

The Maine Department of Education Food Service  
All new  
Electronic Claim Submittal Process

**STEPS TO FILE APPLICATION**  
**District Level Password**

1. Obtain Ids and passwords
2. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
3. Select “file forms”
4. Enter ID and password
5. Select the system School Food Service - Reimbursement
6. Select “application form” the menu
7. Select new application
8. Enter the information
9. Click “SUBMIT”
10. Notify the legal agent it is done and waiting for approval

**STEPS TO CHANGE THE APPLICATION**

1. Go to SFSR web page
2. Select “file forms”
3. Enter ID and password
4. Select the system School Food Service - Reimbursement
5. Select “application”
6. Select “application list”
7. Click on the year of application you wish to revise and “Submit” it
8. Revise information
9. Click “UPDATE”
10. Notify legal agent you made changes and waiting to be approved

Questions contact     Nanci 624-6877 [nanci.kittredge@maine.gov](mailto:nanci.kittredge@maine.gov) or  
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