

Claim Import Instructions

Field Seq.	Position From	Position To	Description	Field Length	Field Type	Required Field?	Instructions
1	1	3	Upload Form ID	3	N(3,0)	Y	Claim General Information Insert value = "708" for every record
2	4	9	Sequential Number	6	N(6,0)	Y	Claim General Information Sequential Record Number (1, 2, 3, etc., so the sponsor can easily identify each site's claim for this month...number may be determined by each sponsor)
3	10	17	Process Date	8	N(8,0)	N	Claim General Information Date the Sponsor exported the data from their system Format: MMDDYYYY NOTE: This data is not stored or used within THE ONLINE CLAIM SYSTEM; however, it may be useful to the Sponsor
4	18	81	Sponsor Name	64	C(64)	Y	Claim General Information Name of the Sponsor (as indicated within THE ONLINE CLAIM SYSTEM)
5	82	97	Sponsor ID	16	C(16)	Y	Claim General Information Unique five digit Sponsor ID that was system generated by THE ONLINE CLAIM SYSTEM—since all sponsors have a 4-digit code, use a leading 0; this <b>MUST</b> match the Sponsor ID defined within THE ONLINE CLAIM SYSTEM (e.g. 10281).

6	98	161	Site Name	64	C(64)	Y	Claim General Information Name of the Site (as indicated within THE ONLINE CLAIM SYSTEM).
7	162	177	Site ID	16	C(16)	Y	Claim General Information Unique four digit Site ID maintained within THE ONLINE CLAIM SYSTEM; this <b>MUST</b> match the Site ID defined within THE ONLINE CLAIM SYSTEM (e.g., 1005); if the ID is less than 4 digits, use leading 0s. Positions 174-177 should have digits filled in (0s if needed and the other numbers); positions 162-173 will need to be left blank.
8	178	179	Claim Month	2	N(2,0)	Y	Claim General Information The two-digit calendar month for which the claim is being submitted  Example: January = 01; February = 02, etc.
9	180	183	Claim Year	4	N(4,0)	Y	Claim General Information The four digit calendar year for which the claim is being submitted  Example: 2012
10	184	190	G1 - Number of Children Approved for	7	N(7,0)	N	SNP General Information  If site is not claiming Lunch or Breakfast for this claim month, leave blank

			Free Meals				If site is participating in Lunch (L fields), Breakfast (B fields) or Severe Need Breakfast (N fields), enter number of children approved for free meals
11	191	197	G2 - Number of Children Approved for Reduced Price Meals	7	N(7,0)	N	SNP General Information  If site is not claiming Lunch or Breakfast for this claim month, leave blank  If site is participating in Lunch (L fields), Breakfast (B fields) or Severe Need Breakfast (N fields), enter number of children approved for reduced price meals
12	198	204	G3 - Number of Enrolled Children	7	N(7,0)	N	SNP General Information  If site is not claiming Lunch or Breakfast for this claim month, leave blank  If site is participating in Lunch (L fields), Breakfast (B fields) or Severe Need Breakfast (N fields), enter number of enrolled children
13	205	211	L1 - Authorized Sites Participating	7	N(7,0)	N	Complete if participating in National School Lunch Program  If site is not claiming this program for this claim month, leave blank  If site is claiming Lunch for this claim month, enter "1"
							Complete if participating in National School Lunch Program

14	212	218	L2 - Total Monthly Attendance	7	N(7,0)	N	<p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming Lunch, enter total monthly attendance; it is recommended that this field be left blank</p>
15	219	220	L3 - Number Operating Days	2	N(2,0)	N	<p>Complete if participating in National School Lunch Program</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming Lunch, enter number of operating days</p>
16	221	227	L4a - Free Reimbursable Lunches Served	7	N(7,0)	N	<p>National School Lunch Program</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of free reimbursable lunches served</p> <p>If Provision 2 site, leave blank</p>
17	228	234	L4b - Reduced Price Reimbursable Lunches Served	7	N(7,0)	N	<p>National School Lunch Program</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of reduced price reimbursable lunches served</p> <p>If Provision 2 site, leave blank</p>

18	235	241	L4c - Paid Reimbursable Lunches Served	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank  If non-Provision 2 site, enter number of paid reimbursable lunches served  If Provision 2 site, leave blank
19	242	248	L4d- Total Lunches Served (a + b + c)	7	N(7,0)	N	National School Lunch Program If site is not claiming this program for this claim month, leave blank  Enter total lunches served
20	249	255	B1 - Authorized Sites Participating	7	N(7,0)	N	Complete if participating in School Breakfast Program (Regular Reimbursement)  If site is not claiming this program for this claim month, leave blank  If site is claiming Regular Breakfast for this claim month, enter "1"
21	256	262	B2 - Total Monthly Attendance	7	N(7,0)	N	Complete if participating in School Breakfast Program (Regular Reimbursement)  If site is not claiming this program for this claim month, leave blank

							If site is claiming Regular Breakfast, enter total monthly attendance; it is recommended that this field be left blank
22	263	264	B3 - Number Operating Days	2	N(2,0)	N	<p>Complete if participating in School Breakfast Program (Regular Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming Regular Breakfast, enter number of operating days</p>
23	265	271	B4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Regular Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of free reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>
24	272	278	B4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Regular Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of reduced price reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>

25	279	285	B4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Regular Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of paid reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>
26	286	292	B4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Regular Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter total regular breakfasts served</p>
27	293	299	N1 - Authorized Sites Participating	7	N(7,0)	N	<p>Complete if participating in School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming Severe Need Breakfast for this claim month, enter "1"</p>
28	300	306	N2 - Total Monthly Attendance	7	N(7,0)	N	<p>Complete if participating in School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p>

							If site is claiming Severe Need Breakfast, enter total monthly attendance; it is recommended that this field be left blank
29	307	308	N3 - Number Operating Days	2	N(2,0)	N	<p>Complete if participating in School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming Severe Need Breakfast, enter number of operating days</p>
30	309	315	N4a - Free Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of free reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>
31	316	322	N4b - Reduced Price Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of reduced price reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>



32	323	329	N4c - Paid Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If non-Provision 2 site, enter number of paid reimbursable breakfasts served</p> <p>If Provision 2 site, leave blank</p>
33	330	336	N4d - Total Reimbursable Breakfasts Served	7	N(7,0)	N	<p>School Breakfast Program (Severe Need Reimbursement)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter total severe need breakfasts served</p>
34	337	343	AN1 - Number of Children Approved for Free Snacks (Non-Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Non Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter Number of Children Approved for Free Snacks (Non-Area Eligible)</p>
35	344	350	AN2 - Number of Children Approved for Reduced Snacks (Non-Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Non Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter Number of Children Approved for Reduced Snacks (Non-Area Eligible)</p>

36	351	357	AN3 - Number of Enrolled Children (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank  Enter Number of Enrolled Children (Non-Area Eligible)
37	358	364	AN4 - Authorized Sites Participating (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank  If site is claiming for this program for this claim month, enter "1"
38	365	371	AN5 - Total Monthly Attendance (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank  Enter Total Monthly Attendance (Non-Area Eligible) ; it is recommended that this field be left blank
39	372	373	AN6 - Number Operating Days (Non-Area Eligible)	2	N(2,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank
40	374	380	AN7a - Free Snacks Served (Non-Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Non Area Eligible) If site is not claiming this program for this claim month, leave blank

							Enter number of Free Snacks Served (Non-Area Eligible)
41	381	387	AN7b - Reduced Snacks Served (Non-Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Non Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter number of Reduced Snacks Served (Non-Area Eligible)</p>
42	388	394	AN7c - Paid Snacks Served (Non-Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Non Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter number of Paid Snacks Served (Non-Area Eligible)</p>
43	395	401	AN7d - Total Snacks Served (Non-Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Non Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter number of Total Snacks Served (Non-Area Eligible)</p>
44	402	408	AE1 - Number of Children Approved for Free Snacks (Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter number of Children Approved for Free Snacks (Area Eligible)</p>

45	409	415	AE3 - Number of Enrolled Children (Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank.</p> <p>Enter value in AE1</p>
46	416	422	AE4 - Authorized Sites Participating (Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site is claiming for this program for this claim month, enter "1"</p>
47	423	429	AE5 - Total Monthly Attendance (Area Eligible)	7	N(7,0)	N	<p>Afterschool Care Program (Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter Total Monthly Attendance (Area Eligible); it is recommended that this field be left blank</p>
48	430	431	AE6 - Number Operating Days (Area Eligible)	2	N(2,0)	N	<p>Afterschool Care Program (Area Eligible)</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter Number Operating Days (Area Eligible)</p>
							<p>Afterschool Care Program (Area Eligible)</p>

49	432	438	AE7a - Free Snacks Served (Area Eligible)	7	N(7,0)	N	If site is not claiming this program for this claim month, leave blank  Enter number of Free Snacks Served (Area Eligible)
50	439	445	AE7d - Total Snacks Served (Area Eligible)	7	N(7,0)	N	Afterschool Care Program (Area Eligible)  If site is not claiming this program for this claim month, leave blank  Enter value in AE7a
51	446	452	M1 - Number of Fluid Milk 1/2 Pints Purchased	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank
52	453	459	M2 - Total Cost of Fluid Milk Purchased This Month	7	N(7,2)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  If site is claiming for this month, the total cost must include a decimal point
53	460	466	M3 - Authorized Sites Participating	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  If site is claiming for this program for this claim month, enter "1"
54	467	473	M4 - Total Monthly Attendance	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank

							Enter Total Monthly Attendance; it is recommended that this field be left blank
55	474	475	M5 - Number Operating Days	2	N(2,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  Enter total Number Operating Days
56	476	482	M6a - Free Milk Served	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  Enter number of Free Milk Served
57	483	489	M6b - Paid Milk Served	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  Enter number of Paid Milk Served
58	490	496	M6c - Total Milk Served	7	N(7,0)	N	Special Milk Program  If site is not claiming this program for this claim month, leave blank  Enter sum of M6a+M6b
59	497	504	Provision Type - Lunch	8	C(8)	N	If the site does NOT participate in a provisional program for Lunch, leave blank  If the site participates in Provision 2 for Lunch, enter "PROV2"  If the site participates in CEO for Lunch, enter "CEO"

60	505	512	Provision Type – Breakfast	8	C(8)	N	<p>If the site does NOT participate in a provisional program for Breakfast, leave blank</p> <p>If the site participates in Provision 2 for Breakfast, enter “PROV2”</p> <p>If the site participates in CEO for Breakfast, enter “CEO”</p>
61	513	519	P1 - Number of participants Approved for Reduced-Price Meals	7	N(7,0)	N	<p>PK-2 Reduced Lunch Information</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>If site participating in PK 2, enter number of children approved for reduced price PK-2 meals</p>
62	520	526	P2 – Number of PK-2 Reduced-Price Meals Served	7	N(7,0)	N	<p>PK-2 Reduced Lunch Information</p> <p>If site is not claiming this program for this claim month, leave blank</p> <p>Enter number of Reduced Lunches Served (PK-2)</p>

Each row in the POS file is a site claim for a respective claim month; multiple sites (i.e. multiple records) are included in a single POS file.

Fields related to each meal type are grouped and identified as follows:

- “L” fields = National School Lunch Program
- “B” fields = School Breakfast Program (Regular)
- “N” fields = School Breakfast Program (Severe Need)
- “AN” fields = Afterschool Care Program (Non-Area Eligible)
- “AE” fields = Afterschool Care Program (Area Eligible)
- “M” fields = Special Milk

If a site is claiming for a specific meal type (ex. Lunch), ensure all related fields are completed correctly (e.g. “L” fields).

A single POS file may contain regular sites as well as Provision 2/Community Eligibility Provision (CEP) sites.

If you are entering data for a Provision 2/CEP sites, please read each field’s instructions carefully.

N = Numeric data that is represented with two digits and no decimal places will be shown in this document as N(2,0).

C = Character data that fills a field that is 64 spaces wide will be shown in this document as C(64).