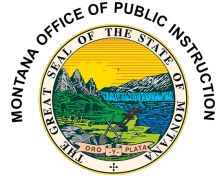


School Nutrition Program: How-To Submit a Claim for Reimbursement

The login page for the MAPS (Montana Agreement and Payment System) portal. It features a header with "MAPS" and "MONTANA AGREEMENT AND PAYMENT SYSTEM". The main content area is titled "Montana Agreement and Payment System (MAPS)" and "OFFICE OF PUBLIC INSTRUCTION --School Nutrition Programs--". On the left, there is a "Returning Users Log On" section with a red circle around the "User ID:" and "Password:" input fields and a "Log On" button. Below this is a "Links" section with three bullet points: "To reset your password, click here...", "Training Management", and "Interested in Applying?". On the right, there is a "MAPS Log-In Information - PLEASE READ" section with a yellow highlight. It contains a paragraph of text and a bulleted list of instructions: "Your username and password are the same for GEMS, DCA, and MAPS. This is called a common log-in.", "If you reset your password on this page or through another means for MAPS, DCA or GEMS it will be reset for all three systems.", and "Passwords for MAPS expire every 90 days. If you see a warning that your password is going to expire, please click on the password reset button to get a new password from the OPI Help Desk. Use your old password until you receive your new password via email."

Log in to MAPS using your username and password.

Note: Only the claim contact can enter a claim.

The "School Nutrition Programs" tile selection screen. It features a header with "School Nutrition Programs" and "MONTANA Agreement and Payment System". Below the header is a navigation bar with "Applications", "Claims", "Compliance", "Reports", "My Training", and "Search". The main content area is titled "Programs" and contains a grid of six colored tiles: "School Nutrition Programs" (blue), "Summer Food Service Program" (orange), "Food Distribution Program" (yellow), and three grey tiles. A red circle is drawn around the "School Nutrition Programs" tile.

Click the **School Nutrition Programs** tile.

The "Welcome to the School Nutrition Programs" page. It features a header with "School Nutrition Programs" and "MONTANA Agreement and Payment System". Below the header is a navigation bar with "Applications", "Claims", "Compliance", "Reports", "My Training", and "Search". The main content area has a "WELCOME TO THE School Nutrition Programs" heading with a red circle around the "Claims" link in the navigation bar. Below the heading is a section titled "Applications are due:" with "RCTs - August 10th" and "All Others - September 30th". It also includes contact information: "Please call Clay Hickman at the OPI School Nutrition Programs if you have questions. (406) 444-2501 Email: chickman@mt.gov". At the bottom, there is a "Disclaimer" section.

Click **Claims** in the upper left corner to begin the claims process.

School Nutrition Program:

How-To Submit a Claim for Reimbursement

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Claims > School Year: 2017 - 2018

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - FFVP	Fresh Fruit and Vegetable Program Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

Click **Claim—SNP**.

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Claim Year Summary

0034 Status: Active
Zurich Elementary
 DBA:
 265 Park Road
 Zurich, MT 59547
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2017					\$0.00
Aug 2017					\$0.00
Sep 2017					\$0.00
Oct 2017					\$0.00
Nov 2017					\$0.00
Dec 2017					\$0.00
Jan 2018					\$0.00
Feb 2018					\$0.00
Mar 2018					\$0.00
Apr 2018					\$0.00
May 2018					\$0.00
Jun 2018					\$0.00
Year to Date Totals					\$0.00

< Back

Click the claim month you wish to enter.
 (You can only select months that you are eligible to claim based on your approved site agreement.)

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search | Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Claim Month Details

0034 Status: Active
Zurich Elementary
 DBA:
 265 Park Road
 Zurich, MT 59547
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Claim Month: August 2017

Claim Items	Adj Number	Date Received	Date Accepted	Date Processed	Earned Amount	Status
There are no claims for this month.						
Total Earned					\$0.00	

< Back **Add Original Claim**

On the **SNP Claim Month Details** screen
 Click the **red Add Original Claim** button at the
 bottom center of the screen.

School Nutrition Program:

How-To Submit a Claim for Reimbursement

Claimed meals are entered for **each** approved **school site**.
Click **Add** next to the site claim you wish to enter.

Site Claim - Regular Reimbursement

National School Lunch Program:

L1. Number of Eligible Students Enrolled per Category.

- May report the highest number of eligible students for each category at any given time during the month.
- Infinite Campus users, enter the Maximum Enrollment count from the Site's Monthly Edit Check Report.

L2. Total Monthly Attendance.

May use one of the following methods to determine:

- Sum of the daily students in attendance for all operational days in the claim month.
- Infinite Campus users, enter the Total Daily Maximum from the Site's Monthly Edit Check Report. (or)
- Multiply the site's total student enrollment count by the number of operating days in the claim month.

L3. Number of Operating Days.

L4. Reimbursable Lunches Served per Eligibility.

School Breakfast Program:

B1. Number of Eligible Students Enrolled per Category (see tips above for L1).

B2. Total Monthly Attendance. (see tips above for L2).

B3. Number of Operating Days.

B4. Reimbursable Breakfasts Served per Eligibility.

Afterschool Care Program (Area Eligible):

A1. Total Number Students Enrolled (report all Free)

A2. Total Monthly Attendance.

A3. Number of Operating Days.

A4. Reimbursable Snacks Served. (report all Free)

Click **Save**.

Note: If **Non Area Eligible** appears in the Afterschool Snack title, report snack counts by eligible categories (free/reduced/paid).

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Claim Site List

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0				

Actions Site # Site Name Errors Status

Add 0056 Zurich School

< Back Continue

School Nutrition Programs MONTANA Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Site Claim Report

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

0056 Status: Active
ZURICH SCHOOL
123 lane
Zurich, MT 59547

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0				

National School Lunch Program

L1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals: 0

b. Number of Children Approved for Reduced Price Meals: 0

c. Number of Children receiving Paid Price Meals: 0

d. Number of Enrolled Children at this Site: 0

L2. Total Monthly Attendance: 0

L3. Number Operating Days: 0

L4. Reimbursable Lunches Served

a. Free Lunches Served: 0

b. Reduced Price Lunches Served: 0

c. Paid Lunches Served: 0

d. Total Lunches Served (a + b + c): 0

School Breakfast Program (Regular Reimbursement)

B1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals: 0

b. Number of Children Approved for Reduced Price Meals: 0

c. Number of Children receiving Paid Price Meals: 0

d. Number of Enrolled Children at this Site: 0

B2. Total Monthly Attendance: 0

B3. Number Operating Days: 0

B4. Reimbursable Breakfasts Served

a. Free Breakfasts Served: 0

b. Reduced Price Breakfasts Served: 0

c. Paid Breakfasts Served: 0

d. Total Breakfasts Served (a + b + c): 0

Afterschool Care Program (Area Eligible)

A1. Number of Children Approved for Free Snacks: 0

A2. Total Monthly Attendance: 0

A3. Number Operating Days: 0

A4. Reimbursable Snacks Served

a. Free Snacks Served: 0

Created By: HAPSText2 on: 8/11/2017 12:43:22 PM Modified By: HAPSText2 on: 8/11/2017 12:43:22 PM

Save Cancel

VIEW | MODIFY | DELETE

School Nutrition Program:

How-To Submit a Claim for Reimbursement

School Nutrition Programs **MONTANA**
Agreement and Payment System

Applications | Claims | Compliance | Search | My Training | Search

Programs | Year | Help | Log Out

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Claim Site List

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0				

Actions Site # Site Name Errors Status

[Add](#) 0056 Zurich School

< Back Continue

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jul 2017	0				

National School Lunch Program

L1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals: 0 74.000000 %

b. Number of Children Approved for Reduced Price Meals: 0 0.000000 %

c. Number of Children receiving Paid Price Meals: 0 26.000000 %

d. Number of Enrolled Children at this Site: 0

L2. Total Monthly Attendance: 0

L3. Number Operating Days: 0

L4. Reimbursable Lunches Served CEP %

a. Free Lunches Served: 0 74.000000 %

b. Reduced Price Lunches Served: 0 0.000000 %

c. Paid Lunches Served: 0 26.000000 %

d. Total Lunches Served (a + b + c): 0 100.000000 %

School Breakfast Program (Severe Need Reimbursement)

N1. Student Eligibility and Enrollment

a. Number of Children Approved for Free Meals: 0 74.000000 %

b. Number of Children Approved for Reduced Price Meals: 0 0.000000 %

c. Number of Children receiving Paid Price Meals: 0 26.000000 %

d. Number of Enrolled Children at this Site: 0

N2. Total Monthly Attendance: 0

N3. Number Operating Days: 0

N4. Reimbursable Breakfasts Served CEP %

a. Free Breakfasts Served: 0 74.000000 %

b. Reduced Price Breakfasts Served: 0 0.000000 %

c. Paid Breakfasts Served: 0 26.000000 %

d. Total Breakfasts Served (a + b + c): 0 100.000000 %

Afterschool Care Program (Area Eligible)

A1. Number of Children Approved for Free Snacks: 0

A2. Total Monthly Attendance: 0

A3. Number Operating Days: 0

A4. Reimbursable Snacks Served

a. Free Snacks Served: 0

Created By: MAPTest4 on: 8/15/2017 10:43:19 AM Modified By: MAPTest4 on: 8/15/2017 10:43:19 AM

[Save](#) [Cancel](#)

Claimed meals are entered for **each** approved **school site**.

Click **Add** next to the site you wish to enter.

Site Claim - CEP

National School Lunch Program:

L1. Total Students Enrolled at this site.

- Eligible Students automatically calculated from approved CEP Data

L2. Total Monthly Attendance.

May use one of the following methods to determine:

- Sum of the daily students in attendance for all operational days in the claim month.
- Infinite Campus users, enter the Total Daily Maximum from the Site's Monthly Edit Check Report. (or)
- Multiply the site's total student enrollment count by the number of operating days in the claim month.

L3. Number of Operating Days.

L4. Total Reimbursable Lunches Served.

- Eligible Meals automatically calculate from approved CEP Data

School Breakfast Program:

B1. Total Students Enrolled at this site.

B2. Total Monthly Attendance. (see tips above for L2)

B3. Number of Operating Days.

B4. Total Reimbursable Breakfasts Served.

Afterschool Care Program (Area Eligible):

A1. Total Students Enrolled (report all Free)

A2. Total Monthly Attendance.

A3. Number of Operating Days.

A4. Reimbursable Snacks Served. (report all Free)

Note: If **Non Area Eligible** appears in the Afterschool Snack title, report snack counts by eligible categories (free/reduced/paid).

Click **Save**.

School Nutrition Program:

How-To Submit a Claim for Reimbursement

Finishing All Types of Site Claims

School Nutrition Programs **MONTANA**
Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

2017 - 2018 SNP Claim Site List

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0				

Actions	Site #	Site Name	Errors	Status
View Modify	0056	Zurich School		Validated

< Back **Continue**

After All Site Claims have been entered,
Click red **Continue** button.

School Nutrition Programs **MONTANA**
Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

School Nutrition Programs
Claim Month Details for August 2017

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0				

Certification

☒ I certify that to the best of my knowledge, this claim is true and correct in all respects, records are available to support the claim, the claim is in accordance with the existing agreement and that payment has not been received. I know that deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.

< Back **Submit For Payment**

Check box in **Certification**.
Click red **Submit for Payment** button.

School Nutrition Programs **MONTANA**
Agreement and Payment System

Applications | Claims | Compliance | Reports | My Training | Search

Claims > Claim Year at a Glance - SNP > School Year: 2017 - 2018

School Nutrition Programs
Claim Month Details for August 2017

0034 Status: Active
Zurich Elementary
DBA:
265 Park Road
Zurich, MT 59547
Type of Agency: Educational Institution
Type of SNP Organization: Public

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2017	0	08/11/2017	08/11/2017		Original

Confirmation Number: **GIDPL3**
Thank you for your **August 2017** Claim Submission.
An email confirmation has been sent to: zurich@gmail.com

Finished

You will now see confirmation that your claim has
been submitted.

Click **Finished**.