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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. 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.

SUBMITTING A VALID CACFP CLAIM

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. Instructions on how to complete 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 At-Risk Afterschool E-Learning Course:](#) *Program Reimbursements* lesson

Enrollment

Child Care Centers and Outside of School Hours Sites

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 1C* for more details).

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

All participants are eligible as Free. The household size-income record is not required.

For-Profit 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 (*W-2 Shares/ County Child Care Assistance*). The Free and Reduced participants and Title XX recipients cannot be combined together 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 in order 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 9C*). The total numbers for each meal type is 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 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.

Number of Days of Service

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

SPONSORING ORGANIZATIONS (MORE THAN ONE SITE) - ADDITIONAL REQUIREMENT

Sponsoring Organizations must perform and document two meal count edit checks for each site's meal counts prior to submitting its monthly claim. Refer to [GM #5](#) for detailed information.

SUBMITTING CACFP CLAIMS ONLINE

All agencies must submit monthly CACFP claims online, after the claim month has ended. 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.

Child Care Centers and Outside of School Hours Sites: Obtain detailed instructions for submitting claims in the [CACFP Internet Claim Manual](#).

At-Risk Afterschool Programs and Emergency Shelters: Obtain detailed instructions for submitting claims in the [CACFP Internet Claim Manual for At Risk After School Programs and Emergency Shelters](#).

CACFP E-Learning Course:

- Child Care, Head Start, and Outside of School Hours: *CACFP Claims* lesson
- Emergency Shelters: *CACFP Claims - Emergency Shelters* lesson

CACFP At-Risk Afterschool E-Learning Course: *Program Reimbursements* lesson

Sponsoring organizations 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.

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

CLAIM DEADLINES

Claims for reimbursement must be submitted on-line 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)

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

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 paper claim form (refer to section: *Submitting Late Claims* below for more information).

Late Claims

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 is considered a late claim. DPI must grant a “one-time exception” in order to pay a late claim with an upward adjustment. This “one-time exception” is at DPI’s discretion. DPI may grant a “one-time exception” for only one claim per program every 36 months.

Submission of a One-time Exceptions:

In order for an agency to receive a “one-time exception” for a late 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 late claim in the future
- Completed paper claim form (refer to section: *Submitting Late Claims* below for more information)

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

Amended claims with downward adjustments (decrease in dollar amount from the original claim submitted) can be submitted at any time and do not require DPI's "one-time exception" (refer to section: *Submitting Late Claims* below for more information).

Submitting Late Claims

Late claims cannot be submitted online. DPI's paper claim forms must be completed to submit a late claim or to submit a claim if the agency's online claiming rights have been disabled (refer to section: [Disabling of Online Claims](#), within this GM for more information).

➤ **For Child Care, Head Start, or Outside of School Hours sites:**

[CACFP Reimbursement Claim Form – Child Care Component \(PI-1489\)](#)
[Instructions for Completing the Reimbursement Claim Form – Child Care Component \(PI-1489\)](#)

➤ **For At-Risk Afterschool Programs and Emergency Shelters:**

[The Reimbursement Claim Form – At-Risk and Emergency Shelter Sites \(PI-1489-B\)](#)
[Instructions for Completing the Reimbursement Claim Form – At-Risk and Emergency Shelter](#)

AMENDING CLAIMS

Programs may submit corrections to an original claim (or amend the claim) by one of the two methods:

Prior to DPI Processing of Claim: 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 Internet Claim Manual](#).

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 e-mail a copy to Najat.Shorette@dpi.wi.gov or fax to the Federal and State Grants Program at 608/267-9207

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 current Aids Banking information has changed (except authorized representative and email address changes), your agency must 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. 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 paper 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.