Adjust Claim Counts

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.

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.