

QUICK GUIDE: Disallowed Meals Report

WHAT IS IT?

Think of the **Disallowed Meals Report** as your claim's final quality check. It provides a list of meals that are currently flagged as non-payable or disallowed for a specific calendar month.

Common reasons meals end up on this report include:

- Missing Forms: A child doesn't have a valid enrollment form in the system.
- Missing Menus: Meal counts were recorded, but no menu was entered.
- Time & Date Errors: Meals were claimed outside of your site's approved operating hours or days.
- Capacity Overages: More children were checked in than your license allows for that specific age range or meal.

HOW TO ACCESS THE REPORT

Follow these quick steps:

1. From your main dashboard, **click on the Reports tab or button.**
2. **Select Claims Reports** from the dropdown or category selection.
3. **Click on the link titled Disallowed Meals Report.**
4. **Select your Claim Month/Year** and any other options you prefer (like a Detailed or Summary view).
5. **Click the green Run Report button**, then click the download link to view your file!

Disallowed Meals Report						
Report Generated: 03/24/2026						
Sponsor Name	Association for Child Development			Sponsor ID	330000006	
Site Name	Doe, Jane			Site ID	000000	
Month	March 2026			Phone	(269) 501-9993	
Address	0000 Magnolia Kalamazoo MI 49048			Program Type	CACFP Standard, NonCACFP	
Date Served	Meal	Status	Error	# Disallowed	Participant	
03/16/2026	Breakfast	DISALLOWED	Meals served to children over age 13	1	khilan c johnson	
03/16/2026	Breakfast	DISALLOWED	No licensing age range for participant No license method found for participant on shift 1	1	khilan c johnson	
03/16/2026	Lunch	DISALLOWED	No licensing age range for participant No license method found for participant on shift 1	1	khilan c johnson	
03/16/2026	Lunch	DISALLOWED	AM Snack or Lunch served to a participant 6+ on a weekday	1	khilan c johnson	
03/16/2026	Lunch	DISALLOWED	Meals served to children over age 13	1	khilan c johnson	

WHY IT MATTERS

Filing a claim without reviewing this report is like turning in a test without double-checking your answers! Reviewing it is crucial because:

- **It Saves You Money:** Many disallowances are just simple clerical errors (like a missed menu or a typo in a birthdate). Finding and fixing them means you get paid for those meals.
- **It Keeps You Compliant:** It ensures your records are accurate and align with state and USDA regulations.
- **It Prevents Stress:** Catching these errors early makes claim submission day smooth and painless.

! THE GOLDEN RULE FOR CLEARING ERRORS !

Here is the most important part of the entire process (and the step that trips the most people up!): **Simply fixing the error in the system will not magically make it disappear from your screen or the report.**

To get the errors cleared off your screen:

1. Find the error on the report and go fix it in the system (e.g., add the missing menu or update the child's file).
2. Navigate back to your dashboard and click the "Check for Errors" button **AGAIN**.
3. The system needs to re-evaluate your data. Only after you click that button a second time will the fixed errors clear off the screen and update your report!



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