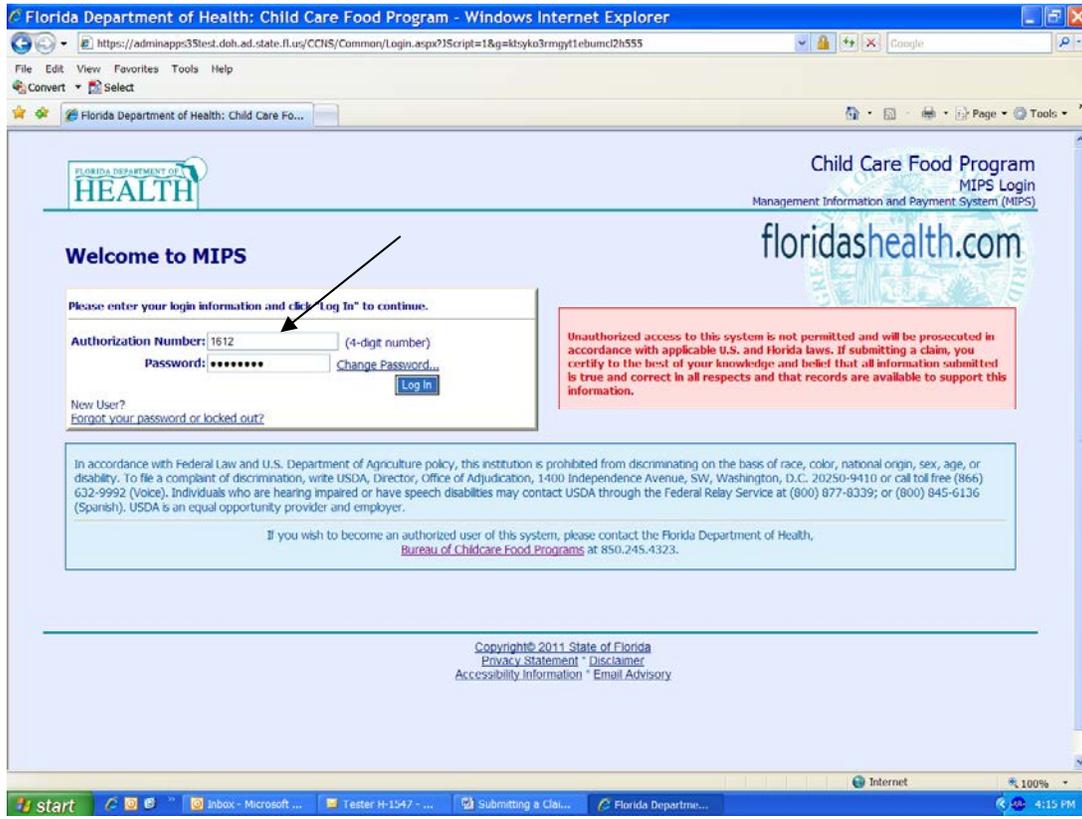


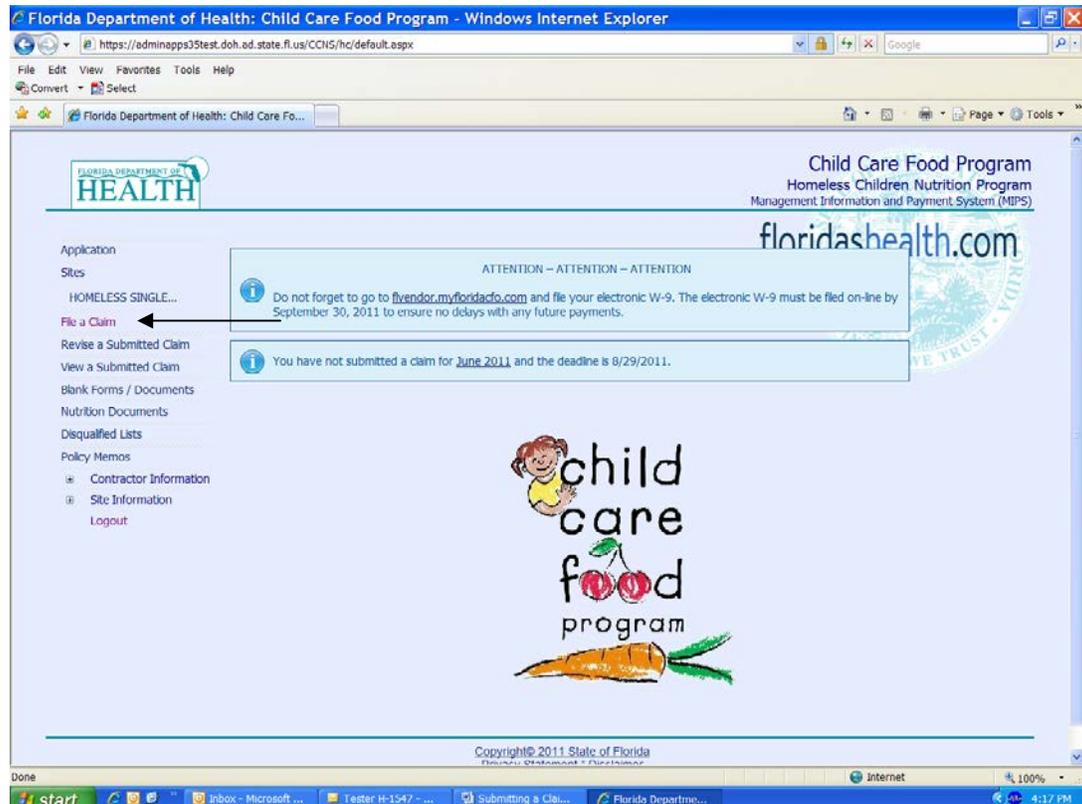
Submitting a Claim in “New MIPS” Homeless Children Nutrition Program – single-site

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

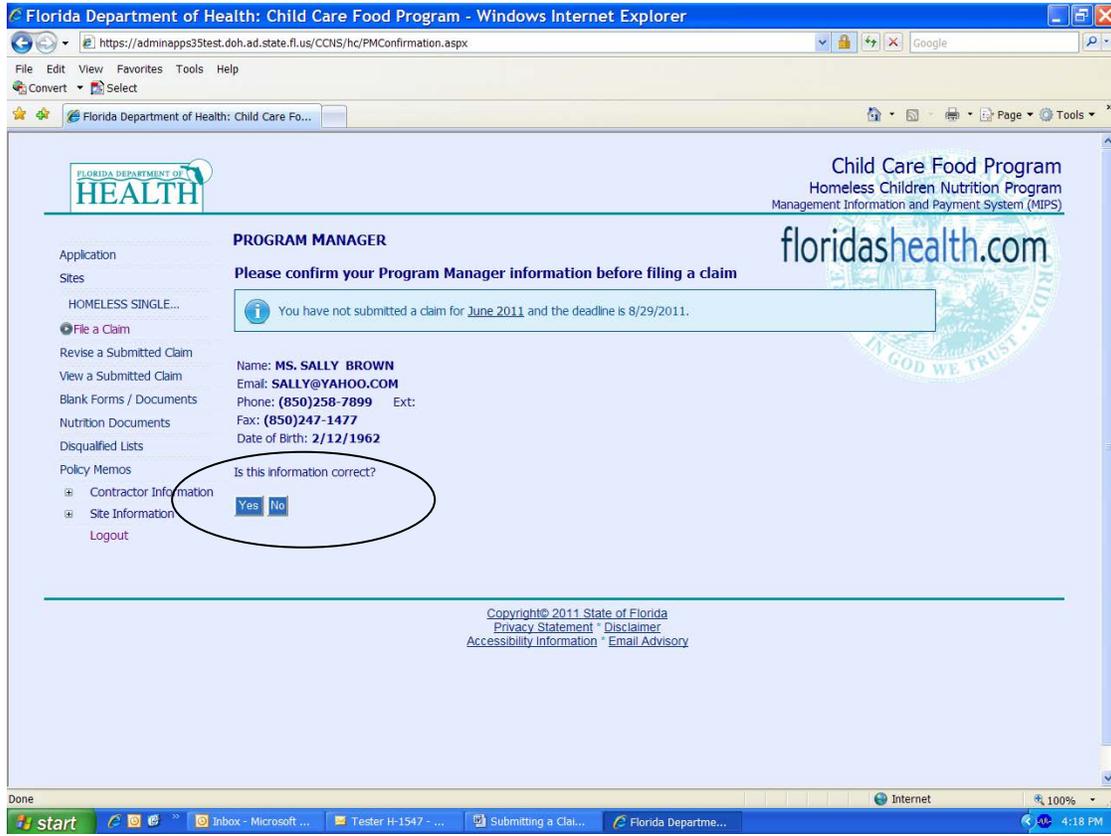


**Be sure to take notice of any messages on the screen

Click on **File a Claim** on your menu. Select the correct Claim Month and Year from the dropdown, 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 information, meal counts and your expenditures for the claim month. 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.

Florida Department of Health: Child Care Food Program - Windows Internet Explorer

https://adminapps35test.doh.ad.state.fl.us/CCNS/hc/SponsorClaim.aspx

File Edit View Favorites Tools Help

Convert Select

Florida Department of Health: Child Care Fo...

Tools

Revise a Submitted Claim
View a Submitted Claim
Blank Forms / Documents
Nutrition Documents
Disqualified Lists
Policy Memos
Contractor Information
Site Information
Logout

Application Information

H- 1612 Region: C RPS: 4 Fiscal Year: 2011 Termination Date:
Add'l Doc. Required: ADR Reason: Meal Disallowance:

Legal Name: HOMELESS CHILDREN SINGLE SITE FEIN: 2587878888
D/B/A: HOMELESS CHILDREN SINGLE SITE DUNS #: 123456789
Mailing Address: 122 FIRST STREET, TALLAHASSEE, FL 32312

Program Manager: BROWN, SALLY Phone: (850)258-7899 Ext:
Email: SALLY@YAHOO.COM

Claim Information

Status: No Data
Claim Month/Year: 7/2011 Date Received:
Revision #: 0
Operating Days: 30 Average Daily Participation: 25
Sites Operated: 1
Children Enrolled: 25

Meals Claimed

Breakfast: 700 Lunch: 750 Supper: 725

Operating Expenditures: \$6,000
Administrative Expenditures: \$200
Total Expenditures: \$6,200
Income to Program: \$0
Meal Earnings: \$5,142.75
Cash-In-Lieu: \$328.19
Actual Reimbursement: \$5,470.94
Total Adjustments: \$0.00

Total Reimbursement: \$5,470.94

Submit Claim

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.

Done Internet 100% 4:29 PM

start Inbox - Microsoft ... Submitting a Clai... Florida Departme...

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.