

## Compiling the Monthly Claim Checklist

The checklist below can be used as a quick reference when compiling your agency's claims. For detailed instructions see *Instructions for Completing the Reimbursement Claim Form* in Guidance 3 (for Child Care Centers or At-Risk / Emergency Shelters).

**BEFORE COMPILING THE MONTHLY CLAIM, PRINT THE CORRECT CLAIM WORKSHEET FOR YOUR AGENCY:**

- Child Care (CCI) and Outside of School Hours Care Centers (OSHCC) print and complete **PI-1489 claim worksheet**
- At-Risk Afterschool Programs (AR) and Emergency Shelters (ES) print and complete **PI-1489-B claim worksheet**

*(Sponsoring Organizations complete page 2; record totals on page 1)*

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