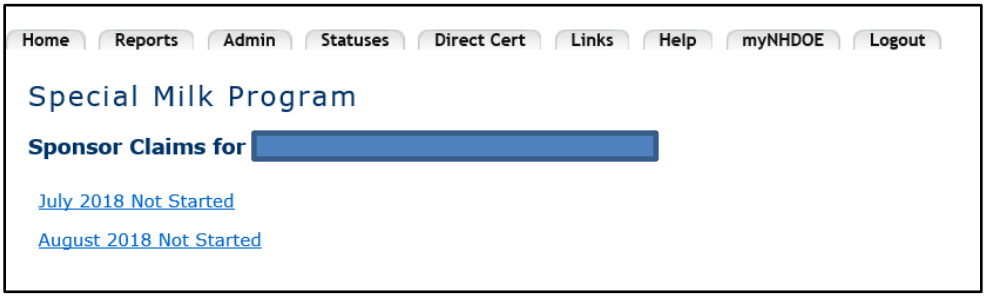
Log into the system: https://my.doe.nh.gov/myNHDOE

Click on Food and Nutrition

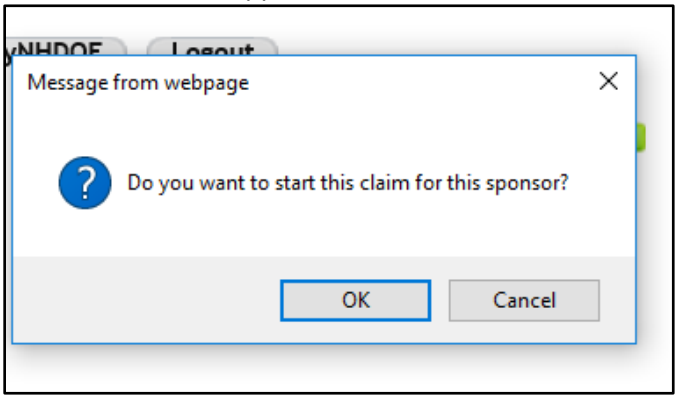
If you are Application Data Entry, make sure you click on that;
If you are Application Claim Entry, make sure you click on that;
If you are Claim Data Entry, make sure you click on that; or
If you are Claim Submit Entry, make sure you click on that.

To Enter a Claim into the system:
Click on the Claims link:

Then: click on the month you are claiming for.



Then: this box will appear and click OK



Then: the following page will appear

Special Milk Program

Sponsor Claim for [redacted]
July 2018 - Claim 1 - Revision 0

Status: In Process by pcarignan on 8/21/2018 11:28:45 AM Status History View Validations

Instructions:
Click the link buttons below to enter site level claims for this period. The Operational Data will be summarized at the sponsor level as the site level claims are entered and saved. When you are finished with the site level claims, click the status link above to submit this claiming period to the NHDOE for processing.

Warnings/Errors:

- The Validation Produced No Errors - There were no errors generated for the claim

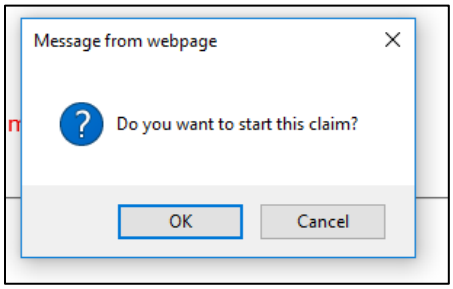
Remarks (Required if Warnings Exist):

Edit

Site Claims:

Camp Bell	Warnings: 0	Errors: 0	ENTER MEAL COUNTS
Camp Carpenter	Warnings: 0	Errors: 0	ENTER MEAL COUNTS
Griswold Scout Reservation	Warnings: 0	Errors: 0	ENTER MEAL COUNTS

Click on the Enter Meal Counts a box will appear, click ok if you are ready to start the claim



Then: you will hit Edit to enter your numbers

July 2018 - Revision 0

Edit Delete

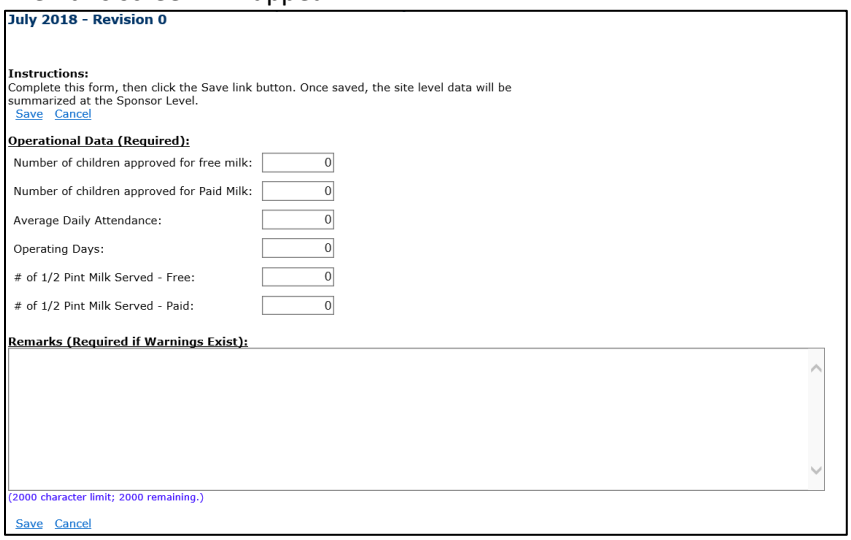
Operational Data (Required):

Number of children approved for free milk:	0
Number of children approved for Paid Milk:	0
Average Daily Attendance:	0
Operating Days:	0
# of 1/2 Pint Milk Served - Free:	0
# of 1/2 Pint Milk Served - Paid:	0

Remarks (Required if Warnings Exist):

Edit Delete

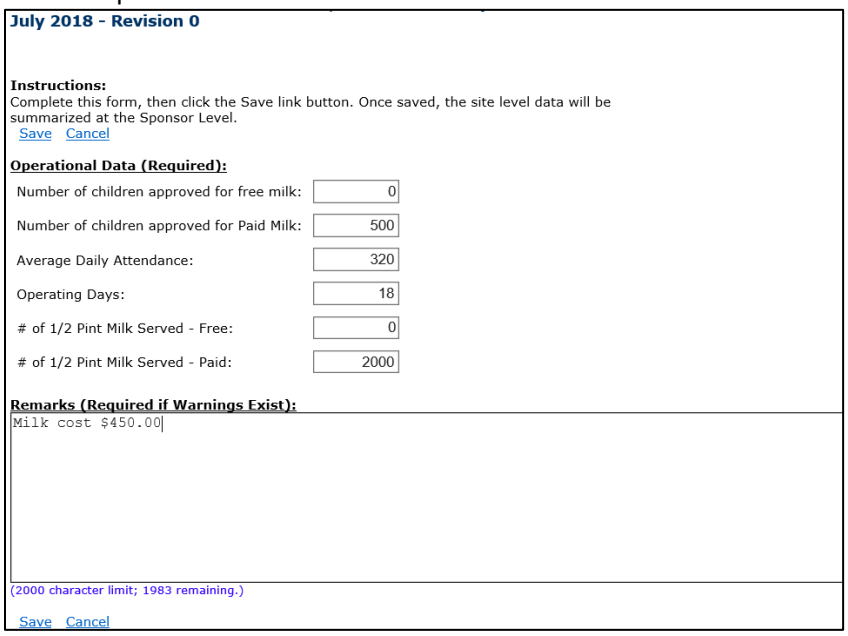
Then this screen will appear:



Enter you numbers in the appropriate boxes. Please use the Paid Milk and not the Free Milk

In the Remarks you will need to put how much your milk cost you for the month.

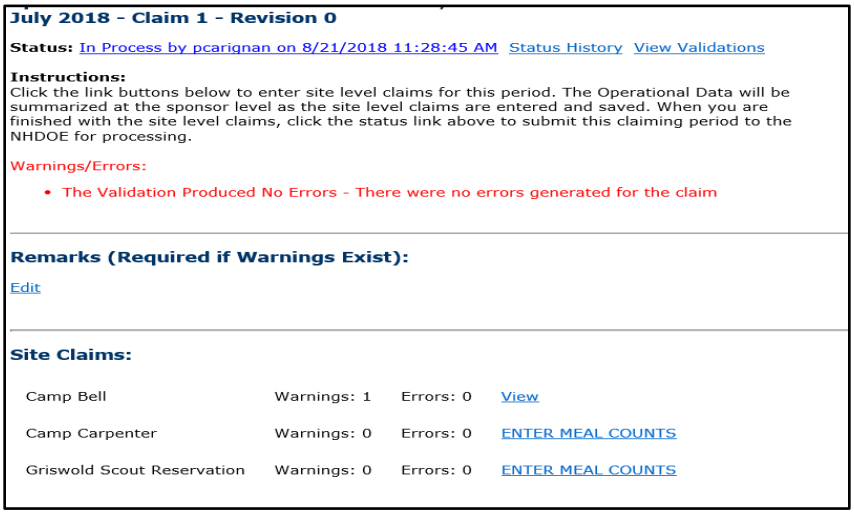
See Example below:

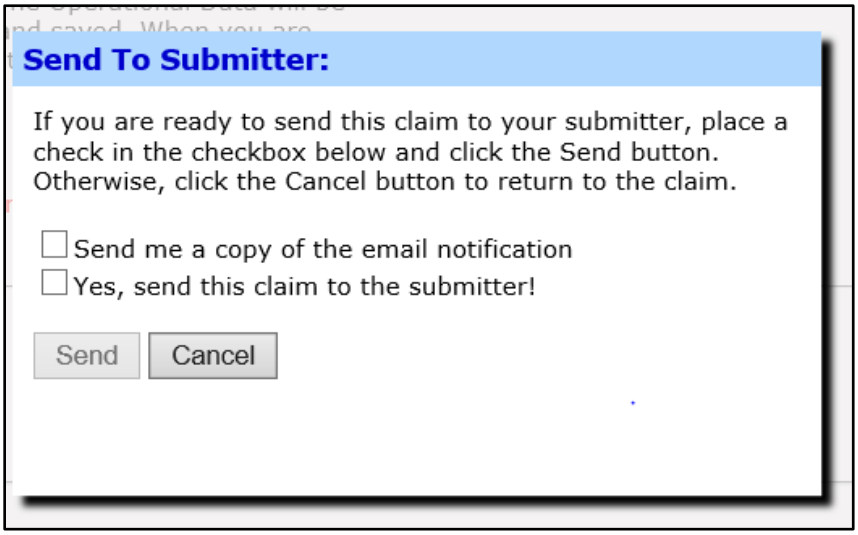


Once happy with numbers it SAVE: Then this will appear. This Warning will always appear, it is to remind you to put the cost of the milk in the Remark Section.

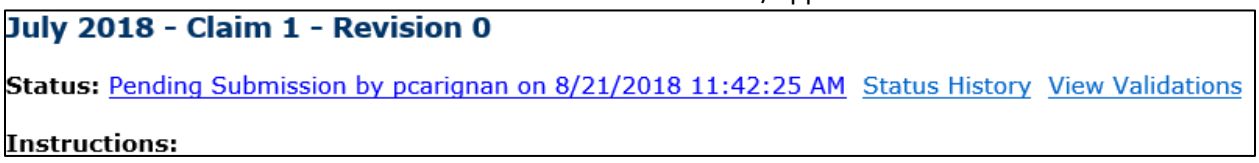
Then hit the Green Arrow to bring you back to the Claim.

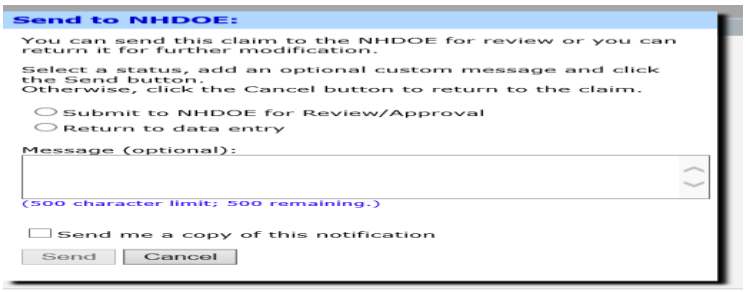
Repeat the steps above if you have more than one site.
If not, left click on the In Process Button and check off “Yes, send this claim to the Submitter and hit Send





Once this is complete then the Claim Submit Person will log in and look everything over. If everything matches then the Submitter will then Left Click on: “Submit to NHDOE for Review/Approval.





Then the Claim will come to the NH DOE and we will look at the claim and approve it for payment.