



CACFP Claim Form Instructions

At-Risk Afterschool Programs and Emergency Shelters

All CACFP claims must be submitted online except in the event the agency is submitting a late claim or has had its online claiming rights disabled. See page 2 of this handout for information on claim deadlines and how to submit a late claim or when claiming rights have been disabled.

Follow instructions in the [Online Claim Manual \(At-Risk Afterschool Programs & Emergency Shelters\)](#) to submit an online claim.

It is recommended to use the [CACFP Claim Form \(At-Risk Afterschool Programs and Emergency Shelters\)](#) to compile claim information prior to submitting the claim. Instructions for completing the *CACFP Claim Form* are in the table below.

Section of Claim Form	Information to Record
Top of Form (Agency Information)	Enter information in boxes at top of page 1: Agency code, claim month, claim year, sponsoring agency name, address, and telephone number
SECTION I. CACFP ENROLLMENT DATA	<p>BOX 1 (Total Enrollment / Total Eligible Children):</p> <p>At-Risk Afterschool Programs: Identify the day within the month for which the highest number of participants attended. Record this day's attendance.</p> <p>Emergency Shelters: Record the total number of residential participants under 19 years of age at all sites.</p> <p><i>Sponsoring Organizations:</i> Record enrollment data for each site on page 2. Transfer totals from "Totals" row on bottom of page 2 to box 1 on page 1. "Site No." must be the DPI-assigned site code number.</p>
SECTION II. PARTICIPATION DATA	<p>BOX 2: Record total Number of Sites.</p> <p><i>Sponsoring Organizations:</i> Number of sites must equal the number of sites listed on page 2.</p> <p>BOX 3: Record Number of Days of Service site was open and claiming meals during the month.</p> <p><i>Sponsoring Organizations:</i> If sites differ in total days of service, report the greatest number.</p> <p>BOX 4: Average Daily Attendance (ADA): Use attendance records, NOT meal counts.</p> <ol style="list-style-type: none"> 1. Determine the number of eligible participants in attendance each day the site was open and claiming meals. 2. Add up each day's total to get a monthly total. 3. Divide monthly total by number of days of service to determine ADA. 4. Round all fractions up to the next whole number. <p><i>Schools Only:</i> Use one of the below numbers for step 1, then go to Step 3:</p> <ol style="list-style-type: none"> 1. Total number of enrolled participants, as reported in box 1, OR 2. Highest number of meals served of the different meal types claimed. <p><i>Sponsoring Organizations:</i> Record ADA for each site on page 2. Total ADA columns and transfer total from "Totals" row on bottom of page 2 to box 4 on page 1.</p> <p>LINE 5: Record total Number of Meals Served to eligible participants from meal count records.</p> <p><i>Sponsoring Organizations:</i> Record meal counts for each site on page 2. Total each meal column and transfer totals from "Totals" row on bottom of page 2 to line 5 on page 1.</p>
SECTION III. CERTIFICATION	To assure claim information is accurate, the Authorized Representative must sign and date bottom of claim form.



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Claim Deadlines

Claims must be submitted online within 60 calendar days after the last day of the month for which the claim applies. The chart below gives the deadline date for each monthly claim period.

Claim Month	Last Day for Online Submission
January	April 1 (March 31 on leap years)
February	April 29
March	May 30
April	June 29
May	July 30
June	August 29
July	September 29
August	October 30
September	November 29
October	December 30
November	January 29
December	March 1 (February 29 on leap years)

If the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day. If submitting a claim under this situation, the claim cannot be submitted online. Instead, complete and submit a paper copy of the claim. Please plan ahead to avoid paper claim submissions.

When submitting claims in the following situations, the claim cannot be submitted online. The *CACFP Claim Form* must be submitted:

- **Late claims** (later than 60 calendar days from last day of claim month): submit a completed *CACFP Claim Form* and a completed [One-Time Exception Corrective Action Plan Form](#). Instructions for completing and submitting are on the form.
- **Disabled online claiming rights:** submit the completed *CACFP Claim Form*, as instructed within DPI's *Disabling of Online Claiming Rights* notification letter.