

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

**STEPS TO RETREIVE DEPARTMENT OF HUMAN SERVICES
DIRET CERTIFICATION LIST**

Legal Agent Level Password

1. Obtain Ids and password
2. Go to the SFSR system web page: <http://www.maine.gov/education/sfsr1.htm>
3. Select "File Forms (school officials only)
4. Enter ID and password
5. Select "Direct Certification List" link (The first link with an arrow)