

COVID - 19 CACFP Claims (Child Care Institutions, Outside of School Hours Centers, Adult Care Centers)

All CACFP programs that are open or closed and serving meals must complete and maintain all applicable CACFP records. If you would like to serve meals off-site, complete the Google Form to participate in the [Non-Congregate Feeding Waiver](#).

→ **Only enrolled participants may be claimed for meals. Other family members and/or siblings not enrolled MUST NOT be claimed for meals.**

Sponsoring Organizations (more than one site) must complete the claim by site even when the organization is serving or distributing meals to participants from all sites at one location or delivering meals to multiple locations. This includes enrollment (HSIR), days of service, ADA, meal counts, and claim edit checks.

Enrollment Data (Non-needy, Reduced, Free)

Meals are not automatically paid at the free rate for child care centers, outside of school hours centers or adult day centers. Participants must be categorized as Non-needy, Reduced, or Free based on their completed and valid Household Size Income Statement (HSIS). If a participant does not have a HSIS on file, they must be claimed as non-needy.

Refer to the chart below to determine which participants to include as Free, Reduced or Non-needy on the Household Size Income Record (HSIR) and in the enrollment data for the claim:

Program Serving Meals:	Participants to Include in Enrollment Data
On-site only	Include participants according to agency's chosen CACFP enrollment policy
On-site and Off-site	1. Participants attending on-site according to agency's chosen CACFP enrollment policy and 2. Participants not attending who are receiving off-site meals
Off-site only	Participants receiving off-site meals

For profit programs may submit a claim only when at least 25% of the participants in care (enrollment or licensed capacity, whichever is less) are eligible for free or reduced-price meals or receive Title XX benefits (W-2 Shares/ County Child Care Assistance). If you have questions about qualifying for a claim, contact your [assigned consultant](#).

Menus

Daily, dated menus with substitutions must be maintained on file when serving meals on-site and off-site.

If programs are serving meals on-site and off-site but the menus are different, programs must maintain a menu for on-site and off-site meals as documentation for the claim.

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Meal Counts

Only 2 meals and 1 snack, or 2 snacks and 1 meal served per participant per day can be claimed. Record meal counts in the following ways.

Program Serving Meals:	Meal Count Method
On-site only	Record number of meals served to enrolled participants at the time of service
On-site and Off-site	<ol style="list-style-type: none"> 1. On-site: Record number of meals served to enrolled participants at the time of service 2. Off-site: Maintain a roster with names of enrolled participants and record a meal count for each meal/snack for each day of that week. Programs cannot compile all counts for each meal/snack for the entire week on one day 3. Compile totals from 1 and 2 together for each meal/snack
Off-site only	Maintain a roster with names of enrolled participants and record a meal count for each meal/snack for each day of that week. Programs cannot compile all counts for each meal/snack for the entire week on one day.

Days of Service

Enter the total number of days the program was open and operating or closed and serving meals, even if meals are served off-site under the non-congregate waiver.

Average Daily Attendance (ADA)

Program Serving Meals:	How to Calculate ADA
On-site only	Divide total attendance by days of service
On-site and Off-site	Divide the highest number of meals claimed of the different meals served by days of service. See chart below for an example.
Off-site only	Divide the highest number of meals claimed of the different meals served by days of service. See chart below for an example.

Example of how to calculate ADA for **off-site** meals

Number of Days of Service in Claim Month	Number of Breakfasts Served	Number of Lunches Served	Number of PM Snacks Served	Average Daily Attendance (ADA)
24	950	989*	800	$989 \div 24 = 41.2$ (round up to 42)

*Highest number of meals claimed of the different meals served

Claim Questions

If you experience error messages when submitting your claim, contact the Federal Aids and Audit Fiscal Department: Najat Shorette: 608/266-6856, najat.shorette@dpi.wi.gov