

Understand Manual Claim Edit Checks

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When you enter a manual claim, Minute Menu HX performs a variety of edit checks that are designed to ensure the numbers you enter are consistent with CACFP regulations and with the data you currently have on-file. These edit checks are also enforced if you manually adjust a claim (regardless of the claim source).

The specific checks performed include the following:

- You recorded all numbers related to the claim, including meal counts, counts of attendance (number of children claimed per-day, added up for the month), counts of participating children (number of unique children claimed throughout the month), and the number of days claimed.
- Attendance is not less than the highest meal count. For example, if you recorded 100 breakfasts for 10 claimed days, then you must have had at least 10 children claimed on each of those 10 days, for a minimum of 100 attendance. The system does not allow you to enter anything smaller than that.
- When computing average daily attendance (ADA), HX takes this attendance number and divides it by the days claimed. This number cannot be less than the number of participating children. For example, you can't say that you claimed 10 children a day, on average, but only nine (9) children were claimed during the month.
- You did not claim any one child for more than two meals and one snack or two snacks and one meal in a day. When you enter a claim manually, this edit check is enforced on the claim as a whole, so it is impossible for you to enter claim numbers that would indicate all children were claimed throughout the month for four meals/snacks a day. This is done with two, specific mathematical checks of the numbers you entered: **Breakfasts + Lunches + Dinners/2** or **Breakfasts + Lunches + Dinners + Snacks/3**. The total attendance cannot be any lower than the result of this equation. If it is, you've indicated that too few children were claimed, so one or more of those children would have gotten paid for a breakfast (or snack, if served) when they should have been disallowed because of the two meals/snack rule. If either of these formulas fail, you cannot save the claim until you verify that you haven't overpaid. Reduce the meal counts to solve this problem. If you under-counted the number of children claimed each day (attendance), increase the attendance to solve this problem.
- The system compares the counts of participating children with the child information you have on-file. If you claimed 10 unique children as participating in the month, but only nine enrollments are on file, you receive a warning message. You can overrule this message, if needed, because your child files in Minute Menu HX may not be up-to-date. However, if you think your files *are* up-to-date, do not overrule this message. Instead, find the cause of the discrepancy. For example, you may have miscounted some of this provider's meal counts.
- The system can also check to ensure that the number of days claimed in the month doesn't exceed what is possible. In February, for example, you can't claim 30 days. However, the system also looks at the provider's start date, termination date, and any licensing approval dates to ensure that the number of days claimed isn't more than is possible.
- If the provider isn't approved to claim a particular meal and you have configured Minute Menu HX to disallow a provider from claiming a meal for which they are not approved, the system generates a

message stating that the provider is not approved for the meal.