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ABBREVIATION KEY

The abbreviation key below identifies each type of CACFP program

CC: Child Care	HS: Head Start	OS: Outside of School Hours	AR: At Risk Afterschool	ES: Emergency Shelter	ADC: Adult Day Care
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E-LEARNING

Instructions on how to complete and submit a reimbursement claim are provided in the E-Learning Courses:

- [CACFP E-Learning Course:](#)
 - Child Care, Head Start, and Outside of School Hours: CACFP Claims lesson
 - Emergency Shelters: CACFP Claim - Emergency Shelters lesson
- [CACFP E-Learning Course \(ADC\):](#) CACFP Claims lesson
- [CACFP At-Risk Afterschool E-Learning Course:](#) Program Reimbursements lesson

SUBMITTING A VALID CACFP CLAIM

To receive reimbursement, participating programs must submit claims to DPI. Claims for reimbursement can only be paid for approved meal types and must report accurate information as detailed in this guidance memorandum. This section details items required to report on the monthly reimbursement claims. When submitting a claim, each agency certifies the claim is correct and records are available to support the claim. All records used to support a claim must be retained for three years after the submission date of the final claim for the fiscal year.

Enrollment

Child Care Centers, Outside of School Hours Sites, and Adult Day Care Centers

Report the total number of enrolled participants and the total for each need category (Free, Reduced, Non-need). The monthly enrollment numbers are obtained from the Household Size-Income Record for that month (see Guidance Memorandum 1 for more details).

Head Start Sites, At-Risk Afterschool Programs and Emergency Shelters

All participants are eligible as Free.



For-Profit Child Care Centers

A for-profit child care center 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 (Wisconsin Shares Childcare Subsidy). The Free and Reduced participants and Title XX recipients cannot be combined for determining the total number of low-income participants for meeting the 25% threshold. **Each for-profit center must meet the 25% requirement every month to be eligible to claim meals.**

For-Profit Adult Day Care Centers

A for-profit adult care center 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 if the enrolled and eligible clients are beneficiaries of Title XIX (Medicaid) or Title XX of the Social Security Act. The Free and Reduced participants, Title XIX and Title XX recipients cannot be combined for determining the total number of low-income participants for meeting the 25% threshold. Each for-profit center must meet the 25% requirement every month to be eligible to claim meals.

Meal Count Totals

The total number of meals served by type (breakfast, AM snack, lunch, PM snack, supper and/or additional snack) must be recorded daily on meal count records (see *Guidance Memorandum 9*). The total numbers for each meal type are reported on the monthly claim.

Average Daily Attendance

To calculate the average daily attendance (ADA):

- Use daily attendance records, **NOT** meal counts, to determine the number of participants in attendance each day the site was open and serving meals
- Add up each day's total number of participants in attendance to get a monthly total
- Divide the monthly total by the number of days of operation that month
- Round any fractions up to the next whole number

For sponsoring organizations, calculate the ADA on a site-by-site basis for each month using the above calculation. Add all sites ADA together for the total ADA. The total ADA will be entered on the Participation Reimbursement Information Parent Form on-line or the front page of the paper claim form.

Number of Days of Service

The number of days of service is the number of days the site was open **and** claiming meals during the month.

SPONSORING ORGANIZATIONS (MORE THAN ONE SITE) - MEAL COUNT EDIT CHECKS

Sponsoring Organizations must complete and document two meal count edit checks for each site's meal counts prior to submitting its monthly claim.

Edit Check #1: verify the site is approved in the DPI contract for the types of meals claimed

Edit Check #2: verify that the total number of meals claimed by each site does not exceed the number derived by multiplying:

Number of approved meal types **X** number of days of service **X** total monthly enrollment number

If a site submits a total number of meal counts that exceed the number from the calculation above, the sponsor must review the site's meal counts and other claim data and make necessary corrections **before** submitting the reimbursement claim.

SOs may use DPI's *Meal Edit Checks Form* to document the completed edit checks each month.

[Meal Edit Checks \(1 site with example\)](#)

[Meal Edit Checks \(2 sites\)](#)



SUBMITTING CACFP CLAIMS ONLINE

All agencies must submit monthly CACFP claims online, after the claim month has ended. It is recommended to use the *CACFP Reimbursement Claim Form* to compile claim information prior to submitting the claim. Refer to the *Claim Form Instructions* below.

CC, OS, HS, ADC	Claim Form Instructions (Child Care, Adult Care & Outside School Hours)
AR, ES	Claim Form Instructions (At Risk Afterschool Programs & Emergency Shelters)

Online Claim Manual

The *Online Claim Manuals* below provide instructions for logging into the claim system and submitting claims. Use your agency code and password to log onto the [Online Services](#). If you need to obtain login information, contact Jacque Jordee at 608-267-9134 or by email at Jacqueline.Jordee@dpi.wi.gov.

CC, OS, HS, ADC	Online Claim Manual (Child Care, Outside School Hours, Adult Care)
AR, ES	Online Claim Manual (At-Risk Afterschool Programs & Emergency Shelters)

It is recommended that agencies print the following two screens to file with claim records:

1. Claim Summary page (the screen showing the entered claim detail and the calculated reimbursement amount) which displays once a claim is fully entered online
2. The final screen confirming the successful submission of the claim and date submitted

Sponsoring Organizations (SO)

SOs must report total participation data (for all sites) on the Parent Form and data for each site on individual site forms. The numbers for each category on the Parent Form must equal the total sum of the respective categories on the site forms.

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. Claim submission deadlines are also posted on DPI's [on-line services website](#).

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)

When the 60th day falls on a Saturday, Sunday, or Federal holiday, the deadline is the next business day. Claims cannot be submitted online under this situation; they must be submitted using the *CACFP Reimbursement Claim Form*:

CC, OS, HS	Claim Form (Child Care & Outside School Hours)
AR, ES	Claim Form (At-Risk Afterschool Programs & Emergency Shelters)
ADC	Claim Form (Adult Care)

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. A one-time exception may be granted separately for School Meal Programs, Child and Adult Care Food Program (CACFP) and the Summer Food Service Program once every 36 months. CACFP includes the Child Care, Adult Day Care, At-Risk Afterschool Programs and Emergency Shelters. An exception for any of these programs would count as the agency's one-time exception for the CACFP.

Submission of a One-time Exceptions:

To receive a one-time exception for a late claim or amended claim, the agency must submit:

- Completed [One-Time Exception Corrective Action Plan \(PI-1410\)](#) to DPI's Federal and State Grants Programs. On this form, the agency must provide an explanation detailing the reasons why the claim was submitted late, as well as actions taken to avoid submitting a late claim in the future
- Completed *CACFP Reimbursement Claim Form* (see previous page for link to applicable form)

The agency's submitted corrective action plan will be reviewed and approved at DPI's discretion.

AMENDING CLAIMS

Programs may submit corrections to an original claim (i.e., amend the claim).

Amending Claim Prior to DPI Processing: Programs may amend their claim on-line until the time the claim is processed by DPI. Directions for modifying an on-line claim are found in the *CACFP Online Claim Manual*.

Amending Claim After DPI Processed Claim: Programs amending a claim with a downward adjustment, or upward adjustment before 60 calendar days from the end of the claiming month, must submit an edited Claim Summary Page from online services. Print this page by following the directions in the *CACFP Online Claim Manual* on page 3 of this GM to "View/Print Claim." Then:

1. Draw a line through the numbers that need to be changed (i.e., number of meals, average daily attendance) and write in the correct number(s)
2. Sign, date, and e-mail a copy to Najat.Shorette@dpi.wi.gov or fax to the Federal and State Grants Program at 608/267-9207

Programs amending a claim with an upward adjustment after 60 calendar days from the end of the claiming month must submit a one-time exception. See the Late Claims section above.

DPI CLAIMS PROCESSING AND PAYMENT

Only one claim or adjustment per program is accepted per payment processing period. DPI processes payments each Tuesday and payments are electronically deposited on the Monday of the next week after the processing date. If a holiday falls on the processing or payment date, the processing or payment date will be the next business day. No claims are processed for payment during the last two weeks of June and the last two weeks of December or during a Federal government shutdown. Changes to the claims processing schedule are posted on the [WI Child Nutrition Programs Online Services website](#).

DPI Payment System

DPI utilizes the Aids Banking System to direct deposit all DPI State and Federal Aids payments into the bank account specified. It is mandatory for each agency to complete the Aids Banking information to receive reimbursement for submitted CACFP claims.

Account Information Changes

If your agency's Aids Banking information has changed (except authorized representative and email address changes), go to the following website to make the necessary changes: [Aids Banking System - Login](#)

Authorized Representative and E-mail Address Changes: You must make these changes within your agency's online CACFP contract and submit changes for approval. Once approved, the updated information will transfer to the Aids Banking system.

AIDS REGISTER

Claim payment information is posted to an electronic Aids Register. You must use Google Chrome for accessing this information. The Aids Register provides the following for each payment:

- Voucher Date (*when claim is processed*)
- Payment Date (*when payment is electronically deposited into account*)
- Voucher ID
- Description (*Claim Month/Year, Program, and Meals or Cash-in-lieu*)
- Direct Deposit Amount

The Aids Register may be accessed in two ways:

- (1) By going directly to DPI's [Aids Register Webpage](#) OR
- (2) Clicking on the 'Aids Register' button on the [online services webpage](#)

Private Agencies (Nonprofit and For Profit Agencies): Only information on claim payments issued on July 1, 2014, to the present can be accessed through the Aids Register.

DISABLING ONLINE CLAIMS

The DPI has the right to disable an agency's online claiming rights. The reason(s) to disable an agency's online claiming rights may be a condition of being declared seriously deficient (SD). An agency that has been declared SD may have its online claiming rights disabled until the reason(s) for being declared SD has been permanently corrected, as certified by the DPI. The agency may continue to submit **valid** monthly claims by submitting them to DPI via the *CACFP Reimbursement Claim Form* within 60 days after the end of the month. Instructions on how to submit monthly claims for reimbursement via a paper claim form and the conditions that must be met to reinstate the online claiming rights will be included in a Disabling of Online Claiming Rights notification letter or the Declaration of Serious Deficiency letter. Notification will be given to the agency before its online claiming rights are disabled.