



CACFP Claim Form Instructions

Child Care Centers, Outside of School Hours Centers, Head Start Sites, Adult Day Care Centers

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 [CACFP Online Claim Manual](#) to submit an online claim.

It is recommended to use the *CACFP Claim Form* to compile claim information prior to submitting the claim. Instructions for completing the *CACFP Claim Form* are in the table below.

- [CACFP Claim Form \(Child Care & Outside School Hours\)](#)
- [CACFP Claim Form \(Adult Care\)](#)

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>BOXES 1-4: Record totals of each need category (Non-needy, Reduced, Free). The sum of Non-needy, Reduced, and Free numbers must equal Total Enrollment.</p> <p><i>Sponsoring Organizations:</i> Record enrollment data for each site on page 2. Total Non-needy, Reduced, and Free columns and transfer totals from “Totals” row on bottom of page 2 to Boxes 1-4 on page 1. “Site No.” must be the DPI-assigned site code number.</p> <p>For-Profit Child Care Centers: Submit a claim only when at least 25% of participants in care (enrollment or licensed capacity, whichever is less) are eligible for free or reduced-price meals or receive Title XX benefits (Wisconsin Shares Childcare Subsidy).</p> <p>For-Profit Adult Day Care Centers: Submit a claim only when at least 25% of eligible participants (enrollment or licensed capacity, whichever is less) are eligible for free or reduced-price meals or if the enrolled and eligible clients are beneficiaries of Title XIX (Medicaid) or Title XX of the Social Security Act.</p>
SECTION II. PARTICIPATION DATA	<p>LINE 5: 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>LINE 6: Record Number of Days of Service site was open and claiming meals during month.</p> <p><i>Sponsoring Organizations:</i> If sites differ in total days of service, report the greatest number.</p> <p>LINE 7: Average Daily Attendance (ADA): To calculate ADA, use attendance records, NOT meal count records. Follow the steps below:</p> <ol style="list-style-type: none"> 1. Determine the total 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 the monthly total by number of days of service to determine ADA. 4. Round all fractions up to the next whole number. <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 line 7 on page 1.</p> <p>LINE 8: Record total Number of Meals Served from meal count forms and Infant Meal Forms (if applicable).</p> <p><i>Sponsoring Organizations:</i> Record total Number of Meals Served from meal count forms and Infant Meal Forms (if applicable).</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.