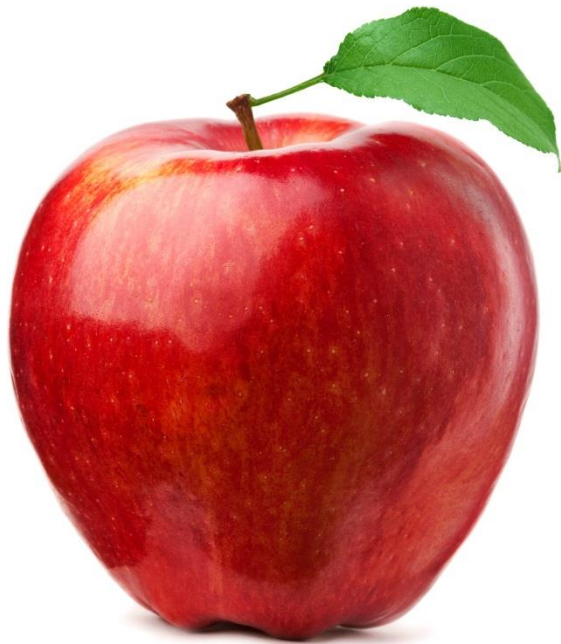


SNEARS 2.0

2019



Reimbursement



NJ Department of Agriculture
Division of Food & Nutrition
School Nutrition Programs

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Introduction

Overview of the SNEARS 2.0 Reimbursement Manual

This manual provides a detailed description of how to use SNEARS 2.0 to submit claims for reimbursement.

What's new in SNEARS 2.0?

The same information; entered differently.

The same basic information provided in SNEARS 1.0 will be entered in SNEARS 2.0, but the way it is entered has been updated to make the process easier and more efficient.

1. One of the enhancements of the new SNEARS 2.0 is that it will operate from July 1 through June 30th to coincide with the School Year months of operation.
2. A link will now be available in the New Jersey Department of Agriculture's web page where the general public will have access to Resources and Training previously only accessible to SNEARS users.
3. If errors occur when submitting vouchers, additional information is now provided to make it easier to determine the error and correct it.
4. Users will now be able to see the history and status of 12 months of claims at a time, instead of only one; and payment status (e.g. Paid, Late, Hold) will be easily visible.

Recommended internet browser

The recommended browser for SNEARS 2.0 is **Google Chrome**.

Terms and Acronyms

AE - Area Eligible

ASSP - After School Snack Program

CEP - Community Eligibility Provision

DC - Direct Certification

FFVP - Fresh Fruit and Vegetable Program

FSMC - Food Service Management Company

LTP - Letter to Parent

NSLP - National School Lunch Program

PMO - Paid Milk Only

RCCI - Residential Child Care Institution

Reg - Regular rate of reimbursement

SBP - School Breakfast Program

SFA - School Food Authority

SMP - Special Milk Program- Milk is served at the free and paid rate of reimbursement

SNEARS - School Nutrition Electronic Application and Reimbursement System

SN - Severe Need (Higher rate of reimbursement)

SNP - School Nutrition Programs

SSMP - Split Session Milk Program- Milk is served to students in Kindergarten, Pre- Kindergarten and Pre-School that have half school day and do not have access to any other meal program

1. Accessing the Reimbursement Claim System

Log into the System

Users will click [Login](#) from the myNewJersey page, found at my.state.nj.us.

myNewJersey
powered by njoit

Log In to myNewJersey

1 Login ID:
[Forgot your login ID?](#)

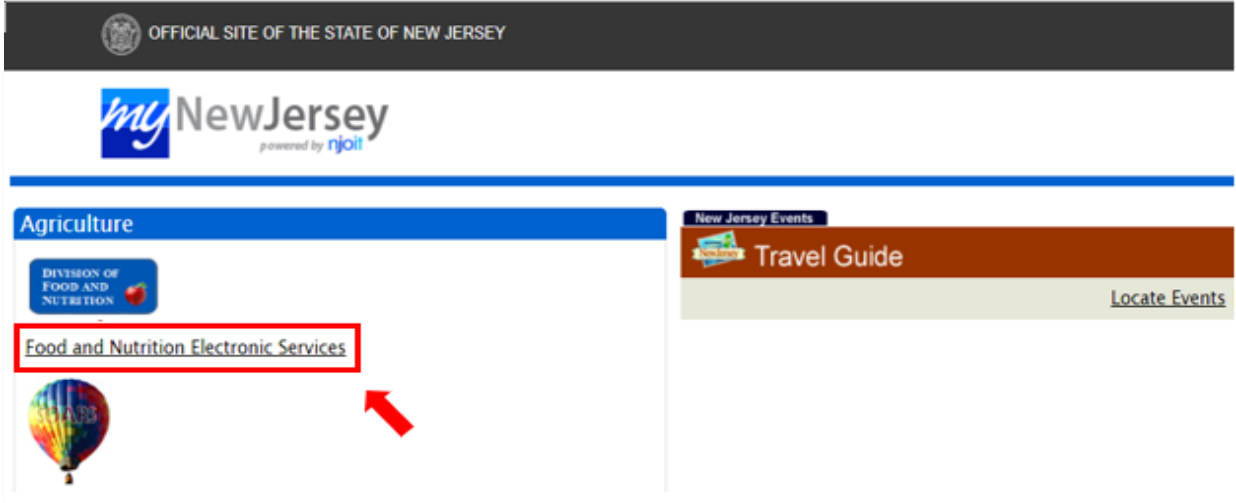
2 Password:
[Forgot your password?](#)

3 [Log In](#)
[Need help?](#)

Don't have a myNewJersey account?
[Sign Up](#)

1. Enter Login ID.
2. Enter Password.
3. Click Log In.

Once logged in, the **myNewJersey Portal** page will be shown as below. Click the link for the [Food and Nutrition Electronic Services](#).



After clicking the Food and Nutrition Electronic Services link, the SNEARS home page will appear.

Accessing Reimbursement from the SNEARS Home Page

From the SNEARS home page, numerous applications can be accessed, including the Application Packet, Direct Certification, and others. For the purposes of this manual, we will be focusing on **Reimbursement**, as outlined in red below:

The screenshot displays the SNEARS home page for the State of New Jersey Department of Agriculture. The page features a dark blue header with the state seal and the text "State of New Jersey Department of Agriculture". On the right side of the header, there are links for "NJ Portal", "Announcements and Memos", and "Logout".

The main content area is titled "Division of Food And Nutrition" and is divided into three columns:

- NJDA Announcements:** Contains three links: "NEW Unpaid Meal Charges Resources on USDA Website! [1/3/2019]", "USDA Equipment Assistance Grant Opportunity - Applications due January 15, 2019 [1/3/2019]", and "Webinar - School Breakfast Meal Pattern & Offer vs Serve [1/3/2019]". A "View All" link is at the bottom.
- Upcoming Deadlines:** Currently empty, with a "See more..." link at the bottom.
- Training / Resources:** Contains two links: "Training" and "Resources".

Below these columns is the "School Nutrition Programs" section, which features four icons in a row:

- Application Packet:** School Nutrition Electronic Application System.
- Reimbursement:** School Nutrition Reimbursement System. This icon and its text are highlighted with a red border.
- DIRECT CERTIFICATION:** Direct Certification.
- FFVP:** Fresh Fruit and Vegetable Program.

1. Click on the Reimbursement tile.
2. If users oversee more than one SFA, a drop-down box will appear where users must select the SFA they want to work on:

State of New Jersey
Department of Agriculture

NJ Portal SNEARS Home Announcements and Memos Logout

School Nutrition Reimbursement System

Thank you for using the School Nutrition Reimbursement System (RMBS). Below is the list of SFAs. To continue, click on the agreement number.

Select SFA

Please select the SFA you wish to work on from the drop down list and click on Continue to proceed.

Select SFA:

- Select SFA to continue
- HILLSDALE BD OF ED-00302180-BERGEN
- TEST BD OF ED-10010010-MONMOUTH

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3. Choose the appropriate SFA and click Continue.
4. The Claims Summary page will appear.

The next section will begin with an exploration of the Claims Summary page and continue with full instructions on how to fill out and submit the Reimbursement Voucher.

2. The Reimbursement Application

Claims Summary Page

The Claims Summary Page contains a list of all 12 months of the year, along with statuses for vouchers, payments, and certification.

1. Choose the School Year that is being managed. This will default to **Current SY**, but information from previous years can be accessed as well:

The screenshot displays the 'School Nutrition Programs - Reimbursement Application' interface. At the top, it shows the State of New Jersey Department of Agriculture logo and navigation links for NJ Portal, SNEARS Home, Announcements and Memos, and Logout. The main header includes 'School Nutrition Programs - Reimbursement Application' and a 'My Account' button. Below this, there are navigation links for 'Claims Summary', 'Reports', and 'Resources', along with a 'Select SFA' button. The user is welcomed as 'David Reed' and the system is identified as 'Welcome to School Nutrition Reimbursement System (RMBS)'. A search bar contains the text 'TEST BD OF ED - 10010010'. A 'School Year' dropdown menu is open, showing options: 'Current SY 2018-2019', 'Next SY 2019-2020', 'Current SY 2018-2019' (highlighted), 'SY 2017-2018', 'SY 2016-2017', 'SY 2015-2016', 'SY 2014-2015', and 'SY 2013-2014'. A red arrow points to the dropdown menu. Below the dropdown, there are buttons for 'Claim Month - Calendar Year', 'Voucher Status', 'Payment Status', 'Certified Date', and 'Payment Processed Date'.



TIP

The new school year begins July 1. Sponsors are encouraged to submit June vouchers during the month of June. However, if you wait until after July 1 to enter your June voucher, you will need to access the previous School Year, which ends on June 30.

2. Once the School Year has been selected, a list of all 12 months for the chosen year will appear:

School Nutrition Programs - Reimbursement Application My Account

Claims Summary Reports Resources

Welcome TEST SUBMITTER

Welcome to School Nutrition Reimbursement System (RMBS)

The sponsor voucher for MARCH - 2019 has been Submitted successfully.

TEST BD OF ED - 10010010

School Year: Current SY 2018-2019

Claim Month - Calendar Year	Voucher Status	Payment Status	Latest Voucher Number	Submitted Date	Certified Date	Payment Processed Date
JULY - 2018						
AUGUST - 2018						
SEPTEMBER - 2018						
OCTOBER - 2018	Paid	Paid	1	04/18/2019 16:47:33	04/18/2019 16:51:46	
NOVEMBER - 2018	Paid	Paid	1	04/18/2019 16:48:07	04/18/2019 16:51:53	
DECEMBER - 2018	Paid	Paid	1	04/18/2019 16:48:48	04/18/2019 16:51:59	
JANUARY - 2019	Paid	Paid	1	04/18/2019 16:49:26	04/18/2019 16:52:05	
FEBRUARY - 2019	Paid	Paid	1	04/22/2019 17:13:18	04/22/2019 17:13:36	
MARCH - 2019	Submitted	Submitted	2	04/22/2019 17:18:01		
APRIL - 2019						
MAY - 2019						
JUNE - 2019						

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In the next section, we will see how to submit claims for a chosen month, but first, let's take a closer look at this Claims Summary screen.

A few notes about the Claims Summary screen:

In SNEARS 1.0, only one month could be seen at a time; but in SNEARS 2.0, all months can be seen on a single page, along with statuses for vouchers, certification, and payments.

Columns with the following information are provided:

1. Voucher Statuses - which include:

- **Needs to be Submitted** – the voucher has been filled out, but not submitted.
- **Submitted** – the voucher has been submitted, but is still awaiting certification.
- **Certified** – the claim reimbursement has been certified and is scheduled for payment.
- **Paid** – the claim has been paid.

2. Payment Statuses – which include:

- **Submitted, Certified, and Paid**, as explained above.

- In addition, payment statuses of **Late** or **Hold** could be listed here. For an explanation of these statuses, please see **Appendix A – Late Claim Submissions** and **Appendix D – Holds**.

3. **Latest Voucher Number** – each new revision of a claim will be given a new Voucher Number, which will be listed here.

4. **Submitted Date** – when the voucher was submitted for certification.

5. **Certified Date** – when the voucher was certified.

6. **Payment Processed Date** – when payment was processed for the claim.

Now that we have a better understanding of the information on this screen, let's see how to fill out and submit vouchers.

From the Claims Summary screen, click the month for which reimbursement is being requested. This will open the Site Voucher Summary.

Site Voucher Summary

The screenshot displays the 'School Nutrition Programs - Reimbursement Application' interface. At the top, there is a navigation bar with the State of New Jersey Department of Agriculture logo and links for 'NJ Portal', 'SNEARS Home', 'Announcements and Memos', and 'Logout'. Below this, the page title 'School Nutrition Programs - Reimbursement Application' is shown, along with a 'My Account' button. A secondary navigation bar includes 'Claims Summary', 'Reports', 'Resources', and 'Select SFA'. The main content area is titled 'Sponsor Voucher Revision Summary' and shows a claim for 'TEST BD OF ED - 10010010' for 'MARCH - 2019'. The 'Site Voucher Summary' section includes a search box and an 'Export Data to Excel' button. A table lists three test sites with columns for sort order, site name, status, and submitted date. At the bottom, there are buttons for 'View & Submit Sponsor Voucher' and 'Back to Claims Summary'.

State of New Jersey
Department of Agriculture

NJ Portal SNEARS Home Announcements and Memos Logout

School Nutrition Programs - Reimbursement Application My Account

Claims Summary Reports Resources Select SFA

Sponsor Voucher Revision Summary

TEST BD OF ED - 10010010 Claim For: MARCH - 2019

Site Voucher Summary

Below is the list of all the active sites for the selected month and year. Click on each site to view/edit the Site Voucher details. You can use the Search box on the right to filter the sites.

Export Data to Excel Search:

# Sort Order from Site Details ↑↓	Site Name ↑↓	Site Voucher Status ↑↓	Submitted Date ↑↓
1	TEST SITE 1		
2	TEST SITE 2		
3	TEST SITE 3		

Showing 1 to 3 of 3 entries

View & Submit Sponsor Voucher Back to Claims Summary

The [Site Voucher Summary](#) contains a list of sites for the Sponsor. To complete a claim for reimbursement, click to open each site, fill out and submit the voucher for each, and then submit the entire Sponsor Voucher.


A few quick notes about the Site Voucher Summary:

- All sites for the selected Sponsor are listed here on a single screen – the Site Voucher Summary.
- For Sponsors with a large number of sites, it may be helpful to sort the list by site name or number – just click on the header for the appropriate column.
- The search field makes it possible to find sites quickly by name.
- The last two columns provide the status of the voucher for each site, and the date the voucher was submitted.

To begin filling out a voucher, click the name of one of the sites on the list.

Site Voucher

To complete a Site Voucher, fill out the available fields and click Submit.



State of New Jersey
Department of Agriculture

[NJ Portal](#) | [SNEARS Home](#) | [Announcements and Memos](#) | [Logout](#)

School Nutrition Programs - Reimbursement Application
My Account

Claims Summary | Reports | Resources
Select SFA

Site Voucher Details For TEST SITE 1

TEST BD OF ED - 10010010
Claim For: **MARCH - 2019** (Voucher Number: 1)
Sponsor Voucher Status: **Submitted**

Field Legend
Non Participating:
Non Editable:

Section 1: Number of Students Eligible/Approved for Meal/Milk Benefits

Report the number of students with access to EITHER LUNCH OR BREAKFAST, whichever number is higher. Do NOT report the sum of breakfast and lunch participants.

Category	Lunch/Breakfast *	Regular After School Snack	Special Milk
Free	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	0
Reduced Price	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

Section 2: Enter Participation Data for Month

	National School Lunch	School Breakfast		After School Snack	
		Regular	Severe Need	Regular	Area Eligible
Meal Service Days	<input style="width: 100%;" type="text"/>	0	0	0	0
Average Daily Attendance	<input style="width: 100%;" type="text"/>	0	0	0	0
Enrollment	<input style="width: 100%;" type="text"/>	0	0	0	0

Section 3: Special Milk Program

#1/2 Pints Milk Purchased	Total Cost Of Milk (Round to whole dollars)	#1/2 Pints of Carry over Milk from Prior Month
0	0	0

Section 4: Report Number of Meals/Milk claimed for the Month

	National School Lunch	School Breakfast		After School Snack		Special Milk
		Regular	Severe Need	Regular	Area Eligible	
Free	<input style="width: 100%;" type="text"/>	0	0	0	0	0
Reduced	<input style="width: 100%;" type="text"/>	0	0	0		
Paid	<input style="width: 100%;" type="text"/>	0	0	0		0
Total	<input style="width: 100%;" type="text"/>	0	0	0	0	0

Students Not Receiving a Meal because of Unpaid Meal Charges

Number of Students

Save
Submit Site Voucher
Back to Sponsor Voucher Summary

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Navigating the Site Voucher – Things to Note

Color Legend – at the top of each voucher is a **Field Legend**.



The legend explains what different colors within the voucher mean:

Blue = a program for which the site is not participating. Blue fields do not need to be filled out.

Non-Editable = this field cannot be changed.

Clear / white = fields that are part of an active program. These fields should be completed.



TIP

The programs that show clear / white fields are the ones that were listed as active within the Letter to Parent. If a program is unexpectedly showing as non-participating on the Site Voucher, it is probably because it was mistakenly left out of the Letter to Parent. The SFA should correct and re-submit their Application Packet to include the overlooked program.

The Fields within the Site Voucher

The Site Voucher includes the following sections:

Section 1: Number of Students Eligible/Approved for Meal/Milk Benefits

- Including Free and Reduced Price

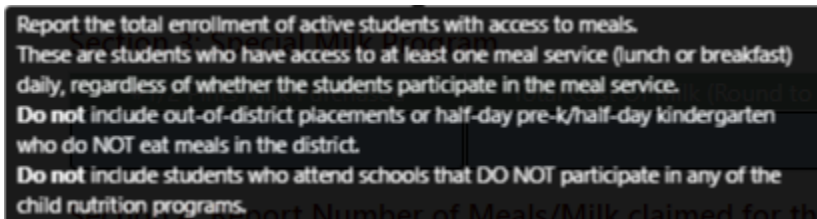
Section 2: Participation Data for the Month

- Including Meal Service Days, Average Daily Attendance, and Enrollment



TIP

Hovering the mouse over the Enrollment field will produce a dialog box with instructions:

A black dialog box with white text. The text reads: 'Report the total enrollment of active students with access to meals. These are students who have access to at least one meal service (lunch or breakfast) daily, regardless of whether the students participate in the meal service. Do not include out-of-district placements or half-day pre-k/half-day kindergarten who do NOT eat meals in the district. Do not include students who attend schools that DO NOT participate in any of the child nutrition programs.'

Report the total enrollment of active students with access to meals.
These are students who have access to at least one meal service (lunch or breakfast) daily, regardless of whether the students participate in the meal service.
Do not include out-of-district placements or half-day pre-k/half-day kindergarten who do NOT eat meals in the district.
Do not include students who attend schools that DO NOT participate in any of the child nutrition programs.

Section 3: Special Milk Program

- Including # of 1/2 Pints Purchased, Total Costs, and Carry over Milk

Section 4: Number of Meals/Milk claimed for the Month

- Including Free, Reduced, Paid and Total # claimed

Save or Submit Site Voucher

Once the available fields are completed, the voucher will either be saved (if it is partially filled out but needs to be completed later) or submitted:


A blue rectangular button with a white document icon and the text "Save".A green rectangular button with a white paper plane icon and the text "Submit Site Voucher".

Errors in the Site Voucher

If there is an error in the Site Voucher:

- A pink error message will appear at the top.
- The fields related to the error will be outlined in red.
- Error numbers will be shown in the corresponding fields.

For example, in the screenshot below, the error S402 is associated with the areas highlighted in red. This helps the user identify which sections of the voucher need to be addressed to correct the error.



State of New Jersey
Department of Agriculture

[NJ Portal](#) | [SNEARS Home](#) | [Announcements and Memos](#) | [Logout](#)

ⓘ The site voucher data that you entered is incorrect. X
Please review and update the data below and submit again.

TEST BD OF ED - 10010010 Claim For: **MARCH - 2019** (Voucher Number: 1) Sponsor Voucher Status: **Needs to be Submitted**

ⓘ Field Legend Non Participating: Non Editable:

Section 1: Number of Students Eligible/Approved for Meal/Milk Benefits

Report the number of students with access to EITHER LUNCH OR BREAKFAST, whichever number is higher. Do NOT report the sum of breakfast and lunch participants.

Category	Lunch/Breakfast *	Regular After School Snack	Special Milk
Free	26	0	0
Reduced Price	4 S402		

Section 2: Enter Participation Data for Month

	National School Lunch	School Breakfast		After School Snack	
		Regular	Severe Need	Regular	Area Eligible
Meal Service Days	16 S402	0	0	0	0
Average Daily Attendance	293	0	0	0	0
Enrollment	297	0	0	0	0

Section 3: Special Milk Program

#1/2 Pints Milk Purchased	Total Cost Of Milk (Round to whole dollars)	#1/2 Pints of Carry over Milk from Prior Month
0	0	0

Section 4: Report Number of Meals/Milk claimed for the Month

	National School Lunch	School Breakfast		After School Snack		Special Milk
		Regular	Severe Need	Regular	Area Eligible	
Free	336	0	0	0	0	0
Reduced Price	560 S402: Reduced School Lunches Claimed is greater than Reduced Applications multiplied by Meal Service Days.	0	0	0		
Paid	1743	0	0	0		0
Total	2135	0	0	0	0	0

Completing the remaining Site Vouchers

The same process outlined above will be repeated for each site on the Site Voucher Summary:

1. Click on the site name to open its voucher.
2. Complete the available fields.
3. Submit the voucher.

As each site voucher is submitted, its status on the Site Voucher Summary page will change to Submitted. Once all the site vouchers have been submitted, the Sponsor Voucher can be submitted.

Submitting the Sponsor Voucher

To view and submit the Sponsor Voucher, click the **View and Submit Sponsor Voucher** button at the bottom of the Site Voucher Summary:

Site Voucher Summary

Below is the list of all the active sites for the selected month and year. Click on each site to view/edit the Site Voucher details. You can use the Search box on the right to filter the sites.

[Export Data to Excel](#) Search:


# Sort Order from Site Details ^{↑↓}	Site Name ^{↑↓}	Site Voucher Status ^{↑↓}	Submitted Date ^{↑↓}
1	TEST SITE 1	Submitted	04/18/2019 11:05:13
2	TEST SITE 2	Submitted	04/18/2019 11:10:49
3	TEST SITE 3	Submitted	04/18/2019 11:11:57

Showing 1 to 3 of 3 entries

[View & Submit Sponsor Voucher](#) [← Back to Claims Summary](#)

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A summary of Voucher Meals Claimed will appear:


State of New Jersey
Department of Agriculture

[NJ Portal](#) | [SNEARS Home](#) | [Announcements and Memos](#) | [Logout](#)

School Nutrition Programs - Reimbursement Application
My Account

[Claims Summary](#) | [Reports](#) | [Resources](#)
Select SFA

Voucher Summary Meals Claimed

TEST BD OF ED - 10010010	Claim For: MARCH - 2019	Sponsor Voucher Status: Needs to be Submitted
--------------------------	--------------------------------	--

Info

Federal Funds for the After School Snack Program, the National School Lunch Program and the **Federal PB Lunch** come from the SAME source, therefore these amounts may be COMBINED on the check/electronic payment you receive. The Total Dollar Amount of this Claim represents the value of meals claimed for this month. It does not include any adjustments/overclaims that may need to be recovered from the payment you receive.

Federal PB Lunch - Performance based Lunch Reimbursement (\$ 0.06 per lunch)

Total Amount for Meals/Milk purchased for the Month

	National School Lunch	School Breakfast		After School Snack		Special Milk
		Regular	Severe Need	Regular	Area Eligible	
Free	1008	336	0	336	0	0
Reduced	168	56	0	56		
Paid	5229	1743	0	1743		0
Total	6405	2135	0	2135	0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$ 5352.27	\$ 0.0	\$ 326.13	\$ 1192.1	\$ 0.0	\$ 459.76	\$ 0.0	\$ 7330.26

[Submit Sponsor Voucher](#)

[← Back to Sponsor Voucher Summary](#)

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Review for accuracy, then click **Submit Sponsor Voucher** at the bottom of the page.

Click “Back to Sponsor Voucher Summary”, where the Sponsor Voucher will now show as Submitted:

Claim Month - Calendar Year	Voucher Status	Payment Status	Latest Voucher Number	Submitted Date	Certified Date	Payment Processed Date
JULY - 2018						
AUGUST - 2018						
SEPTEMBER - 2018						
OCTOBER - 2018	Paid	Paid	1	04/18/2019 16:47:33	04/18/2019 16:51:46	
NOVEMBER - 2018	Paid	Paid	1	04/18/2019 16:48:07	04/18/2019 16:51:53	
DECEMBER - 2018	Paid	Paid	1	04/18/2019 16:48:48	04/18/2019 16:51:59	
JANUARY - 2019	Paid	Paid	1	04/18/2019 16:49:26	04/18/2019 16:52:05	
FEBRUARY - 2019	Paid	Paid	1	04/22/2019 17:13:18	04/22/2019 17:13:36	
MARCH - 2019	Submitted	Submitted	2	04/22/2019 17:18:01		

A complete list of Voucher Statuses includes:

Needs to be Submitted – a voucher has been started, or a revision has been made, but the voucher has not been submitted.

Submitted – the voucher has been successfully submitted and the claim is ready to be certified.

Certified – The claim reimbursement is certified and is scheduled for payment.

Paid – The claim has been paid.

Certification, Notification, and Payment

Once the Sponsor Voucher has been submitted, it will be Certified, and payment will be scheduled.

The Process for Certifiers

Certifiers will be notified by email when a Sponsor Voucher has been submitted.

1. Navigate to the Claims Summary screen, where the monthly voucher will show a status of Submitted, as in the previous screenshot above.
2. Click the appropriate month to open the Voucher Summary page:

Sponsor Voucher Status

Below is the summary of your SFA voucher for **MARCH - 2019**.

# Voucher Number	Voucher Status	Payment Status	Submitted Date	Certified Date	Payment Processed Date
1	Submitted	⊘ Hold	04/30/2019 12:06:11		

[View Monthly Voucher Report](#) [View Voucher Summary Meals Claimed](#) [View Attendance Factor Justification](#)

Site Voucher Summary

Below is the list of all the active sites for the selected month and year. Click on each site to view/edit the Site Voucher details. You can use the Search box on the right to filter the sites.

[Export Data to Excel](#) Search:

# Sort Order from Site Details ^{↑↓}	Site Name ^{↑↓}	Site Voucher Status ^{↑↓}	Submitted Date ^{↑↓}
10	ANN BLANCHE SMITH	AF Edit	04/17/2019 13:46:36
20	GEORGE G WHITE	Submitted	04/09/2019 14:16:55
30	MEADOWBROOK	Submitted	04/09/2019 14:17:09

Showing 1 to 3 of 3 entries

[View & Certify Sponsor Voucher](#) [← Back to Claims Summary](#)

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3. Verify that the information is correct, then click the **View & Certify Sponsor Voucher** button, as outlined in red above.

- The Summary of Meals Claimed page will appear:

🏠 Claims Summary
📄 Reports ▾
📁 Resources

Voucher Summary Meals Claimed

HILLSDALE BD OF ED - 00302180
Claim For: **MARCH - 2019**
Sponsor Voucher Status: **Submitted**

Total Amount for Meals/Milk purchased for the Month

	National School Lunch	School Breakfast		After School Snack		Special Milk
		Regular	Severe Need	Regular	Area Eligible	
Free	0	1150	0	0	0	0
Reduced	0	337	0	0		
Paid	0	684	0	0		0
Total	0	2171	0	0	0	0

Total Dollar Amount of this Claim

Lunch			Breakfast		After School Snack	Special Milk	Total
Federal	Federal PB Lunch	State	Federal	State			
\$ 0.0	\$ 0.0	\$ 0.0	\$ 2706.35	\$ 0.0	\$ 0.0	\$ 0.0	\$ 2706.35

🔒 Certification Statements

Please read and acknowledge the following statement carefully before you certify the data.

All reimbursement claims must be submitted by the 10th of the month following the month being covered by this claim. Federal regulations require that final claim reimbursements be submitted by the 10th of the month following the end of the month being claimed.

All receipts, invoices and other documentation must be retained and available for audit for a period of 7 years after the end of this agreement year.

1

I Agree

2

Certify Sponsor Voucher

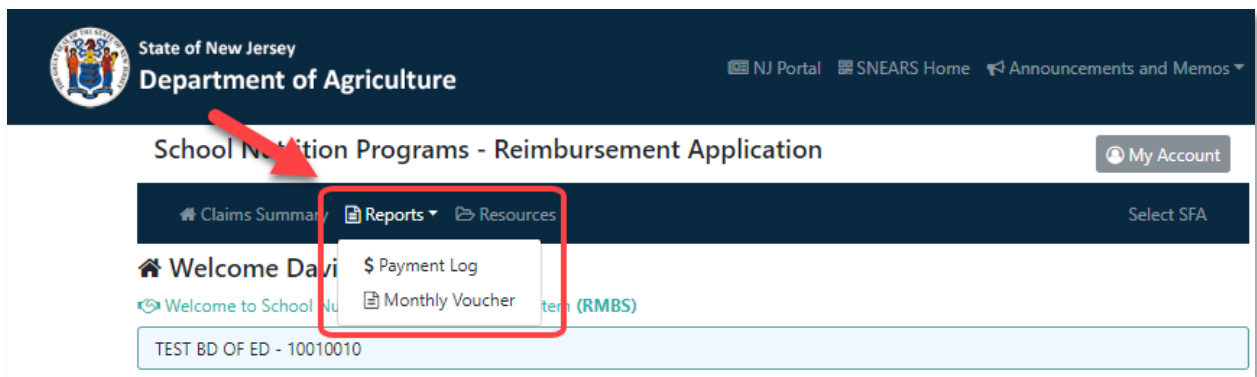
[← Back to Sponsor Voucher Summary](#)

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- Check the box that says "I Agree" to indicate agreement with the Certification Statements, then click the button labelled **Certify Sponsor Voucher**.
- The Voucher Status on the Claims Summary will now show as Certified, and the payment will show as Submitted.
- Payment will be scheduled, and once the claim has been paid, the Payment Status will automatically update to Paid.


3. Reports

Payment Logs and Monthly Vouchers can be accessed using the Reports tab in the upper-left corner of the screen:



Payment Log

The Payment Log is accessed from the Reports tab and includes a drop-down menu to select which Fiscal year to view. (Note: even though SNEARS has switched to a School Year calendar, we still receive Federal funding, so some reports still reflect a Federal year. However, this will not affect funding).



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Claims Summary
Reports
Resources
Select SFA

 **Payment Log Report**

Search criteria
(Enter the search criteria and click on search)

Fiscal Year

 Select Federal Fiscal Year


 SEARCH

Payment Log for HILLSDALE BD OF ED - 00302180 and fiscal year 2018

Month - Year	Processed Date /Monthly Total	CNP/NSLP Lunch CFDA #10.555		CNP/NSLP HHFKA CFDA #10.555		CNP/NSLP Breakfast CFDA #10.553		CNP/NSLP Supplements CFDA #10.555		CNP/NSLP Milk CFDA #10.556		State Lunch		Sta Rec
		O/P/ Recovery	Actual	O/P/ Recovery	Actual	O/P/ Recovery	Actual	O/P/ Recovery	Actual	O/P/ Recovery	Actual	O/P/ Recovery	St. Lunch	
OCTOBER 2017	11/27/2017 \$ 6,850.33	\$ 0.0	\$ 5945.83	\$ 0.0	\$ 490.14	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 414.36	\$
NOVEMBER 2017	12/13/2017 \$ 4,780.56	\$ 0.0	\$ 4162.65	\$ 0.0	\$ 334.74	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 283.17	\$
DECEMBER 2017	01/11/2018 \$ 5,078.14	\$ 0.0	\$ 4415.57	\$ 0.0	\$ 358.98	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 0.0	\$ 303.59	\$
Grand Total	\$ 16,709.03	\$ 0	\$ 14,524.05	\$ 0	\$ 1,183.86	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,001.12	\$

Monthly Voucher

The Monthly Voucher is also accessed from the Reports tab, and provides a drop-down menu to select a month and year for claims to be viewed.



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Monthly Voucher Report

Search criteria
(Enter the search criteria and click on search)

Claim Month

📅 MARCH

Claim Calendar Year

📅 2019

🔍 Search Report

Total Meals Claimed by Site for MARCH - 2019 (Voucher Number: 1)

School Name	Category	National School Lunch	School Breakfast		After School Snack		Special Milk
			Regular	Severe Need	Regular	Area Eligible	
ANN BLANCHE SMITH	Free	0	100	0	0	0	0
	Reduced	0	100	0	0		
	Paid	0	100	0	0		0
	Total	0	300	0	0	0	0
GEORGE G WHITE	Free	0	100	0	0	0	0
	Reduced	0	100	0	0		
	Paid	0	100	0	0		0
	Total	0	300	0	0	0	0
MEADOWBROOK	Free	0	100	0	0	0	0
	Reduced	0	100	0	0		
	Paid	0	100	0	0		0
	Total	0	300	0	0	0	0
Grand Total		0	900	0	0	0	0

4. Appendices

A - Late Claim Submissions

If your claim is being submitted or certified more than 60 days following the month of claim, the following error message will appear upon certification of the claim.

“In order to be considered for payment, you MUST complete the EXPLANATION OF LATE CLAIM SUBMISSION AND CORRECTIVE ACTION PLAN and SUBMIT THIS FORM.”

Late Voucher Justification

CARTERET BD OF ED - 02300730
Claim For: **DECEMBER - 2018**
Sponsor Voucher Status: **Needs to be Submitted**

Info In order to be considered for payment, you MUST complete the EXPLANATION OF LATE CLAIM SUBMISSION AND CORRECTIVE ACTION PLAN and SUBMIT THIS FORM.
If you have any questions, please call your payment specialist at 609-984-1439.

Contact details

Name	Telephone Number	Extn	Email Address
<input type="text" value="DANIELLE MOVELIS"/>	<input type="text" value="(000)000-0000"/>	<input type="text"/>	<input type="text" value="DANIELLE.FERNANDEZ@AG.NJ.GOV"/>

Explanation of late claim submission

Q1. Provide the reason(s) why the late submission occurred.

test

Q2. Was this late submission a revised claim?

test


Corrective action plan

You must complete the explanation of Late Claim submission and Corrective Action Plan. Federal regulations allow an exception to the requirement that vouchers be submitted timely, only once every 36 months when the reason for lateness is within the sponsor’s control.”

B - Attendance Factors

When Attendance Factor validation errors are triggered in a voucher:

1. A yellow error message will appear at the top of the screen.
2. The data fields in question will be highlighted in red.



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Site Voucher Details For ANN BLANCHE SMITH

ⓘ Please check the data for attendance factor validations. X
If the data is correct, you can proceed with submitting this site voucher, but you must complete the attendance factor justification when submitting the sponsor voucher.

HILLSDALE BD OF ED - 00302180 Claim For: **MARCH - 2019** (Voucher Number: 1) Sponsor Voucher Status: **Needs to be Submitted**

ⓘ Field Legend Non Participating: Non Editable:

Section 1: Number of Students Eligible/Approved for Meal/Milk Benefits

Report the number of students with access to EITHER LUNCH OR BREAKFAST, whichever number is higher. Do NOT report the sum of breakfast and lunch participants.

Category	Lunch/Breakfast *	Regular After School Snack	Special Milk
Free	<input style="width: 100px;" type="text" value="50"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text" value="0"/>
Reduced Price	<input style="width: 100px;" type="text" value="8"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Section 2: Enter Participation Data for Month

	National School Lunch	School Breakfast		After School Snack	
		Regular	Severe Need	Regular	Area Eligible
Meal Service Days	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="20"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Average Daily Attendance	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="79"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Enrollment	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="90"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>

S2J3: Check Attendance Factor - Free Reg breakfast Claimed is GREATER THAN Free Applications x Meal Service Days x (ADA breakfast/Enrollment breakfast)

Section 3: Special Milk Program

#1/2 Pints Milk Purchased	Total Cost Of Milk (Round to whole dollars)	#1/2 Pints of Carry over Milk from Prior Month
<input style="width: 100px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="0"/>

Section 4: Report Number of Meals/Milk claimed for the Month

	National School Lunch	School Breakfast		After School Snack		Special Milk
		Regular	Severe Need	Regular	Area Eligible	
Free	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 100px;" type="text" value="950"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>

The voucher can still be submitted with an Attendance Factor validation error, but a justification must be provided:

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Attendance Factor Justification

HILLSDALE BD OF ED - 00302180 Claim For: MARCH - 2019 Sponsor Voucher Status: Needs to be Submitted

Contact details

Name and Title of Contact Person Telephone Number Extn Email Address

ENTER CONTACT EMAIL

Justification

What is your Justification for Attendance Factor?

- ANN BLANCHE SMITH

Enter the justification

Submit

Once submitted, the voucher will appear on the Site Voucher Summary screen with a status of AF Edit:

# Sort Order from Site Details ↑↓	Site Name ↑↓	Site Voucher Status ↑↓	Submitted Date ↑↓
10	ANN BLANCHE SMITH	AF Edit	04/17/2019 13:46:36
20	GEORGE G WHITE		
30	MEADOWBROOK		

C – CEP Voucher

Field Legend Non Participating: Non Editable:

CEP info

This school/site currently participates in the Community Eligibility Provision (CEP). Enter ONLY the total number of meals served under NSLP and SBP. The system will then automatically calculate and populate the correct numbers for the free and paid categories based on the CEP reimbursement percentages.

This site's **Free Reimbursement Percentage** for Lunch and Breakfast based on the latest approved CEP Application packet is: **100%**

Section 1: Number of Students Eligible/Approved for Meal/Milk Benefits

Report the number of students with access to EITHER LUNCH OR BREAKFAST, whichever number is higher. Do NOT report the sum of breakfast and lunch participants.

Category	Lunch/Breakfast *	Regular After School Snack	Special Milk
Free	102	0	0
Reduced Price	0	0	

In the new SNEARS 2.0 CEP voucher shown here, enter the same information as was done in the past. Each site voucher will indicate if the site participates in CEP (outlined in red).

Simply report the “Number of Students With Access to Either Lunch or Breakfast, whichever number is higher” in the Free category box from your edit check worksheet.

For District-wide CEP sponsors, the number of “Free Approved” is the same as the total enrollment with access to meals.

Complete the Participation Data for the month, including the number of meal service days, average daily attendance, and the enrollment with access to meals.

The last step will be to record the total number of lunches and breakfasts claimed for the month.

The system will automatically calculate and populate the correct numbers for the free and paid categories based on the CEP reimbursement percentages.

D – Holds

For Sponsors in Hold status, claims should be submitted according to schedule, and payment will be processed when the Hold has been cleared.

The Claims Summary page will reflect the Hold status:

Claim Month - Calendar Year	Voucher Status	Payment Status	Latest Voucher Number	Submitted Date	Certified Date	Payment Processed Date
JULY - 2019						
JANUARY - 2019	Paid	Paid	1	04/18/2019 16:49:26	04/18/2019 16:52:05	
FEBRUARY - 2019	Paid	Paid	1	04/22/2019 17:13:18	04/22/2019 17:13:36	
MARCH - 2019	Certified	⊘ Hold	2	04/22/2019 17:18:01	04/22/2019 17:18:01	

5. Frequently Asked Questions

Q. Who can be a Certifier?

A. For all Public School sponsors, the Certifier must be the School Business Administrator or Board Secretary with the authority to sign contracts for the School Food Authority (SFA). For all Non-Public sponsors, the Certifier must be the Director or Principal authorized to sign contracts.

Q. Is having an Alternate Certifier required?

A. Yes.

Q. Who can be a Submitter?

A. For both Public & Non-Public sponsors, the Food Service Director is the Submitter.

Q. Is having an Alternate Submitter required?

A. No, but it is strongly encouraged. The Alternate Submitter is responsible for performing submitter duties in the absence of the submitter.

Q. What is the Sponsor Voucher Status?

A. Sponsor Voucher Status denotes the status of the Sponsor Voucher for a certain month. The Sponsor Voucher Statuses are: Needs to be Submitted, Submitted, Certified, or Paid.

Q. What is the Site Voucher Status?

A. Site Voucher Status denotes the status of each Site voucher for a certain month. The Site Voucher Status can be Saved, AF Edit, or Submitted.

Q. Can I view the sites in a specific order on the voucher?

A. The sites are listed on the voucher by the Sort Order Number they were assigned on the Site Details Page of the Application Packet. You may sort the list by Site Name or by Sort Order Number by clicking on the header of the appropriate column.

Q. Why are some of the meal types shaded in blue or grayed out on the voucher page?
A. If you have not been approved for a certain meal type as per your Letter to Parent, you will not be permitted to enter any data for that meal type. Please refer to the Field Legend on page 14 for specific guidance.

Q. What does the Save button mean in the Site Voucher Page?
A. Clicking on the Save button will save the data for access at a later time. Your claim for the month will not be completed unless you submit the data for each site.

Q. What is the next step after submitting all of the Site voucher data?
A. After submitting all of the Sites, you must click on the Submit Sponsor Voucher button on the Sponsor Voucher Summary screen.

Q. How do I access the Payment Log?
A. Choose the Payment Log from the Reports tab and select the Fiscal year that you wish to view from the drop-down menu.

Q. Will I be paid for each Site separately?
A. No. Since the Division of Food and Nutrition Programs executes an agreement with your district as a Sponsoring Agency, reimbursements are issued to the Sponsoring Agency.

Q. Will the Certifier receive notification that the Sponsor Voucher has been submitted?
A. Yes. Certifiers will be notified by email when a Sponsor Voucher has been submitted.

Q. If I made an error after submitting a voucher, but prior to certification, do I need to re-enter data for all of my sites, or just the one that needs to be corrected?
A. Only re-enter data for the site that needs to be corrected. Remember to re-submit the entire Sponsor Voucher so that the Certifier receives notification.

Q. Why does my voucher show a “Hold” status?
A. Holds may be placed on sponsors for failure to comply with program requirements. When a hold is placed by State Agency staff, an email is sent to both the Certifier and the Submitter in the district with a reason code and explanation. If your district is in a HOLD status, the reimbursement payment will not be released until the matter is resolved.

Q. Our last day of school is June 15th. Am I able to submit my June Voucher in the month of June?
A. Yes! The months of June, August, and December may be submitted before the actual end date of the month, as these months typically have fewer serving days. The month of June will always be the last claim month listed for a given school year.