

Form / Resource	Use/Frequency	Form Location
Reimbursement Claim Form <ul style="list-style-type: none"> CCI/OSSHC – PI-1489 	<ul style="list-style-type: none"> May be used as a worksheet prior to submitting online Do not submit to DPI 	Website (GM 3)
Instructions for Completing the Reimbursement Claim Form <ul style="list-style-type: none"> CCI/OSSHC – PI-1489 	<ul style="list-style-type: none"> Assists with completing the reimbursement claim form 	Website (GM 3)
Internet Claim Manuals <ul style="list-style-type: none"> CACFP Internet Claims Manual 	<ul style="list-style-type: none"> Instructions for submitting the claim online 	Online Services Webpage

Claim Documentation: Retain the following documents* to support the monthly claim (see pg. 2 for claim document organization):

- Household Size-Income Record / Household Size-Income Statements / Attendance Records
- Menus (including substitutions, changes, updates, etc.) / Production Records
- Original Time of Service Meal Count Records for children age 1 and older / Infant Meal Forms

Important Claim Reminders:

- Calculating Average Daily Attendance (ADA) – child care centers and outside of school hours sites
 - Use attendance records, NOT meal counts
 - ADA = Total of all children in attendance each day ÷ number of days of operation
 - Round all fractions UP (ex. 26.1 = 27)
- At-Risk and Emergency Shelters
 - At-Risk: Use highest total daily attendance at all sites for ‘Total Children’
 - Emergency Shelter: Use total number of residential children under age 19 for ‘Total Children’
- For Profit Agencies must have at least 25% of enrolled participants or licensed capacity, whichever is less, receive W2 Child Care Assistance or be free or reduced from HSIS

Submit claims online

- Due 60 calendar days after end of claiming month
- Retain claim confirmation page from online claim site

Payment of claims

- DPI processes payments each Tuesday morning, with a payment date of the 2nd Monday after
- ACH Payments (Electronic Funds Transfer)
 - Claim confirmation page lists date of payment
 - Check Aids Register for more information (http://sfs.dpi.wi.gov/aid_info)

Modifying / Amending Claims

- Before DPI Processes claims you may modify the claim online
- After DPI Processed claims
 - Go to online claim system and open up the claim month you need to amend via *View-Print Claim* option
 - Print the page for the claim month you need to amend
 - 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 or e-mail a scanned copy to Jacque Jordee:
 - Email: jacqueline.jordee@dpi.wi.gov
 - Fax: 608.267.9207

Claiming 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 year)

*Not all forms pertain to all programs

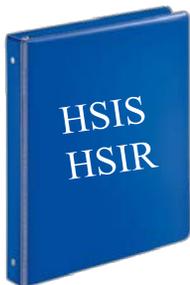
Filing CACFP Claim Documentation



File Monthly Claim Documents Together

Each month, file the following documents together in a binder, folder, file, etc. The DPI has provided you with MONTH tabs to use in a binder.

- Claim Worksheet
- Online Claim Summary Sheet
- Meal Count Records
- Infant Meal Forms
- Menus (master copy with substitutions)



File Enrollment Documents for entire current Fiscal Year (FY) Together

File all HSIS for the current FY together in a binder, folder, file, etc. If doing the HSIR by hand each month, keep the copy with the HSIS. HSIR completed in excel and stored on a computer must be accessible at all times.

- Household Size Income Statements (HSIS)
 - Keep ALL HSIS together for the current FY, even when children terminate from your Program
- Household Size Income Record (HSIR)