

## How-To Guide: Entering Reduced Price Claims

Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Aug 2014	0	09/02/2014	09/02/2014		Original

### School Nutrition Program General Information

G1. Number of Children Approved for Free Meals:	82
G2. Number of Children Approved for Reduced Price Meals:	14
G3. Number of Enrolled Children:	156

Here, enter ALL students in the school who qualify for reduced price lunch.

### National School Lunch Program

L1. Number Operating Days:	10
L2. Reimbursable Lunches Served	
a. Free Lunches Served:	536
b. Reduced Price Lunches Served:	100
c. Paid Lunches Served:	216
d. Total Lunches Served (a + b + c):	852

Here, enter ALL reduced price lunches served at the school for ALL grades. This box will give the SFA the federal reimbursement for these meals.

### PK-2 Reduced Lunch Information

P1. Number of participants Approved for Reduced-Price Lunch Meals in grades PK-2 only:	14
P2. Number of PK-2 Reduced-Price Lunch Meals Served:	100

**P1:** Enter the number of students in grades PK-8 ONLY who qualify for reduced price lunch. (If this is a PK-8 school, this may be the same number as G2 above).

**P2:** Enter the number of lunches served to students in grades PK-8 ONLY. This box will give the SFA the 40-cent state reimbursement for these meals. (If this is a PK-8 school, this may be the same number as L2-b above).

### School Breakfast Program (Severe Need Reimbursement)

N1. Number Operating Days:	10
N2. Reimbursable Breakfasts Served	
a. Free Breakfasts Served:	539
b. Reduced Price Breakfasts Served:	100
c. Paid Breakfasts Served:	351
d. Total Breakfasts Served (a + b + c):	990

Here, list all reduced breakfasts served in the school. The claim system will automatically pay the SFA the federal reimbursement rate as well as the state payment of 30 cents for the Start Smart program.

The claim system wording is in the process of being updated. So, any time you see "PK-2" or "PK-5," it means "PK-8" effective school year 2018-19.



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