

# Delete Unsubmitted/Unpaid Claims

Last Modified on 07/16/2020 9:53 am CDT

You can only delete claims that have not been submitted to the state. If a claim *has* been submitted to the state, you must zero the claim out rather than deleting it. If this is the case, see [Delete Submitted/Paid Claims](#) for more information.

Typically, you should only delete claims that are the result of a data entry error.

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. Set filters and click **Refresh List**. For more information about filtering the List Claims window, see [List Claims](#).
3. Click **Details** next to the claim to delete. The Claim Details window opens.
4. Click **Delete Claim** (bottom-left corner).

Claim Details - Claim Mode (Single Claim)

Provider: Shelley, Mary 998894  
Status: Current Tier 2 Lo  
Claim Source: Manual Entry - Sponsor

Claim Month in View: 02/19  
Submission in View: Current  
Processed Date: 04/09/2019  
Payment Date: Not Paid

	Tier 1	Tier 2	Totals
Breakfast:	0	1	1
AM Snack:	0	0	0
Lunch:	0	1	1
PM Snack:	0	0	0
Dinner:	0	0	0
Evening Snack:	0	0	0
Attendance:	0	1	1
Participated:	0	1	1
Total Federal \$:	0.00	1.96	1.96
Total State \$:	0.00	0.18	0.18
Total Amount \$:	0.00	2.14	2.14

Days Attend:

**Delete Claim** **Close**

**Adjust Claim**  
**Holds**  
**Meal History**  
**Claim Errors**  
**Meal Counts**

**Note:** If the Delete Claim option is not present, the claim has already been submitted/paid. Go to [Delete Submitted/Paid Claims](#) to delete this claim.

5. At the confirmation prompt, choose from the following:
  - Click **Yes** to delete the claim AND meal records.
  - Click **No** to delete the claim only.
  - Click **Cancel** to cancel the procedure.