SNEARS 2.0

2019

Reimbursement
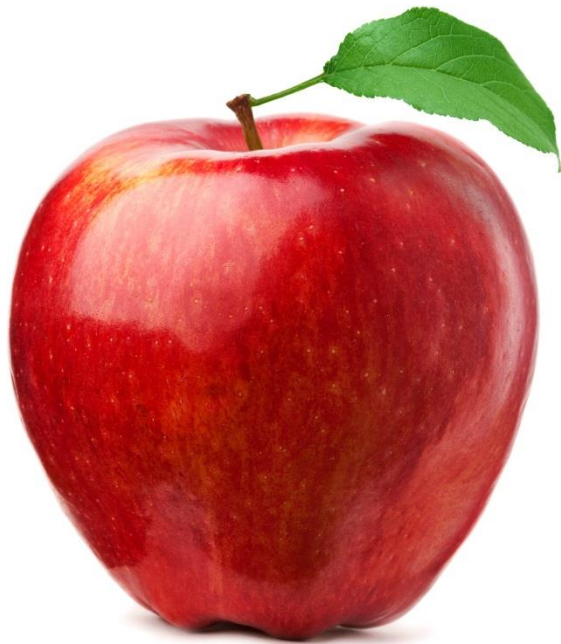
Contents

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.

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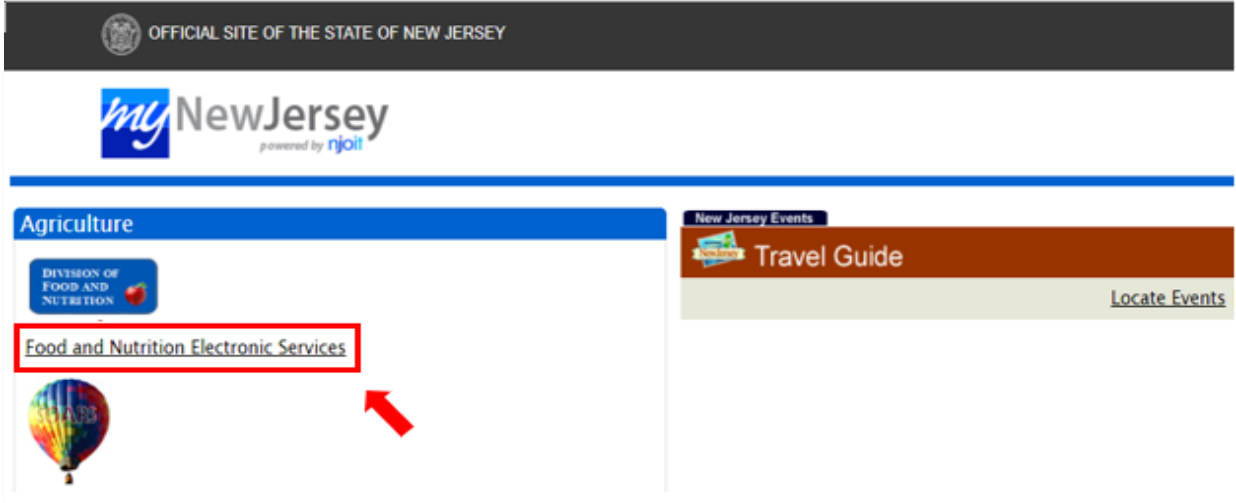
After clicking the Food and Nutrition Electronic Services link, the SNEARS home page will appear.

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:

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:

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:

🌞 **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.   X

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 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**

❶ **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			0
Reduced Price			

Section 2: Enter Participation Data for Month

	National School Lunch	School Breakfast		After School Snack	
		Regular	Severe Need	Regular	Area Eligible
Meal Service Days		0	0	0	0
Average Daily Attendance		0	0	0	0
Enrollment		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		0	0	0	0	0
Reduced		0	0	0		
Paid		0	0	0		0
Total		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**.

ⓘ Field Legend	Non Participating:	Non Editable:

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
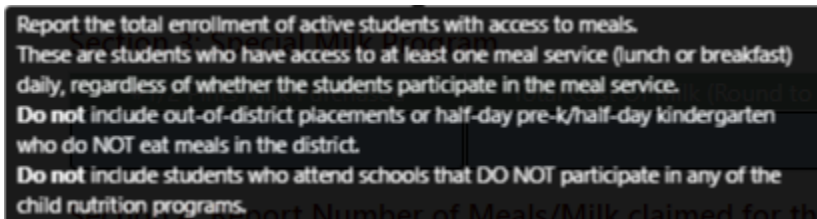- Including Free and Reduced Price

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:

> 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:

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.

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:

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				
Federal	Federal PB Lunch	State	Federal	State	After School Snack	Special Milk	Total
$ 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:

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

4. The Summary of Meals Claimed page will appear:

5. Check the box that says "I Agree" to indicate agreement with the Certification Statements, then click the button labelled **Certify Sponsor Voucher**.

6. The Voucher Status on the Claims Summary will now show as Certified, and the payment will show as Submitted.

7. 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:
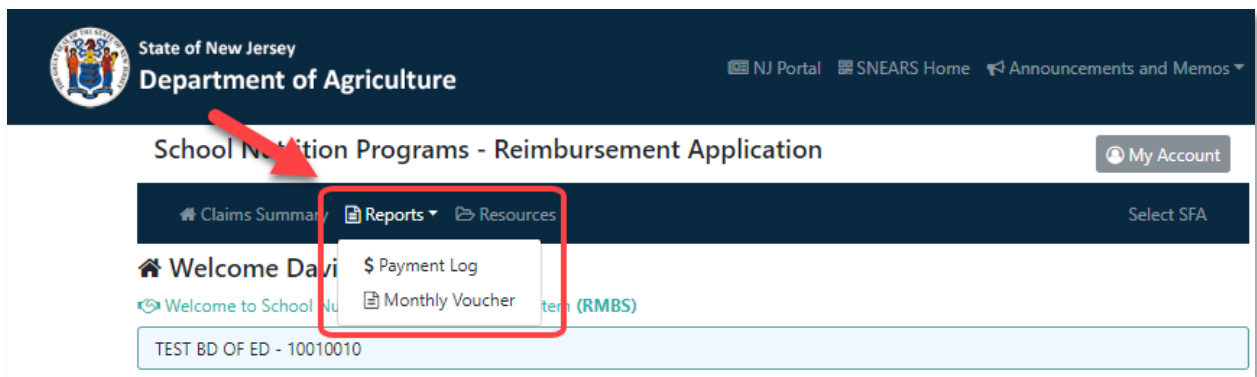
Payment Log

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).

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

💼 **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
		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	C Rec
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.

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

💼 Monthly Voucher Report

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

Claim Month	Claim Calendar Year
📅 MARCH ▾	📅 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	Special Milk
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.*

> *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.

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

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

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

O 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.

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
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.