

How to Submit a Claim for Reimbursement for the Summer Food Service Program or Seamless Summer Option

A claim for reimbursement may be submitted for a site once the month ends. For example, a June claim for reimbursement may be submitted on or after July 1. Final claims must be submitted for payment within 60 calendar days after the end of the claiming month. Follow the steps below to submit a claim.

1. Visit the Minnesota Department of Education, Food and Nutrition website at: <http://education.state.mn.us/MDE/dse/fns/>.
2. Select the Cyber-Linked Interactive Child Nutrition System (CLiCS) Login Page from the right side of the page, under Related MDE Resources.
3. Under Program Links, select Child Nutrition Programs.
4. Log-in to CLiCS by entering your User ID and Password.
5. Select Claims from the main menu.



6. From the Program Type dropdown menu, select the type of Summer Food or Seamless claim that you are submitting: Summer Food – Camp for residential/non-residential camps, Summer Food – Non-Camp for all other sites or Summer Food-Seamless for sponsors operating the Seamless Summer Option.

Create New Claims	View or Modify Claims	Interface Claim File	Claim Summary
Claims > Create New Claim			
Applications Claims System Admin+ Program Admin+ User Information Payment Reports Verification Reporting Direct Certification	Enter Claim Creation Information:		
	Program Type:	Summer Food - Non-Camp	Calendar Year: 2018
	Site ID:	CACFP FDCH Admin FDCH Operation Milk School Nutrition Program Summer Food - Camp Summer Food - Non-Camp Summer Food - Seamless Fresh Fruit and Vegetable Program	Month: January
	<i>Enter a Site ID to</i>		
	Copyright Minnesota Department of Education		

- From the Calendar Year dropdown menu, select the calendar year of the claim you are submitting. For example, select 2017 for a June 2017 claim.

In the Site ID box, type the site ID number.

From the Month dropdown menu, select the month of the claim you are submitting.

Create New Claims	View or Modify Claims	Interface Claim File	Claim Summary
Claims > Create New Claim			
Applications	Enter Claim Creation Information:		
Claims	Program Type: Summer Food - Non-Camp	Calendar Year: 2017	
System Admin+	Site ID: <input type="text"/>	Month: June	
Program Admin+	Enter a Site ID to get a Create Button		
Site Admin			

- Select the red Create button.
- For a Summer Food – Camp claim, go to step 10, below.

For a Summer Food – Non-Camp claim or Summer Food – Seamless claim, enter the following information.

- Number of Days Served:** Enter the number of operating days during the month in which meal service was provided at the site for each meal type.
- Total Reimbursable Meals Served:** Enter the total number of children’s reimbursable meals served for each meal type at the site for the month. Only meals served to eligible children that meet all of the requirements can be claimed for reimbursement.
- Select the red Save button to submit the claim.

Note: Summer Food Service Program Sponsors may claim a limited number of second complete meals as long as the total number of second meals does not exceed two percent of first meals served by the sponsor, for all sites, during the claiming period. When submitting the claim for reimbursement, sponsors that serve and want to claim second meals must report them in the Total Reimbursable Meals Served box. Sponsors submitting claims for multiple sites should choose one claim in which to include the number of second meals, and maintain documentation to show which site claim includes those meals. For additional information on second meals, see the [USDA Summer Food Administration Guide](#). Seamless Summer Sponsors may not claim second complete meals.

- For a Summer Food – Camp claim, enter the following information for each session.
 - Number of Days Served:** Enter number of operating days during the month in which meal service was provided at the site for each session.
 - Total Meals Served to All Children:** Enter total number of meals served for the month to both eligible and non-eligible children in each session for each meal type. Only meals that meet all of the requirements can be claimed for reimbursement.
 - Number of Children Enrolled:** Enter the total number of children, including eligible and non-eligible children, for each session.
 - Number of Eligible Children Enrolled:** Enter the total number of children in each session that were eligible for free/reduced price meals. An approved income eligibility form for each eligible child, or a certified list of eligible children provided by the local school district must be maintained to document eligibility.
 - Select the red Save button to submit the claim.