

CLAIMS FOR REIMBURSEMENT

Funding and Disbursement Services

There are two different types of payments a sponsor may receive.

1. **Advance Payments**—You may only request advance funds for claim months with ten or more serving days.

On the site Claim for Reimbursement, you will report an estimated meal count (excluding seconds) based on anticipated participation.

A. Operating Advance (maximum of two)

Will be paid the **lesser** of:

- i. Total operating reimbursement paid for the same calendar month of the preceding year OR
- ii. Fifty percent of the amount needed for meals if vended OR
- iii. Sixty-five percent of the amount needed for meals if self-prepared

B. Administrative Advance (maximum of two)

- i. If the sponsor qualifies for administrative advances, administrative advance funds would equal one-sixth of the approved Administrative Budget.
- ii. All advance requests greater than \$40,000 must be approved by Amy Bianco. The sponsor must demonstrate administrative and management capability to justify the larger payment.

2. **Claim Payments**—Even if an advance claim is submitted for a month, you MUST submit a Claim for Reimbursement.

- A. On the site Claim(s) for Reimbursement, you must report **actual** meals served.
- B. Operating and Administrative Reimbursement = meals claimed x reimbursement rate.
- C. Payments are calculated using year-to-date totals.

NOTE: If your advance payment (based on estimated meal counts) is greater than what your claim earns (based on actual meal counts) you will have to return the difference to our office.

SUMMER FOOD SERVICE PROGRAM IMPORTANT CLAIM REMINDERS

- You must do a SITE claim for each individual site, for each month of operation, regardless of the number of serving days.
- You must submit a SPONSOR claim for each month after completion of the site claim(s). The payment process cannot begin until you submit the sponsor claim.
- Claims should be submitted as soon as possible after the end of the claiming month. We generally voucher weekly so the sooner you submit your claim, the sooner you will get paid.

- ALL claims (original and upward revisions) must be submitted by sponsors within **60** calendar days of the end of the claiming month in order to be paid with program funds.

CLAIM DUE DATES

<u>Claim Month</u>	<u>Due Date</u>
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29

**For any claim or payment questions
contact Funding and Disbursements at 217-782-5256**

Financial Reimbursement Information System (FRIS) Inquiry Quick Help

How to Get There:

- From ISBE Home Page (www.isbe.net)
- Click FRIS Inquiry (see navigation links below State seal)

Instructions:

- Choose Project Year (current or prior year)
- Choose Search Method (RCDT Code or entity Name – see example at bottom of screen) (RCDT Code = Agreement Number)
- Enter RCDT Code (no dashes) or Entity Name in the Contains field (depending on Search Method chosen – see example at bottom of screen)

Project Information:

Click on "Display Projects" to view all projects receiving funds for selected entity
(NOTE: Source of Funds/Program Code for SFSP = 4225)

- From Search Results Screen: click on # column of project you wish to view more detailed information
- Project Summary Screen: most current information on file at the Illinois State Board of Education for the selected project
- Click for Details: to view more details (if applicable)

Payment Information:

- Choose:
 - Recipient: entity responsible for administering project, or
 - Payee: entity receiving funds for distribution to participating entities/recipients
- Click on "Display Payments" to view entities receiving payments based on the information entered above
- Voucher Search Screen: enter EITHER: Voucher Number OR Date Range (see format)
 - Default sort order = by descending voucher date
 - Sort by Program Code = sort by Program Code in descending voucher date

order

-Sort by Processed Date = sort by date processed by Comptroller in descending date order

-Voucher List Screen: list of vouchers based on the information entered above

- Click on Voucher Number you wish to view more detailed information
 - -Recipient/Payee Payment Screen: detailed payment information based on the information entered above (Date payments released from the Comptroller's Office included)
- Click on **HELP** link for more detailed instructions, field descriptors and instructions on the Comptroller's web site
 - Click on **Content Summary** link for outline of all information included on this site
 - Click on **CONTACT US** for comments/questions/issues regarding the content of FRIS Inquiry
 - Information is updated daily and is view only

Link to State Comptroller's Web Site Instructions

Required: The Vendor Taxpayer Identification Number of the entity receiving the funds. This number may be the Federal Employees Identification Number (FEIN).

How to Get There:

- This link can be accessed through the ISBE FRIS Inquiry, Recipient-Voucher List Screen or the Project-Disbursement Detail Screen OR
- Directly from the Illinois State Comptroller Home Page (www.illinoiscomptroller.com)
- Click on Financial Inquiries right below the header and then on Vendor Payments

Vendor Login Screen:

- Enter Vendor TIN/FEIN (9 digit number) without dashes
- Click on OK
- Click on Payments (upper right corner of screen)

Selection Criteria:

- Fiscal Year: Current State FY or Previous State FY
- Agency: 586 = Illinois State Board of Education

Sort Criteria:

- Record Date in Descending order will reflect the most recent payments first
- Click on Find Warrants

Vendor Warrants Screen:

- The next screens reflect warrants and amounts paid by the Comptroller's Office.
- If information is not listed, the warrant has not been issued.
- A Warrant number that starts with 000 is EFT and the funds should be in your bank account within two days of the Record Date.
- Other Warrant numbers are actual checks that were issued
 - Status of P means the check has been cashed/paid

- Status of O means the check is outstanding/has not been issued by the comptroller's office yet.
- Last Action Date shows the date the check was cashed.

How to Submit a Claim in WINS

Sponsor Lookup

Name / RCDT / City / Address / Zip:

Program:

Program Year:

Alerts [-]

Review Citations were identified and require a response.

Show existing site alerts

Comments/Notes [-]

2015 Application Instructions for S...

Administrative review is assigned, ...

Claim Instructions available - clic...

Show existing site notes

Northern Illinois Food Bank - 31-045-052P-00

[Northern Illinois Food Bank](#)

Sponsor Tasks | **Sites** | **Claims & Monitoring** | Applications & Participation | Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
Batch Daily Meal Counts Batch Participation Detail Close Inactive Site(s) Deactivate Site(s) Track SD Process Deactivate Sponsor	Enroll Site In New Program Edit Site Questionnaire Edit Program Participation Edit Participation Detail
Reports	Budget
Waiver Submissions Public/Private Free, Reduced, Eligible Elementary Free, Reduced, Eligible Applications Not Received Dcfs Sponsor Reports	Summer Food Service Budget

- Start from your home screen or 'dashboard.
- Click on the Claims & Monitoring Tab.

Alerts [-] **Comments/Notes** [-]

No Alerts

! Show existing site alerts

The current issue of the Mealtime M... View
 Claim Instructions available - clic... View
 Per sponsor, Site 61070 was deleted... View
 Instructions for Annual Application... View

! Show existing site notes

Sponsor Tasks Sites **Claims & Monitoring** Applications & Participation Sponsor Info

Monitoring Summary

No review history available.

Sponsor Claims

Month	Year	Type	Status	Payment Batch	Site Claims
Mar	2014	Claim	Not Submitted		Site Claims
Apr	2014	Advance	Not Submitted		Site Claims
Apr	2014	Claim	Not Submitted		Site Claims
May	2014	Advance	Not Submitted		Site Claims
Jun	2014	Advance	Not Submitted		Site Claims
Jul	2014	Advance	Not Submitted		Site Claims
Aug	2014	Advance	Not Submitted		Site Claims

- Select which Claim or Advance you wish to work on by clicking on 'site claims' to the right of your selection.

Site Claims Close [X]

Program Month: Program Year: Site Number:

Month	Year	Type	Status	Payment Batch	Site Name	Site Number
Mar	2014	Advance	Not Submitted		Abbott Middle School	13273
Mar	2014	Advance	Not Submitted		Beacon Ridge Community DuCap	65999
Mar	2014	Advance	Not Submitted		Bensenville Teen Center	63948
Mar	2014	Advance	Not Submitted		York Community Resource Center	53933

- Select which site you wish to work on by clicking on the month to the left of your selection.

Program Daily Meal Counts

- ✓ Summer Food Service Program (P.M. Snack)
- ✓ Summer Food Service Program (Supper)

Show All

Meal **Supper**

Day	Meal	Rural/Self-Prep
3	Supper	20
4	Supper	20
5	Supper	20
6	Supper	20
7	Supper	15
10	Supper	20
11	Supper	20
12	Supper	20
13	Supper	20
14	Supper	15
17	Supper	20
18	Supper	20
19	Supper	20
20	Supper	20
21	Supper	15
24	Supper	20
25	Supper	20
26	Supper	20
27	Supper	20
28	Supper	15
31	Supper	20
		400

[Save and Continue](#)

- Enter your daily meal counts. Click save and continue to save this page and enter additional meal counts or to get to the Site Claim Summary Page.

Daily Meal Counts

Claim

Calendar Year: 2014
Calendar Month: 3

Quick Links

[Site Claim Summary](#)
[Site Claims](#)
[Participation Detail](#)

Version

Selected Claim:

Current Mar 2014 Claim - Draft - 03/06/2014

Meal Counts

Claim Summary

Please review your completed claim prior to submission.

Site Information

[Abbott Middle School](#)

Claim Data

Claim Month	Mar 2014	Status	Draft
Days of Operation	03/03/2014 - 03/31/2014	Type	Advance
Days Claimed	21	Date Received	
Claim Source	Sponsor	Date Approved	

Updated: bmindler

Meals

Summer Food Service Program - P.M. Snack

Rural/Self-Prep

Firsts 525

Summer Food Service Program - Supper

Rural/Self-Prep

Firsts 400

Statistics

Summer Food Service Program

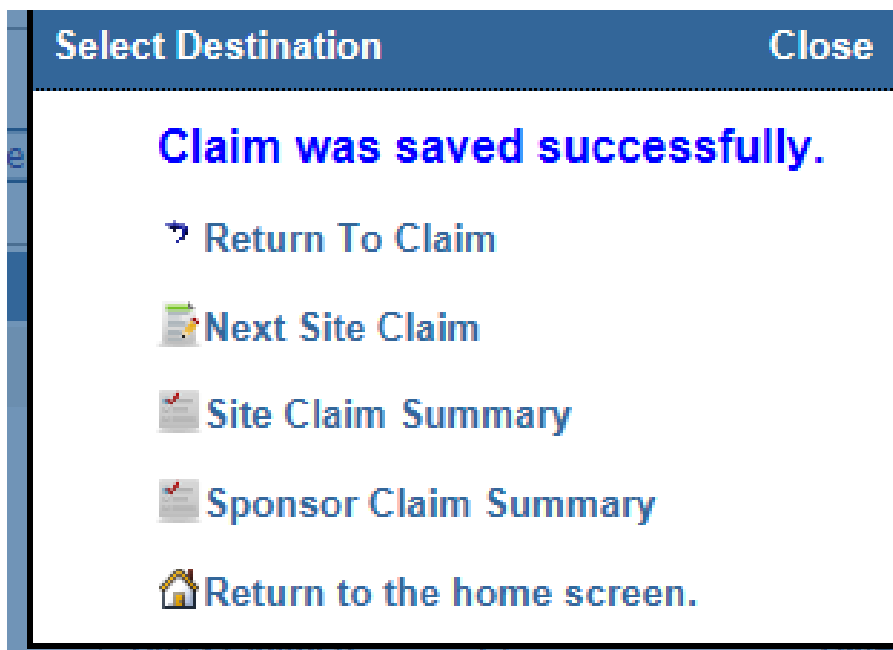
Days Claimed 21

Previous

Submit Claim

- Review the monthly site totals and if correct click the Submit claim button.

If the claim passed all edit checks you will receive the following screen:



- Click on what you want to do next.
- If all sites are done, go to Sponsor Claim Summary.

SFSP Sponsor Claim

Quick Links Site Claims Claim Rates	Version Current Mar 2014 Claim - Draft - 03/06/2014
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Please review your completed claim prior to submission.

Sponsor Information Northern Illinois Food Bank

Claim Data	
Claim Month: Mar 2014	Status: Draft
Days of Operation: 03/03/2014 - 03/31/2014	Type: Advance
Days Claimed: 21	Date Received:
Claim Source: Sponsor	Date Approved:
<small>Updated: bminder</small>	

Sponsor Notes
 1 site(s) included out of 4 sites approved Summer Food Service Program - 1 site(s)

Meals	
Summer Food Service Program - P.M. Snack	Summer Food Service Program - Supper
Rural/Self-Prep	Rural/Self-Prep
Firsts: 525	Firsts: 400

Statistics
Summer Food Service Program
Days Claimed: 21

- Review data and Submit Sponsor claim.

 **Saved Successfully.**

SFSP Sponsor Claim

Quick Links

[Site Claims](#)
[Claim Rates](#)

Version

Mar 2014 Advance - Approved - 03/06/2014

Claim Analysis

Payment Category	Claim Earned	Reimb Claimed YTD	Prior Paid YTD	Paid This Claim
Administrative	181.25	181.25	0.00	181.25
Meal/Operational	1,677.75	1,677.75	0.00	1,677.75

Sponsor Information


[Northern Illinois Food Bank](#)

Claim Data

Claim Month	Mar 2014	Status	Approved
Days of Operation	03/03/2014 - 03/31/2014	Type	Advance
Days Claimed	21	Date Received	03/06/2014
Claim Source	Sponsor	Date Approved	03/06/2014

Updated: bminder

Sponsor Notes

 1 site(s) included out of 4 sites approved
Summer Food Service Program - 1 site(s)

Meals

Summer Food Service Program - P.M. Snack

Rural/Self-Prep

Firsts 525

Summer Food Service Program - Supper


Rural/Self-Prep

Firsts 400

Statistics

Summer Food Service Program

Days Claimed 21

- Once Sponsor claim is Saved Successfully you can see your payment amounts.
- For a complete Claim Instruction Handbook click on the  icon at the top of the page inside WINS.

Claim questions: contact Funding and Disbursements at 217-782-5256