



# School Programs Monthly Claims & Reimbursement Training

2020-21 School Year

3310 – Meal Counting, Claiming, and Managing Funds

Dario Muralles, Management Analyst



# Agenda

- Introduction of Claims
- Orchard Application / Entitlement Reference
- Claim data, forms, and edit checks
- Submission Process
- Payment Inquiries
- SA Notifications
- Closing



- Simplify monthly submission process
- Improve record maintenance
- Identify data discrepancies







# National School Lunch Program (NSLP)

## How does the program work?

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman

Participating school districts and independent schools receive cash subsidies and USDA Foods for each reimbursable meal they serve. In exchange, NSLP institutions must serve lunches that meet Federal meal pattern requirements and offer the lunches at a free or reduced price to eligible children. School food authorities can also be reimbursed for snacks served to children who participate in an approved afterschool program including an educational or enrichment activity.



For more information about the NSLP, feel free to reference the [NSLP Fact Sheet](#).



# Seamless Summer Option (SSO)

- Schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) are eligible to apply for the Seamless Summer Option (SSO).
- SSO has less paperwork, making it easier for schools to feed children during the traditional summer vacation periods and, for year-round schools, long school vacation periods.
- Once approved by the State agency, the school serves meals free of charge to children, including teenagers through age 18, under the school meal program rules.
- Meals are reimbursed at the free rates for school lunches, school breakfasts, and afterschool snacks, which are slightly lower than the Summer Food Service Program (SFSP) rates.
- All meals are reimbursed at the free rate that the SFA qualifies for.



# Federal Reimbursement Rates

## School Breakfast Program (SBP)

Category	Non-Severe Need	Severe Need
Free	\$1.89	\$2.26
Reduced-Price	\$1.59	\$1.96
Paid	\$0.32	\$0.32

## National School Lunch Program (NSLP)

Category	Standard Rate	Addt'l \$.02	Addt'l \$.07	Addt'l \$.02 & \$.07	Max. Rate (N/A)
Free	\$3.51	\$3.53	\$3.58	\$3.60	\$3.75
Reduced-Price	\$3.11	\$3.13	\$3.18	\$3.20	\$3.35
Paid	\$0.33	\$0.35	\$0.40	\$0.42	\$0.48

## Afterschool Snack Program (ASSP)

Category	Standard Rate
Free	\$0.96
Reduced-Price	\$0.48
Paid	\$0.08



# Additional Reimbursement Rates

## Extra \$.02 (Lunch)

## Menu Performance Certification/\$.07 (Lunch)



1. What is it?
2. How do I know if my school is eligible?
3. How do I know if my school gets it?



# Additional Reimbursement Rates

## Severe Need (Breakfast)

1. What is it?
2. How do I know if my school is eligible?
3. How do I know if my school gets it?







# Healthy Schools Act Reimbursement

Public Schools, Public Charter Schools, and private schools participating in the National School Lunch Program are eligible for additional meal reimbursements and subsidies, provided that the meals meet all of the requirements outlined in the Healthy Schools Act (HSA).



Healthy Schools Act Articulate Training:

<https://360.articulate.com/review/content/9e8cfd36-6208-4819-8577-b43ebcbbad3f/review>



# Orchard Application(s)

In an effort to streamline the annual application process for federal Child Nutrition Programs (CNP), H&W has developed a new web-based system known as Orchard. Orchard launched in August 2016, and supports online submission of federal CNP applications to the State Agency. Online applications are currently available for:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Seamless Summer Option (SSO)
- Special Milk Program (SM)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)
- Fresh Fruits and Vegetables Program (FFVP)

After initial submission of the application concluding in a ratified contract, users can update portions of the data that inherently change throughout the program year.



# Application Approval Letters (NSLP)



October 5, 2020

Dario Muralles  
Director of Operations  
OSSE Academy  
1234 ABC Street  
Washington, DC 20011

Dear Mr. / Ms. Muralles,

We are pleased to inform you that OSSE Academy has been approved to participate in the National School Lunch Program (NSLP) and subsequent programs during School Year 2020-2021 as detailed below. All acknowledgement statements inclusive of the corresponding documents such as the Permanent Agreement and Appeal Rights are located in the Child Nutrition Program (CNP) application.

The Office of the State Superintendent of Education (OSSE), through the United States Department of Agriculture (USDA), provides funding for this notice of grant award. The sub-grantee is required to follow the federal laws, regulations and provisions of the grant agreement in accordance with CFDA #10.555 (National School Lunch Program) and CFDA #10.553 (School Breakfast Program). If the sub-grantee expends \$750,000 or more in federal awards during their fiscal year, the sub-grantee is required to have an audit in accordance with OMB Super Circular A-133.

OSSE Academy has been approved for the following USDA Entitlement Programs, as defined in the 7 CFR 210, 7 CFR 220, 7 CFR 250 and 7 CFR 3016:

- ✓ National School Lunch Program
- ✓ School Breakfast Program (SBP)
  - o Severe Need Breakfast
- ✓ Healthy Schools Act (HSA)
- ✓ Additional \$.02 for 60% free and reduced rate
- ✓ Pricing Participation
- ✓ Certified performance-based menu reimbursement

If there are changes to the school that could affect the programs above, such as change of school name or location, change in principal or director, enrollment totals, number of free and reduced price students or changes in personnel around the NSLP, you must immediately contact your designated program specialist.

If there are any questions or concerns, please contact your designated Program Specialist Alex Dobbs at (202) 727-6436 or [Alex.Dobbs@dc.gov](mailto:Alex.Dobbs@dc.gov).

Sincerely,

Lindsey Palmer RDN, LD  
State Agency Director  
Division of Health and Wellness



# Application Approval Letters (NSLP)



October 5, 2020

Dario Muralles  
Director of Operations  
OSSE Academy  
1234 ABC Street  
Washington, DC 20011

Dear Mr. / Ms. Muralles,

We are pleased to inform you that OSSE Academy has been approved to participate in the Seamless Summer Option (SSO) during Fiscal Year 2021. SSO allows school food authorities (SFAs) who are operating the National School Lunch Program (NSLP) or School Breakfast Program (SBP) to provide free summer meals in low income areas during the traditional summer vacation periods and, for year-round schools, during school vacation periods longer than 10 school days. The SSO combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Summer Food Service Program (SFS). At year-round schools that have breaks for shorter periods of time, the State agency may waive the 10-day requirement to allow for SSO participation. SFAs may sponsor non-school feeding sites under SSO. All acknowledgement statements inclusive of the corresponding documents such as the Permanent Agreement and Appeal Rights are located in the Child Nutrition Program (CNP) application.

The Office of the State Superintendent of Education (OSSE), through the United States Department of Agriculture (USDA), provides funding for this notice of grant award. The sub-grantee is required to follow the federal laws, regulations and provisions of the grant agreement in accordance with CFDA #10.559 (Summer Food Service Program), CFDA #10.555 (National School Lunch Program) and CFDA #10.553 (School Breakfast Program). If the sub-grantee expends \$750,000 or more in federal awards during their fiscal year, the sub-grantee is required to have an audit in accordance with OMB Super Circular A-133.

OSSE Academy has been approved for the following USDA Entitlement Programs, as defined in the 7 CFR 210, 7 CFR 220, 7 CFR 225, 7 CFR 250 and 7 CFR 3016.

- ✓ Seamless Summer Option
- ✓ Healthy Schools Act (HSA)

In accordance with site level application details for meal types, food service days and times within the current agreement, OSSE Academy has been approved to serve meals at 1 sites for the following USDA Entitlement Programs:

This letter serves as confirmation of your election to operate and claim meals for reimbursement at the following sites:

- OSSE Academy

Changes to sponsored site participation in the Seamless Summer Option must be processed through Orchard. The State Agency will review and approve changes that impact program entitlements, operation and personnel contact details.

If there are any questions or concerns, please contact your designated Program Specialist, Alex Dobbs at (202) 727-6436 or [Alex.Dobbs@dc.gov](mailto:Alex.Dobbs@dc.gov).

Sincerely,

Lindsey Palmer, RDN, LD  
State Agency Director  
Division of Health and Wellness





# Setup an Orchard Login

## National School Lunch & Special Milk Program Orchard Application Request Form

### Request Form

In an effort to streamline the annual application process for federal child nutrition programs, the Office of the State Superintendent of Education (OSSE), Division of Health & Wellness (DHW) is developing an online system for participants.

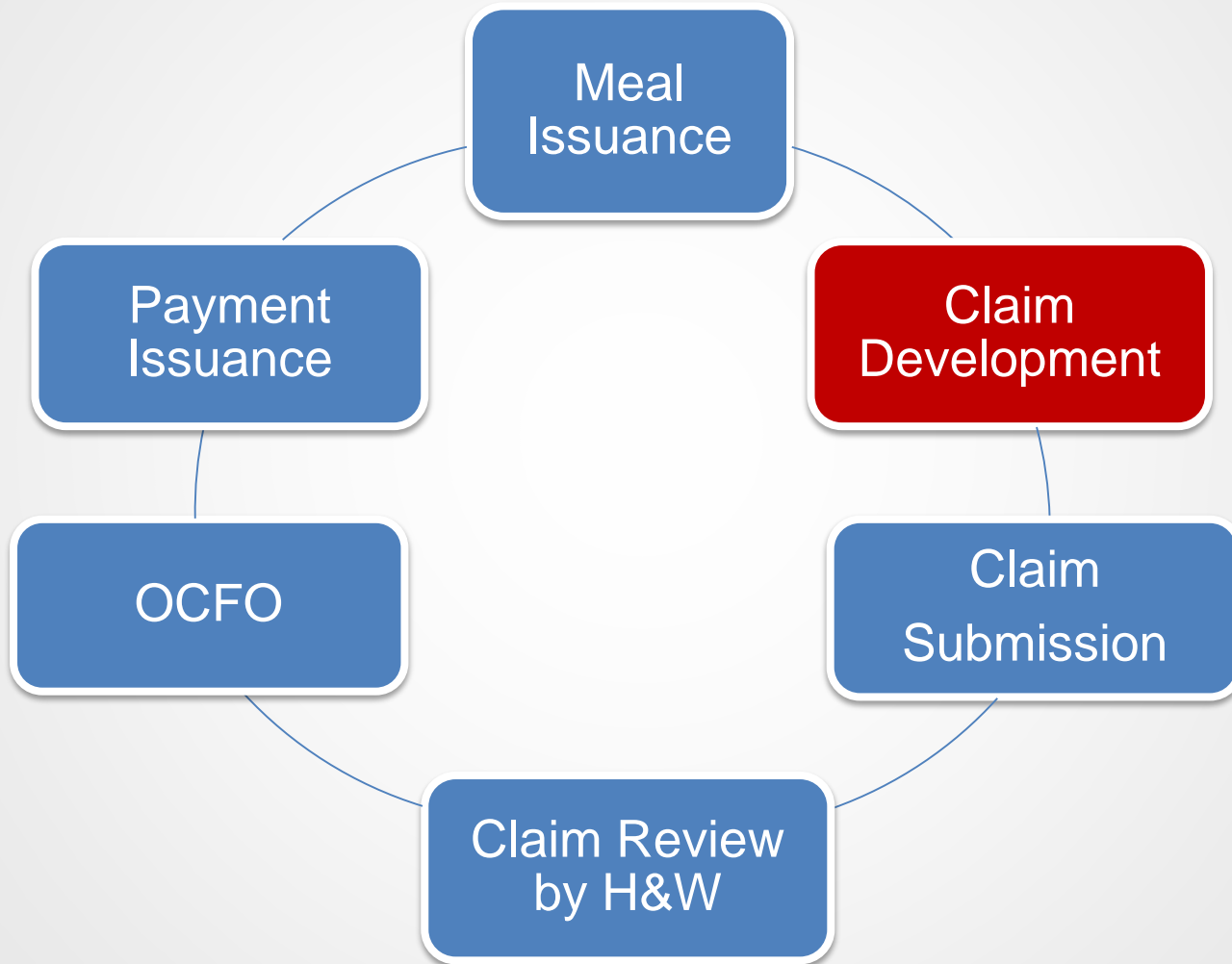
\* **1** Select the reason / intent for completing this survey

- ☐ Request User Credentials
- ☐ New Applicant
- ☐ Add New Site(s) (Existing Application Only)
- ☐ Deactivate user credentials

Please visit: [Orchard Request form](#)



# Nutrition Program(s) Claim Process





Q&A



# Examples of which claim form to use

- School Food Authority (SFA) served meals at an open feeding site through the SSO over the summer months (July and August) and continued this model of service into the new school year.

## SSO

- School Food Authority (SFA) served meals at an open feeding site through the SSO over the summer months. This included 11 operating days in August and then transitioned to the more traditional school meal programs including the SBP and NSLP on the first day of school. School started on August 31<sup>st</sup> so there was only 1 day of SBP and NSLP in August.

## SSO (July and August) and NSLP (September)

- School Food Authority (SFA) did not serve meals over the summer months and planned to serve SBP and NSLP starting in August 31<sup>st</sup> with the first day of school. Due to the new flexibility allowing SSO through the end of the year, and the ability to retroactively claim meals, updated NSLP application to operate SSO from August through December.

## SSO (September)





Q&A

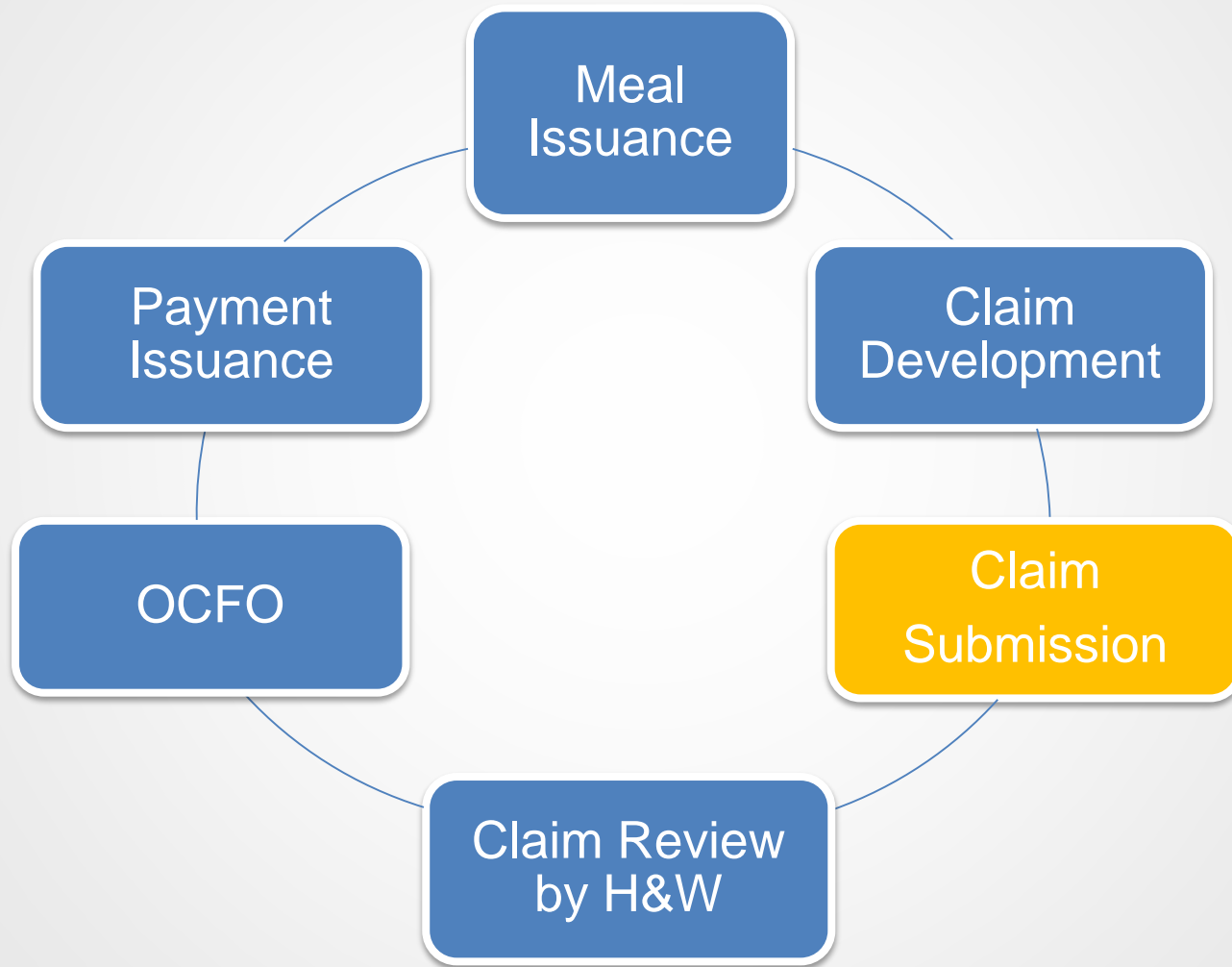
# Common Problems with Data Inputs

- Data is present where it should not be:
  - Typing errors
  - Math problems – poor calculation
  - Data entered in incorrect fields
  - Unusual month to month variations
- Duplicate Records
  - Invalid claims stored instead of purged
- Inconsistencies
  - Data provided does not reflect current application / agreement details





# Nutrition Program(s) Claim Process





# Claim Submission

The 60 day timeframe is established for submission of any claim corrections or adjustments, NOT submission of the first claim for reimbursement. As indicated above, claims are due by the 10<sup>th</sup> day of the month following the last day of the claim month. Any final claim not submitted by the 60<sup>th</sup> day will not be reimbursed.

Claim Month	Due Date	Final submission due date (60 day deadline)
July	August 10, 2020	September 29, 2020
August	September 10, 2020	October 30, 2020
September	October 10, 2020	November 30, 2020
October	November 10, 2020	December 30, 2020
November	December 10, 2020	January 29, 2021
December	January 10, 2021	March 1, 2021
January	February 10, 2021	April 1, 2021
February	March 10, 2021	April 29, 2021
March	April 10, 2021	June 1, 2021
April	May 10, 2021	June 29, 2021
May	June 10, 2021	July 30, 2021
June	July 10, 2021	August 30, 2021

## NSLP Consolidated Claim(s) Only

Claim only months listed below consisting of 10 serving days or less can be combined with an adjacent month. If participants submit a consolidated claim the information listed below applies:

Claim Month(s)	Claim form should display	Due to State Agency:
August & September	September	October 10, 2021
July & August	August	September 10, 2021
May & June	May	July 10, 2021





# Claim Submission, cont.

All submissions including amended claims must contain:

- **Signed PDF version** of the *NSLP* reimbursement form
- **Signed PDF version** of the *HSA* reimbursement form (if applicable)
- **Edit Checks** - Submitting the Excel workbook as required will fulfill the obligation for including edit checks with all claim submissions.

All submissions including amended claims go directly to [nslp.claims@dc.gov](mailto:nslp.claims@dc.gov).

SFAs utilizing H&W approved edit checks generated by their electronic point of service (POS) systems only need to submit the signed PDF claim reimbursements.



# Authorized Signatures

## Claims Authorized Signatures / Third Party Authorizations



Enter a minimum of two Authorized Signers in the table below. If using a third party, also add their contact information to authorize communication with them should both authorized signers be unavailable.

Contact Type	First Name *	Last Name *	Title	Phone Number *	Extension	Email *	Delete
Authorized Signer	Authorized Signer1	LastName1		(333) 333-3333		1@dc.gov	
Authorized Signer	Authorized Signer2	LastName2		(444) 444-4444		2@dc.gov	

- Claims will not be processed without signatures from authorized School personnel.
- School's are responsible for communicating changes in management and/or finance personnel through [Orchard](#).
- Orchard applications must be updated appropriately to reflect authorized signers and third party authorization

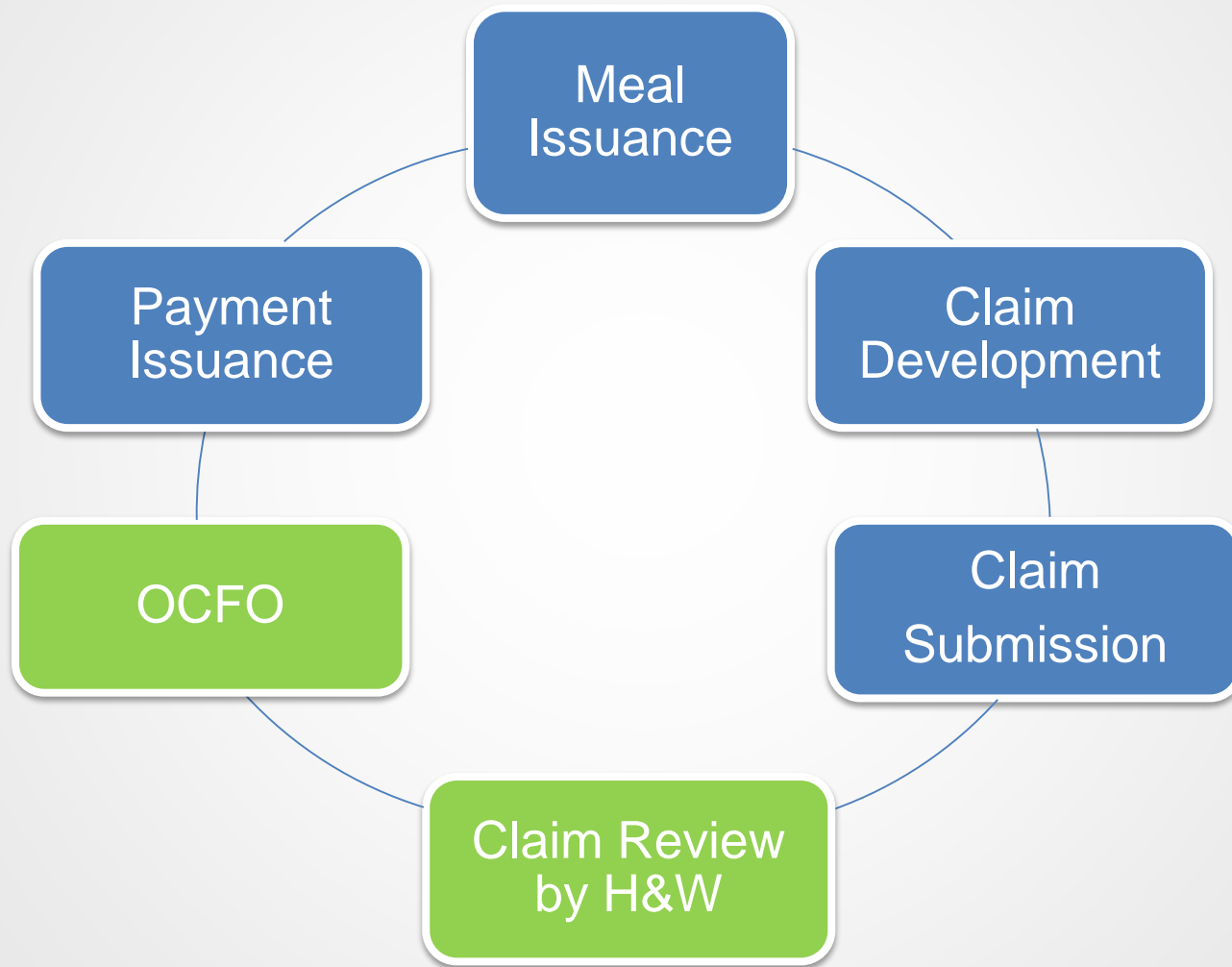
## Reimbursement Request received after the 60-day deadline

- A one time exemption may be awarded every three years – subject to Program Manager approval
- Requires a written justification submitted to the state agency.
- Confirmation letters are provided to Schools regarding the results of an exemption request.





# Nutrition Program(s) Claim Process





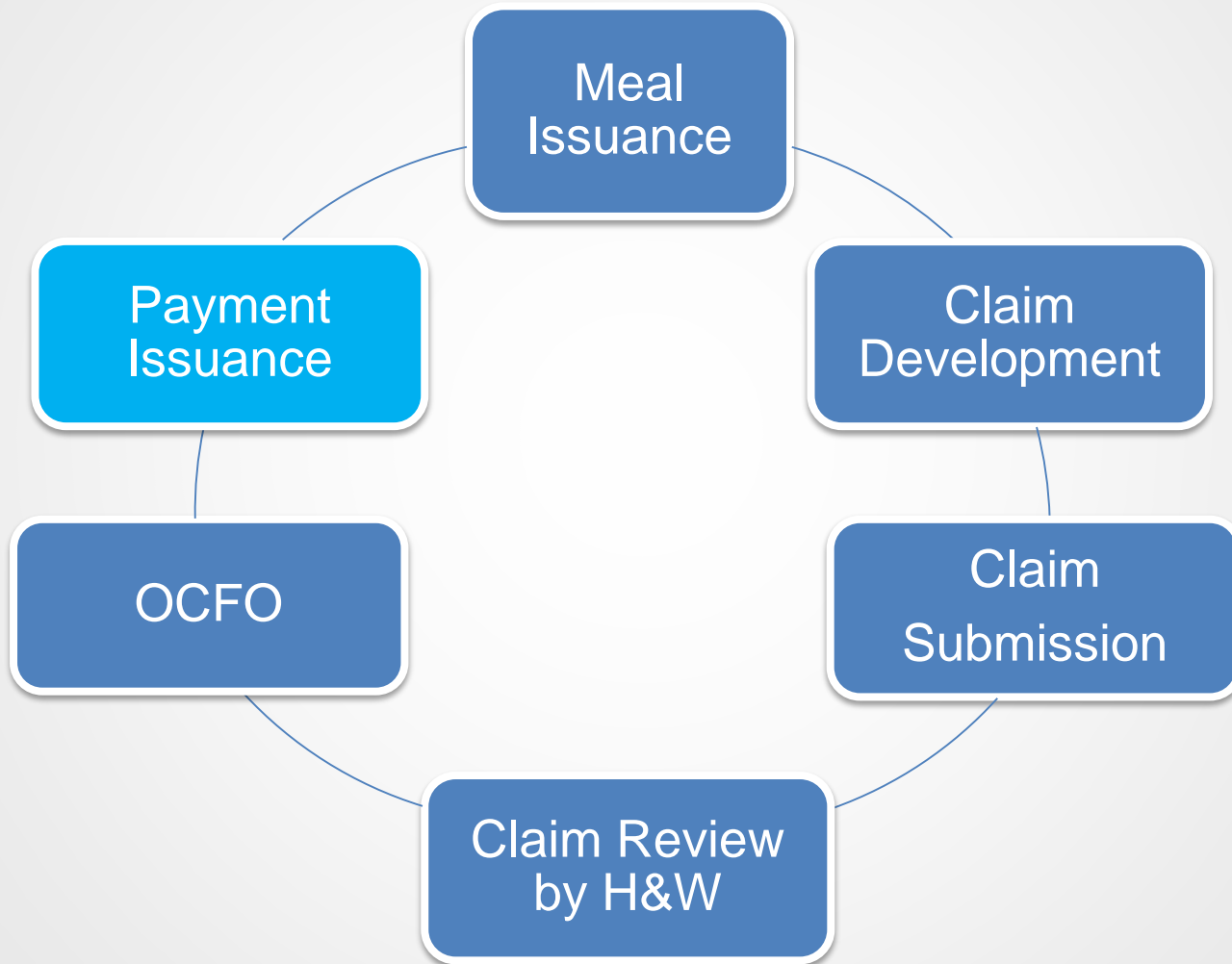
# Claims Review/OCFO

1. Claims Specialist will review claim for accuracy and either approve it or send it back for corrections. If approved, school will receive a confirmation e-mail.
2. School Nutrition Programs Manager will review claim in claim's payment system and approve claim.
3. Office of Chief Financial Officer will receive approved claim and issue payment.

This process is estimated to take approximately 30 days from the submission of an accurate claim.



# Nutrition Program(s) Claim Process







# Payment Inquiries

The [ACH / Payment Inquiry](#) is a tool on the OSSE website to assist with payment reconciliation. The search engine allows Schools to search by ACH/Check # and shows a break out of the payments by meal type included in each deposit/check.

Trans Amt	Grant No	Grant No Title	Payment Date	Invoice Date	Invoice No	Eff Date
\$244.11	81NSB1	NATIONAL SCHOOL BREAKFAST	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOB-28511-0	Thursday, OCT-18-2018
\$328.84	81NSB1	NATIONAL SCHOOL BREAKFAST	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOB-28513-0	Thursday, OCT-18-2018
\$737.64	81NSL1	NATIONAL SCHOOL LUNCH	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOL-28511-0	Thursday, OCT-18-2018
\$1,496.79	81NSL1	NATIONAL SCHOOL LUNCH	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOL-28513-0	Thursday, OCT-18-2018
\$14.40	NOGRNT	NO GRANT INFORMATION AVAILABLE	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOBL-28512-0	Thursday, OCT-18-2018
\$19.30	NOGRNT	NO GRANT INFORMATION AVAILABLE	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOBL-28514-0	Thursday, OCT-18-2018
\$41.40	NOGRNT	NO GRANT INFORMATION AVAILABLE	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOLL-28512-0	Thursday, OCT-18-2018
\$84.15	NOGRNT	NO GRANT INFORMATION AVAILABLE	Friday, OCT-26-2018	Tuesday, OCT-16-2018	INLOLL-28514-0	Thursday, OCT-18-2018
\$2,966.63						



# Payment Inquiries & Program Records

USDA requires that all program related records are **retained and available for a period of three years plus the current year**. Schools are required to provide this information to the State Agency (SA) upon request.



If additional information and/or clarification is needed, please contact our office at [nsip.claims@dc.gov](mailto:nsip.claims@dc.gov) for further assistance.



# State Agency Notifications

## **OSSE will provide a confirmation letter for:**

- Overpayments Assessed / Recouped
- State Revenue Matches
- Acceptance and / or denial of late submissions



# Claims Specialist Contact Information

For questions regarding NSLP and/or HSA claims and reimbursements, please contact:

Dario Muralles, Management Analyst

[nslp.claims@dc.gov](mailto:nslp.claims@dc.gov)



# Quiz!

**Where can you locate your entitlement information for claim submissions? (Ex: \$.02 & or CEP % details.)**

Orchard Application



# Quiz!

**Can an SFA claim more meals than the total number of students who attended school for the month?**

No





# Quiz!

**Are school operating days and NSLP program Operating days the same?**

No



# Quiz!

**Define a program operating day/serving for NSLP.**

Any day where school is in session and meals are served.



# Quiz!

**Are serving days always the same for each month for each program type (breakfast/lunch/snack)?**

No



# Quiz!

**Why is it important to document the correct number of serving days per program type?**

To reflect an accurate average daily participation rate which is reported to USDA



# Quiz!

**Do you feel a higher level of confidence when it comes to the NSLP claims process & monthly claim submissions?**



Q&A





# References

[NSLP Fact Sheet](#)

[§210.8 Claims for reimbursement](#)

[Orchard](#)

[CEP Resource Center](#)

[§7CFR 210.23\(c\)](#)



**Thank you**