

Adjust Claim Counts

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CDT

You can manually adjust your claim counts on the Adjust Claim Counts page. From 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.

Attendance	Days	ADA	Free%	Reduced%	Paid%	Calculated Amount
11	1	11	47.83%	34.78%	17.39%	\$0.00

Meals	Existing Totals	Additions	Subtractions	Adjust Totals	Free	Reduced	Paid
Breakfast	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0
AM Snack	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0
Lunch	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0
PM Snack	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	0	0
Participating	23	<input type="text" value="0"/>	<input type="text" value="0"/>	23	11	8	4
Attendance	11	<input type="text" value="0"/>	<input type="text" value="0"/>	11	Average Daily Attendance: 11		
Days Claimed	1	<input type="text" value="0"/>	<input type="text" value="0"/>	1	<input type="button" value="Clear"/>	<input type="button" value="Save"/>	

Reason:

Date Applied	Claim Change Reason	Change Amount
03/18/2020	Not changed / No reason supplied	\$0.00

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.
 - 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.