

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Child and Adult Care Food Program
Federal Aids and Audit Section

Instructions for Completing the Reimbursement Claim
After School Hours Care Site and Emergency Shelter Components
PI-1489-B (Rev. 06-11)

You may download the Word fillable Reimbursement Claim form (PI-1489-B) at <http://dpi.wi.gov/fns/centermemos.html>, under Guidance Memorandum 3C, to complete electronically and then print for signature and submission.

1. Complete the information in the boxes at the top of the claim, including the *daytime telephone number* for the person responsible for completing the claim.

2. Complete *Section I. Enrollment Data*:

LINE 1.....Fill in the *total number of children enrolled* in the after school hours program **for all sites**. (**Does not** apply to emergency shelters.)

LINE 2.....Fill in the *total number of eligible residential children* at **all** sites. (**Does not** apply to after school hours care sites.)

3. Complete *Section II. Participation Data* using the applicable column(s):

LINE 3.....Report the total *Number of Sites*.

LINE 4.....List the *Number of Days of Service* that sites were open and serving meals during the month. If sites differed in the total days of service, use the greater number for the days of service.

LINE 5.....Report *Average Daily Attendance*. Using the [daily attendance records](#), NOT meal count sheets, determine the number of children in attendance each day the site was open and serving meals. Then add up each day's total to get a monthly total. Divide the monthly total by the number of days of operation that month to determine *Average Daily Attendance* (round all fractions up to the next whole number).

LINE 6.....**After School Hours Care Sites Only**: Report total *Number of Meals and/or Snacks Served to Eligible Children* using [meal count records](#). At Risk After School Hours Care Sites may only be approved for a **supper and/or a snack during regular school days** and any one meal (breakfast, lunch, or supper) and/or a snack during weekends and holidays (e.g., Spring Break). After school hours care sites may only claim reimbursement for up to one (1) meal and one (1) snack per child per day. Line 6 **does not** apply to emergency shelter sites.

LINE 7.....**Emergency Shelters Only**: Report the *Number of Meals Served to Eligible Residential Children* by meal type served. The number of supplements (snacks) must be reported by type (AM Snacks, PM Snacks, Additional Snacks). Line 7 **does not** apply to after school hours care sites.

4. Complete *Section III. Certification*:

As an assurance that the claim information is accurate, the *Authorized Representative* identified on the [DPI Application/Agreement](#) must complete, sign, and date the bottom of the form.

5. Submit the original reimbursement claim to DPI; keep a copy for your files. You may:

Mail to: Wisconsin Department of Public Instruction **or fax to:** **or e-mail to:**
Federal Aids and Audit Section 608.267.9207 jacqueline.jordee@dpi.wi.gov
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