

**Community Nutrition Programs
Child and Adult Care Food Program (CACFP)**

[Guidance Memorandums](#) [CACFP Webcast Trainings](#)

- Claims: Completion, Submission, Amendments, Processing, and Payments
 - Document Web Links: documents are accessible under Guidance Memo 3A

Applies To: Participating Agencies in the Adult Care Component

- Both Independent Agencies (1 site) and Sponsoring Organizations (more than 1 site)

Revision Date: December 2015

All participating agencies must submit monthly CACFP reimbursement claims to the Department of Public Instruction (DPI) to receive CACFP funds.

A. Submitting CACFP Reimbursement Claims

1. Public and Private Nonprofit Agencies

Public and private nonprofit agencies must submit monthly CACFP claims online, after the claim month has ended.

To obtain a login, please contact Jacque Jordee at 608-267-9134 or by email at jacqueline.jordee@dpi.wi.gov for assistance.

- Refer to the *CACFP Internet Claim Manual* for detailed instructions for submitting your agency's claims online
[CACFP Internet Claim Manual](#)

Instructions are also provided within the DPI webcast *CACFP Internet Claim Procedures*.
[Webcast: CACFP Internet Claim Procedures](#)

Sponsoring organizations (≥ two sites) must report total participation data on the "Parent Form" and data on a site-by-site basis 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.

All agencies must print the following two screens for their claim records:

- Claim Summary page (the screen showing the entered claim detail and the calculated reimbursement amount) which displays once a claim is fully entered online.
- The final screen confirming the successful online submission of the claim and the date that it was submitted to DPI.

2. For-Profit Agencies

- For-profit agencies must submit their monthly reimbursement claim using the paper claim form, *Reimbursement Claim – Adult Care Component (PI-1489-A)* **and the original *Eligibility for Proprietary Centers Form (PI-1485-AD)* completed by the applicable social service agency.**

❖ [Eligibility for Proprietary Centers form \(PI-1485-AD\)](#)

❖ [CACFP Reimbursement Claim - Adult Care Component \(PI-1489-A\)](#)

- For instructions on completing the paper claim form, refer to the *Instructions for Completing the Reimbursement Claim Form – Adult Care Component*.

[Instructions for Completing the Reimbursement Claim Form – Adult Care Component](#)

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The completed reimbursement claim must be mailed, faxed, or emailed using the information printed in the upper right corner of the form; a copy of the submitted reimbursement claim must be retained on file.

B. Elements of a Valid CACFP Reimbursement Claim: *Completing the CACFP Claim*

When submitting a reimbursement claim, each agency certifies that the claim is correct and that records are available to support that claim.

- Instructions on how to accurately complete a reimbursement claim are provided within the webcast training *Completing the CACFP Reimbursement Claim*:

[Webcast: Completing the CACFP Reimbursement Claim](#)

The reimbursement claim is for a calendar month and must include all of the following elements for each site:

1. An accurate report of enrollment:

The eligible participants must be reported within the monthly enrollment data by the correct need category based on their valid Household Size-Income Statement determinations (Free, Reduced, Non-needy). The monthly enrollment data numbers are obtained by completing the Household Size-Income Record for that month, which must list all eligible participants enrolled in the center during any part of the month and their correctly determined need category for that month (Free, Reduced, or Non-needy) (see *Guidance Memorandum 1A: CACFP Requirements for Household Size-Income Statements*).

- All enrolled eligible participants, as defined by the agency in its current online CACFP Contract, must be listed on the Household Size-Income Record for each month (see *Guidance Memorandum 6A: CACFP Enrollment Requirements*).

2. An accurate record of the number of meals/snacks meeting CACFP requirements served to eligible participants:

The total number of meals served for each meal type to the eligible participants for the calendar month at each site must be calculated using meal count records (see *Guidance Memorandum 9A: CACFP Recordkeeping Requirements*).

- Instructions on accurately recording and calculating meal counts can also be obtained by viewing the webcast training *Recording and Maintaining Meal Counts for the Adult Care Component*:

[Webcast: Recording and Maintaining Meal Count for the Adult Care Component](#)

→ The number of meals claimed per meal type for each day should not be higher than the site's capacity. If a site serves meals in shifts, capacity cannot be exceeded at any one given time within the number of meals claimed.

3. An accurate record of average daily attendance:

To calculate the average daily attendance (ADA):

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

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- e. **For sponsoring organizations**, calculate the ADA on a site-by-site basis for each month using the above calculation. Add all of the site's 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.*

Refer to the webcast training *Calculating the Average Daily Attendance for the Adult Care Component* for further instructions on how to do this monthly calculation:

[Webcast: Calculating the Average Daily Attendance for the Adult Care Component](#)

4. An accurate record of the number of days of meal service:

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

C. Record Retention Rule

All reimbursement claims, including any claim amendments, must be supported by documentation of all of the elements specified in section B above. These records must be maintained by the agency and be readily available for review by DPI, USDA, or other state officials at any time for at least three years plus the current fiscal year; except that, if audit findings have not been resolved, the records must be retained as long as required for resolution of the issues raised by the audit.

D. Additional Requirement for Sponsoring Organizations (more than one site)

- Meal Count Edit Checks

→ [Webcast: Meal Count Edit Checks \(Sponsoring Organizations Only\)](#)

Edit checks are used to identify potential problems. Problems identified by the edit check process should lead to a closer examination and/or correction of a sponsored facility's meal counts.

CACFP regulations require the sponsor to perform and document two meal count edit checks for each site's meal counts prior to submitting its consolidated monthly claim.

1. **Required Meal Count Edit Check One:** the sponsor must verify that the site has been approved to serve the types of meals claimed.
2. **Required Meal Count Edit Check Two:** the sponsor must verify that the total number of meals claimed by each site does not exceed the number derived by multiplying:
[The number of approved meal types **times** the number of days of service **times** the total monthly enrollment number]

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

Prior DPI and USDA approval is needed if a sponsor wants to design an edit check system that does not use the total monthly enrollment number. Documentation must clearly show what specific edit check procedures are in place.

Documenting Meal Edit Checks: DPI's *Meal Count Edit Check Sample Form* may be used for documenting the required meal edit checks. Other methods of documentation are also acceptable as long as they clearly show that both required edit checks have been completed for each site each month.

[Meal Count Edit Check Sample Form \(Sponsoring Organizations Only\)](#)

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E. 60 Calendar Day Cut-off Deadlines for Submitting Reimbursement Claims

Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies.

Claims for reimbursement for meals served under the CACFP must be submitted to DPI on-line for payment within 60 calendar days after the last day of the claiming month. The following chart gives the deadline date for each monthly claim period.

| 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) |

→ The claim submission deadlines are also directly posted on DPI's on-line services website: [Claim Submission Deadlines](#)

F. One-Time Exceptions for Submitting Late Claims

Any original monthly claim or an amended claim with an upward adjustment (or increase in the dollar amount for the original claim submitted for that month) received after 60 calendar days from the end of the claiming month is considered to be a late claim. DPI must grant a "one-time exception" approval in order to pay a late claim. This "one-time exception" approval is at the DPI's discretion. DPI may grant a "one-time exception" approval for only one monthly reimbursement claim per program every 36 months.

Submission of Corrective Action Plan:

In order for an agency to receive a "one-time exception" approval for processing a submitted late claim for reimbursement, the agency must submit a corrective action plan or a completed *One-Time Exception Corrective Action Plan Form (PI-1410)* to DPI's Federal and State Grants Programs section, per the instructions on the form, along with the late claim.

[One-Time Exception Corrective Action Plan Form \(PI-1410\)](#)

The agency will have to provide an explanation within its corrective action plan or on this form detailing the reasons for why the claim was submitted late as well as the agency's actions taken to avoid submitting a late claim in the future.

The agency's submitted corrective action plan or completed *One-Time Exception Corrective Action Plan Form* will then be reviewed and approved at DPI's discretion.

Amended claims with downward adjustments (decrease in the dollar amount for the original claim submitted for that month) can be submitted at any time and do not require DPI's "one-time exception" approval.

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Method for Submitting Late Claims:

DPI's online services do not permit the submission of late claims. Therefore, DPI's paper claim forms must be completed for submitting a late claim or if your agency's online claiming rights have been disabled (refer to section J, *Disabling of Online Claims*, within this guidance memorandum for more information).

[CACFP Reimbursement Claim - Adult Care Component \(PI-1489-A\)](#)

[Instructions for Completing the Reimbursement Claim Form – Adult Care Component](#)

These claim forms and instructions are also on the Guidance Memorandum website, listed under Guidance Memorandum 3A.

G. Submitting Amended Claims

If nonprofit or public agencies detect that a submitted reimbursement claim is inaccurate, they may amend or modify the submitted claim by one of two methods:

1. Prior to DPI Processing of Claim:

Agencies may modify or 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 Internet Claim Manual*.

[CACFP Internet Claim Manual](#)

2. After DPI Processing of Claim:

To submit an amended claim once a claim is processed, print the claim by following the directions in the *CACFP Internet Claim Manual* to "View/Print Claim". Then:

- 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).
- Sign, date, and fax to the Federal and State Grants Program at 608/267-9207 or e-mail a scanned copy to jacqueline.jordee@dpi.wi.gov or richard.fairchild@dpi.wi.gov.

For-profit agencies must submit amended claims using the paper claim form (PI-1489-A).

H. DPI Claims Processing

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 second Monday 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:

[WI Child Nutrition Programs Online Services Website](#)

I. DPI Payment of Claims

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

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1. New Agencies and Account Information Changes:

If your agency is new to receiving DPI State and Federal Aids payments or any of your **agency's current Aid Banking System information has changed** (except authorized representative and email address changes), your agency must go to the following website for making 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. Once approved, the updated information will transfer to the Aids Banking system.

2. Aids Register

DPI no longer prints and mails paper transaction information for your agency's claim payments.

Your agency's claim payment information is posted to an electronic Aids Register.

→ **Please Note: You must use Google Chrome as the Internet Browser for accessing this information.**

The Aids Register provides the following details for each payment:

- ✓ Voucher Date (*when claim amount is prepared for payment*)
- ✓ Voucher Number
- ✓ Payment Date (*when payment is electronically deposited into your agency's account*)
- ✓ Specific Claim and Program (*Claim Date*)
- ✓ Direct Deposit Amount

Using the Aids Register – Accessing Claim Payment Information:

Only information on claim payments issued on July 1, 2014 to the present can be accessed on this website.

The Aids Register may be accessed by either of the following two ways:

- **Direct Web Link:** [Aids Register](#)

OR

- **Select the *Aids Register* button on the WI Child Nutrition Programs Online Services website:** [WI Child Nutrition Programs Online Services Website](#)

Then, click on the *Private Aids Register* option.

J. Disabling of 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. An agency that has been declared seriously deficient may have its online claiming rights disabled until the reason(s) for being declared seriously deficient has been permanently corrected, as certified by the DPI. The agency may continue to submit **valid** monthly claims for reimbursement by submitting them to DPI via the paper claim form within 60 days after the end of the month for which the claim applies. Instructions on how to submit monthly claims for reimbursement via a paper claim form and the conditions that must be met to reinstate the monthly 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.