

## School Food Authority On-Line Claims for Reimbursement Personnel

School Food Authorities (SFAs) are reminded there must be **THREE (3)** separate people involved with the Child Nutrition On-line Claim for Reimbursement. This internal control mechanism is in place to help prevent claims submitted with errors and Legislative Audit findings.

The district Child Nutrition Single Sign-On (SSO) account manager can assign privileges for Entry and Submit with Superintendent approval. Arkansas Department of Education (ADE) SSO account manager must receive form signed by Superintendent in order to make changes to the person assigned with Approve privileges.

The SFA personnel responsible for the on-line claim are:

**Entry** – This is the person that enters all the claim information into the on-line claim system based on source documentation. This documentation will include (but is not limited to) APSCN financial reports of income and expenses, unpaid bills, income due to program, as well as inventory (purchased and USDA Donated Foods), daily records to support number of reimbursable breakfast, lunch and snack (if applicable) meals served to students, etc.

Name:		Position:	
Email:		Phone:	

**Submit** – This person looks at the claim that was entered by the Entry person, confirms that all information reported on the claim is accurate and backed up with appropriate source documents.

Name:		Position:	
Email:		Phone:	

**Approve** – This person looks at the claim that has already been entered and submitted. It is necessary for the approval person to confirm that all information submitted on the claim is accurate and supported by appropriate source documents.

Name:		Position:	
Email:		Phone:	

**Notification in writing, signed by Superintendent, must be submitted to the ADE/CNU when a change has been made to any of the above information.**