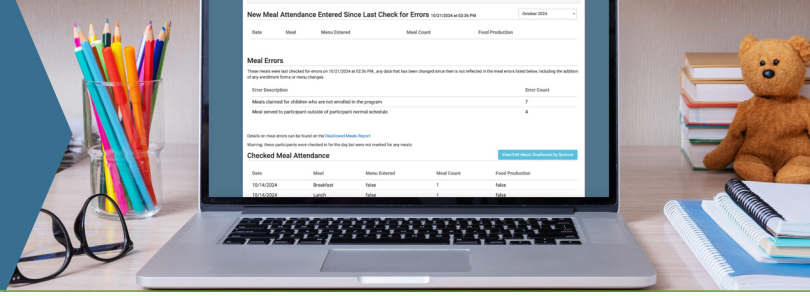
How To
CHECK FOR ERRORS & SUBMIT TO SPONSOR



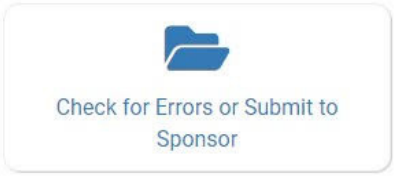
Since your first claim is coming up soon, we wanted to send a reminder on how to check for errors (which can be done anytime!) as well as how to submit your claim to your sponsor.

HOW TO: Check for Errors

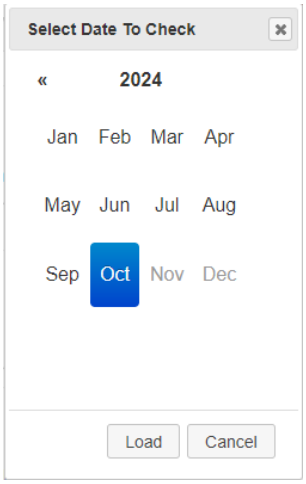
You can check for errors as many times as you want! We strongly encourage you to click “check for errors” at least once a week.

To Check for Errors:

- Click on “Check for Errors or Submit to Sponsor” on the main dashboard.

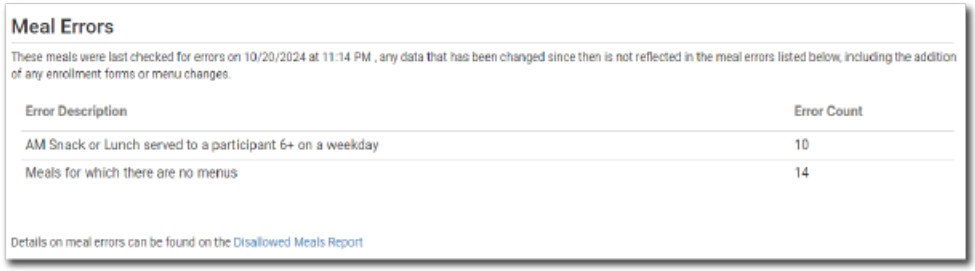


- Select October 2024 and click “Load”.



- Scroll down to the bottom of the page and click the button that says “Check for Errors”.

- The system will run the meals through the edit checks and display a progress bar. This may take several minutes. Once the edit checks are complete, the meal errors list will be updated.



There is a shortcut to the Disallowed Meals Report (which is similar to the Office Error Report) which will give you details about which meals are being disallowed and why. To learn more about a specific error, go to the My Food Program Help Center and type the error description into the search bar.

If you change any data, **be sure to click “Check for Errors” again** so that the list of meal errors is refreshed with the new information.

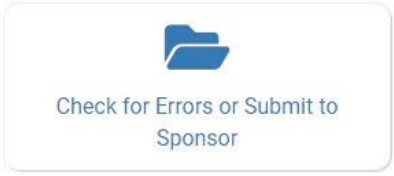
continued on next page >

HOW TO: Submit to Sponsor

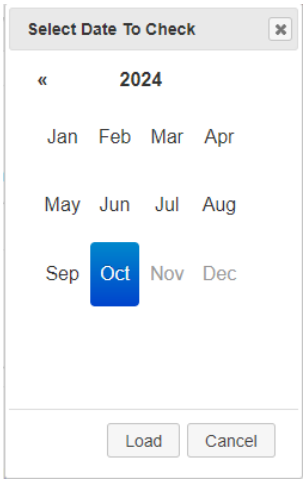
When you are done with all of your meals and menu counts for October, the next step is to "Submit to Sponsor".

To Submit a Claim to a Sponsor:

- Click on "Check for Errors or Submit to Sponsor" on the main dashboard.

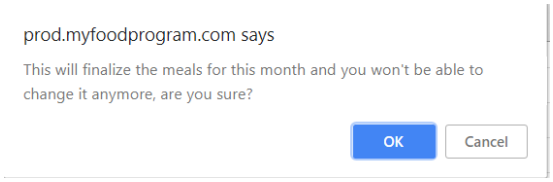


- Select October 2024 and click "Load".



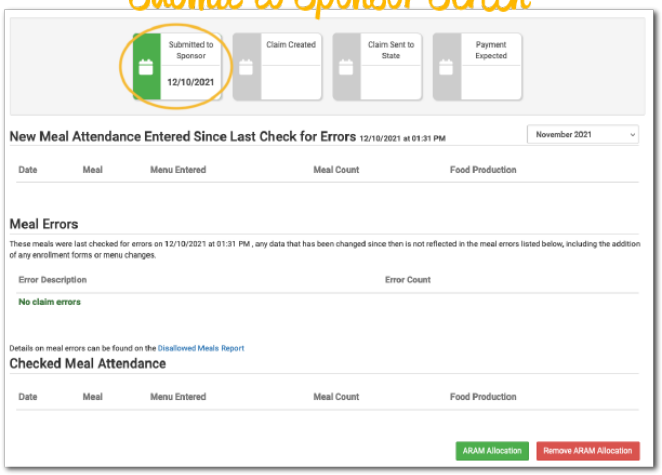
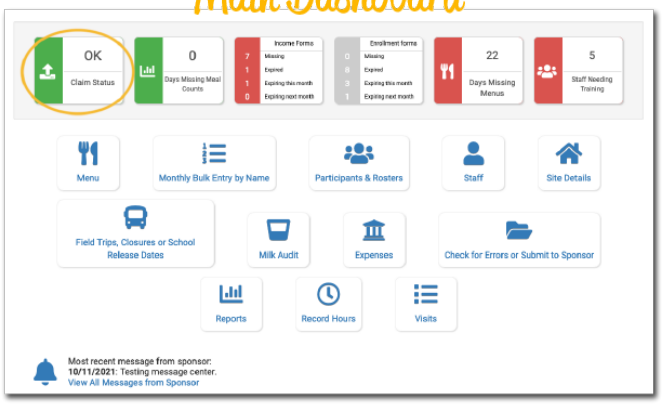
- Scroll down to the bottom of the page and click the button that says "Submit to Sponsor".

- When you click "Submit to Sponsor" a pop-up message will appear reminding you that clicking "Submit to Sponsor" will lock you out of making changes to meal counts or menus. Click "OK" on the pop-up message to proceed.



- The system will now run through the validation process. When claim submission is complete, you will see several changes:
  - The "Check for Errors or Submit to Sponsor" button disappears.
  - The icon for "Submit to Sponsor" will now be green and show the date.
  - The icon on the main dashboard regarding Claim Status will now be green.

Submit to Sponsor Screen



Main Dashboard