

## Save SFSP Claims

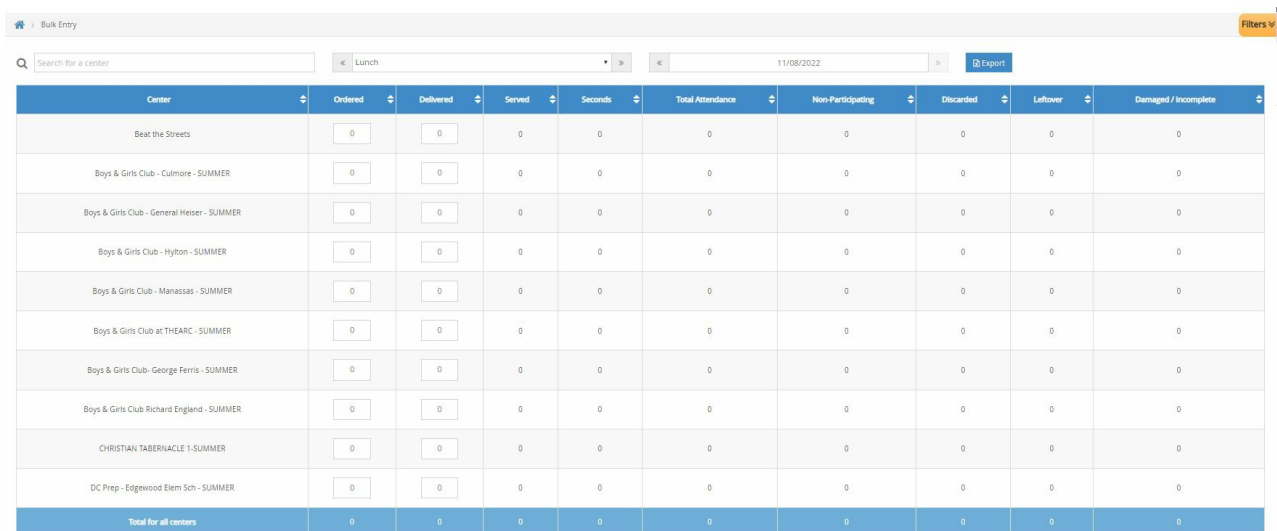
Last Modified on 11/10/2022 7:50 am  
CST

# Spot-Checking Meal Counts

To spot-check meals:

1. Log in to [KidKare](#) using your CX login credentials.
2. From the menu to the left, click **Attendance-Bulk Entry**.
3. Change **Meal Type** and **Date** to reflect the data you want to see.
4. You will see all meal counts and attendance entered on site for all locations.
5. You can edit the **Ordered** or **Delivered** fields if needed.
6. You can export the data for multiple days at a time by clicking on the blue **Export** button on the top right.

This generates an excel report for you.



Center	Ordered	Delivered	Served	Seconds	Total Attendance	Non-Participating	Discarded	Leftover	Damaged / Incomplete
Beat the Streets	0	0	0	0	0	0	0	0	0
Boys & Girls Club - Culmore - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club - General Heister - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club - Hyton - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club - Manassas - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club at THEARC - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club - George Ferris - SUMMER	0	0	0	0	0	0	0	0	0
Boys & Girls Club Richard England - SUMMER	0	0	0	0	0	0	0	0	0
CHRISTIAN TABERNACLE 1-SUMMER	0	0	0	0	0	0	0	0	0
DC Prep - Edgewood Elem Sch - SUMMER	0	0	0	0	0	0	0	0	0
Total for all centers	0	0	0	0	0	0	0	0	0

## Edit the Claim

In order to make edits to a claim before it is submitted to the state or on behalf of the SFSP site:

1. Login to [KidKare](#) using your CX credentials.
2. Select the name of the center you are needing to edit.
3. Click on **Claims** in the main menu.
4. Click on the month of the claim you want to edit.
5. Click **Edit** as shown in the image below.
6. This takes you to the Attendance and Meal Count screen. From here you select the meal type and date that needs to be edited, adjust the numbers, and click **Save**.
7. Complete any edits needed, then go to the **Claims** page as shown below and the numbers show as updated.

Food Program

Claims

Reports

Setup

Messages

Get Help

Logout

Claim Information

Claim saved successfully

October 2022 Center ARAS/SFSP Claim

Claim Totals

PM Snack: 597

Dinner: 215

Total Meals	Days Claimed	ADP	Calculated Amount
812	4	150	\$1,390.10

Submitted to Sponsor on 10/21/2022

Edit

Delete

## End of the Month

Once the claim has been submitted to the state, mark it as submitted in Minute Menu CX. For more information, see [Submit Claims to the State](#).