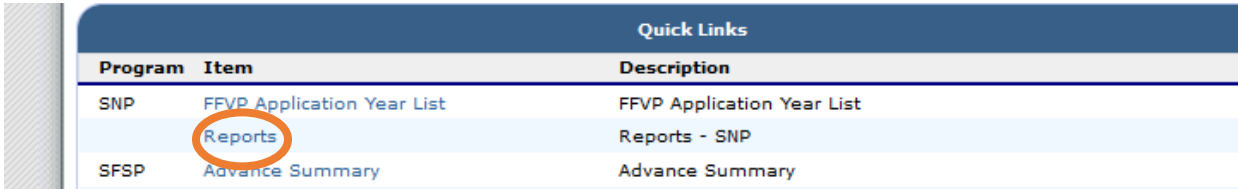


## Claim Export and Claim History Report Instructions

Use the claim export and claim history report to reconcile claims for reimbursements with your point of service system. Reviewing claims before submitting can help to ensure accurate reimbursement.

To pull the claim reports in the Colorado Nutrition Portal, go to Quick Links and click Reports in the SNP section.



Quick Links		
Program	Item	Description
SNP	FFVP Application Year List	FFVP Application Year List
	<b>Reports</b>	Reports - SNP
SFSP	Advance Summary	Advance Summary

Select the Claim Export and the Claim History Report. Claim export information should pull in even when a claim is in “Pending” Status.

**Claim Export** displays site level meal counts by student eligibility as well as provisional program participation.

**Claim History Report** displays reimbursement history by month for the selected year.



**School Nutrition Programs**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Reports >

**School Nutrition Programs Reports**

Report Filters  
Report Group: ALL

Apply Filter

**Report List**

Claim Reports	
Item	Description
Claim Export	Claim Export
Claim History Report	This report lists Sponsor claim reimbursement history, including related meal count information, by month for the selected year.

Accounting Reports	
Item	Description

### Tips from Sponsors

- Use the claim export report prior to submitting a claim to catch discrepancies.
- Before submitting claims, the sponsor will:
  - remove duplicate meals,
  - ensure students are claimed at their enrolled school,
  - ensure there are no eligibility variances,
  - compare entered numbers with the Claim Reimbursement Summary page.
- Know severe need breakfast sites and ensure the reimbursement is accurate in the portal.