



Child and Adult Care Food Program (CACFP) Claim Manual for Family Day Care Home Sponsors

Wisconsin Department of Public Instruction (DPI) Community Nutrition Team

Revised November 2022

Click on the links in the Table of Contents to go to each section. When on each page click on the heading to return to the Table of Contents.

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Submitting CACFP Claims, Claim Deadlines, Late Claims

Submitting CACFP Claims

- All claims must be submitted electronically by following the steps in this Claim Manual.
- Print a hard copy of all submitted claims for your records. Retain for three years plus the current year.
- A separate claim must be submitted for every month, even if the month consists of only one day of meal service to participants.
- Processing of submitted claims occurs each Tuesday morning, unless that day is a holiday, in which case the processing is the following day. Payment processing does not occur the last two weeks of June and the last two weeks of December.
- You may only submit one claim for each Child Nutrition Program (i.e. CACFP, NSLP, SFSP, SMP) per processing period.
- All agencies will receive reimbursement payments via electronic deposit through [AIDS Banking](#).
- Refer to **Guidance Memorandum N: Claims Submission** for additional instructions.

Claim Deadlines

Claims for reimbursement must be submitted online within 60 calendar days after the last day of the claiming month. The following chart gives the deadline date for each monthly claim period. Click on our [Claim Submission Deadlines](#) webpage for additional information.

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 years)

[Submitting CACFP Claims, Claim Deadlines, Late Claims \(continued\)](#)

If the 60th day falls on a Saturday, Sunday, or Federal holiday, the claim is due on the next business day. If you are submitting a claim under this situation, you will not be able to submit your claim online. Instead, you need to complete a paper copy of the claim. Plan ahead to avoid paper claim submissions. If you are unable to submit your claim online, make sure to email it to Najat.shorette@dpi.wi.gov or 608-266-6856 to meet these deadlines.

Late Claims

A late claim is any original claim or amended claim with an upward adjustment (increase in dollar amount from the original claim) submitted after 60 calendar days from the end of the claiming month. **Late claims cannot be submitted online.** DPI must grant a “one-time exception” to pay a late claim. This “one-time exception” is at DPI’s discretion. DPI may grant a “one-time exception” for only one claim per program (i.e. family day care home, child care, adult care, at-risk afterschool program, emergency shelter) every 36 months. To receive a one-time exception for a late claim or amended claim refer to [Guidance Memo N](#).

[Navigating the Claim System](#)

Time Limitations

A timer starts from the moment the site is entered. **If there is no activity for 30 minutes**, the user will get an error message and will have to return to the main *Login* screen. **Any data on the page you were working will not be saved.** Any movement on a page will reset the 30-minute timer.

Saving Entered Claim Data

- Clicking ‘Continue’ at the bottom of each page saves information/data entered.
- If exiting the system before completing the claim, click ‘Continue’ to save current data.

Click ‘Continue’ to save data 

Returning to Previous Pages

- Click a link at the bottom of the page. The name of the link is the page you will go to.
- If you click on the ‘Back’ icon at the top of the screen, your data will not be saved from the screen you are currently on.



Exiting the Claim

Click 'Logout' in the upper right corner of the blue boxes.

- If exiting the system before completing the claim, click 'Continue' to save current data.



Logging into the Claim System

Google Chrome is highly recommended.

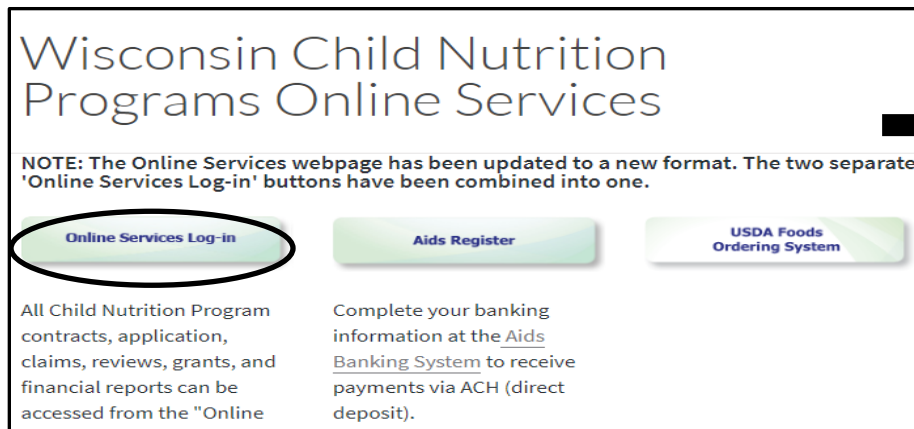
1. Go to the [Wisconsin Child Nutrition Programs](#) webpage. Click on the 'Online Services' link.

This will take you to the [Wisconsin Child Nutrition Programs Online Services](#) website. **Bookmark this page as a favorite.**

2. Click on the 'Online Services Log-in' button.



[Logging into the Claim System \(continued\)](#)



Wisconsin Child Nutrition Programs Online Services

NOTE: The Online Services webpage has been updated to a new format. The two separate 'Online Services Log-in' buttons have been combined into one.

Online Services Log-in **Aids Register** **USDA Foods Ordering System**

All Child Nutrition Program contracts, application, claims, reviews, grants, and financial reports can be accessed from the "Online

Complete your banking information at the [Aids Banking System](#) to receive payments via ACH (direct deposit).

Bookmark this page for future easy access to Online Services and to receive important information regarding contracts and claims.

3. Enter Agency Code (without dashes) and Password. Click **'Submit'**

Do not bookmark this webpage. If you wish to bookmark, go to step 1.

If you do not know your password or need to request a new one, contact:

1. Primary Contact: Jacque Darrow at 608-267-9134; Jacqueline.darrow@dpi.wi.gov
2. Secondary Contact: Najat Shorette at 608-266-6856; Najat.shorette@dpi.wi.gov



Wisconsin Child Nutrition Programs

Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Online Services.

Online Services Log-in

Agency Code:

Password:

Submit

Please do not bookmark this log-in webpage

Note: Passwords should be changed when the Authorized Representative or person authorized to submit a claim has left the agency.

Home Provider Meal Details Report

All FDCH sponsors must upload the Home Provider Meal Details Report for all New and Adjusted FDCH reimbursement claims before submitting that month's claim.

This report must be generated from your agency's claim system. It must contain information on each home provider's claim in the format specified within the template provided by DPI. It may be in Excel, CSV, or Tab File.

Adjusted Claims: The Home Provider Meal Details Report for adjusted claims must be a complete adjusted data file for each provider for that month.

Uploading the Home Provider Meal Details Report

1. From the Main Menu, click on 'Home-Day Care Program'.



2. From the Home-Day Care tab click on 'Claim Reimbursement'.



3. From the Claim Reimbursement menu, select 'Home Provider Meal Details'.



[Uploading the Home Provider Meal Details Report \(continued\)](#)

4. From the 'Home Provider Meals Details' menu, click on 'Upload Provider Meal Details'.

4a. Using the drop down arrow select the 'Date Claim Month' and 'Year'.

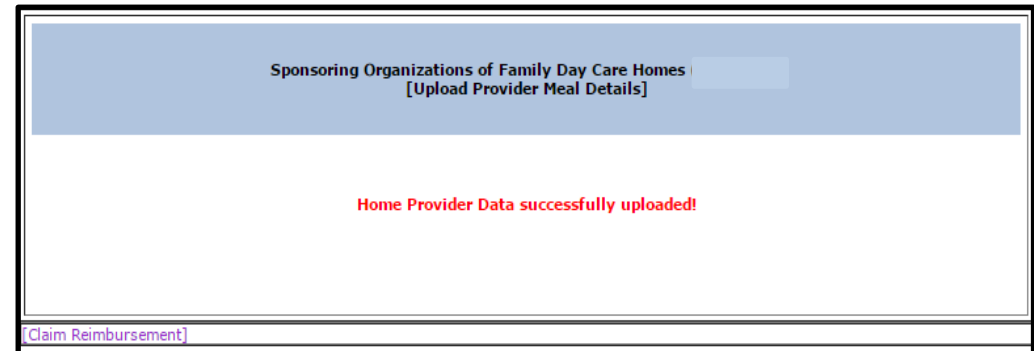
4b. Click on 'Choose File', then locate the Excel, CSV or Tab File from your computer to upload.

4c. Click 'Upload'. You will receive a "Home Provider Data successfully uploaded" message or validation error message if the file is not successfully uploaded.



The screenshot shows the Wisconsin Department of Public Instruction website. The navigation menu includes: Home-Day Care Program, School Nutrition Program, Community Nutrition Program, Summer Food Program, Special Milk Program, Review, Other Services, and Logout. The 'Upload Provider Meal Details' link is highlighted in red. Below the navigation, the page title is 'Sponsoring Organizations of Family Day Care Homes [Upload Provider Meal Details]'. The main content area contains a form with 'Date Claim Month' and 'Year' dropdown menus, an '[Upload Provider Meal Details]' button, and instructions: 'Click Browse button to select Excel (XLS/XLSX) or CSV or Tab File to upload'. The 'Selected File' field shows 'Choose File' and 'No file chosen'. An 'UPLOAD' button with an upward arrow is at the bottom right of the form.

5. Click on 'Claim Reimbursement' in the lower left side corner of the 'Home Provider Data successfully uploaded!' screen to return to the 'Claim Reimbursement' menu.



The screenshot shows the 'Home Provider Data successfully uploaded!' message screen. The page title is 'Sponsoring Organizations of Family Day Care Homes [Upload Provider Meal Details]'. The main content area displays the message 'Home Provider Data successfully uploaded!' in red text. At the bottom left, there is a link for '[Claim Reimbursement]'.

Uploading the Home Provider Meal Details Report (continued)

6. If the file upload fails, you will receive a data upload failure note and a link to the 'Error File'.

Sponsoring Organizations of Family Day Care Homes (FFY 2017)
 [Upload Provider Meal Details]

Date Claim Month April ▼ Year 2016 ▼

[Upload Provider Meal Details]

Click Browse button to select Excel (XLS/XLSX) or CSV or Tab File to upload

Selected File : Choose File No file chosen

UPLOAD

Note : Data upload failed! Please click the 'Error File' link to download error logs and correct the error(s) listed in your data file and re-upload it again. [Error File](#)

- 6a. Click on 'Error File' to download the file. This file will provide the error description by each line.
- 6b. Correct the errors in the Home Provider Meal Details report and re-load the file again.

	A	B	C	D	E	F	G
1	AGENCY	DATE CL	ROW NUM	COLUMN	ERROR DESCRIPTION		
2	136824	04/01/2016	1	AgencyCo	File has invalid agency code		
3	136824	04/01/2016	2	AgencyCo	File has invalid agency code		
4	136824	04/01/2016	3	AgencyCo	File has invalid agency code		
5	136824	04/01/2016	4	AgencyCo	File has invalid agency code		
6	136824	04/01/2016	5	AgencyCo	File has invalid agency code		
7	136824	04/01/2016	6	AgencyCo	File has invalid agency code		

[Viewing the Home Provider Meal Details Report](#)

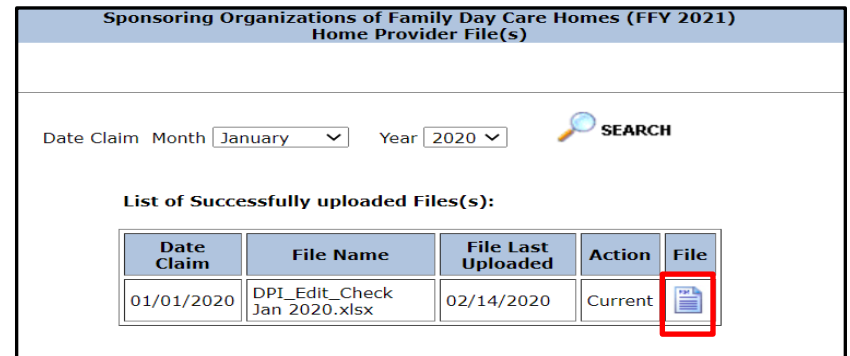
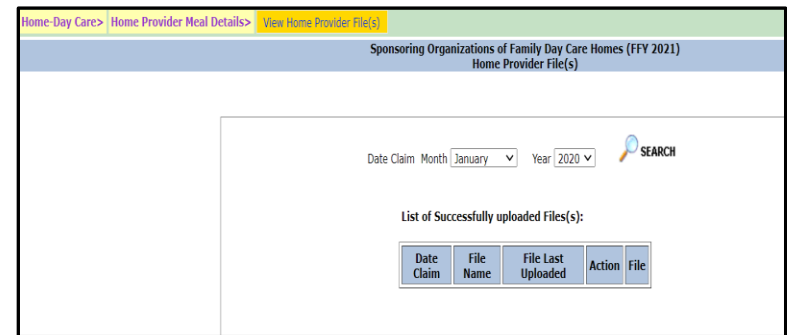
1. If you would like to view an uploaded Home Provider Meal Details Report file, go to the 'Home Provider Meal Details' menu and click on 'View Home Provider File(s)'.

1a. Using the drop down arrow select the 'Date Claim Month' and 'Year' of the file you would like to view, then click on 'Search'.



The list of successfully uploaded file(s) (current and old) will be listed with the claim date, file name, file last uploaded date, action and file.

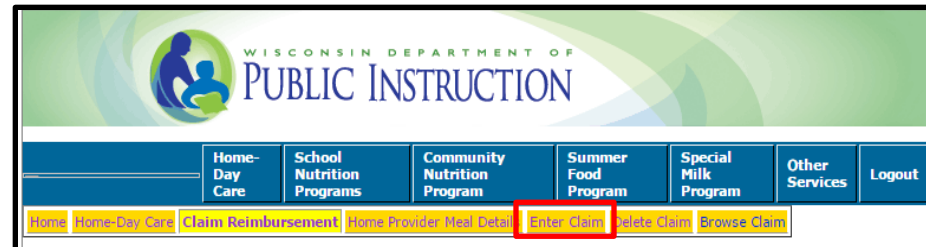
2a. Click on the file icon to download and view the file.



Entering the Claim

1. From the 'Claim Reimbursement' menu, click on 'Enter Claim'.

New and adjusted claims must be submitted within 60 days of claim month.



2. Enter the claim data on the Participation Monthly Reimbursement Information screen.

2a. Using the drop down arrow select the 'Date Claim Month' and 'Year'.

2b. Enter Claim Status using the drop down arrow select 'New' or 'Adjustment' Reminder: Each adjusted claim must have an updated *Home Provider Meal Details Report* uploaded prior to entering the adjustment.

2c. Transfer numbers reported on the paper *CACFP Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452)* form as required in Guidance Memorandum N.

- Enter the Avg. Daily Attendance for each Tier level
- Enter the Number of Homes for each Tier level
- Enter the Number of Operating Days for each Tier level
- Enter the Number of Breakfasts, AM Snacks, Lunches, PM Snacks, Supper, Evening Snacks for each Tier level
- Enter your Admin Costs for the claim month
- Enter your Admin Revenue for the claim month

The screenshot shows the 'Family Day Care Homes (CCIH) [Participation Monthly Reimbursement Information]' form. The form includes fields for Date Claim (Month and Year), Claim Status, and a table for entering attendance and meal counts for Tier I, Tier II Higher, Tier II Lower, and Tier II Mixed. It also includes a certification statement and a 'Submit' button.

	Tier I	Tier II Higher	Tier II Lower	Tier II Mixed
Avg. Daily Attendance				
Number of Homes				
Number of Operating Days				
Number of Breakfasts				
Number of AM Snacks				
Number of Lunches				
Number of PM Snacks				
Number of Supper				
Number of Evening Snacks				
Admin Costs				
Admin Revenue				

[CERTIFICATION]
 I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Preparer Name and Phone

Review the information that is shown for the unpaid claim, and if all is correct, enter the preparer's name and telephone number. Click on the 'Submit' button at the bottom to submit the claim to DPI to be processed for payment.

[Entering a Claim \(continued\)](#)

A confirmation screen will appear with all the submitted information. The statement will include the date the claim was successfully submitted. **DPI advises to PRINT THIS confirmation SCREEN along with a copy of this submitted claim showing the entered data and its dollar amount in reimbursement;** directions for printing a submitted claim are provided below. It is a best practice to keep copies of these two screens on file along with the completed paper claim (PI-1452) form and all of its CACFP supporting documentation.

[Submission and Confirmation](#)

A screen will appear to confirm receipt of the submitted claim. The statement will include the date the claim was successfully submitted. **PRINT THIS SCREEN FOR YOUR RECORDS, AS WELL AS THE SCREEN SHOWING THE REIMBURSABLE \$ AMOUNT.**

[Browse and Print Claims](#)

You can browse claim(s) after it has been submitted to DPI via the 'Browse Claim' tab.

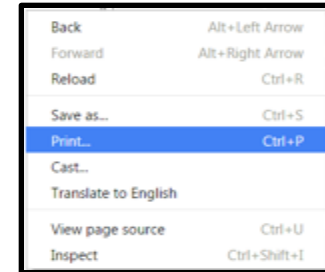
1. From the 'Claim Reimbursement' menu, select 'Browse Claim'
2. Select 'Date Claim Month' from the drop down;
3. Select 'Year' for the drop down;
4. Click on 'Search'.

If the claim is found for the given criteria, the claim and the date the claim was submitted will appear. Click 'New (Paid)' under the 'Claim Type' link to view or print the detailed claim information.

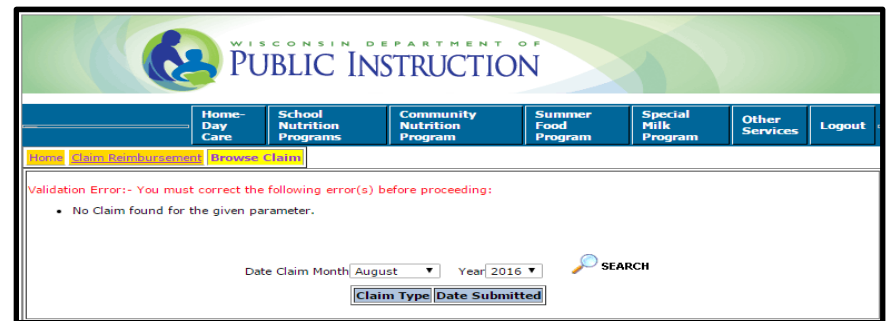
The image displays two screenshots of the Wisconsin Department of Public Instruction's online claim reimbursement system. Both screenshots show the same navigation menu with options: Home, Claim Reimbursement, Browse Claim, Home-Day Care, School Nutrition Programs, Community Nutrition Program, Summer Food Program, Special Milk Program, Other Services, and Logout. The top screenshot shows the search interface with 'Date Claim Month' set to 'April' and 'Year' set to '2016'. The bottom screenshot shows the search results for a claim with 'Claim Type' 'New (Paid)' and 'Date Submitted' '05/09/2016'.

Browse and Print Claims (continued)

To Print: Right click your mouse and from the pop-up menu and select 'Print' to print the screen.



If a claim is not found for the given criteria, a box will not appear under 'Claim Type' and a message will appear that no claim is found.



Adjusting a Claim

The updated Home Provider Meals Detail Report must be uploaded before submitting each adjusted claim, including a fourth adjusted claim submitted via the paper CACFP Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452). The FDCH Sponsors may make up to three adjustments to an original claim for a given month during the 60-calendar day period; two adjusted claims can be submitted online. The fourth adjusted claim must be submitted via the *CACFP Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452)* form.

- **Adjusting an 'Unpaid' Claim Online:** To adjust your unpaid claim online, select '**Browse Claim**' tab and enter month and year. If claim type is '**Unpaid**', select the claim and make any necessary changes and re-submit. If changes are made to the claim that are reflected in the Home Provider Meal Details Report, upload an adjusted report.
- **Adjusting a 'New (Paid)' Claim Online:** To adjust your paid claim online, follow the steps for uploading the [Home Provider Meal Details Report](#) and [Entering a Claim](#) instructions and select Claim Status as '**Adjustment**'.

[Deleting a Claim](#)

From the 'Claim Reimbursement' menu click on 'Delete Claim' when you want to delete a claim that has not been processed.

[Contacts](#)

If you do not know your password or wish to request a new one, or if you need assistance completing the claim online, contact:

Primary Contact: Jacque Darrow at 608-267-9134; Jacqueline.darrow@dpi.wi.gov

Secondary Contact: Najat Shorette at 608-266-6856; Najat.shorette@dpi.wi.gov

[USDA Nondiscrimination Statement](#)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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