Process Begins when
Claims & invoices due

Process complete when
Claims submitted & invoices paid

Financial Claims & Accounts Payable

Inputs
- National School Lunch Claim
- Maryland Meals for Achievement Claim
- Child & Adult Care Food Program Claim
- WinSNAP P.O. & Vendor Invoice

Guides
- MSDE Agreement/MOMS
- DFNS Operational Procedures
- NSLP Regulations
- MSDE Financial, Accounting, & Reporting Manual
- MCPS Policies/Regulations
- ABA-EA, ACB, BBB, DJA, DJA-RA, DJB, EGC-RA, GAA, GCB-RA, GJA-RA, IGT-RA
- MCPS Bid Document
- WinSNAP Master P.O.
- FMS User’s Guide

Enablers
- MSDE
- MCPS Controller’s Office
- FS Accounting Staff
- FS Data Supervisor
- CPF/Whse Operations Specialist

- FS Supervisor II
- FS Supervisor I’s
- Buyers Assistant
- Operations Assistant
- Suppliers

Outputs
- Submitted Claims
- Vendor Invoices Paid

Performance Measures
M – 1 Claims submitted by deadline
M – 2 No claim violations
M – 3 Vendor invoices paid accurately
M – 4 Vendor invoices paid on-time
Key Process: DFNS Financial Claims & Accounts Payable

FS Fiscal Specialist

FS Data Supervisor

FS Account Technician II

Customer MSDE & Vendors

Claims and invoices due

Receives invoices from suppliers

Matches invoices to received MCPS purchase orders

Submits invoices for payment into FMS

Provides monthly data for MSDE claims submittal

Produces excel spreadsheet for MSDE claims submittal

Approves MSDE claims submittal for electronic input

Submits claims electronically to MSDE

Claims submitted and invoices paid

M – 1 Claims submitted by deadline
M – 2 No claim violations
M – 3 Vendor invoices paid accurately
M – 4 Vendor invoices paid on-time

Sub Processes

Return to IGOE
7. National School Lunch Claim

7.1 Start National School Lunch Claim Process

7.2 Receive and review preliminary month end edit check report.

7.3 Are there overclaims

7.4 Wait for Supervisors to make corrections

7.5 Receive and review Final month end edit check report and Supervisors Blue sheets.

7.6 Are all over claims corrected

7.7 Email Supervisors to Correct

7.8 Wait for Corrections to be made

7.9 Follow instructions for National School Lunch (NSL) Claim

7.10 Submit Claim to MSDE by the 10th of the month

7.11 End

Return to Key Process
8. Maryland Meals for Achievement Claim

8.1 Start Maryland Meals for Achievement Claim Process

8.2 Receive Attendance report

8.3 Verify month end corrections based on completed edit checks

8.4 Follow instructions for the Maryland Meals for Achievement Claim

8.5 Is the variance reasonable

8.6 Resolve Discrepancy

No

8.7 Submit the claim to MSDE by the 10th of the month

Yes

8.8 End

8.9 Return to Key Process
9. Child and Adult Care Food Program Claim

9.1 Start Child and Adult Food Program Claim

9.2 Receive Monthly Expenditure Report with support documentation

9.3 Follow Instructions for the Child and Adult Food Program Claim

9.4 Submit the claim to MSDE by the 15th of the month

9.5 End

Return to Key Process