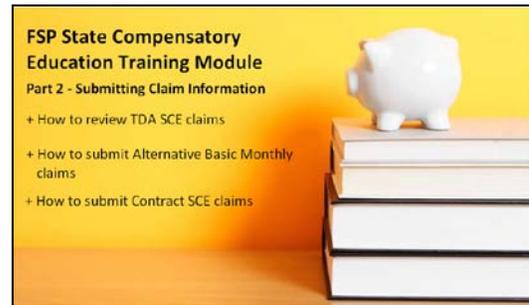


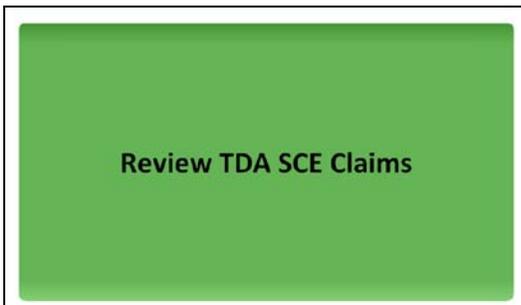
Slide 1

Slide notes:



Slide 2

Slide notes: Welcome to the Submitting Claim information part of the FSP State Compensatory Education training module. In this part, you will learn... How to review TDA SCE claims...How to submit Alternative Basic Monthly Claims...and How to submit Contract SCE claims.



Slide 3

Slide notes:



Slide 4

Slide notes: From the SCE main page, select the **Review Texas Department of Agriculture SCE Claims** link.



Slide 5

Slide notes: The Texas Department of Agriculture SCE Claims page will open, listing all the data submitted by TDA. The page will display columns for... Claim Date...Free Lunch Claims...Reduced Price Lunch Claims...and On Hold. After reviewing the information, click the cancel button to exit the page.



Slide 6

Slide notes:



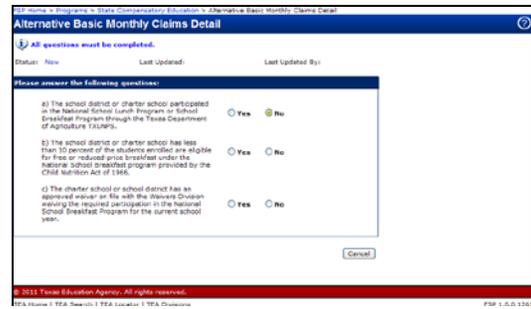
Slide 7
 Slide notes: From the SCE main page, click the ****Submit Alternative Basic Monthly Claims**** link.



Slide 8
 Slide notes: Each District's eligibility to submit these claims depends on the answers to these questions.



Slide 9
 Slide notes: Answer the questions as accurately as possible.



Slide 10
 Slide notes:



Slide 11
 Slide notes:



Slide 12
 Slide notes:

Slide 13
Slide notes:

Slide 14
Slide notes:

Slide 15
Slide notes:

Slide 16
Slide notes: If the answers to your questions prove you eligible to submit Alternative Basic Monthly Claims, a blank table will appear for you to enter your data.

Slide 17
Slide notes: This table will display the appropriate number of months depending on the current date. For this example, which is set in August, we show October 2010 through July 2011.

Slide 18
Slide notes: It is important to note that typically you will ****not**** enter all your data at the same time. On the first of each month, the previous month then becomes available.

National School Breakfast Program provided for the Child Nutrition Act of 1966.

Yes No

Enter Alternative Basic Monthly Claims

Claim Date	Alternative EHC	Material Change
10/2010		
11/2010		

December 1st
January 1st

User Comments

Slide 19

Slide notes: For example...on December first, November will become available for entries. On January first, December will become available for entries, and so on.

Practice Question #1

Multiple Choice

When can you enter November's data?

- A) December 1st
- B) December 15th
- C) November 1st
- D) November 15th

Score: 0.00 (0.00 / 1.00)

Question 1 of 5

Correct - Click anywhere or press 'Y' to continue
Incorrect - Click anywhere or press 'Y' to continue
Try again

Slide 20

Slide notes: When can you enter November's data?

yes-

Enter Alternative Basic Monthly Claims

Claim Date	Alternative EHC	Material Change
10/2010		
11/2010		

December 1st
January 1st

User Comments

Admin Comments

December 1st.
On the first of each month, the previous month then becomes available for data entry.

Slide 21

Slide notes: December first. On the first of each month, the previous month then becomes available for data entry.

yes-

Enter Alternative Basic Monthly Claims

Claim Date	Alternative EHC	Material Change
10/2010		
11/2010		
12/2010		
1/2011		
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

User Comments

Admin Comments

Slide 22

Slide notes: For this example, we will enter the data for October through July, as the month of August will not display until the beginning of September. Enter your monthly data. Remember, you will **not** typically enter all your data at the same time.

yes-

Enter Alternative Basic Monthly Claims

Claim Date	Alternative EHC	Material Change
10/2010		
11/2010		
12/2010		
1/2011		
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

User Comments

Admin Comments

Slide 23

Slide notes:

yes-

Enter Alternative Basic Monthly Claims

Claim Date	Alternative EHC	Material Change
10/2010	210	
11/2010		
12/2010		
1/2011		
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

User Comments

Admin Comments

Slide 24

Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010		
1/2011		
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

Slide 25
Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010	218	
1/2011		
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

Slide 26
Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010	218	
1/2011	212	
2/2011		
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

Slide 27
Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010	218	
1/2011	212	
2/2011	216	
3/2011		
4/2011		
5/2011		
6/2011		
7/2011		

Slide 28
Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010	218	
1/2011	212	
2/2011	216	
3/2011	214	
4/2011		
5/2011		
6/2011		
7/2011		

Slide 29
Slide notes:

Claim Date	Alternative EMC	Material Change
10/2010	212	
11/2010	212	
12/2010	218	
1/2011	212	
2/2011	216	
3/2011	214	
4/2011	216	
5/2011		
6/2011		
7/2011		

Slide 30
Slide notes:

Claim Date	Alternative BMC	Material Change
10/2010	212	
11/2010	213	
12/2010	213	
1/2011	213	
2/2011	214	
3/2011	214	
4/2011	240	
5/2011	240	
6/2011	245	
7/2011	245	

Slide 31
Slide notes:

Slide 32
Slide notes:

Slide 33
Slide notes:

Slide 34
Slide notes: Enter any notes in the User comments field. Note that if you have incurred a Material Change, you ****must**** enter an explanation in the comments field.

Slide 35
Slide notes: When all entries are complete, click the ****Save**** button.

Slide 36
Slide notes: The page will refresh and a confirmation message will appear at the top of the page.

Claim Date	Alternative #MC	Material Change
10/2010	213	
11/2010	213	
12/2010	215	
1/2011	213	
2/2011	214	
3/2011	214	
4/2011	245	<input checked="" type="checkbox"/>
5/2011	245	
6/2011	245	
7/2011	245	

Slide 37

Slide notes: You will note that a Material Change flag now appears for the month of April due to the increase of claims entered. This means that an explanation for the change ****must**** be included in the user comments field before you submit the data to TEA..

Claim Date	Alternative #MC	Material Change
10/2010	213	
11/2010	213	
12/2010	215	
1/2011	213	
2/2011	214	
3/2011	214	
4/2011	245	<input checked="" type="checkbox"/>
5/2011	245	<input checked="" type="checkbox"/>
6/2011	245	
7/2011	245	

Slide 38

Slide notes:

Slide 39

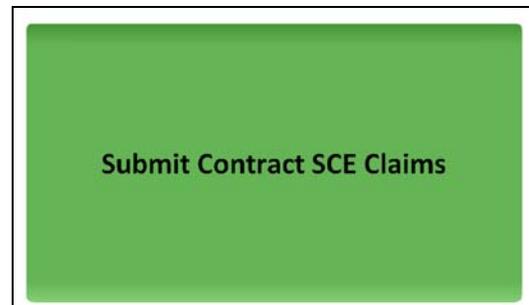
Slide notes: When all entries and changes are complete, click the ****Save**** button.

Slide 40

Slide notes: Comments must be entered when the data entered results in a BLANK.

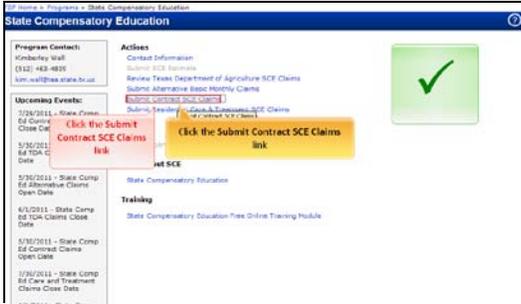
Slide 41

Slide notes: If a Material Change flag appears, this means that an explanation for the change ****must**** be included in the user comments field.



Slide 42

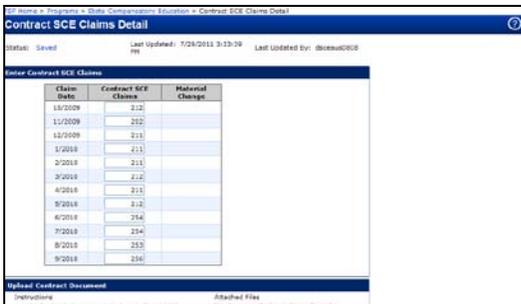
Slide notes:



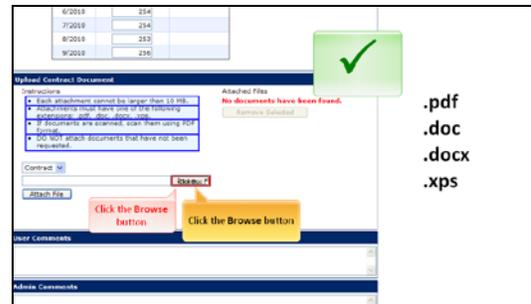
Slide 43
Slide notes: From the SCE main page, select the **Submit Contract SCE Claims** link.



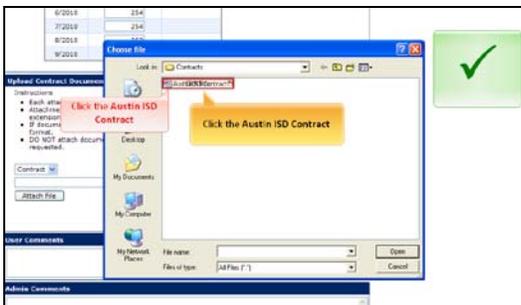
Slide 44
Slide notes:



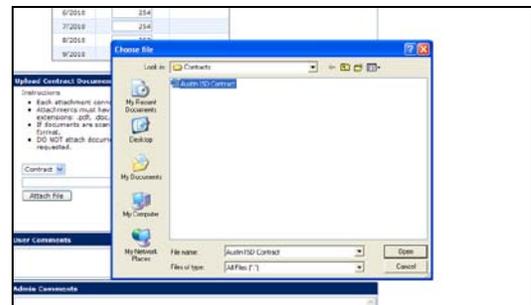
Slide 45
Slide notes: The Contract SCE Claims Detail page appears. For this example, we have already entered the claim information.



Slide 46
Slide notes: After the claim entries are complete you must attach the actual contract. As noted in the instructions, contracts cannot be larger than 10 megabytes, contracts must be one of the following extensions: .pdf, .doc, .docx, or .xps. If documents are scanned they must be in PDF format, and documents which have not been requested, should **not** be attached. To attach the contract, click the **Browse** button.



Slide 47
Slide notes: Navigate to the document...and click on the document to select it. Click on the **Austin ISD Contract**.



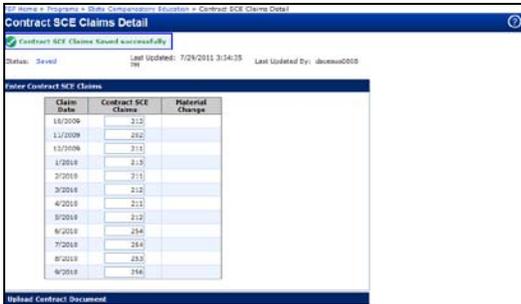
Slide 48
Slide notes:



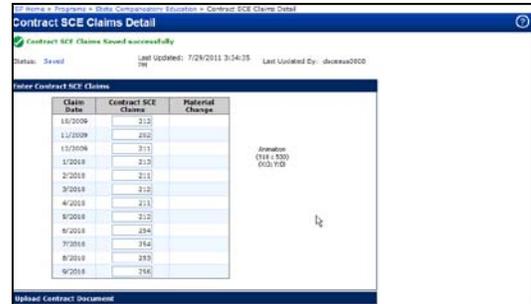
Slide 49
Slide notes: After the document is selected, click the ****Attach File**** button.



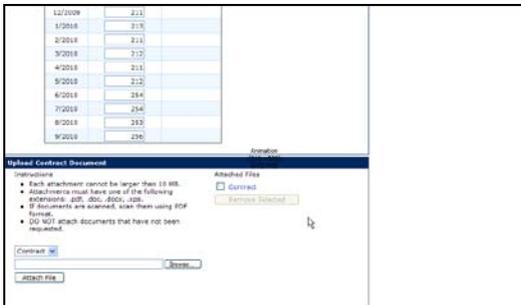
Slide 50
Slide notes:



Slide 51
Slide notes: A confirmation message will appear at the top of the page.



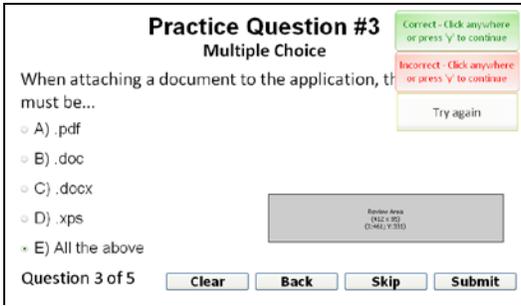
Slide 52
Slide notes: Click to add notes for the selected slide



Slide 53
Slide notes:

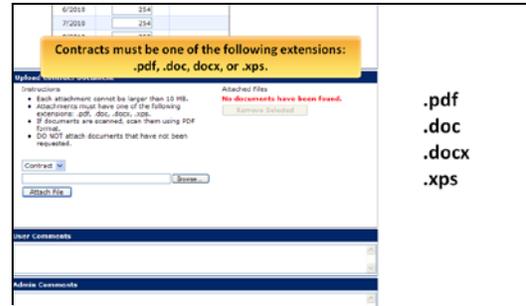


Slide 54
Slide notes:



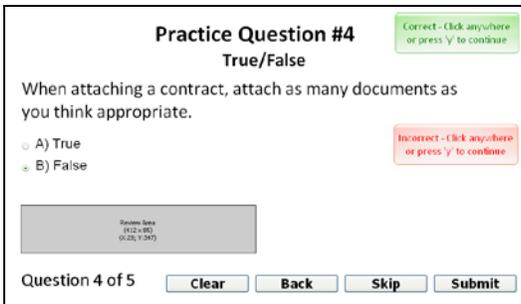
Slide 55

Slide notes: When attaching a document to the application, the document must be...



Slide 56

Slide notes: Contracts must be one of the following extensions: .pdf, .doc, docx, or .xps.



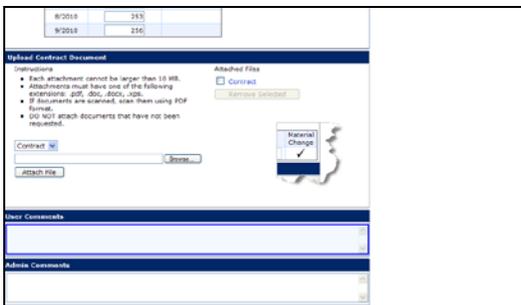
Slide 57

Slide notes:



Slide 58

Slide notes: False. As noted in the instructions, documents which have not been requested, should ****not**** be attached.



Slide 59

Slide notes: After the document has been attached, you can enter any comments needed. If your entries have resulted in a material change, then comments ****must**** be included.



Slide 60

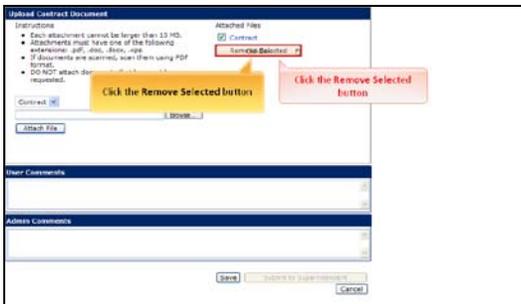
Slide notes: Enter comments.



Slide 61
 Slide notes: When all entries are complete, click the **Submit to Superintendent** button. The Superintendent will then be able to submit the data to TEA.



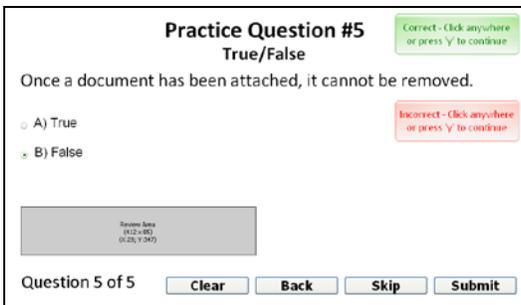
Slide 62
 Slide notes: If you wish to delete a contract that has already been attached, click the contract box under Attached Files, then click the Removed Selected button.



Slide 63
 Slide notes: The **Removed Selected** button will become enabled. To delete the attached contract, click the **Remove Selected** button.



Slide 64
 Slide notes: The page will refresh and the "No documents have been found" message will appear indicating that the document was deleted.



Slide 65
 Slide notes: True or False. Once a document has been attached, it can not be removed.

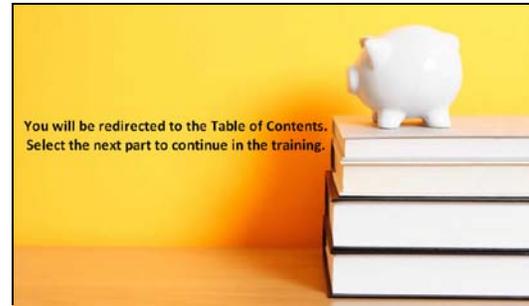


Slide 66
 Slide notes: False! If you wish to delete a contract that has already been attached, click the contract box under Attached Files, then click the Removed Selected button.



Slide 67

Slide notes: Congratulations! You have completed the Submitting Claim Information part of the FSP State Compensatory Education training module. You have learned, How to review TDA SCE claims...How to submit Alternative Basic Monthly Claims...and How to submit Contract SCE claims. To continue your SCE training, return to the training home page and select the next part.



Slide 68

Slide notes: