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# Counting & Claiming Alternative Reimbursement Programs (SSO vs SFSP)

## Get Ready for Summer!

If districts will be serving meals under a different reimbursement program, such as SFSP, please complete the following configurations to track meals separately in LINQ School Nutrition (TITAN). Meals served under the new serving session will be tracked and reported at the new reimbursement rate, simplifying reporting.

### Create Serving Session: Configuration > Point of Service > Serving Session

- Click **[Add New Serving Session]**
- Enter a name (SFSP Lunch, SFSP Breakfast, etc.)
- Click **[Save]**
- Repeat for as many serving sessions as needed

### Create Reimbursement Rate: Configuration > Eligibility > Reimbursement Rates

- Click **[Add New Reimbursement Rate]**
- Enter a Name (SFSP Lunch, SFSP Breakfast, etc.) and Reimbursement Fund Source (Federal)
- Click **[+ New]**
- Enter a start date (7/1/205) and the rate you will receive for students who are Free, Reduced, and Paid
  Note: If all meals will receive the same reimbursement rate, enter the same rate for all 3 eligibilities.
- Click **[Save]**
- Repeat for as many unique rates as needed

### Create Reimbursement Programs: Configuration > Eligibility > Reimbursement Programs

- Click **[Add New Reimbursement Program]**

- Enter a Name (SFSP Lunch, SFSP Breakfast, etc.), and select the appropriate Serving Session (SFSP Lunch, SFSP Breakfast, etc.)
- Click **[+ New]**
- Select the appropriate Reimbursement Rate, the Income Chart of Account (Food Services Revenue), the Vendor (State of _____), and the Start Date (7/1/2019)
- Click **[Save]**
- Repeat for as many serving sessions as needed

## Add Reimbursement Programs to Needed Sites: Configuration > Buildings > Building Management > Select Site > Meal Reimbursement

- Go to **Cafeteria** tab
  - Click **[+ New Serving Session]**
  - Select sessions as needed and click **[Save]**
- Go to **Meal Reimbursement** tab
  - Click **[+ New Reimbursement Program]**
  - Select reimbursement programs as needed and click **[Save]**

Repeat for as many buildings as needed

## Create Item (optional): Items > Item Management

Note: existing meal items can be used as reimbursement rates are tied to serving sessions, not items

- Open existing reimbursable meal
- Click **[Copy Item]**
- Rename to desired meal name (SFSP Lunch, SFSP Breakfast, etc.)
- Go to **Sales** tab and update prices as needed
- Repeat for as many items as needed

# If using POS for counting and claiming:

## Create POS Layout (optional): Configuration > Point of Service > Device Layouts

Note: existing layouts can be used if desired

- o Click **[Add New Layout]**

- o Enter a Name (SFSP Lunch, SFSP Breakfast, etc.), select a button configuration, and click **[Save]**

- o Drag and drop buttons as needed, and click **[Save]**

- o Repeat for as many layouts as needed

## Create Terminals: Configuration > Point of Service > Terminal Configurations

- o Open existing terminal configurations that will be used for serving meals under a different reimbursement program

- o Go to newly created Serving Session tabs (ex: **[SFSP Lunch]**)

- o Select the Point of Service Layout that will be used

- o Configure Eat & Repeat if desired

- o Click **[Save]**

- o Repeat for as many terminal configurations as needed

- o When cashiers are operating the POS, make sure they select the correct Serving Session

# If using Bulk Entry for counting and claiming:

**Configure Bulk Entry Option:** Configuration > Point of Service > Administrative Sale Layout

- o Click [Add New Administrative Sale Layout]

- o Enter a Name (SFSP Lunch, SFSP Breakfast, etc.)

- o Click **[Save]**

- o Click **[+ New Item]**

- o Select Serving Session (SFSP Lunch, etc.)

- o Select Item (SFSP Lunch, etc.)

- o Select Unit of Measure

- o Select Payment Method (recommended: Cash)

- o Click **[Save]**

- o Repeat for as many serving sessions and items as needed

- o To enter bulk meals, go to **Point of Service > Sales** and click **[Add New Bulk Transaction]**

# Summer Feeding FAQs

**Q: Can I use the POS to enter meals without Students in the system?**

    A. Yes. Once configured for meal service, you can use the POS with No Student ID to enter meals one at a time.

**Q: Can I bulk meals at the POS?**

    A. Not at the POS but in the District Portal under Point of Service Sales, you may enter Bulk Meals > Add New Bulk Transaction (once configured)

**Q: Can I Serve Curbside?**

    A. Yes. You will need to set up your Terminal Configuration with the number of days and for what session. Please see instructions.

**Q: Do I need new Summer Calendars**

    A. Yes. You will need one for dates to the end of June and then again for Dates from July on.

**Q: Do I need Student Enrollment data imported in TITAN to serve Summer Meals?**

    A. Depends on the following: Does the State Require a list of students with their Eligibility when claiming?

        ■ If Yes: Then you will need to Enroll Students into the System

            ○ You will need to upload an enrollment file for the students into the schools that will be utilizing the Summer Feeding Programs.

        ■ If No: You do not need to have current enrollment uploaded to serve.

Recommendations: If students are not necessary for claiming it is recommended NOT to upload students for the Summer Programs.

**Q: What if I WANT students enrolled in the summer program even though I don't HAVE to have them listed for claiming?**

    A. You will need to work with your Student Information System to get an Excel File for uploading students into the system.

    B. The file will need to be uploaded into the system to enroll them.

    C. You will need to ensure you have the correct calendar dates for each building.

**Q: Do I need to have students enrolled during the summer to make payments and refunds?**

A. No. You will access the student by clicking "Include Inactive" > Advanced > Search "ALL" instead of Enrolled and you will be able to see all the students.

**Q: What reports do I run for my Summer Feeding?**

A. You can continue to run the Claim for Reimbursement and Edit Check for your summer meal claims. You can also run a Transaction Data report. Please note that the Claim for Reimbursement is the only report that will identify an anticipated dollar amount for what you will be reimbursed based on meal counts.

**Q: The system is showing an inaccurate dollar amount to be reimbursed, why?**

A. You do not have the correct reimbursement rate identified. That can be updated via Configuration > Eligibility > Reimbursement Rates.

**Q: My district rang meals on a day marked as a "Holiday" and everything is showing as non-reimbursable. What do I do to fix that?**

A. You cannot covert those meals to a reimbursable status without correcting the Day Type, within your Calendar, to "School". After the change is made, you will have to void the meals and re-enter them on the POS and/or bulk entry.

# Introducing LINQ School Nutrition

We are thrilled to announce that on March 24, 2025, TITAN will be updated to LINQ School Nutrition.  This update is part of our ongoing efforts to align with the LINQ company branding and the LINQ School Nutrition Suite that we introduced in January.

## What's Changing?

- The login screen is getting a refreshed look!  Your credentials will not change.

- All instances of TITAN and the TITAN logo will be updated to LINQ School Nutrition.

- All TITAN URLs will be updated to the LINQ School Nutrition domain.

    - portal.titank12.com → portal.schoolnutrition.linq.com

    - pos.titank12.com → pos.schoolnutrition.linq.com

    - odata.titank12.com → odata.schoolnutrition.linq.com

    - status.titank12.com → status.schoolnutrition.linq.com

**Important Note**

The functionality of LINQ School Nutrition does not differ from that of TITAN.

## What You Need to Do

- Connect with your IT Department to make sure that all the listed URLs are accessible through your district security.

- Update all shortcuts and bookmarks to reflect the new URLs.

- Navigate to Configuration > District > District Management from either portal URL and note the POS ID on the General tab.  You will need to enter this ID the first time you log in to pos.schoolnutrition.linq.com.

## Transition Timeline

We understand that changes like this require planning.  With that in mind, we want to allow ample time for you to choose when the transition is right for you.

Districts will be able to access LINQ School Nutrition on March 24, 2025, via the URLs included in this document.  The TITAN URLs will continue to work as you transition your terminals to LINQ School Nutrition with full visibility of your district data in both platforms.  On June 30th, 2025, we will stop supporting the TITAN URLs.

LINQ.COM

# LINQ School Nutrition FAQs

### WHAT IS LINQ SCHOOL NUTRITION?

LINQ School Nutrition is the updated version of TITAN, aligning with the LINQ company branding and the LINQ School Nutrition Suite introduced in January.

### WHEN WILL THE UPDATE TO LINQ SCHOOL NUTRITION TAKE PLACE?

The update will occur on March 24, 2025.

### WILL THE FUNCTIONALITY OF LINQ SCHOOL NUTRITION DIFFER FROM TITAN?

No, the functionality of LINQ School Nutrition and that of TITAN are the same.

### WHAT CHANGES CAN WE EXPECT WITH LINQ SCHOOL NUTRITION?

The login screen will have a refreshed look, and all instances of TITAN and the TITAN logo will be updated to LINQ School Nutrition. Additionally, all TITAN URLs will be update to the LINQ School Nutrition domain.

### WILL MY CREDENTIALS CHANGE WITH THE UPDATE?

No, your credentials will not change.

### WHAT ARE THE NEW URLS FOR LINQ SCHOOL NUTRITION?

portal.schoolnutrition.linq.com

pos.schoolnutrition.linq.com

odata.schoolnutrition.linq.com

status.schoolnutrition.linq.com.

### WHAT DO I NEED TO DO TO PREPARE FOR THE TRANSITION?

Connect with your IT Department to ensure all the listed URLs are accessible through your district security. On or after March 24th, update all shortcuts and bookmarks to reflect the new URLs. Enter your POS ID on your first login at pos.schoolnutrition.linq.com.

### HOW DO I FIND MY POS ID?

Follow these steps to find your POS ID:

1. Navigate to your district portal.
2. Go to Configuration > District > District Management.
3. Locate the POS ID on the General tab.

You can find this ID in both the TITAN portal and the new LINQ School Nutrition portal.

## WHAT IS THE TRANSITION TIMELINE FOR LINQ SCHOOL NUTRITION?

Districts will be able to access LINQ School Nutrition on March 24, 2025. The TITAN URLs will continue to work during the transition period, but support for TITAN URLs will end on June 30, 2025.

## HOW DOES THE REBRANDING EFFORT FIT WITH THE PRODUCT ROADMAP?  WHY HAS LINQ CHOSEN TO INVEST IN THIS SCOPE OF WORK?

The rebranding effort is part of LINQ's strategy to provide a modern, cloud-based, and innovative suite of tools for school nutrition programs.  This initiative is aimed at integrating TITAN fully into the LINQ family, enhancing the overall user experience, and aligning with LINQ's broader strategic goals.