

The Maine Department of Education Food Service  
All new  
Electronic Claim Submittal Process

**Legal Agent Level Password**

**STEPS FOR LEGAL AGENT TO APPROVE APPLICATION**

1. Obtain Id and password
2. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
3. Select “file forms”
4. Enter ID and password
5. Select the system School Food Service - Reimbursement
6. Select “application approval” from the menu
7. Select application to approve “Submit”
8. Review the information
9. Click “APPROVED” at the bottom of the form

**STEPS FOR LEGAL AGENT TO APPROVE CLAIM FORM**

1. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
2. Select “file forms”
3. Enter ID and password
4. Select the system School Food Service - Reimbursement
5. Select claim form approval from the menu “Submit”
6. Select claim form to be approved
7. Review the information
8. Click APPROVED at the bottom of the form

Questions contact      Nanci 624-6877 [nanci.kittredge@maine.gov](mailto:nanci.kittredge@maine.gov) or  
Walter 624-6875 [walter.beesley@maine.gov](mailto:walter.beesley@maine.gov)  
Webpage <http://www.maine.gov/education/sfs/>