

Top Five Tips to help Troubleshoot Errors in the Application Packet

1. The forms in the application packet are not in the order they need to be completed.

Detailed Application Instructions can be found *Download Forms*. There is a certain order to complete the forms in the application packet to avoid getting stuck. Please see below -

The screenshot shows the 'Application Packet' interface. At the top, there are navigation tabs: Applications, Claims, Compliance, Reports, Search, Programs, Year, Help, and Log Out. Below this, the 'Application Packet' title is displayed. On the left, there is a summary box for 'Example' with fields for DBA, No. address on file, Type of Agency, and Type of SFSP. On the right, there are dates for Packet Submitted, Packet Approved, and Packet Original Approval, along with the Packet Status: Not Submitted. Below this, a table lists the forms in the packet with their order and status. A yellow arrow points to the 'Checklist Summary (2)' form, which is marked with a red arrow and the text '*Steps to Submit Forms'. At the bottom, there is a table for 'Site Applications' with columns for Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications.

Action	**Order of Forms	Form Name	Latest Version	Status
View Modify Admin	1	Sponsor Application	Original	Error
Add	5	Budget Detail		
Details	2	Management Plan		
Details	3	Food Production Facility List		
Details (As Needed)	7	Site Field Trip List		
Details	6	Checklist Summary (2)		
Details	-	Application Packet Notes		
View	-	Application Packet Notes for Sponsor		
Details	-	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
Summer Food Service Program	4	0	0	0	0	0	0

2. Warnings in blue can be ignored, Errors in red must be fixed.

After saving an Application Packet form, you may see a note that you have Warnings, Errors or Both. Warnings will show up in Blue and *do not* need to be fixed for the Application Packet to be submitted, or to move on to the next form. A very common Warning is below, you may still submit your application if this or any Warning pops up.

Code	Warning Description
203218	Site Type - The Percentage of Enrollment Eligible for Free and Reduced-priced Meals must be equal or greater than 50.00%.

Errors on the other hand *do need to be fixed* in order for the Application Packet to be submitted. Errors will show up in Red. An Error message will display both the section of the application and the question that needs to be fixed. In the example below, the Error is under the Physical Address section of the application.

Code	Error Description
203000	Physical Address - Physical Address must be completed - Address Line 2 may be blank.

3. The Budget Detail must be completed *after* the Site Application.

A very common Error sponsors will see when completing the Budget Detail is below. This error happens when tip #1 is not followed. The Site Application must be completed before the Budget Detail. The site application includes operating days and meal types. After completing the Site Application, the Budget Detail will populate with your estimated reimbursement based on how many meals you plan to serve.

Code	Error Description
206050	Cost Reimbursement Summary Balance must be greater than or equal to \$0.

You will then enter your estimated Operating and Administrative costs in the bottom half of the Budget Detail. These costs are only for the month(s) you are applying for. If you are completing your 2019-2020 Application for only September, you will only put in the costs for September. If you are completing for October- December, put in the costs for these months. Also, the costs do not have to be exact. The purpose of the Budget Detail is to both help you make sure your school or organization can run the program financially, and to show the State Office that you will spend the reimbursements on feeding children.

4. Operating Days and Dates must match what you plan to submit for Claims at the end of the month.

When completing your Site Application, the Operating Days, Dates, and Average Daily Participation (ADP) must all be the same as what you submit for claims at the end of the month. We understand attendance numbers and days may end up changing. Please make sure to update and submit any changes to your application before submitting claims.

Operating Days, Dates, and Average Daily Participation are updated in the Site Application. They must be updated under *General Site Info* questions 17 and 18 and then again below Question #35 under the Meal Types. For *Breakfast*, this will be B1, B2, and B8. There is also a “Same as Site” checkbox that may be selected under the meal types so that the days and dates match what was entered under *General Site Info*.

B1. Meal Serving Dates: Same as the Site Start: End:

B2. Enter the number of days the meal will be served each month: Same as the Site

OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020	JUN 2020	JUL 2020	AUG 2020	SEP 2020
<input type="text"/>											

In order to accommodate fluctuations in ADP, the State Agency adds 20% to a Site Application’s ADP when approving. For example, if 100 is entered in ADP, you will be approved to serve up to 120 meals per day. Many sponsors see Errors when submitting their claims because what they are trying to submit for the month is more than what they had originally put in their site application. Site Applications may be modified at any time but changes must be approved before you can enter claims.

5. ‘Submit for Approval’ must be clicked after completing the Application Packet the first time and after any changes have been made.

You will know your Application Packet is complete and ready for the State Agency to review once the ‘Submit for Approval’ button has turned red at the bottom of your Application Packet screen. This is what notifies the State Agency that your packet is ready to review. Please make sure to click this button to submit your application. The State Agency will send an email once the application packet has been reviewed and approved.

