

# Food Service Facts Table of Contents

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## 11. Claiming Reimbursement

At the beginning of each program year, the United States Department of Agriculture (USDA) announces the reimbursement rates for paid, reduced price and free school breakfasts, lunches, snacks; and for paid Special Milk. As discussed in Chapter 9, the number of reimbursable meals served to eligible students is recorded daily by meal type (i.e. breakfast, lunch, snack) and student eligibility category (i.e. paid, reduced price, free) on the appropriate daily record form. As soon as possible following the end of the month, the sponsor's Authorized Representative submits a reimbursement claim to the Kansas State Department of Education (KSDE). The claim reports the total number of meals served during the month by meal type and eligibility category. KSDE processes the claim and makes payment to the sponsor, normally within a few days after the claim is submitted.

### Record Retention

All records that support the claims for reimbursement must be retained for five (5) years after the date of the final claim for reimbursement for the fiscal year to which they pertain. However, if audit or review findings have not been resolved, the records must be retained as long as required for the resolution of the issues raised by the audit or review. The records that must be retained include:

- ◆ Monthly reimbursement claims
- ◆ Daily records of meals/snacks/Special Milk served
- ◆ Daily income records
- ◆ All supporting documents for meal counts including printouts from computer accountability systems, ticket stubs, ticket issuance documents, rosters of eligible students, meal count rosters, etc.
- ◆ Monthly and Annual Financial Reports (refer to Chapter 10, *Food Service Facts*)
- ◆ Invoices for food, supplies, and equipment purchased through the Food Service Fund
- ◆ Menu production records
- ◆ Nutrition analysis of all meals claimed for reimbursement for sponsors using Nutrient Standard Menu Planning (NSMP)
- ◆ Supporting documents concerning menus such as recipes. Sponsors using the Food Based menu planning system must also maintain "component contribution" information, Child Nutrition Labels, product analysis information, etc.
- ◆ On-site Reviews of Accountability
- ◆ Program Agreement, Program Agreement addendum and all attachments including the Sponsor and Site Applications
- ◆ Verify or Change Authorized Representative forms
- ◆ Applications for Child Nutrition Program Benefits, direct certification documentation, and reduced price and free benefit verification documentation

## Reimbursement Claims

Reimbursement claims are due to School Finance at KSDE within 60 days after the last day of the month for which meals are claimed. Claims must be supported with accurate daily records of breakfasts, lunches, snacks and Special Milk served.

- ◆ The sponsor's Authorized Representative is responsible for reviewing and analyzing breakfast, lunch, snack, and Special Milk counts to ensure accuracy of the reimbursement claim.
- ◆ Claims are submitted through the Internet at [www.kn-eat.org](http://www.kn-eat.org), KN-CLAIM.
- ◆ To assure accuracy of data entry, sponsors may complete a working copy of the claim form for each site prior to submitting it on the Internet. Use the [Site Claim](#) (Form 11-A) for this purpose. File copies of the Site and Sponsor Reimbursement Claims should be printed at the time they are submitted on KN-CLAIM.
- ◆ All claims are to be submitted by the sponsor's Authorized Representative or the designated claim contact.
- ◆ **USDA requires claims to be received within 60 days after the last day of the claim month. Claims received after that date are NOT payable.** However, KSDE's director of Child Nutrition & Wellness can grant an exception to the 60-day rule once during each 36-month period. Requests for exceptions must be submitted in writing.
- ◆ Payments are made to sponsors through direct deposit or by mail. A notice of payment (referred to as the "payment advice") is mailed at the time payment is made. If the sponsor wishes to change to direct deposit, contact School Finance at KSDE to request information on how to enroll.

## Revised Reimbursement Claims

If errors are discovered after the sponsor submits the reimbursement claim, corrections may be made by filing a revised claim. Copies of the revised claim form should be on file with the original claim form. To assure an accurate audit trail, notes concerning reasons for the corrections should be filed with the revised claim.

**An upward adjustment in the number of meals claimed must be filed within 90 days from the last day of the claim month.**

**A downward adjustment in the number of meals claimed may be filed at any time following submission of the original claim.**

## Maintaining Reimbursement Claim Documentation

Original and revised reimbursement claims and all supporting documentation should be on file by program year and calendar month.

## **KN-CLAIM**

### **Quick Reference for Reimbursement Claims**

KN-CLAIM is Child Nutrition & Wellness' web-based computer system. The acronym stands for **K**ansas **N**utrition – **CL**aims **A**nd **I**nformation **M**anagement. We have done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

**Do you need help using KN-CLAIM or have a system problem to report?  
Call 785-296-2276 and ask for KN-CLAIM support.**

This Quick Reference covers how to:

- A. Access KN-CLAIM and Log-in
- B. Navigate to Sponsor's Claim Data
- C. File an Original Claim
- D. Change an Original Claim Before Payment
- E. Change a Claim After Payment Has Been Made

## A. Access KN-CLAIM and Log-in

1. Go to [www.kn-eat.org](http://www.kn-eat.org). This screen should look familiar to you. It is the home page of the Child Nutrition & Wellness website, KN-EAT. We hope that you are already in the habit of regularly using KN-EAT. It is your gateway to KN-CLAIM and to a great deal of valuable information about Child Nutrition Programs. While you're on the KN-EAT home page, take a moment to click the "What's New" button and check for important announcements and new information from KSDE.
2. Click on School Nutrition Programs.
3. Select KN-CLAIM from the left menu.
4. KN-CLAIM features security rules to make it more difficult for unauthorized persons to enter the system. The KN-CLAIM password must contain eight or more characters and include:
  - ◆ Both upper and lower case characters: a-z, A-Z  
**and**
  - ◆ Digits and punctuation characters as well as letters: 0-9, ! @ # \$ % ^ & \* ( ) \_ + | ~ - = \ ` { } [ ] : " ; ' < > ? , . /

The password cannot be a word in any language including slang, dialect, jargon, etc. It should not be based on personal information, names of family, etc. Try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "**do what You say, say what You do**" and the password could be "**dwYs,swYd**" or some other variation. Do not use this example as your password!

Protect your user-ID and password. Make sure that only authorized personnel have access to this confidential information.

## B. Navigate to Sponsor's Claim Data

1. **Program Selection Menu** – Click <School Nutrition Program>.
2. **Program Year Selection** – Click <2005> (or the current year).
3. **Sponsor Summary** – Click <Claims>.

## C. File an Original Claim

The original claim is version “0”.

1. **Complete Step A (Access KN-CLAIM and Log-In) and Step B (Navigate to Sponsor’s Claim Data).**

2. **Select the month.**

**Sponsor Summary** – Click on “+” sign by month for a list of all sites to be claimed.

3. **Complete Site Claims(s)** - Repeat process below for each site:

Click “Add” (next to the site name).

- ◆ **Site Claim** – Complete all applicable information on Site Claim. Click <Save>.
- ◆ If there are no errors, click “here” to go to the **Site Claim Listing**. Site Claim’s status will be “approved”.

If there are errors, repeat above process until there are no errors.

**IMPORTANT!** All Site Claims must be saved and in approved status before the Sponsor Claim is submitted.

4. **Complete Sponsor Claim**

**Site Claim Listing** – Click “Edit” on top line for the month.

**Sponsor Claim** – This screen displays the consolidated numbers of meals claimed and students eligible from the Site Claim(s).

- ◆ If operating the Special Milk Program, enter in item (10) the average cost per half-pint unit of milk rounded to four decimal places.
- ◆ Click checkbox in item (15) to approve claim for payment. <Submit>. Sponsor Claim’s status will be “approved”.
- ◆ If you don’t want to approve the claim at this point, do not click the checkbox before you submit the Sponsor Claim. Sponsor Claim’s status will be “pending”.

**IMPORTANT!** The Sponsor Claim must be in approved status in order for payment to be made.

## D. Change an Original Claim Before Payment

The original claim is version “0”. It can be revised as many times as needed until it is paid.

**1. Complete Step A (Access KN-CLAIM and Log-In) and Step B (Navigate to Sponsor’s Claim Data).**

**2. Select the month.**

**Sponsor Summary** – Click on “+” sign by month for a list of all sites to be claimed.

**3. Disapprove the Sponsor Claim.**

- ◆ **Site Claim Listing** - Click “Edit” next to the Sponsor Claim (i.e. top line for the month).
- ◆ **Sponsor Claim** - Click the checkbox in item (15) to un-check it.
- ◆ **Click <Submit>** - Site Claims can now be viewed, edited or deleted.

**4. Change Site Claims(s)** - Repeat process below for each site modified:

- ◆ **Site Claim Listing** - Click “Edit” next to Site Claim to be changed.
- ◆ **Site Claim** - Change information on Site Claim. Click <Save>.

If there are no errors, click “here” to go to the Site Claim Listing. Site Claim’s status will be “approved”.

If there are errors, repeat above process until there are no errors.

**IMPORTANT!** Only a Site Claim with changes needs to be saved again.

**5. Re-Approve Sponsor Claim**

- ◆ **Site Claim Listing** - Click “Edit” next to Sponsor Claim (i.e. top line for the month).
- ◆ **Sponsor Claim** - Click checkbox in item (15) to approve claim for payment.

Click <Submit>. Sponsor Claim’s status will be “approved”.

**IMPORTANT!** The Sponsor Claim must be in approved status in order for payment to be made.

## E. Revise a Claim After Payment Has Been Made

If a claim needs to be changed after it has been paid, KN-CLAIM will create a revised claim. The first revised claim is version 1 (one). There is no limit on how many claim revisions can be submitted.

As with the original claim, a revised claim can be changed as many times as needed until it is paid. Once the revised claim is paid, if further changes are needed, KN-CLAIM will create another revision. Each revision has a number that is 1 (one) greater than the last revision.

**1. Complete Step A (Access KN-CLAIM and Log-In) and Step B (Navigate to Sponsor's Claim Data).**

**2. Select the month.**

**Sponsor Summary** – Click on “+” sign by month for a list of all sites to be claimed.

**3. Select the most recent version of this month's claim.**

Only the revision with the highest number can be changed. If there have been multiple revisions, an additional “+” will appear next to the month.

- ◆ Click the black outer “+” to see all of the revisions.
- ◆ Click the yellow inner “+” to see all of the site claims for a particular revision.

Once you have selected the highest revision number, the process to create a revised claim is the same as described in part D, steps 3, 4 and 5.

**IMPORTANT!** Only the Site Claim(s) with changes need to be saved again.

**IMPORTANT!** The Sponsor Claim must be in approved status in order for payment to be made.