

Adjust Claim Counts

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CDT

You can manually adjust claim counts on the Manually Adjust Claim page. You can add or subtract from the pre-adjustment totals. This results in a recalculation and adjustment to the claim. Adjustments made here are not specific to a particular child/class/age group.

1. From the menu to the left, click **Claims**.
2. Select **List Claims**. The View Claims page opens.
3. Set filters for the claims to view:
 - a. Select the **All Centers** option or the **Selected Center** option. If you choose **Selected Center**, you must select a center at the top of the page.
 - b. If you operate in multiple states, click the **State** drop-down menu and select the state(s) to view. You can also select **All States**.
 - c. Click the **Claim Month** drop-down menu and select the claim month to view. You can also select **All Months**.
4. Click **Go**. Claims matching the filters you set display.
5. Click the link in the **Month** column to open the Claim Details page for the claim to view.
6. Click the **Claim Actions** drop-down menu and select **Adjust Claim Counts**. The Adjust Claim Counts page opens. The original claim totals display at the top of the page.

The screenshot shows the 'Adjust Claim Counts' page. At the top, there is a breadcrumb trail: Home > View Claims > Claim Details > Adjust Claim Counts. Below this, there are two main sections: 'Original Claim Totals - March 2022' and 'Claim Adjustments'.

Original Claim Totals - March 2022

Attendance	Days	ADA	Free%	Reduced%	Paid%	Calculated Amount
0	0	0	0.00%	0.00%	0.00%	\$0.00

Claim Adjustments

Meals	Totals	Free	Reduced	Paid
Breakfast	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Lunch	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
PM Snack	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Participating	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Below the adjustments table, there are two more input fields: 'Attendance' with a value of 0 and 'Days Claimed' with a value of 0. To the right of these fields, it says 'Average Daily Attendance: 0'.

7. Add adjustments for meals, attendance, and days claimed, as needed. Note that the Adjusted Meals section is updated as you make changes.
8. Click the **Reason** box and enter a reason for the adjustment.
9. Click **Save**. Each adjustment you make to the claim is stored in the Change Claim Log section of this page.