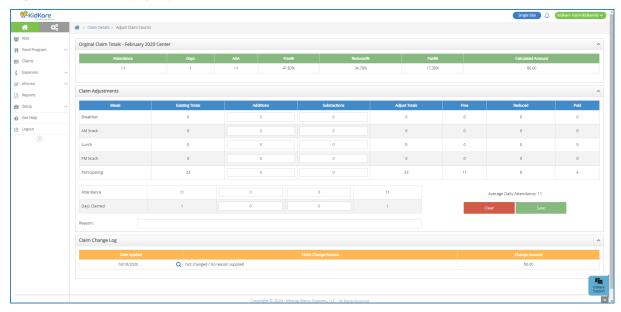
## **Adjust Claim Counts**

Last Modified on 10/27/2023 12:35 pm

You can manually adjust your claim counts on the Adjust Claim Counts page. From CDT this page, you can add or subtract from the pre-adjustment totals, which results in a recalculation and adjustment to the claim. Each adjustment you make is stored in the Claim Change Log at the bottom of the page.

**Required Permissions:** You must have the **Claims** permission enabled on your account to view and work with claims. Sponsored centers do not have access to this feature.

- 1. From the menu to the left, click Claims.
- 2. Select List Claims.
- 3. Click the claim to adjust. The Claim Details page opens.
- 4. In the Claim Status section, click the **Claim Actions** drop-down menu and select **Adjust Claim Counts**. The Adjust Claim Counts page opens.



- 5. Add adjustments for meals, attendance, and days claimed, as needed.
  - Click the **Additions** box for the appropriate row and enter the amount to add.
  - o Click the **Subtractions** box for the appropriate row and enter the amount to subtract.
- 6. Click the **Reasons** box and enter a reason for this change.
- 7. Click **Save**. The adjustment is added to the Claim Change Log and the Additions and Subtractions boxes are cleared.
- 8. Click Claim Details to return to the Claim Details page.