Summer Foods Service (SFSP) Monthly Online Billing

Go to the Claim website https://dhs.arkansas.gov/dccece/snpclaims/
Things You Should Know

• Meal reimbursements are submitted monthly by institutions that have active CACFP agreements with the Health and Nutrition Unit (HNU).

• Claims for meal reimbursements are processed for direct deposit weekly, on Friday.

• In order to receive your meal reimbursement timely, the claim must be submitted before 11:59 PM, Thursday.

• A monthly claim cannot be submitted prior to the end of the month for which you are claiming.
Things You Should Know

• Institutions participating in SFSP must submit their own monthly claims.
  – HNU staff will not submit claims on behalf of an institution.

• A claim month must be submitted to HNU within 60 days.
  – For example: The November 2018 claim must be submitted by January 29, 2019 in order to be reimbursed for November 2018 meals.

• In order for the meal reimbursements to be deposited into your bank account, you must first, provide a completed direct deposit form, a voided check (temporary checks cannot be used), and a W-9.
Issues that May Prevent You from Submitting a Claim

• Attempting to claim before your application has been approved.
• If you have made changes to your application that have not been approved by HNU.
• Attempting to claim for a month that has not ended.
• Attempting to claim for a month that is not marked on your application.
• Attempting to claim for a meal service that has not been approved on your application.
• Attempting to claim for more meals than you have been approved for.
Issues that May Prevent You from Submitting a Claim

• The amount of operating days entered exceeds what is listed in your application.
• The person attempting to submit the claim may have limited access to the SNP claims website or may not have an active account.
Enter username and password
Select the sponsor you are entering a claim for.
Click the button that says enter claims
Enter the claim month and year
Click verify Eligibility
Click the select button in the claim grid
Click the daily meal count button
Use the drop box to select the type of meal served
Click the day that you are entering meals for
Select edit and enter the daily meal count
Click update and repeat for each site and meal type.
Click the button that says return to site claim form
Click the select button in the claim grid under claim listings

Step 12
Scroll down and select the site that you entered the daily meal count for
Click calculate and save

Note: Make sure the status says Pass before submitting
To submit claim go to view claim summary
After the end of the completed claim month, enter date signed and click submit.
To enter meals for a new **month** repeat steps 1-3 click search and adjust
Select the adjusted claim grid
Click on daily meal counts and repeat steps 7-16
*FOR ADJUSTED CLAIMS ONLY*

**Note:** After entering the daily meal counts for an adjusted claim click get current daily data, calculate and save.