

Key Points – CACFP Claims for Reimbursement

- ✓ Due within 60 calendar days after end of claiming month
 - Only one special exemption per program will be granted by USDA every 36 months.
 - An approved corrective action plan must be on file with DPI before the special exemption is granted
- ✓ Average Daily Attendance (ADA)
 - Use attendance records, NOT meal counts
 - TT children in attendance/days of operation = ADA
 - Round UP all fractions
 - 26.1=27
- ✓ Online claim submission required
 - Retain confirmation page from online claim site
- ✓ Child Care and At Risk/Emergency Shelters have separate claim websites
- ✓ ACH Payments (Electronic Funds Transfer)
 - No more checks or transmittal notices
 - Confirmation page lists date of ACH payment
 - Check Aids Register for more information
 - http://sfs.dpi.wi.gov/aid_info
- ✓ DPI processes payments each Tuesday morning, with a voucher date of the following Thursday and a payment date of the second Monday after the voucher date
- ✓ **Amending Claims** (after processing by DPI)
 - Must submit paper copy; revised confirmation page or completed copy of the CACFP claim form (PI-1489, PI-1489-B)
 - Complete all required information
- ✓ Retain on file all documentation which supports the claim
 - Household Size Income Statements
 - Household Size-Income Record
 - Attendance/Participation Records
 - Days of Operation
 - Time of Service Meal Count Records
 - Dated Menus (listing substitutions, changes, updates, etc.)
 - Production Records (Children ages 1-12 years)
 - Infant Production Records, if applicable
 - Recipes
 - Child Nutrition Labels/Product Analysis Sheets
 - Food receipts, invoices etc.