

Program Reimbursements

IN THE SUMMER FOOD SERVICE PROGRAM

Payments made to sponsors are based on the number of meals served to children. USDA determines the rates of reimbursement on an annual basis. All money received through the SFSP are federal funds, passed through the State Agency to the sponsor.

Non-camp Programs

Base eligibility on area using free/reduced or census data.

Can receive reimbursement for up to 2 meals per day in any combination other than lunch and supper on the same day.

Receive reimbursement for ALL eligible 1st meals served.

Can receive reimbursement for 2nd meals that do not exceed 2% of the total 1st meals served.

Records needed to file a claim

Daily meal count documentation, by type, for all meals served at each approved site.

Maximum number of days of operation during claim period; by month, if combining months.

Maximum number of days of operation for each site.

Production documentation verifying reimbursable meals were served.

Camp Programs

Base eligibility on the income level of the specific children that are served.

Can receive reimbursement for up to 3 meal services per day, in any combination.

Receives reimbursement for eligible 1st meals by type (breakfast, lunch, supper, snack) served to children determined to be low income or 'needy'.

Records needed to file a claim

Daily meal count documentation for all meals served at approved sites, by session.

Number of children enrolled, by session. Number of children determined Needy by session (see **Participant Eligibility** for more information).

Production documentation verifying reimbursable meals were served.

Determining the Claim Period and Deadline for Filing Claims

The number of days of operation by month will determine how many claims should be filed and ultimately, when they are due. Once it is known how many days the Program will operate, determine what claims will need to be filed and put the due dates on a calendar to ensure claims are filed on time!

Guidelines for determining claim period

If there are 10 days or less during the initial month of operation, the claim data for the initial month can be combined with the following month.

If there are 10 days or less during the final month, the claim data from the final month can be combined with the prior month.

If there are 10 days or less in both the initial and final month, all counts can be combined onto one claim.

The only instance this will not work is when there isn't an immediate prior month (i.e. the sponsor only operated in June and August). In that case, the final month must be filed as a separate claim.

Claims are due 60 days from the end of the claim period. When the final claim is combined with the prior month, it is due 60 days from the last day of operation.





The Reimbursement Process

1. Gather all claim documentation and download the claim form to use as a working paper during the claim consolidation process: <https://dpi.wi.gov/community-nutrition/sfsp/claiming-reimbursement>. Starting in 2020, all meals served will be entered in the claim, by site. You can do this by manual entry or by using a spreadsheet to upload counts. For more specific instructions, please see the claim manual.
2. Log into the DPI Online Services using the assigned agency code and password: <https://dpi.wi.gov/nutrition/online-services>.
3. If the password cannot be located, the Authorized Representative for the Program must contact DPI: Najat Shorette at 608-266-6856 or email: Najat.Shorette@dpi.wi.gov.
4. Enter the claim following the step-by-step instructions provided in the SFSP Claim Manual: <https://dpi.wi.gov/community-nutrition/sfsp/claiming-reimbursement>. HINT: Only select 'Final Claim' if no more claims will be filed for the remaining calendar year. Year round programs should never select 'Final Claim'.
5. After submitting a claim, a message will appear on the screen that it has been successfully submitted.
6. Claims are processed on Tuesday mornings, therefore a claim can be amended online at any time up until Tuesday morning. Once the claim is processed, it cannot be modified online. Contact Najat Shorette at 608-266-6856 or email: Najat.Shorette@dpi.wi.gov for further instruction.
7. Only one SFSP claim can be entered at a time.
8. Processed claims will appear within Online Services. To view a claim, log back into Online Services, go to the SFSP claim area as instructed in the claim manual. Click on the 'Print-View' tab. All payments made by DPI can also be found in the Aids Register: <https://dpi.wi.gov/sfs/finances/aids-register/aids-register-coding>. The Department of Administration will also send an email notifying the sponsor of the payment.
9. All payments are direct deposited. Accounts are set up for a Sponsor upon initial approval of the Program. Please note that only one account is allowed per agency, so if an agency operates multiple Child Nutrition Programs, the agency will need to decide on one account for all deposits. For more information regarding the direct deposits, go to: <https://dpi.wi.gov/sfs/finances/aids-register/bank-change-information>.

Figuring the ADA – Camps ONLY

Starting in 2020, the ADA is calculated automatically at the site level when non-camp site meal count data is entered within the online claim. Camps must continue to calculate the ADA at the session level. Identify the primary meal service for the session, calculate the ADA (total meals divided by days of service for the site), always round up, and sum the ADAs for each site to get the total ADA to enter on the claim.

	Number of Operating Days during Claim Period	Number of Breakfast Served	Number of Lunches Served	Number of Snacks Served	ADA
Site 1	15	1,125	1,861*	0	125
Site 2	10	0	2,009*	1,257	201
Site 3	7	343	0	798*	114
Sponsor Total ADA					440

*Primary meal service

Tips for an accurate claim

- ✓ Collect and review meal count forms for sites on a weekly basis. Look for errors in reporting - serving more meals than what was delivered, including 2nd meals or adult meals in the 1st meal count, etc.
- ✓ Contact sites to clarify questionable meal counts; document contact info and any changes on your copy of the forms.
- ✓ Establish a procedure where another person reviews the claim for accuracy prior to submission.
- ✓ If using a spreadsheet to consolidate and summarize meal count data, make sure formulas are accurate!

NOTE: Sponsors can request Advanced Payments when applying for the Program. Any funds advanced to a sponsor are deducted from the amount earned when the reimbursement claim is filed.