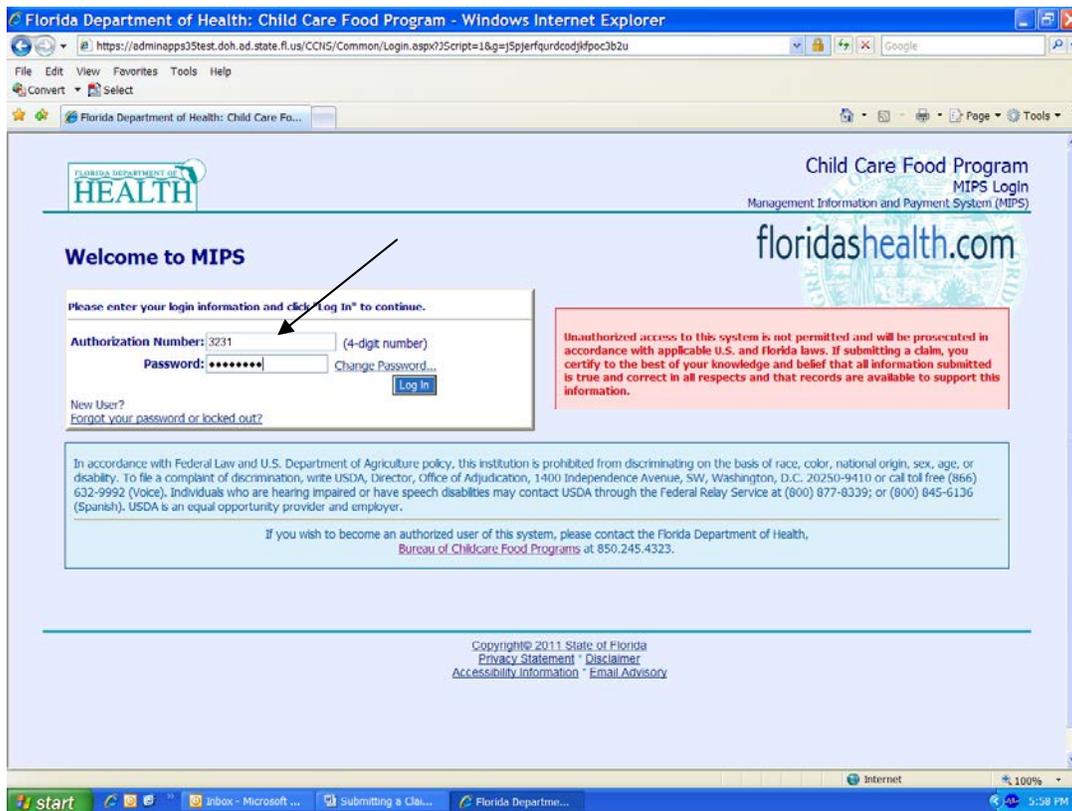


Submitting a Claim in “New MIPS” Afterschool Nutrition Program – single-site

Log into MIPS (using same Authorization Number and Password as before).

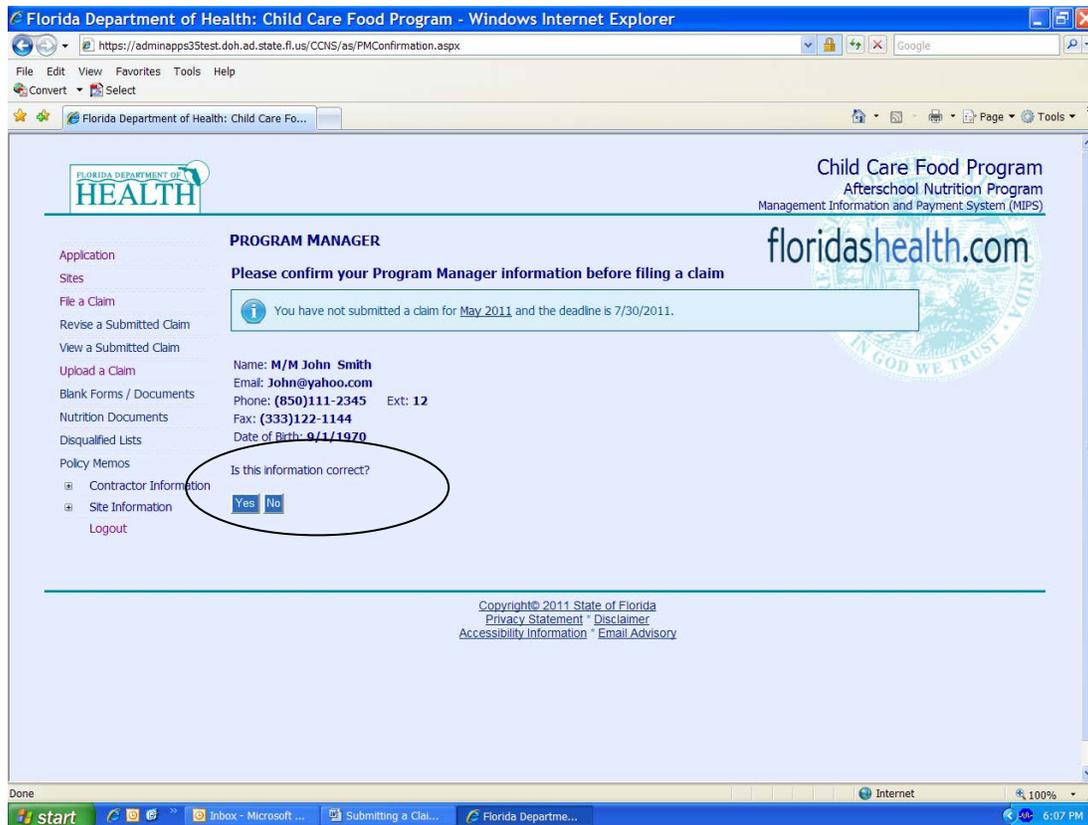


**Be sure to take notice of any messages displayed on the screen.

Click on **File a Claim** on your menu. Select the correct Claim Month and Year from the dropdown, and then select **Continue**.



The Program Manager screen will appear. In order to file your claim, you must either confirm the information by clicking **Yes**; or, if anything is incorrect, you must click **No** and then enter the correct information and click on **Update**.



The Claim Screen then appears. Enter your operating days, enrollment and attendance numbers, number of snacks and/or suppers you are claiming and your expenditures. Then click on the **Calculate** button at the bottom of the screen and check for any errors which will come up in a red box.



If no error messages pop up, select the **Submit Claim** button to file your claim. The Green confirmation box should then appear which means your claim was successfully submitted. You may then print your claim by clicking Print Preview at the top of the screen.

The screenshot shows a web browser window titled "Florida Department of Health: Child Care Food Program - Windows Internet Explorer". The address bar shows the URL: <https://adminapps3Stest.doh.ad.state.fl.us/CCNS/as/SponsorClaim.aspx>. The page content is divided into several sections:

- Sites:** A sidebar menu with options like "File a Claim", "Revise a Submitted Claim", "View a Submitted Claim", "Upload a Claim", "Blank Forms / Documents", "Nutrition Documents", "Disqualified Lists", "Policy Memos", "Contractor Information", "Site Information", and "Logout".
- Application Information:** Displays details for application A-3231, including Region (C), RPS (2), Fiscal Year (2011), Termination Date, Meal Disallowance, Legal Name (Test Afterschool Application 2), D/B/A (Test Afterschool Application 2), Mailing Address (1234 Nowhere Street TALLAHASSEE, FL 32311), Program Manager (Smith, John), and Email (John@yahoo.com).
- Claim Information:** Shows "Status: No Data", Claim Month/Year (5/2011), Revision # (0), Date Received, Operating Days (18), Sites Operated (1), Afterschool Children Enrolled (200), Highest Daily Attendance (175), Snacks Claimed (1750), and Suppers Claimed.
- Expenditures:** A table listing various costs: Operating Expenditures (\$2,500), Administrative Expenditures (\$150), Total Expenditures (\$2,650), Income to Program (\$0), Meal Earnings (\$1,295.00), Cash-In-Lieu (\$0.00), Actual Reimbursement (\$1,295.00), and Total Adjustments (\$0.00).
- Total Reimbursement:** A summary line showing a total of \$1,295.00.
- Submit Claim Button:** A blue button labeled "Submit Claim" is circled in red at the bottom right of the form area.
- Warning Box:** A yellow box with a warning icon contains the text: "Upon entering all required information, click on the *Submit Claim* button. Failure to click on this button means your claim has not been submitted and will not be paid."

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., CACFPMPA Draft..., Submitting a Clai..., Florida Departme...), and the system clock showing 6:42 PM on 6/10/2011.

Instructions on other things you can do in MIPS

****When printing from MIPS, always click on the Printer icon in the report toolbar, NOT the icon in the Internet toolbar**

Pull up and Print your Application – Click on **Application**, click **Print Preview** at top of page

Pull up and Print your Site Form –

- Single-site contractors – Click on your site that is listed on the menu under **Site**
- Multi-site contractors – Click on **Sites** on the menu and your list of sites will show on the screen. Click on the site you wish to print (using the Search feature to find it, if necessary), click **Print Preview** at top of page

Revise a Claim – Click **Revise a Submitted Claim**, select the claim you want to revise, change the numbers that need changing, click **Calculate**, then click **Submit Claim**

View a Claim that was Previously Filed – Click on **View a Submitted Claim**, select from dropdown the claim you wish to view, click **Search**.

Note: you may not revise this claim through this link, you must click the Revise a Claim link for that purpose

*If you are a multi-site contractor and are viewing a revised claim, only those site claims associated with the revision will show in the top section.

Pull and Print Blank Forms and Documents – Click on **Blank Forms/Documents**, find the document you wish to print, click on the link, then click on the printer icon in the report toolbar (not the Internet toolbar) and click **OK**.

Pull Contractor Information – Click on **Contractor Information** on the menu and the menu will expand to show you what reports are available. These reports will be specific to your Authorization Number.

- Blank Claim – blank claim with your organization information printed at the top
- Claim Data Summary – reported claim information by fiscal year
- Payment Summary – claim payment information by fiscal year
- Profit Status – shows your up-to-date total reimbursement compared to total expenditures. The percent in the right hand column should be zero (0) or a negative number indicating you are not in profit status.
- Reimbursement Rates – shows all the reimbursement rates by state fiscal year
- Site Form – your site information report
 - If you are a multi-site contractor this is where you can print all of your sites at once (just leave the search criteria at “All Sites”)
- Site List – a listing of all approved sites under your Authorization Number

Pull Site Information (Multi-site contractors only) – Click on **Site Information** on the menu and the menu will expand to show you what reports are available. These reports will be specific to the sites under your Authorization Number

- Site Claim Data Summary – shows site claim information, by site (you may choose all sites, or individual sites for the report)
- Site Missing Claim – Select a month/year and the report will show any outstanding site claims that have not been filed yet
- Site Payment Summary – shows payment information by site (you may choose all sites, or individual sites for the report)
- Site Reimbursement – shows reimbursement by site claim (you may choose all sites, or individual sites for the report). If you are reimbursing your sites, send the site this report with their payment.