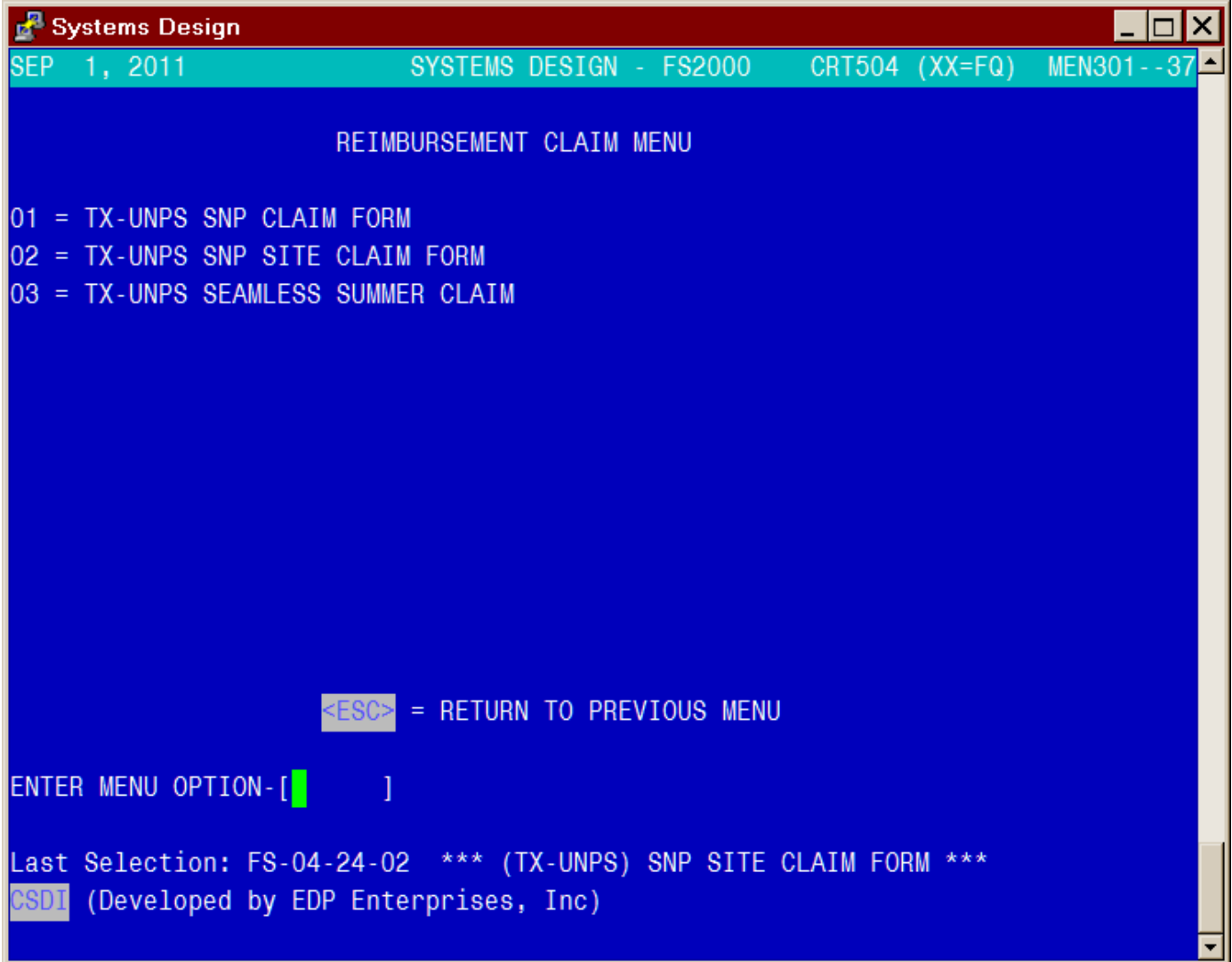


Below is the TX-UNPS State Reimbursement Claim menu and descriptions of the options:



```
Systems Design
SEP 1, 2011          SYSTEMS DESIGN - FS2000      CRT504 (XX=FQ)  MEN301--37
REIMBURSEMENT CLAIM MENU

01 = TX-UNPS SNP CLAIM FORM
02 = TX-UNPS SNP SITE CLAIM FORM
03 = TX-UNPS SEAMLESS SUMMER CLAIM

<ESC> = RETURN TO PREVIOUS MENU

ENTER MENU OPTION-[ ]

Last Selection: FS-04-24-02 *** (TX-UNPS) SNP SITE CLAIM FORM ***
CSDI (Developed by EDP Enterprises, Inc)
```

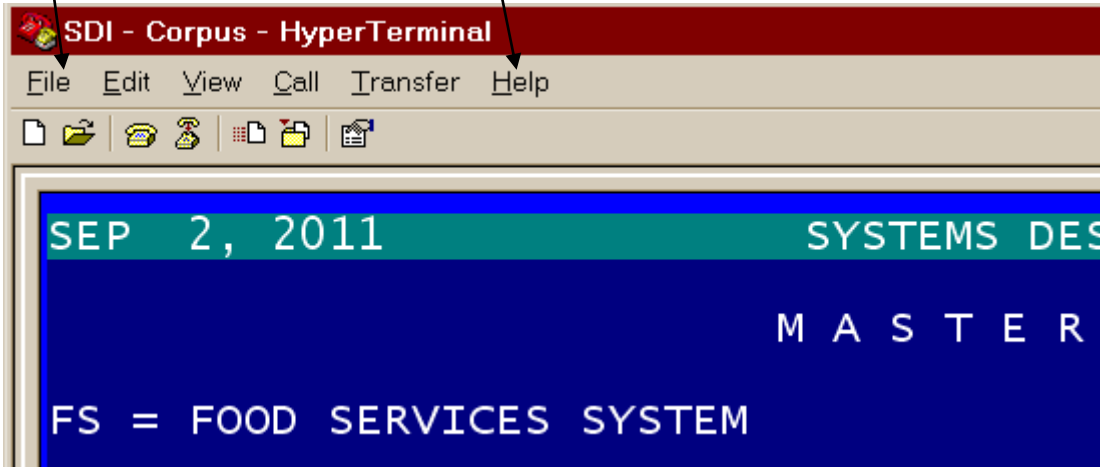
- 01 This is the NSLP option for filing for the entire district wide input (should sunset August 2011)
- 02 This is the NSLP option for each individual campus (site) input
- 03 This is the form for claiming Seamless Summer Program

School Districts in Texas *should* all be using the 02 or Site Based Claim. The following page will show this as an example and the various options Systems Design has implemented to speed the process of filing your claim.

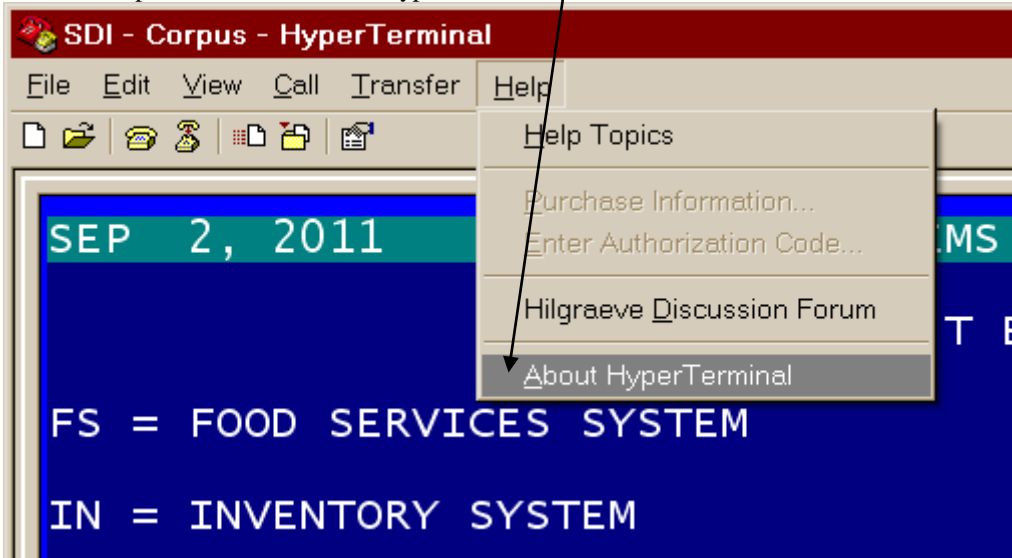
9/19/2011

TX-UNPS SNP Site Claim Form

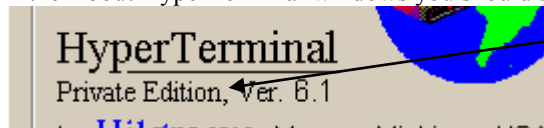
The TX-UNPS SNP Site Claim Form [FS-04-24-02] produces a file containing information about your district's meal serving history as required by TDA. This program uses a download feature which is part of HyperTerminal Private Edition (HTPE). If you are using HTPE it should look similar to the following. Specifically you should see the second line has the headings "File Edit View Call Transfer Help". If you do not see these headings, then you are not using HTPE and you cannot use this program option. You will need to install and configure HTPE. Please go to **HyperTerminal Installation** on page 7.



Click on Help, then click on About HyperTerminal



In the About HyperTerminal windows you should see the words "Private Edition" under the program name.



Click OK to close the About window.

If you have met these conditions then you are ready to proceed with configuring your system. If not, then call the Systems Design Support line and discuss your setup with one of the support staff.

Before we configure HyperTerminal, we need to setup a new directory on your computer. Please perform the following steps:

1. Hold down the Start button (second key to the left of the space bar, it usually has a Windows Flag on it and while it is held down, press and release the letter R. This will cause a Run Dialog box to open. In the box labeled Open, type **cmd** and click on **OK**. A command window (MS-DOS Window) will open and look something like:



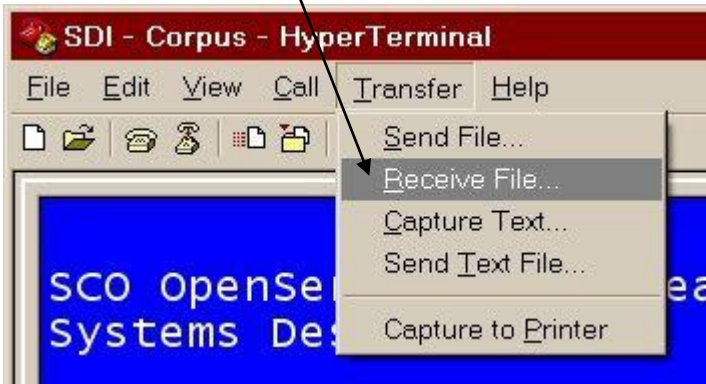
2. Type **mkdir \CSDI\Claims** and press **Enter**. You should just get another prompt. If you see the message “A subdirectory or file \CSDI\Claims already exists.” it is okay and just means the Claims directory is already setup.
3. Type **exit** and press **Enter**. The window should close.

Configure HyperTerminal

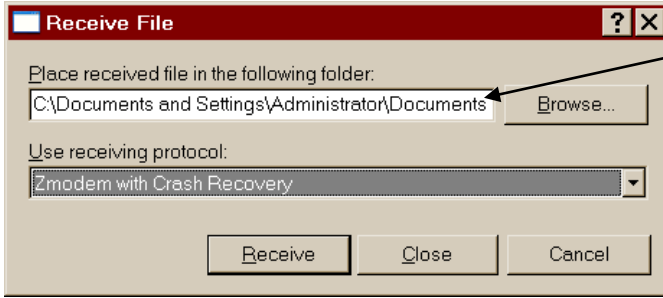
1. We want to configure HTPE with a one-time setup When you are logged into HTPE look at the top of your screen for the **Transfer** option and click on it.



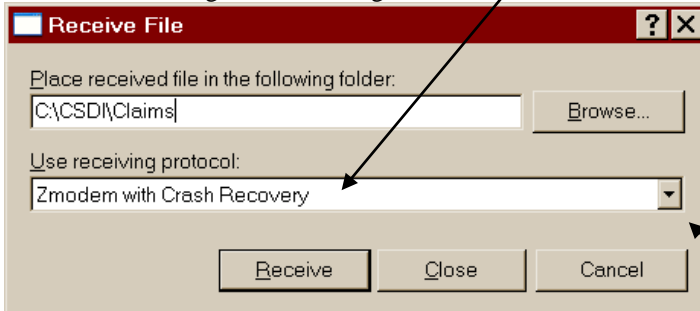
2. Next click on Receive File.



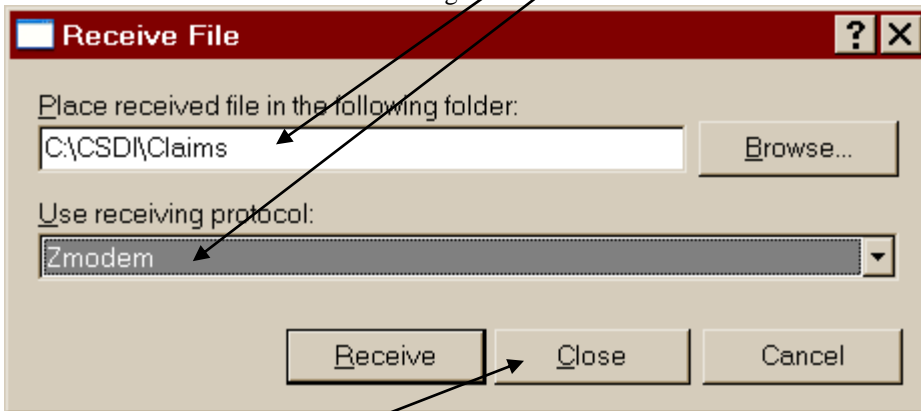
- The Receive File dialog box will show the directory where downloaded files will be kept.



- Type in C:\CSDI\Claims
- We must now change the Receiving Protocol



- Click on the down arrowhead at the right and a drop-down list will appear
- Select Zmodem which is the next-to-last entry. DO NOT use Zmodem with Crash Recovery.
- Your screen should look like the following:

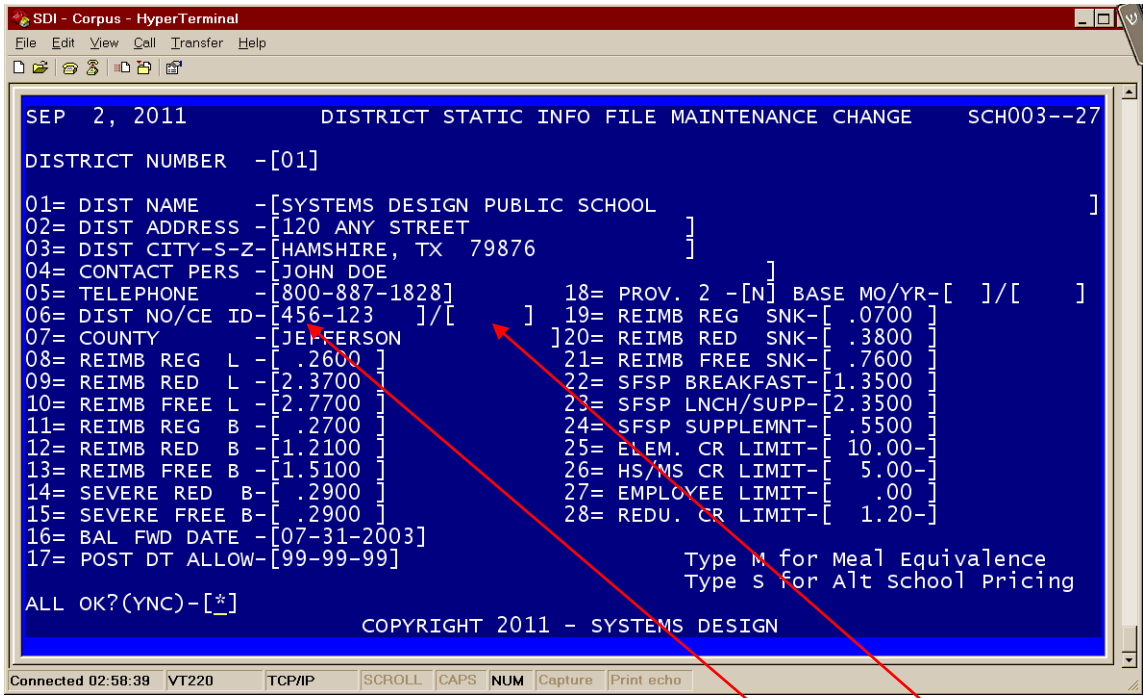


- Click on the Close button and your changes will be kept.

District Static Information

We now need to verify a setting in your District Static Information record

- FS** = FOOD SERVICES SYSTEM
- 01** = MASTERFILE MAINTENANCE MENU
- 05** = DISTRICT STATIC INFO MAINT
- TYPE-[1] for DIST INFO MAINTENANCE
- FUNCTION-[C] for change and your district's record displays



6. You need to verify field 06 and check both your District/County Number and your CE ID.
7. If either number is not correct
 - a. At the ALL OK?(YNC)-[*] prompt, type N
 - b. At the FIELD-[**] prompt, type 06
 - c. If you District/County number is correct, press [TAB] to move to the CE ID field; otherwise type in your number and include the dash in the fourth position.
 - d. At the CE ID field, type in your five digit CE ID including the leading zeroes.
 - e. At the FIELD-[**] prompt, press
 - f. At the ALL OK?(YNC)-[*] prompt, type Y
 - g. At the TYPE-[*] prompt, press the Escape [ESC] key

How to get your Total Monthly Attendance Numbers (Campus Aggregate Attendance) for Breakfast and/or Lunch

We have been provided the following information by a client. We cannot guarantee the accuracy but we have had good results with sharing this information.

In TxEIS there is a report with the Program ID of SAT0900. It's name is "Principal's Date Range Report of Student Attendance" which can be ran for each campus. It resembles:

	EE	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
A Number of Days Taught	18															
B Tot Days Membership-All Students	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
C Tot Days Absent-All Students	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
D Tot Days Present-All Students(B-C)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2519.50
E Ineligible Days Present	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
F Tot Eligible Days Present (D-E)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
G Refined ADA (F/A)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
H Percent Attendance (%)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

You want to get the attendance number from Line "D" and the last column "Total". Round up the figure to the next whole number (2519.50 to 2520). Repeat this process for each school.

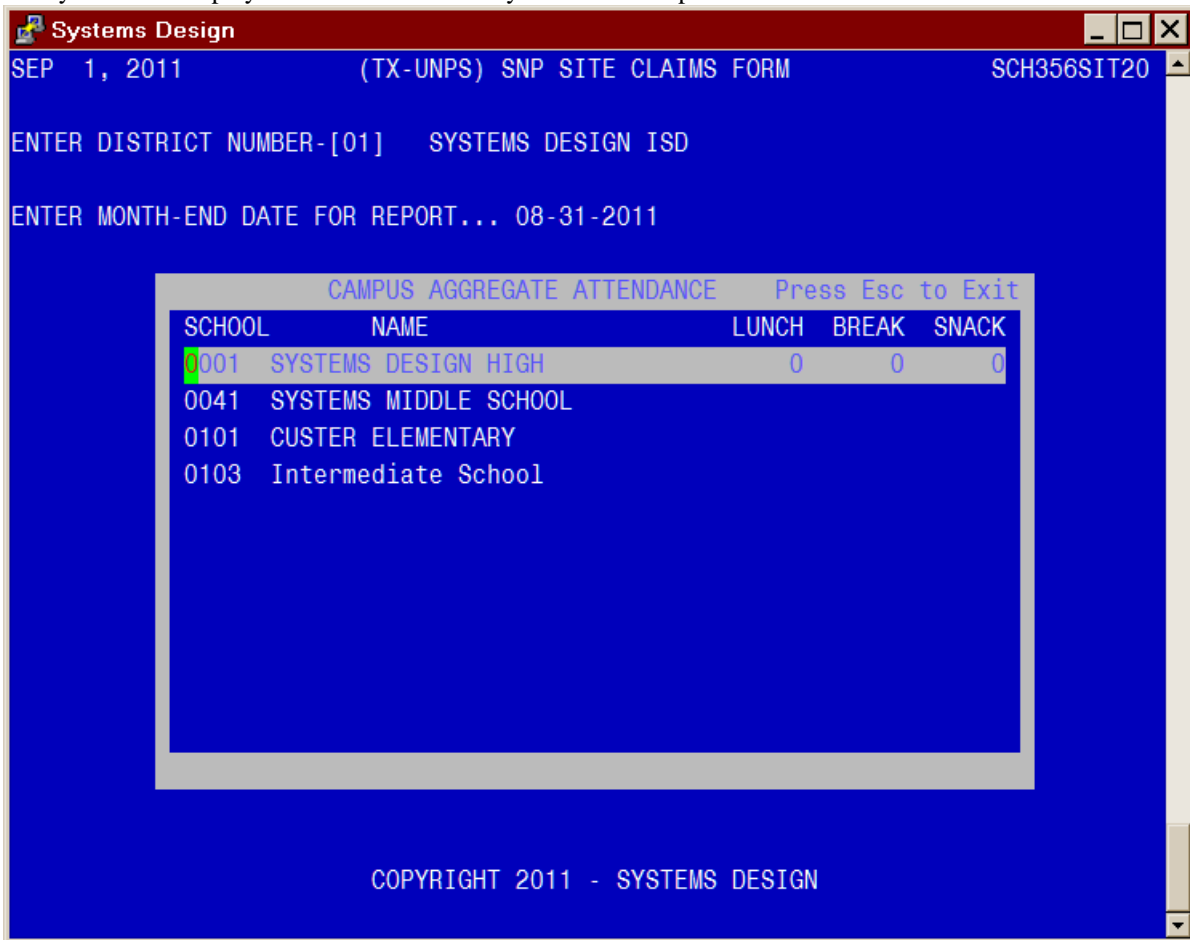
How to get your Total Monthly Attendance Numbers (Campus Aggregate Attendance) for Snacks

If you do not serve After-school snacks every day of the month then you will have to use the following method for each campus where the ASSP snacks are served. You will need to get the actual daily attendance for each day you serve the ASSP snacks and add them together. This will be your Total Monthly Attendance for the After-school Snack Program.

Processing the TX-UNPS SNP Site Claim Form

Select the following menu options in Systems Design:

1. **FS** = FOOD SERVICES SYSTEM
2. **04** = REPORTS MENU
3. **24** = REIMBURSEMENT CLAIM MENU
4. **02** = TX-UNPS SNP SITE CLAIM FORM
5. Enter you Printer Number and confirm it
6. The systems prompts you:
ENTER MONTH-END DATE FOR REPORT... *****
7. Enter the six-digit Month End Date in MMDDYY format
8. The system then displays a screen with each of your NSLP campuses listed:



- a. You may use the Arrow-keys on your keyboard to move the Highlight bar up or down so you can select which campus you want to enter or edit the Total Monthly Attendance numbers. When you are finished, press [ESC] to move to the next section (go to step 9).
 - b. When a campus is Highlighted press to enter or edit the attendance numbers.
Notice that you are prompted to enter the Total or Aggregate attendance (each day of operation added together) for each school for the month.
 - c. You first enter the attendance for lunch.
 - d. Next you are prompted for breakfast attendance. The lunch attendance number was copied to the Breakfast field. If this is correct you need only press otherwise enter the appropriate breakfast attendance and press .
 - e. Next you are prompted for snack attendance. Enter the appropriate snack attendance and press .
 - f. You are returned to campus selection mode in step a above.
9. After pressing [ESC] you are prompted:
SAVE ATTENDANCE?(Y/N) -*
Type **Y** to keep the attendance numbers you entered; otherwise press **N** and your changes will be discarded.
The system will store the figures for that month so the report can be reprinted as originally filed.
 10. You will be prompted:

9/19/2011

ALL OK?(YNC)-[*]

Type **Y** to proceed to step 11; type **N** to return to the Month End date in step 6 above; or type **C** to cancel this job and return to the menu.

11. The reimbursement report and file are prepared.

12. You will be prompted

Do You Want The File Sent To Your PC? (Y/N) **Y**

Press or type **Y** to have the file downloaded to your PC; otherwise type **N** to terminate the task.

13. You will be prompted

ENTER OUTPUT FILE NAME-->

And a name based on the End of Month date such as CLAIM-AUG2011 will be suggested. If this is acceptable press or type a name of your choice and press . **DO NOT USE SPACES IN THE NAME.**

Manual Reporting of Site Based Claims

In the event it is necessary to manually file the Site Based Claim (such as Provision 2 Districts are required at the start of the process) perform the following steps to obtain the numbers you need to report.

Select the following menu options in Systems Design:

1. **FS** = FOOD SERVICES SYSTEM

2. **16** = OTHER REPORTS MENU

3. **24** = RANGE SUMMARY REPORTS MENU

4. **01** = NSLP/SBP RANGE SUMMARY

5. Enter you Printer Number and confirm it

6. The systems prompts you:

ENTER START DATE FOR REPORT... *****

7. Enter the six-digit Month Start Date in MMDDYY format such as 080111 for August 01, 2011

8. The systems prompts you:

ENTER STOP DATE FOR REPORT... *****

9. Enter the six-digit Month End Date in MMDDYY format such as 083111 for August 31, 2011

10. The systems prompts you:

ENTER CAMPUS TYPE...*

11. Press for all Campus Types

12. The systems prompts you:

ALL OK?(YNC)-[*]

13. Type **Y** to produce the report; type **N** to return to the Date Selection in step 6 above; or type **C** to cancel this job and return to the menu.

HyperTerminal Installation

To install HyperTerminal on your system you will need to get the IP address of the Food Service server. If you do not know it, call the Systems Design Support Staff and ask them for the information.

You will need to go to the Systems Design Support webpage at <http://www.systemsdesignusa.com/SDsite/manuals/manuals.html> and look in the right column and locate the heading **SOFTWARE DOWNLOADS** then locate [HyperTerminal 6.3](#) and click on it to download the installer and save it to your desktop. Also click on [HyperTerm Installation](#) which is a PDF file that you will to print out and follow to install HyperTerminal on your computer system.