claim has been adjusted, with the original portion of the claim having been submitted but the adjustment is not yet submitted.

Aggregate Claiming Issues – Balancing with the State

In some states that require you to submit Aggregate Claims – ie, one set of numbers for all the centers in your agency, rather than numbers broken down by center – you can run into issues related to allocating funds to specific centers. This occurs when the state only asks for total meal counts, and f/r/p participant totals. If the state doesn’t just ask for total meals, but instead asks for meal counts broken down by free/reduced/paid (so total free breakfasts, total paid breakfasts, etc), then you won’t run into any problems (and you can ignore the rest of this help document). But if instead the state just asks for meal count totals, then the state will be applying a single blended rate to all your centers in aggregate. This will cause your agency to receive a different amount from the state than what you would compute when processing each center’s claim individually and adding the sum of the center’s claim totals.

To explain, consider this example:

Two center claims:

	Center A	Center B	Total
Breakfast	1000	1000	2000
Snacks	1000	1000	2000
Lunch	1000	1000	2000
Free Participants	30	50	80
Reduced Participants	10	3	13
Paid Participants	20	2	22

If we calculate blended rates for each center individually and the combined total (using the rates from July 2009, and excluding cash-in-lieu), we get:

Total Reimbursement	\$3260.00	\$4663.27	\$7862.26
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Notice the total of Center A + Center B = \$7923.27. So the sum of the individual totals is different than the total when computed by the state using your aggregate numbers. The difference in this case causes your agency to get less than the individual computations; sometimes it is greater.

To address this issue, Minute Menu includes a Balance State Funds function to reconcile the amount received by the state with the amount computed per center. This function allocates any overage or underage from the state on a pro-rata basis to each of your centers.

Balance State Funds

To run the function, go to **Payments >> Balance State Funds**.

You will need to have already marked your claims as submitted. Likewise, if you pay centers, you must run this function before you pay them.

It will list the count of center claims to be reconciled in the Unpaid Centers row. (The other rows here are applicable if you submit an amended claim to the state).

It then lists the total reimbursements for the month (which when you only do a single submission to the state will always match the total reimbursement for unpaid claims). This is the value computed by Minute Menu as the sum of your individual claim totals.

In the white box, type the dollar amount you're receiving from the state. Then click [Change Center Reimbursement].

The system will then automatically update each center's claim, increasing or decreasing the center's claim based on whether the amount from the state is greater than or less than the sum of center's claims as computed by Minute Menu.

Note: If Policy B4 is set to No, any increase or decrease will apply to the center's overall claim, and both the center reimbursement & admin amounts will change proportionately (so the admin rate will remain the same). However, if that Policy is set to Y, the reimbursement amount to the center won't go down (in the event that state funds are less than what was computed by Minute Menu), only the admin amount will go down, causing the admin rate for that center to drop slightly. (In the event that state funds are more than what was computed by Minute Menu, both will be increased proportionally).

The specific logic used when applying this difference is a weighted average per center, based on the center's total reimbursement as computed per center. So, to continue the example from the previous page:

Amount Originally Computed by Minute Menu:	\$7923.27
Amount From State:	\$7862.26
Net Difference	-61.01

	Claim Total	Percent
Center A	\$3260.00	41.1%
Center B	\$4663.27	58.9%

So we will apply the following changes to these claims:

Center A: $41.1\% * -61.01 = -25.07$	Center A's new claim total: \$3234.93
Center B: $58.9\% * -61.01 = -35.94$	Center B's new claim total: \$4627.33

Once you run this function, each center's claim is changed appropriately. If you print the Center Claim Totals report now, you'll see the new dollar totals reflected for each center (although the meal counts will still be the same as they were previously). If you run the Balance State Funds function again, the Total Reimbursement for Month will now show the new total, so if you happen to click the [Change Center Reimbursement] button again, there won't be any changes applied to the claim since once the function is run once, the claim will balance to the state's totals.

If you sponsor unaffiliated centers, you'll be ready to pay the center claims once this balancing function is run.