**Procedure for Filing an Afterschool Snack Program Claim in NEO During**

**School Year 2021**

**Overview**: When filing a claim for the After School Snack Program (ASP), follow the steps as outlined below. This guidance is intended for school districts who wish to file an ASP claim while operating the Summer Food Service Program (SFSP) or National School Lunch Program (NSLP) during School Year 2021.

Log into the NEO Nutrition module with your username and password: <https://neo.maine.gov/DOE/neo/core/>.

**Complete School Monthly Details**

1. Go to the Reimbursement tab and select “School Monthly Details”. Select the school name participating in ASP.
2. On the next screen, select the effective month/year and then select “create”
3. Enter the number eligible for Free Meals and Reduced Meals.
4. Enter 0 (zero) in all other fields, until you get the After School Program section.
5. Enter 0 (zero) for all After School Program Costs.
6. Enter meal counts for ASP.
7. Enter Days of Operation for the ASP.
8. Hit “save” and “submit”.

**Complete District Financials**

1. Under the Reimbursement tab select “District Financials”.
2. Select the effective date and then select “create”.
3. Enter 0 (zero) in all fields and hit “save” and “submit”.

**Complete District Claims**

1. Under the Reimbursement tab select “District Claims”.
2. Select the effective date and then select “create”.
3. Review the claim information to make sure it is accurate and then hit “save” and “submit”.
4. Request approval from your Legal Agent. Once approved by the legal agent this process is complete!

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