

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Guidance Memorandum 3A - For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Adult Care Component)**

Topic: Claim Submission

Date: December 2011

Institutions (sponsoring organizations and independent centers) submit monthly Child and Adult Care Food Program (CACFP) reimbursement claims to the Department of Public Instruction (DPI). The claim must include an accurate report of enrollment by need category (free, reduced, non-needy) for the month, an accurate record of the number of meals/snacks meeting CACFP requirements served during the month, an accurate record of average daily attendance, and an accurate record of the number of days of meal service. Claims are due by the 15th day of the month following the month for which they apply. Federal regulations impose a claim submission deadline of 60 days after the end of the month for which the claim applies. For example, an October claim is expected to be submitted by November 15, and cannot be paid if it arrives later than December 30. *An original claim that is not received by DPI by the 60-day deadline date cannot be paid without a special exemption from the U.S. Department of Agriculture.* An amended claim for a larger dollar amount also must receive a special exemption if it is received later than 60 days after the end of the month for which the claim applies.

All claims must be supported by adequate documentation at the institution level. These records must be maintained by the institution for at least three years beyond the end of the fiscal year to which they pertain; except that, if audit findings have not been resolved, the records must be retained as long as required for the resolution of the issues raised by the audit.

Claiming CACFP Reimbursement

**Public and Private Nonprofit sites**

Institutions that operate public or private nonprofit sites must submit monthly CACFP claims electronically, using the Internet. A copy of the *CACFP Internet Claim Manual* with detailed instructions for Internet claim submission is available at [http://dpi.wi.gov/fns/pdf/cacfp\\_Internet\\_claim\\_manual.pdf](http://dpi.wi.gov/fns/pdf/cacfp_Internet_claim_manual.pdf). To obtain a login please contact Jacque Jordee at 608-267-9134 for assistance. All agencies that file a monthly claim online must retain a paper copy of the confirmation page from the Internet (the one with the calculated reimbursement amount) as well as all documentation to support the figures that were submitted over the Internet, including the calculation of the Average Daily Attendance. These records must be made available for review by DPI, USDA, or other state officials and must be maintained for 3 years plus the current year of the month that the claim represents.

Sponsoring organizations must report total participation data on the "Parent Form" and data on a site-by-site basis on individual site forms. The numbers for each category on the Parent Form must equal the total sum of the respective categories on the site forms.

**For-Profit sites**

The enclosed claim form (PI-1489-A, Rev. 06-11) must be used for any for-profit sites. The original reimbursement claim must be mailed to the address in the upper right corner of the form, or faxed to the Federal Aids and Audit section at DPI at 608/267-9207, or e-mailed to [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Make sure to keep a copy for your files. For more information see the enclosed *Instructions for Completing the Reimbursement Claim Form – Adult Care Component (Rev. 06-11)*. The claim form and instructions are also available electronically on the DPI website.

Amending Submitted Claims and Submitting Claims after the 60-day Deadline

**Public and Private Nonprofit sites**

After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Processing of claims at DPI is completed, in most cases, each Tuesday morning. Directions for modifying an on-line claim are found in the *CACFP Internet Claim Manual*.

Either of two methods can be used to update or modify a claim that has already been processed.

1. Print the claim following directions in the *CACFP Internet Claim Manual* to “View/Print Claim.”

Draw a line through any item that needs to be changed (e.g., number of meals, average daily attendance) and write in the correct number(s). Sign, date, and fax to Federal Aids and Audit section at 608/267-9207 or e-mail a scanned copy to [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov).

2. The enclosed claim form (PI-1489-A, Rev. 06-11) may be used to correct a claim that has been processed. **This is the method that must be used to file a claim after the 60-day deadline has passed.** Complete the form in its entirety, not just data that has changed. Write “amended” at the top of the claim form and mail the original to the address in the upper right corner of the form, or fax to Federal Aids and Audit section at 608/267-9207, or e-mail a scanned copy to [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Make sure to keep a copy for your files. For more information see the enclosed *Instructions for Completing the Reimbursement Claim Form – Adult Care Component (Rev. 06-11)*. The claim form and instructions are also available electronically on the DPI website.

#### **For-Profit sites**

The enclosed claim form (PI-1489-A, Rev. 06-11) must be used to file any updates, revisions, or claims filed after the 60-day deadline. Complete the form in its entirety, not just data that has changed. Write amended at the top of the claim form and mail the original to the address in the upper right corner of the form, or fax to Federal Aids and Audit section at 608/267-9207, or e-mail a scanned copy to [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov). Make sure to keep a copy for your files.

#### Calculating Enrollment Data

The monthly enrollment data must be obtained from the Household Size-Income Record which indicates all eligible participants enrolled in the center during any part of the month by the correct need category (free, reduced, or non-needy) (see *Guidance Memorandum 1A*). The total enrollment must only include individuals who meet the participant eligibility criteria of the adult component of the CACFP (see *Guidance Memorandum 6A*).

#### Calculating Average Daily Attendance (ADA)

Using the daily attendance records, **NOT** meal count sheets, determine the number of eligible participants 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 service that month to determine the ADA. Round any fractions up to the next whole number. For sponsoring organizations, calculate the ADA on a site-by-site basis for each month using the above calculation. Add each site’s ADA for the total ADA to be included on the Participation Reimbursement Information Parent Form on-line or the front page of the paper claim form.

#### Additional Requirements for Sponsoring Organizations – Meal Claim Edit Checks

Edit checks are used to identify potential problems. Problems identified by the edit check process should lead to a closer examination and/or correction of a sponsored facility’s meal counts. Sponsors must have monthly edit checks in place to ensure, prior to the submission of the consolidated claim, that each facility has been approved to serve the meal types being claimed and the number of meals claimed by a facility does not exceed the number derived by multiplying approved meal types times days of operation times enrollment.

See *Guidance Memorandum 5A* for more information about edit checks, a method to document that the edit checks have been completed for each site each month.

#### Disabling of Online Claims

The DPI has the right to disable an agency’s online claiming rights. The reasons to disable online claiming rights are a condition to be declared seriously deficient. An agency that has been declared seriously deficient will have its online claiming rights disabled until the reasons for being declared seriously deficient have been permanently corrected and certified by the DPI. The agency may continue submitting valid monthly claims for reimbursement. The monthly reimbursement claim(s) must be submitted to DPI via a paper claim form within 60 days after the end of the month for which the claim applies. Corrective action on how to reinstate the monthly online claiming rights and instructions on how to submit monthly claims for reimbursement will be included in the *Declaration of Serious Deficiency* letter. This letter will be received before your online claiming rights are disabled.