October Building Data

Frequent Enrollment Error in October Claim

When entering your October claim, you will be prompted to enter the October Building Data. If your enrollment has increased by more than 10%, your claim will be in error status. If this happens, please click on the "Notepad" icon found at the bottom left side of the claim screen and enter a note to confirm that the data entered in the claim is accurate and the reason for increased enrollment.

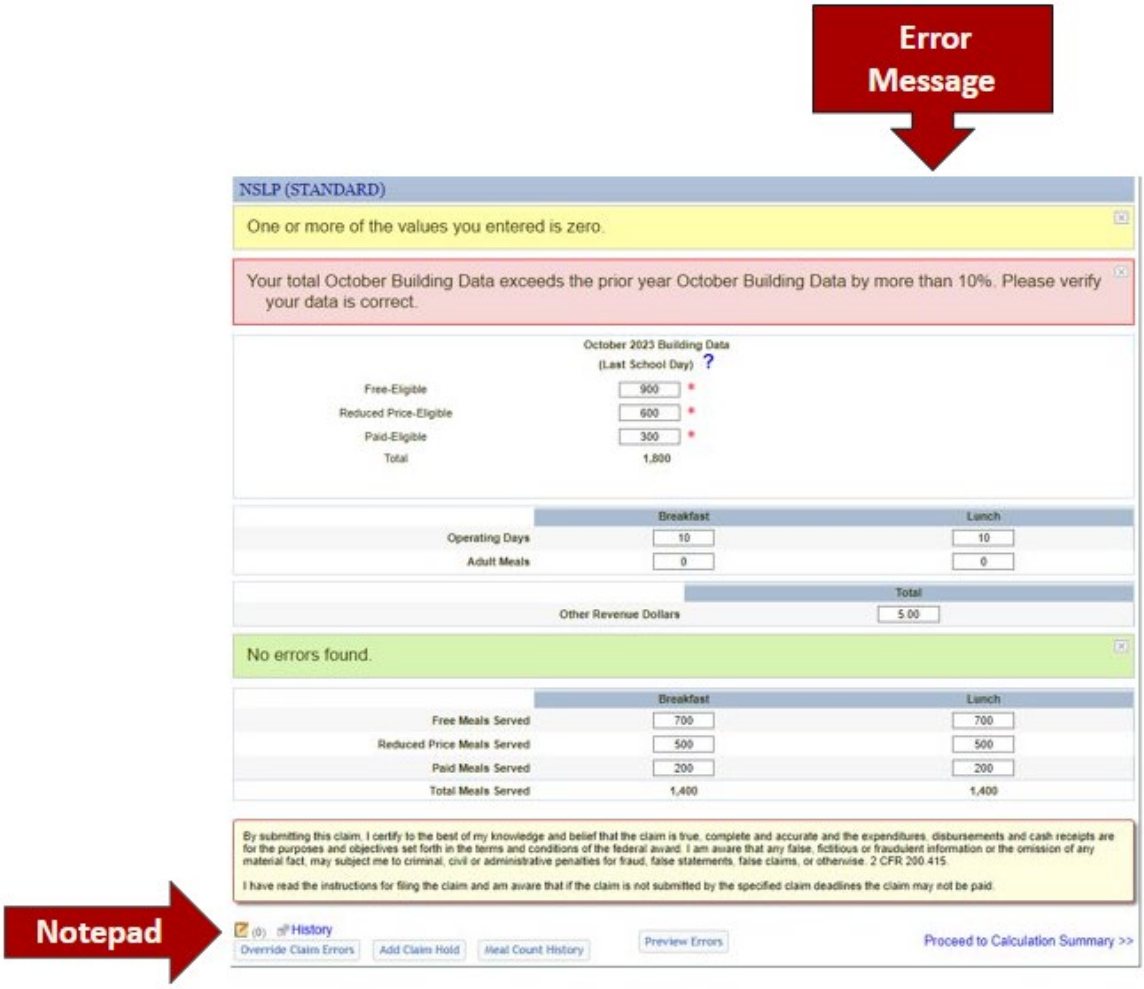
Examples of explanations include:

- New families moving into the district due to community growth or new housing developments.
- A larger-than-anticipated incoming kindergarten class.
- Students transferring from neighboring districts.
- Students returning from private schools, charter schools, or homeschool programs.
- Expansion of academic, career and technical education (CTE), dual language, or other specialized programs that attracted additional students.
- Boundary changes or district reconfigurations that increased enrollment at the school.

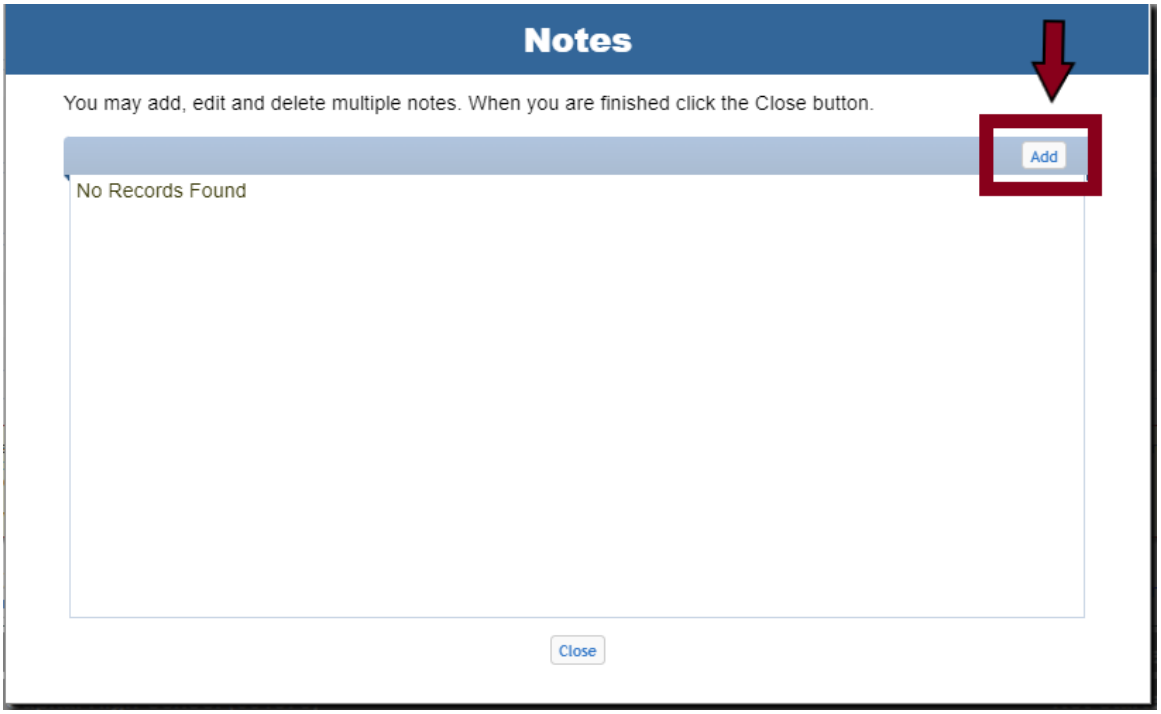
The Child Nutrition Services Fiscal team will review this information and override the error to allow the claim to process. If you do not add a note to your claim, it will not be processed for payment.

How to add a note to the claim:

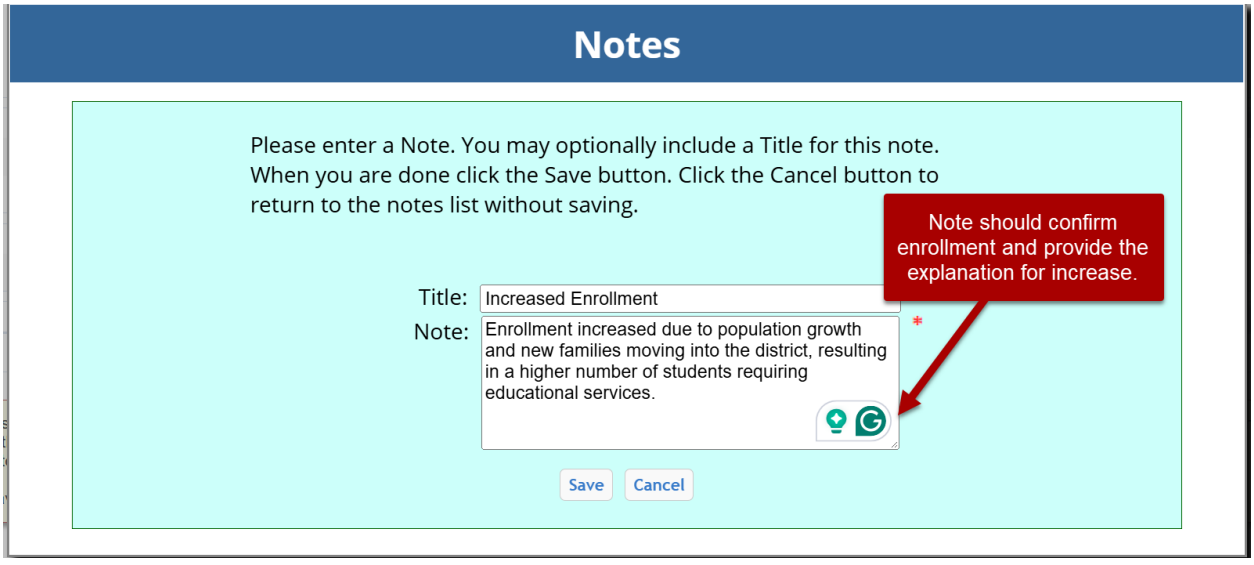
Step 1: Select “Notepad” icon on the bottom left side of the claim screen.



Step 2: Select the "Add" icon on the right side of the screen.



Step 3: Add note for increased enrollment and make sure to save your changes.



**The Child Nutrition Services Fiscal team will then review this information and override the error to allow the claim to process.