# User Access and System Navigation Guide

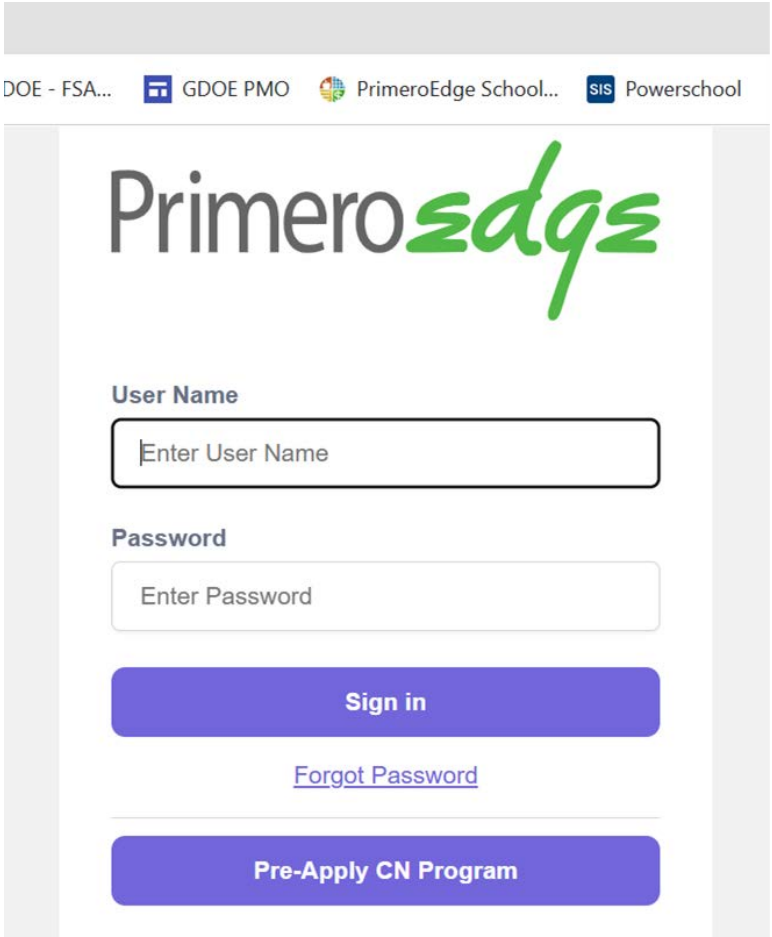
for

# Meal Claim Entry

(2026)

# Before Submitting Meal Count

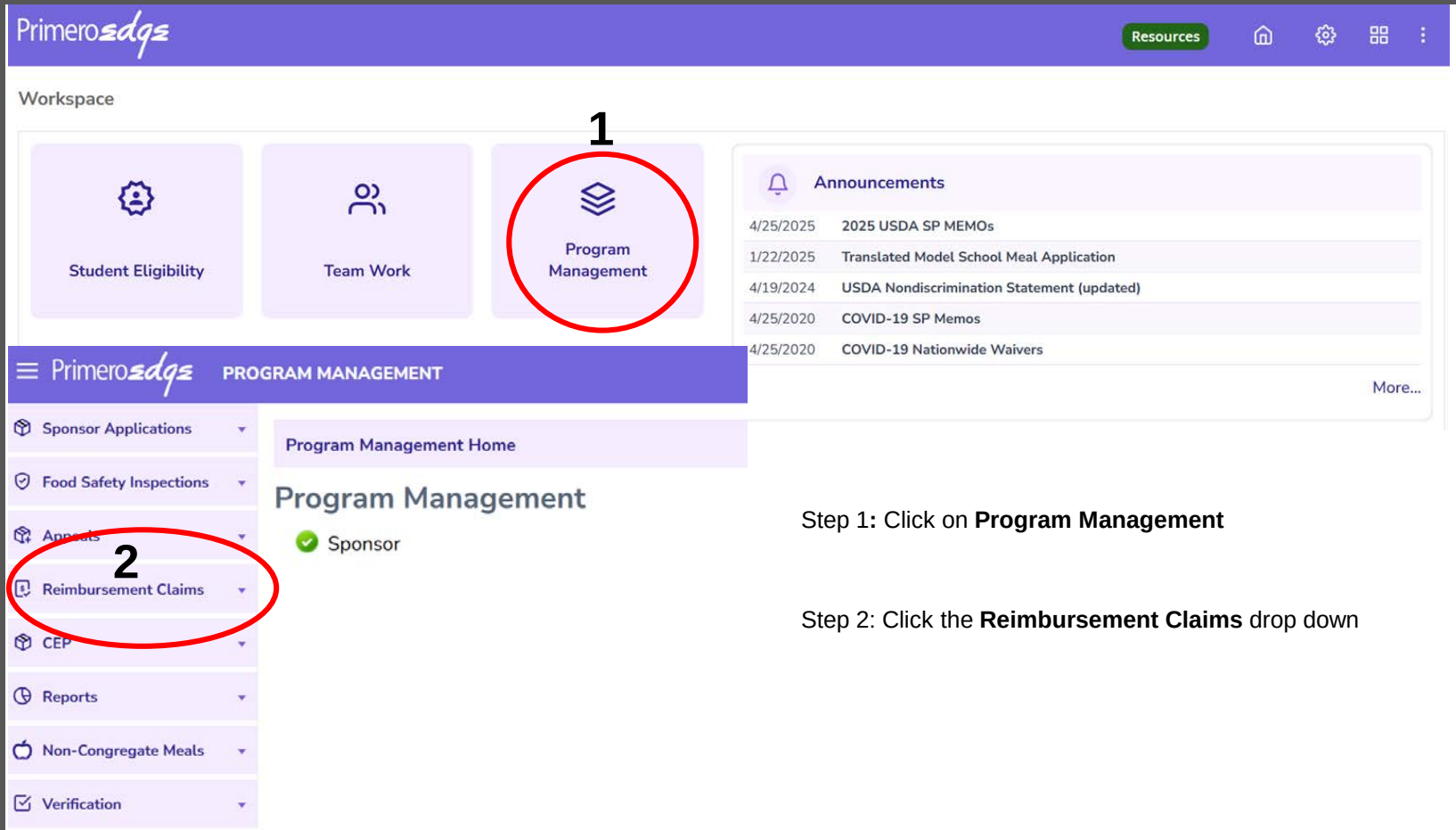
1. Verify **Daily Meal Count Verification Report (DMCVR)**
    - Ensure all signatures & initials are present and any notes are dictated
    - Calculations, Dates & Holidays are correct
1. Ensure **Monthly Meal Count Report (MMCR)** is complete and **correct**
2. Compile ADA/ADM & Attendance Summary by Grade (ASBG)
3. Send to FNSMD Program and Operations email
    - **fnsmd.programs.operations@gdoe.net**
4. Await response from FNSMD personnel to proceed with Meal Claim Entry.




Primeroedge URL:
https://guuat.primeroedge.com/login.aspx?act=lgf

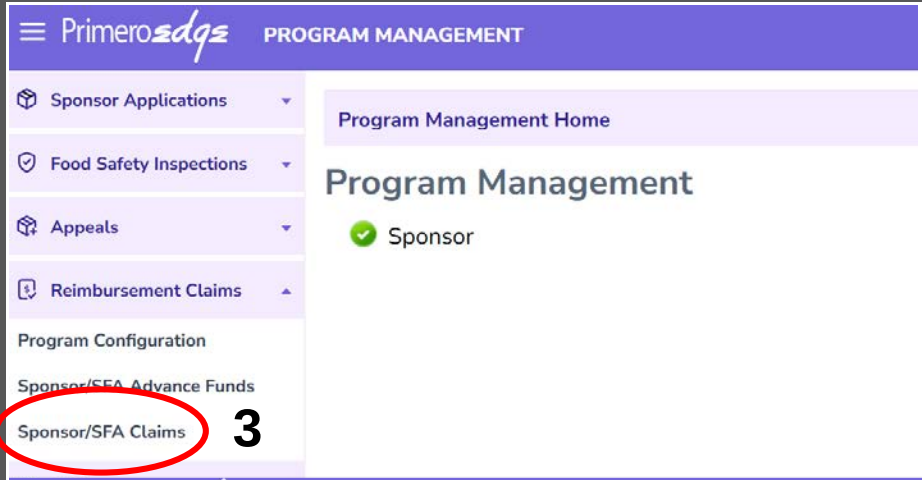
**Username:** Given on User Request Form

**Password:** Default Password **- Meal2026!**




Step 1**:** Click on **Program Management**

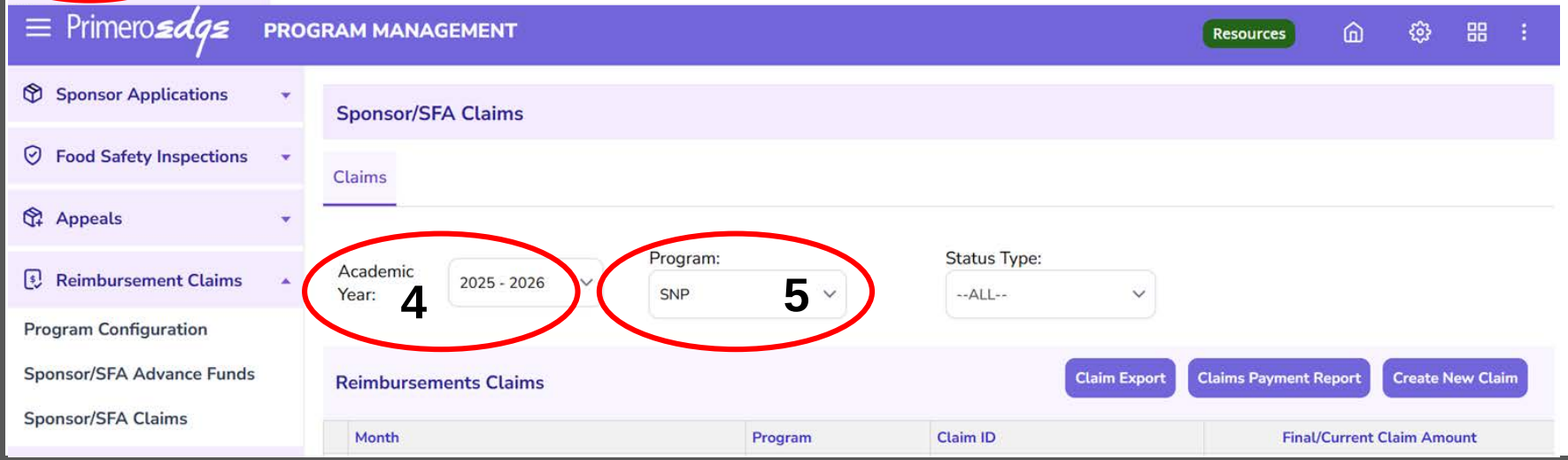
Step 2: Click the **Reimbursement Claims** drop down

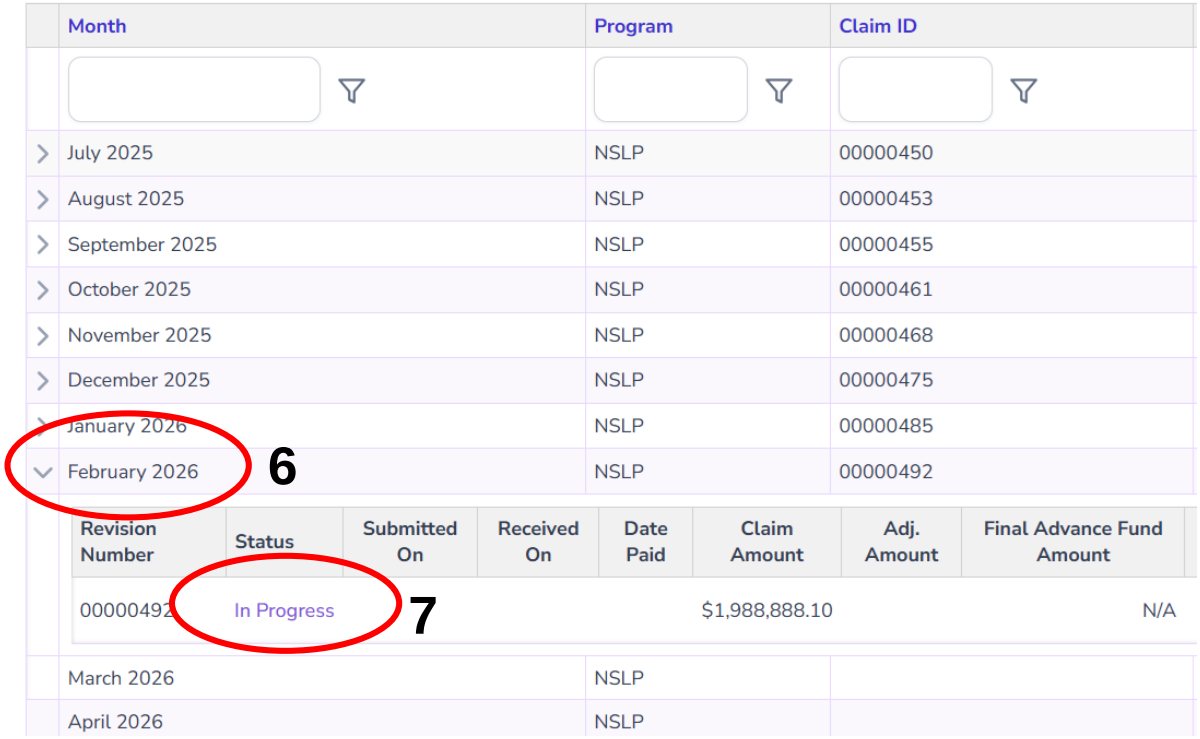



Step 3**:** Click on **Sponsor/SFA Claims**

Step 4: Click the **Academic Year** drop down and select the current school year **(2025-2026)**

Step 5: Click on **Program** drop down and select **SNP**



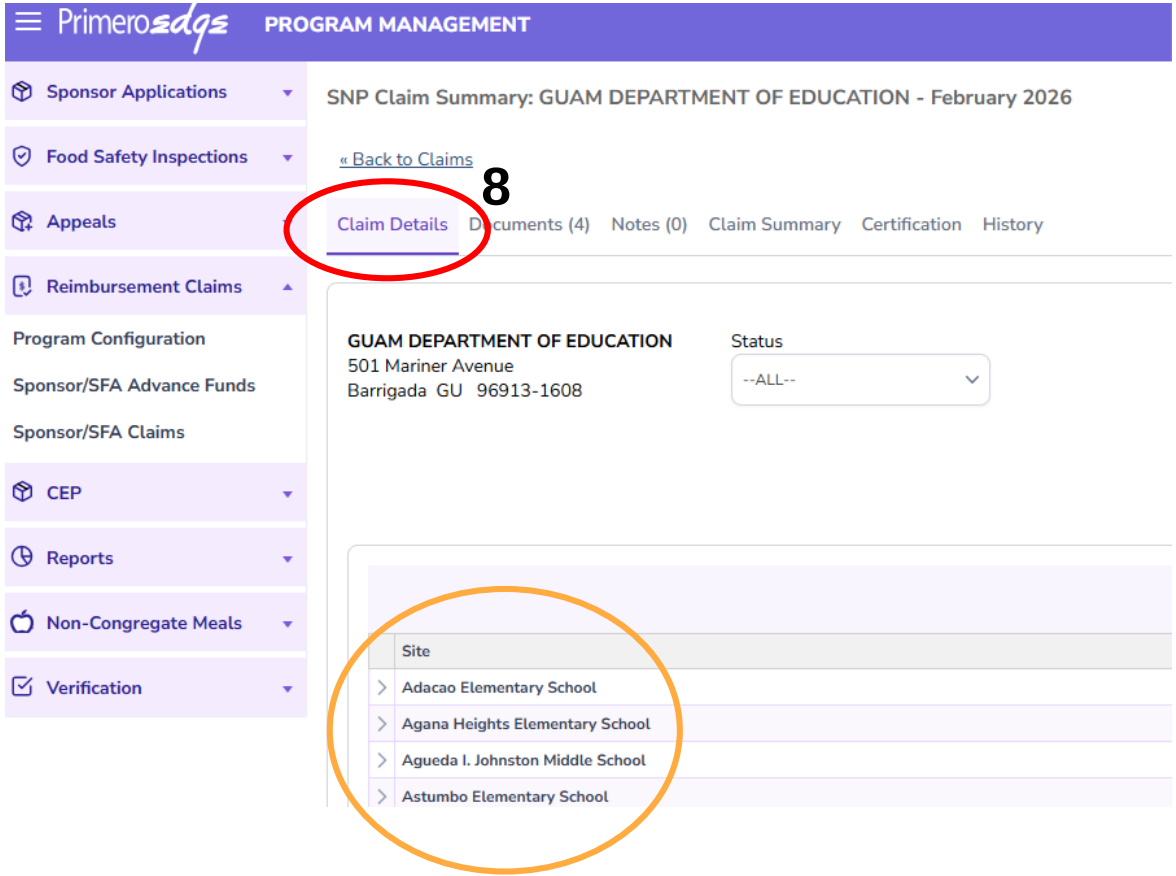



*After selecting the correct academic year and SNP program, the system will display the months of the school year.

Step 6: Click the drop-down arrow for the month in which you will enter your meal count.

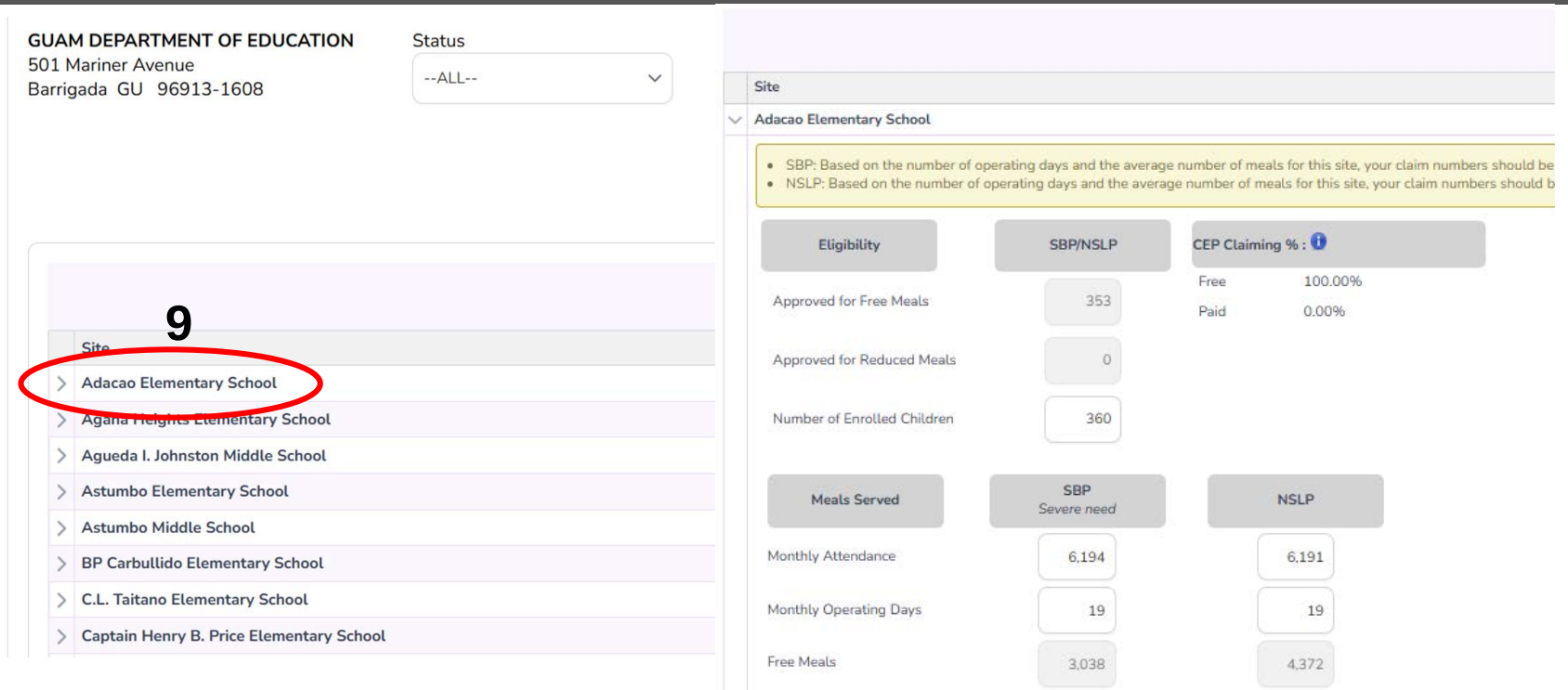
Step 7: Click **In Progress**

***If **IN PROGRESS** is not present, you won't be able to input meal count. Please wait for formal notification.



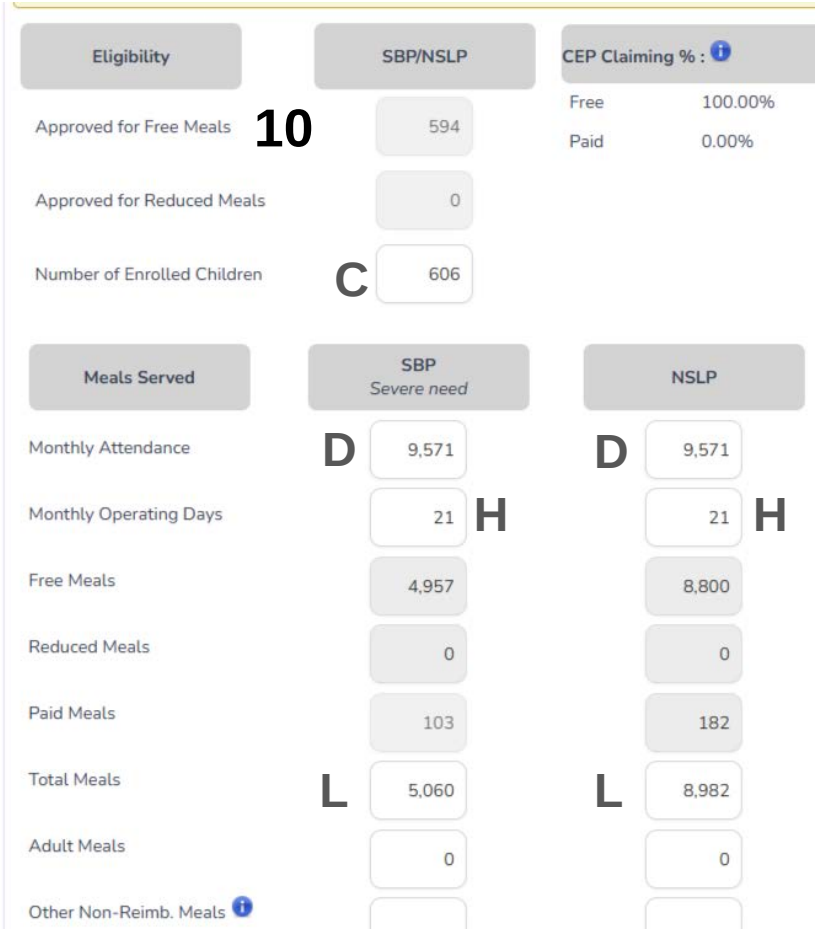

Step 8: Click on the **Claim Details** Tab

*The schools under the Guam Department of Education will be displayed below.




Step 9: Click on the drop down arrow for your school site.

*The page displayed is where you will input your meal count numbers.




Step 10: Begin inputting meal count numbers based on your **Monthly Meal Count Report (MMCR)**

- Grayed out areas do not input
- Adult Meals = 0
- Other non-Reimb. Meals = 0

- Refer to your MMCR and enter the data that matches the corresponding letter. **(See next page)**

Step 11: Click **Save Site Data** on the bottom right corner of your screen, once you are done.



| Eligibility | SBP/NSLP |
|---|---|
| Approved for Free Meals | 594 |
| Approved for Reduced Meals | 0 |
| Number of Enrolled Children | C 606 |

| CEP Claiming % : | |
|---|---|
| Free | 100.00% |
| Paid | 0.00% |

| Meals Served | SBP *Severe need* | NSLP |
|---|---|---|
| Monthly Attendance | D 9,571 | D 9,571 |
| Monthly Operating Days | 21 H | 21 H |
| Free Meals | 4,957 | 8,800 |
| Reduced Meals | 0 | 0 |
| Paid Meals | 103 | 182 |
| Total Meals | L 5,060 | L 8,982 |
| Adult Meals | (BREAKFAST TOTAL) 0 | (LUNCH TOTAL) 0 |
| Other Non-Reimb. Meals | | |

## School Year 2025 - 2026

| | |
|---|---|
| A. Name of SFA: | Guam Department of Education |
| B. School Name: | WETTENGEL ELEMENTARY |

| G. Month/Year Reported | |
|---|---|
| SEPT | 2025 |

| | |
|---|---|
| C. Enrollment for the Month: | 606 |
| D. Total Attendance for the Month: | 9,571 |
| E. Total Absentees for the Month: | 3,170 |
| F. Average Daily Attendance: | 456 |

| H. Total Serving Days: | Breakfast: 21 | Lunch: 21 |
|---|---|---|

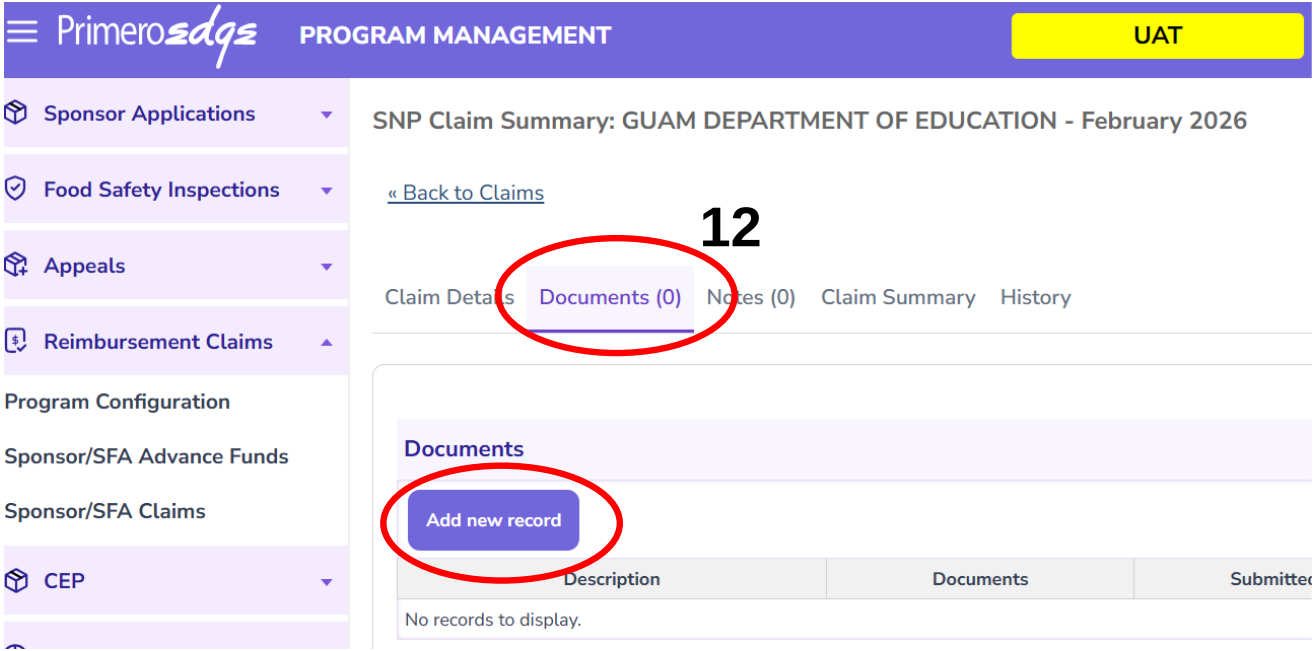
| | |
|---|---|
| I. Average Daily Participation (ADP) for Breakfast: | 241 |
| J. Average Daily Participation (ADP) for Lunch: | 428 |

| K. Date | L. Number of Reimbursable Meals: Breakfast | L. Number of Reimbursable Meals: Lunch | M. Daily Attendance |
|---|---|---|---|
| 1 09/02/25 | 240 | 412 | 441 |
| 2 09/03/25 | 252 | 444 | 466 |
| 3 09/04/25 | 236 | 406 | 462 |
| 4 09/05/25 | 247 | 436 | 447 |
| 5 09/08/25 | 222 | 387 | 443 |
| 6 09/09/25 | 248 | 411 | 445 |
| 7 09/10/25 | 208 | 434 | 455 |
| 8 09/11/25 | 214 | 428 | 457 |
| 9 09/12/25 | 242 | 442 | 453 |
| 10 09/15/25 | 195 | 424 | 437 |
| 11 09/16/25 | 243 | 428 | 455 |
| 12 09/17/25 | 238 | 429 | 454 |
| 13 09/18/25 | 340 | 423 | 448 |
| 14 09/19/25 | 223 | 421 | 460 |
| 15 09/22/25 | 205 | 424 | 457 |
| 16 09/23/25 | 235 | 441 | 457 |
| 17 09/24/25 | 264 | 447 | 468 |
| 18 09/25/25 | 261 | 444 | 454 |
| 19 09/26/25 | 236 | 441 | 458 |
| 20 09/29/25 | 232 | 418 | 464 |
| 21 09/30/25 | 279 | 442 | 490 |
| 22 | | | |
| 23 | | | |
| Grand Totals: | 5,060 | 8,982 | 9571 |

| FOR LEA USE ONLY<br>Monthly Meal Data<br>Total Number of Meals Served during the Month | | |
|---|---|---|
| Breakfasts | Lunches | Total |
| 5,060 | 8,982 | 14,042 |

| FOR LEA USE ONLY<br>Annual CEP Percentages | | |
|---|---|---|
| Percentage of Identified Students | Percentage of Meals Reimbursed at Federal | |
| | FREE Rate | PAID Rate |
| 61.23% | 97.97% | 2.03% |

| FOR LEA USE ONLY | | |
|---|---|---|
| Type of Meal | Number of Meals to be Reimbursed at | |
| | FREE Rate | PAID Rate |
| Breakfast | 4,957 | 103 |
| Lunch | 8,800 | 182 |




Step 12: Click on the **Document** Tab

Step 13: Click **Add New Record** upload all your documents

- Before uploading documents, change file names to this format -
  - SCHOOL ABBREVIATION MONTH YEAR (Ex. **IMS FEB 2026**)
- MMCR, DMCVR, ADA/ADM, ASBG