Steps to Access the Site Application Summary

1) SELECT the “Applications” tab

2) SELECT “Application Packet”

3) SELECT “School Nutrition Program” under Site Applications

4) SELECT “Site Application Summary” (right-hand side)
The Site Application Summary for the school will appear and can be exported to Excel. This report is one that can be viewed at any time, but is crucial to view prior to submitting the agreement for annual approval.

REMEMBER: Retroactive claims are not allowed. Please check the months of operation to ensure meals claimed for reimbursement can be counted. For example, it is September 7, 2017 and the SFA has submitted the August 2017 claim and receives an error message stating “meals cannot be claimed for meals served in a month the program is not operating”. Upon review of the agreement, the SFA did not check the ASSP operating month of August. Unfortunately, the August ASSP meals claim cannot be reimbursement.