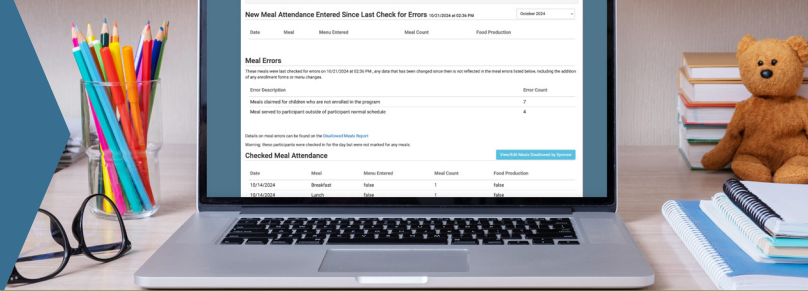


How To CHECK FOR ERRORS & SUBMIT TO SPONSOR



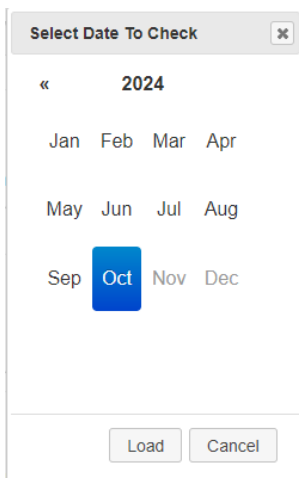
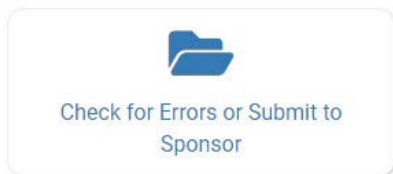
Since your first claim is coming up soon, we wanted to send a reminder on how to check for errors (which can be done anytime!) as well as how to submit your claim to your sponsor.

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.

Meal Errors	
These meals were last checked for errors on 10/20/2024 at 11:14 PM , any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.	
Error Description	Error Count
AM Snack or Lunch served to a participant 6+ on a weekday	10
Meals for which there are no menus	14
Details on meal errors can be found on the Disallowed Meals Report	

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.

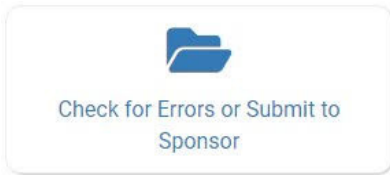
If you change any data, **be sure to click “Check for Errors” again** so that the list of meal errors is refreshed with the new information.

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”.

Select Date To Check

« 2024

Jan Feb Mar Apr

May Jun Jul Aug

Sep **Oct** Nov Dec

Load Cancel

- 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.

prod.myfoodprogram.com says

This will finalize the meals for this month and you won't be able to change it anymore, are you sure?



- 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

Submitted to Sponsor 12/10/2021

Claim Created

Claim Sent to State

Payment Expected

New Meal Attendance Entered Since Last Check for Errors 12/10/2021 at 01:31 PM

Date	Meal	Menu Entered	Meal Count	Food Production
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Meal Errors

These meals were last checked for errors on 12/10/2021 at 01:31 PM, any data that has been changed since then is not reflected in the meal errors listed below, including the addition of any enrollment forms or menu changes.

Error Description	Error Count
No claim errors	

Details on meal errors can be found on the [Disallowed Meals Report](#)

Checked Meal Attendance

Date	Meal	Menu Entered	Meal Count	Food Production
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ARAM Allocation Remove ARAM Allocation

Main Dashboard

OK Claim Status

0 Days Missing Meal Counts

Income Forms

Enrollment Forms

22 Days Missing Menus

5 Staff Needing Training

Menu Monthly Bulk Entry by Name Participants & Rosters Staff Site Details

Field Trips, Closures or School Release Dates Milk Audit Expenses Check for Errors or Submit to Sponsor

Reports Record Hours Visits

Most recent message from sponsor: 10/11/2021: Testing message center. View All Messages from Sponsor