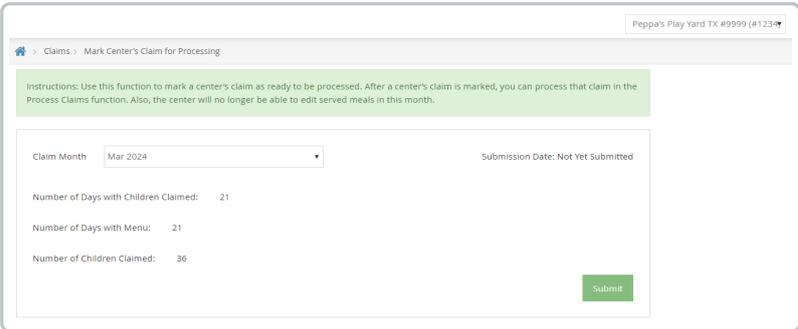


# Mark Centers Claim for Processing

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CDT

If a site does not submit their claims, the sponsor can go in and retrieve it in order to get it processed and submitted.

1. From the menu to the left, click **Claims**.
2. Select **Mark Center's Claim for Processing**.
3. In the top right corner, select the center to retrieve the claim for.
4. Select the **Claim Month** in the drop down. The claim data will populate.



The screenshot shows a web interface for marking a center's claim for processing. At the top right, the center name 'Peppa's Play Yard TX #9999 (#123)' is displayed. Below the header, a green instruction box states: 'Instructions: Use this function to mark a center's claim as ready to be processed. After a center's claim is marked, you can process that claim in the Process Claims function. Also, the center will no longer be able to edit served meals in this month.' The main form area contains a 'Claim Month' dropdown menu set to 'Mar 2024', a 'Submission Date: Not Yet Submitted' label, and three data fields: 'Number of Days with Children Claimed: 21', 'Number of Days with Menu: 21', and 'Number of Children Claimed: 36'. A green 'Submit' button is located at the bottom right of the form.

5. If the data looks correct, click  .
6. The claim now shows in **Process Claims**.