

# Guidance Memorandum N: CACFP Claim Submission

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

[FDCH Sponsor Guidance Memorandums Web Link](#)

**Applies To:** Family Day Care Home Sponsoring Organizations in the CACFP

**Revision Date:** September 2016

### General Claim Procedures

Claims for reimbursement from the FDCH Sponsors are submitted to the DPI electronically, via the department Online Services webpage. Only one claim per week can be submitted by the sponsoring organization (either online by fax, or email). The procedures to be used for online claim submission are detailed in the **Child and Adult Care Food Program Claim Manual for Family Day Care Home (FDCH) Sponsors**.

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

FDCH Sponsors are limited to a maximum of four (4) claims for a given month. A maximum of three claims per a given month can be submitted using the Online Services webpage, within 60 days after the last day of the claiming month. Only one claim can be submitted per week via Online Services webpage. The online claim system will not accept a new claim if there is still an unprocessed (i.e. an "open") claim pending in the system. If a fourth claim for a given claim month is needed, it will only be accepted by using the *Child and Adult Care Food Program Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452)* and submitted by fax or email.

### **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. The 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 \(PI-1410\)](#)

## Guidance Memorandum N: ■ CACFP Claim Submission

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.

### **Reporting Administrative Costs and Revenue on Monthly claims:**

All administrative costs and revenue that is reported on the monthly claim must be supported with actual documentation retained at the offices of the FDCH Sponsor. Expenditures for the claim months of October – August can be reported using either a cash or accrual system of accounting. All September administrative costs must be reported on an accrual basis. Institutions using cash based accounting must make all necessary accounting adjustments to report accrued costs and income on the final claim for the fiscal year. Only actual CACFP expenditures are to be reported. No estimated costs. The final claim for administrative costs must be made within 60 days from the last day of September.

Revenue must be reported on any claim where the administrative expenditures exceeded program revenue. Any administrative reimbursement up to 10% of the earned administrative reimbursement, can be carried over into the next Federal Fiscal Year (FFY). This "carryover" must be used in the next federal fiscal year. To ensure funds are used it is recommended that the FDCH Sponsor adopt the First In First Out (FIFO) method of accounting to account for the carryover funds. The carryover funds are required to be reported on the monthly claim as "Admin Revenue" in the claim month to which they were used to cover expenses.

An itemized detail of all monthly Administrative Expenditures and Revenue must be retained at the FDCH Sponsors office and reported quarterly on the *CACFP Quarterly Financial Report for Sponsoring Organizations of Homes (PI-1463-B)*. Refer to Guidance Memo F for more details. The DPI has provided a worksheet to help a FDCH Sponsor project the amount of administrative reimbursement that will be earned throughout the year. Refer to the *FDCH Admin. Projection Worksheet* for the respective FFY.

### Monthly Claim Edit Checks

#### Sponsoring Organizations

FDCH Sponsors must perform edit checks on each day care home claim prior to submitting any consolidated monthly claim to DPI. At a minimum the edit checks must:

1. Verify that each day care home has been approved to serve the types of meals being claimed, and
2. Verify that the number of meals claimed by a day care home does not exceed the number derived by multiplying approved meal types times days of operation times enrollment. **FDCH Sponsors must upload the [Home Provider Meal Details Report](#) for all new and adjusted claims before submitting the claim.**

Any family day care home claim that does not meet the edit checks must be subjected to a thorough review and must be resolved before the claim is submitted to DPI for payment.

Sponsors may use edit checks which are more restrictive than those stated above, and may do so without prior approval from DPI. For example, a sponsor may use the day care home's reported average daily attendance (ADA), rather than enrollment, since ADA cannot exceed enrollment. A sponsor may also use three (3) as the maximum number of approved meals types, rather than the actual number of meal types the day care home is currently approved for, unless the home is approved for less than three meal types. In this later case the sponsor must use the actual number of approved meal types. Sponsors may always use a more restrictive meal edit check(s) if it results in more accurate results.

Agencies are reminded of item #9 on the Day Care Home Enrollment Form (PI-1425), under "Rights and Responsibilities of Day Care Home". As is stated, "Make meal count and menu records available to the Sponsoring Organization by the \_\_\_\_\_ day of each month". Sponsors should have an established agency policy, using the above language, which prohibits acceptance of provider claims beyond a certain number of days. This will reduce the number of "late" claims being submitted by the sponsor, and will help to streamline the entire claims processing procedure for the agency.

## Guidance Memorandum N: CACFP Claim Submission

### State Agency

Federal regulations require state agencies to establish edit check procedures for all submitted claims for reimbursement. At a minimum the edit checks must:

1. Verify that each institution has been approved to serve the types of meals being claimed, and
2. Verify that the number of meals claimed by an institution does not exceed the number derived by multiplying approved meal types times days of operation times enrollment. (For this edit check DPI will be more restrictive than the federal standard. The DPI will verify (by tier classification, Tier I, Tier II All Higher, Tier II All Lower and Tier II Mixed) that the number of meals claimed does not exceed the number derived by multiplying the average daily attendance times days of operation times three.)
3. Verify that the number of meals claimed by an organization does not exceed the number derived by multiplying approved meal types times days of operation times enrollment.

**Instructions for submitting a claim can be found in the Child and Adult Care Food Program Claim Manual for Family Day Care Home Sponsors**

### **Child and Adult Care Food Program- Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452).**

Agencies must report the following on the *CACFP Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452)* form:

**Part I. Participation Data** within each claim being submitted (initial, adjusted claims, or “late”):

- A. The total Average Daily Attendance (ADA) of all homes by tier classification;
- B. The total number of homes claiming for the month by tier classification;
- C. The highest number of operating days for any claiming home by tier classification; and
- D. The total number of meal counts for each specific meal or snack type for all homes by tier classification.

**Part II: CACFP Meal Reimbursement – Receipts/Payments:**

- A. Record the amount of CACFP meal reimbursement received this month;
- B. Record CACFP reimbursement disbursed this month;
- C. Net Difference is the difference between what was received and what was paid out. Any difference would reflect any reimbursement owed from a provider that was “collected” from a claim that month. This amount would then have to be returned to DPI. Refer to Guidance Memo F for more information on returning provider overclaim funds.

**Part III. CACFP Administrative Reimbursement - Receipts/Costs**

- A. Record CACFP administrative reimbursement received this month;
- B. Record other revenue used to fund CACFP administrative costs this month. Specify the source of the other funds on the right hand side. This is also where any carryover funds that are used towards administrative costs would be recorded. *This amount is recorded in the “Admin. Revenue” section of the online reimbursement claim;* and
- C. Sum of lines A+B. This is the amount of funds that were available and used in the claim period to fund the administrative costs reported in Part IV.

**Part IV. CACFP Administrative Costs**

- A – L. Report actual expenditures incurred during the claim month in the reflective cost line item. For line J, specify any other costs on the right hand side of the form in the space provided.
- M. The sum of lines A-L. Line D should equal line M.

The sponsoring organization must have on file a completed paper copy of the *CACFP Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452)* form which corresponds to each claim submitted via the Online Services webpage. The sponsor should note on each paper copy of the claim the date that data was submitted to the DPI via the Online Services webpage.

### **Payment Processing by DPI**

Only one claim or adjustment per program is accepted per payment processing period. The 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.

## Guidance Memorandum N: ■ CACFP Claim Submission

### DPI Payment of Claims

The 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.

#### 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

There is an electronic [Public and Private Aids Register](#).

- **Public Agencies (Schools, Universities, and Technical Colleges)**

- **Private Agencies (Nonprofit and For Profit Agencies)**

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