Instructions for Completing the CACFP Reimbursement Paper Claim Form (PI-1489-B)

- For At-Risk Afterschool Programs and Emergency Shelters

[The Word Fillable CACFP Reimbursement Claim Form (PI-1489-B)](#)

Use this form as a worksheet for submitting the claim information via the internet within 60 calendar days from the end of the claim month. To submit claims online and to access the *At-Risk/Emergency Shelter Internet Claim Manual*, go to http://dpi.wi.gov/community-nutrition/online-services.

Amended or revised claims and late claims must be submitted using the online Claim Summary page. (See page 2)

Only submit this completed paper claim form if it is a late claim older than 60 calendar days from the last day of the claim month (which requires a one-time exception approval by DPI) or your agency's online claiming rights have been disabled. See the chart below for the claiming deadline dates.

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)

❖ **All sponsoring organizations** (which have more than one site) must provide individual site information on the second page of the claim form. Please note, "Site No." must be the DPI-assigned site code number.

1. Complete the information in the boxes at the top of the claim on the first page, including the *daytime telephone number* for the person responsible for completing the claim.

2. **Complete Section *I. Enrollment Data*:**

   Box 1 .... Fill in the highest total daily attendance in the afterschool hours program **for all sites**.
   (Does not apply to Emergency Shelters.)

   OR

   .... Fill in the total number of **residential** children/youths under 19 years of age at **all** sites.
   (Does not apply to At-Risk Afterschool Program sites.)

   ❖ **Sponsoring organizations** must report separate enrollment data for each site on page 2 of the form. Transfer your calculated total from the "Totals" row on the bottom of page 2 to the box 1 on page 1. If filling in the claim form electronically, the information typed into the "Totals" row will automatically populate into box 1.

      ▪ **If filling in the claim form electronically and your agency has only one site**, type in your center's enrollment data within the "Totals" row at the bottom of page 2. This information will then automatically populate on the first page within box 1.

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3. **Complete** Section *II. Participation Data* **using the applicable column(s):**

   Box 2.......... Report the total *Number of Sites*. The number of sites reported by sponsoring organizations should equal the number of sites listed on the second page.

   Box 3.......... List the *Number of Days of Service* that sites were open and claiming for meals during the month. For sponsoring organizations, if the sites differed in the total days of service, list the greatest number for the days of service.

   Box 4.......... Report *Average Daily Attendance*. Using the <u>daily attendance records</u>, <u>NOT</u> meal count sheets, determine the number of children/youths in attendance each day the site was open and claiming for 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 *Average Daily Attendance* (round all fractions up to the next whole number).

   Schools Only: report the total number of participants enrolled, as reported on line 1, or the highest number of meals served of the different types of meals claimed divided by days of service.

   ❖ **Sponsoring organizations** must report a separate average daily attendance for each site on page 2 of the form. Transfer the calculated total from the "Totals" row on the bottom of page 2 to box 4 on page 1. If filling in the claim form electronically, the information typed into the "Totals" row will automatically populate into box 4.

   LINE 5......... **Afterschool Programs Only:** Report total *Number of Meals and/or Snacks Served to Eligible Children/Youths* using meal count records. At Risk Afterschool Program Sites may only be approved for a **supper and/or a snack during regular school days** and any one meal (breakfast, lunch, or supper) and/or a snack during weekends and holidays (e.g., Spring Break)**.** After school hours care sites may only claim reimbursement for up to one (1) meal and one (1) snack per child/youth per day.

   OR

   .... **Emergency Shelters Only:** Report the total *Number of Meals and Snacks Served to Eligible Residential Children/Youths* using meal count records.

   ❖ **Sponsoring organizations** must report separate meal counts for each site on page 2 of the form. Transfer the calculated totals from the "Totals" row on the bottom of page 2 to line 5 on page 1. If filling in the claim form electronically, the information typed into the "Totals" row will automatically populate into the line 5 on the first page.

4. **Section *III. Certification*:** as an assurance that the claim information is accurate, the *Authorized Representative* identified on your agency's *CACFP Contract* must complete, sign, and date the bottom of the form.

5. **Submitting paper claim forms:**

   - **If your agency's online claiming rights have been disabled**, submit the completed claim form, as instructed within DPI's *Disabling of Online Claiming Rights* notification letter sent to you.

   - **For late claims**, submit a completed claim form and a completed *One-Time Exception Corrective Action Plan Form (PI-1410)* by one of the following methods:

   Mail: Wisconsin Department of Public Instruction   **Fax**:   **E-mail**:
   Federal and State Grants Program   608.267.9207   jacqueline.jordee@dpi.wi.gov
   P.O. Box 7841
   Madison, WI 53707-7841
   Web Link: One-Time Exception Corrective Action Plan Form (PI-1410)

6. **Claim amendments: <u>Do not</u> submit a paper claim form for amended or adjusted claims.**

   After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI. Directions for modifying an on-line claim are found in the *At-Risk/Emergency Shelter Claim Manual* which can be accessed at:

   For modifying a claim that has already been processed, print the claim by following directions in the *At-Risk/Emergency Shelter Claim Manual* to "View/Print Claim." 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 the fax number or email listed above.

   The *CACFP Internet Claim Manual* can be accessed at: CACFP At-Risk/ Emergency Shelter Online Claim Manual