

# Adjust Claim Counts

Last Modified on 05/14/2020 4:06 pm CDT

You can manually adjust claim counts in the Manually Adjust Claim window. You can add or subtract from the pre-adjustment totals. This results in a recalculation and adjustment to the claim. Adjustments made here are not specific to a particular child/class/age group.

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.
2. Click **View** next to the claim to adjust. The Claim opens.
3. Click **Adjust Claim Counts**. The Manually Adjust Claim window opens.
4. Add adjustments for meals, attendance, and days claimed, as needed. Note that the Adjusted Meals section is updated as you make changes.
  - Click the **Additions** box for the appropriate row and enter the amount to add.
  - Click the **Subtractions** box for the appropriate row and enter the amount to deduct.
5. Click the **Description** box and enter a reason for the adjustment.

Manually Adjust Claim Kairi's Little Bunch 1337 Claim Month: January, 2019

[Available Claim Months] January 2019 [License] Center

Claim Rates: January 2019  
 Free 50.00 % Reduced 16.67 % Paid 33.33 %

[Adjustment]

	Pre-Adjustment			Adjusted Meals			
	Totals	Additions	Subtractions	Totals	Free	Reduced	Paid
Breakfast	13	0	01	12	7	2	3
Am Snack	0	0	0	0	0	0	0
Lunch	0	12	0	12	7	2	3
Pm Snack	0	0	0	0	0	0	0
Dinner	0	0	0	0	0	0	0
Eve Snack	0	0	0	0	0	0	0
Participating	6	0	01	5	3	1	1
Attendance	13	0	01	12			
Days Claimed	3	0	0	3	ADA	4	
Pre-Adjust Amount	\$0.00						
Description	Child not present						

[Claim Change Log]

View	Claim Status	Date Processed	Change Date	Reason Description	Change Amount
View	Original	1/29/2019 11:38 PM	Unknown	Not changed / No reason supplied	\$0.00

Save Close

6. Click **Save**. Each adjustment you make to the claim is stored in the Claim Change Log section of the window.